



**TAOYUAN  
AMERICAN  
SCHOOL**

**桃園美國學校**  
Preparing our students today, for the future of tomorrow



No.1, Kainan Rd., Luzhu Dist.,  
Taoyuan City, Taiwan 33857  
桃園市蘆竹區開南路一號  
E: [admission@tyas.tyc.edu.tw](mailto:admission@tyas.tyc.edu.tw)

# **PARENT/STUDENT HANDBOOK 2021-2022**

**Address: No. 1, Kainan Rd., Luzhu District  
Taoyuan City, Taiwan 338**  
**Principal: Mr. Chris Williamson**  
**Main Office Telephone: 886-3-341-1890**  
**Main Office Fax: 886-3-2151079**  
**Website: [www.tyas.tyc.edu.tw](http://www.tyas.tyc.edu.tw)**

# TAOYUAN AMERICAN SCHOOL

**"Preparing our students today, for the future of tomorrow."**

## Handbook for Parents and Students

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## SECTION 1: TAOYUAN AMERICAN SCHOOL MISSION & PHILOSOPHY

One of the primary goals is to offer a safe, positive learning environment for our students. The underlying purpose of a clear, fair discipline policy is to ensure that all students can be confident that their school is a safe, secure place to learn and grow.

This handbook contains the rights, responsibilities, and regulations for students who attend TYAS. Parents, please join your child(ren) in reviewing the contents of this document. If you have any questions, please do not hesitate in contacting us.

TYAS Administration Office

### Guiding Statements

#### TYAS Vision Statement

Preparing students today, for the future of tomorrow.

#### TYAS Mission Statement

To develop students to be diligent, resilient and adaptable; consequently equipping them with the knowledge, skills and disposition to further their education and become personally fulfilled, interdependent, socially responsible individuals capable of thriving in a rapidly changing world of the 21st century.

#### Schoolwide Action Plan

- Goal #1 We will prepare students for their future college careers and lives abroad, as well as train students how to use new technology.
- Goal #2 The school will engage students with the local and global communities, as well as engage parents with the school community.
- Goal #3 All students will have the linguistic capability and platform with which to advocate their own ideas and create their own contributions to the school.
- Goal #4 All students will develop an interest in global culture and a respect for the cultures and beliefs of individuals other than themselves.
- Goal #5 The school will help students to take responsibility and show ownership of their learning and connect their studies to the real world.

#### Schoolwide Learner Outcomes (SLO's)

Be prepared for the future  
Engage with the community  
Advocate for yourselves  
Respect other cultures and beliefs  
Show responsibility for your learning

## **SECTION 2: GENERAL OPERATIONS**

### **2.1 Operational Hours**

The regular instructional day begins at 8:00 am and ends at 4:00 pm. The Administration Office is staffed from 7:45 am - 4:30 pm. Teachers are available in their classrooms from 8:00 am to 4:00 pm. Parents are asked not to drop off their children before 7:50 am.

### **2.2 School Building Security**

The security guard is scheduled daily at the building entrance. All school visitors must fill out basic information at the Front Desk. In order to ensure a safe, comfortable, and confidential learning and working environment, students, parents, and campus visitors are not permitted in faculty-only areas, including the faculty room, classrooms, and the Administration Office unless attending a pre-approved event and/or meeting. Approval of the use of facilities is at the discretion of the administration. Students are not allowed to enter the security desk area at any time.

### **2.3 Student Supervision**

The safety and security of every student is a priority that is taken very seriously. Students are supervised during the operational hours by a member of the faculty and/or staff and may not leave the campus without verified parental permission. When students are released from the classroom for any reason, other than break, they must have the teacher's permission. The students will wear a hall pass at all times when they leave the classroom.

### **2.4 Lost & Found**

There is a "Lost & Found" box located in the Administration Office. Items must be claimed by the end of each semester. It is the student's responsibility to look after their belongings. Unclaimed items will be donated to charity.

### **2.5 Textbooks**

Parents are required to purchase all needed textbooks, workbooks and needed materials for each class their student is enrolled in. It is strongly encouraged that the students keep their books neat and organized.

### **2.6 Lockers**

Grades 6-12 students will be issued lockers to keep their belongings safe. Each student is responsible for maintaining their locker in a reasonable condition and he/she may be responsible for replacement or damages. Lockers should be closed and/or locked at all times. Students should never give other students their locker key. Anything of high value should never be kept in a locker. Valuable items should be kept at home. The school is not responsible for lost or stolen locker contents. The replacement fee for a lost locker key: NT\$ 500 (per key)

*Note:* Students who are unable to return to their locker or pay any due debts, will not be able to get their transcript at the end of the school year and may not obtain new textbooks and/or locker key at the beginning of the following school year until they have returned these missing items or paid their fees.

### **2.7 Posters**

To preserve a positive school environment as well as our facilities, students must obtain approval from the Administration Office for any posters they wish to post.

## **SECTION 3: SAFETY PROCEDURES**

### **3.1 Emergency Procedures**

The Emergency Procedures outline and give explicit directions for emergency protocols. Members of the Administration are designated to be the “Emergency Team.” Any emergency/safety concern should be directed immediately to the Principal/Elementary/Middle/High School Directors for review and follow up.

### **3.2 Fire or Emergency Evacuation Plan**

To ensure that faculty, staff, and students are aware of procedures, emergency evacuation drills are practiced once per semester or when deemed necessary. Students are instructed to follow teachers’ directions and move in a quiet and orderly fashion. Attendance is taken by the teacher once students are assembled in their designated location. If any student is missing, the Administration Office is immediately notified. Teachers, staff, and students return to their classrooms once the Principal has given the “all-clear” announcement. Existing fire-safety measures on campus include evacuation maps, fire alarms and fire extinguishers.

### **3.3 Earthquake Emergency Plan**

Following the cessation of earthquakes and tremors, teachers will follow established emergency procedures to evacuate to a safe location.

### **3.4 Student Health and Safety**

The school shall inform parents of all incidents of communicable and infectious disease on campus. No student shall be allowed to appear on the school grounds while in the contagious stage of an infectious disease.

### **3.5 Accidents and Illnesses**

Students who are involved in an accident or become ill should report directly to the school administration office and will be directed to the school nurse. Students who need assistance should report to or ask someone to report to the nearest teacher. Anyone who observes an accident or sees someone who appears ill should report to the nearest teacher and go to the school nurse for assistance. Students should refrain from carrying anyone for help and wait for the nurse. More damage can be caused by moving someone improperly.

### **3.6 School Cancellation**

School cancellation may occur due to typhoons or other natural emergencies. If the condition warrants the cancellation of scheduled classes, students and their families will hear from either the Administration Office, TV broadcast, and the school website. School cancellations are governed by the Taoyuan City Government, New Taipei City Government, Hsinchu City Government and/or Taipei City Government. While the school will adhere to Taoyuan City Government, if the student’s local government cancels school, that student will not be required to come to school on that day.

## **SECTION 4: TRANSPORTATION**

### **4.1 Drop-off and Pick-up**

Vehicles drop-off and pick-up students in front of the school building. Parents and students are asked to follow basic traffic rules and to be aware of children in the area. Please drive at a safe speed on campus at all times.

### **4.2 Bus Program**

Bus services are available for students. If you are interested in these services, please contact the Administration Office for arrangement.

### **4.3 Expectations for Riding the School Bus**

- If you are taking the school bus in the morning, please make sure that you are ready for pick up before the bus' arrival. At the end of each school day, please go to the assigned dismissal location as soon as possible and be ready for the school bus to leave on time.
- If the student's residential address is changed, the Administration Office should be notified immediately.
- If the school bus does not show up on time or is more than 10 minutes late, please contact the TYAS Bus Control Center Line Group to report any issues. If there is no alternate transportation available, the student should follow his/her parent's directions for obtaining transportation to school.
- Since seating and space are limited, students must only ride the bus to which they are assigned and keep personal possessions such as book bags on their lap and not in the aisles or on the seats; one student per seat.
- The school is not responsible for any item left on the school bus.
- To avoid personal injury, passengers should never stick their head, hands, arms, or any other part of their body out of the windows or doors. Students must remain in their seats, fasten their seat belts, and face forward.
- Bus routes are set to minimize time on the road and to pick-up/drop-off students at the safest locations. Do not ask the driver to deviate from his scheduled route and/or stops.
- Refrain from creating disturbances that would expose yourself or others to risk, danger, harm or injury. Do not use threats or intimidation against any person on the bus or at the bus stop.
- Never throw anything in the bus or out the bus window.
- Help maintain a clean and sanitary bus. Eating, drinking, and chewing gum are not permitted on the bus.
- Remain in the bus in the event of a breakdown or minor accident occurring.
- The Administration Office will dispatch another vehicle to take you to your destination and notify your parents as soon as possible.
- Respect the personal property of others. Any student responsible for any damage, destruction, or defacing of personal or school property will be required to pay for the damages and will be subject to disciplinary action.

## **SECTION 5: SCHOOL COMMUNICATION**

### **5.1 Parent and Teacher Communication**

Communication between parents and teachers is encouraged whether through parent-teacher conferences, one-on-one scheduled meetings, by telephone, in writing, or via e-mail and/or Thinkwave.

### **5.2 Contact Information**

To ensure effective communication between the school and all community members, please provide your address, telephone number(s) and email address to the Administration Office, including emergency contact information. If any of this contact information should change at any time, please inform the office of the change as soon as possible.

Please inform the school in advance in the event that the parents or guardians of a student are going to be out of the country. Inform the office of the dates of your absence as well as the alternative contact information.

### **5.3 Communication Book & Student ID Card**

Elementary School students are provided a communication book to record all daily assignments and reminders about upcoming homework, activities, projects, quizzes, tests and exams. In addition, teachers may use the communication book as a forum for communicating with parents.

Students are issued a student ID card at the beginning of each academic school year. The replacement fee for the Student ID Card: NTD\$500 (per card).

### **5.4 Student Email and Thinkwave Accounts**

All students are assigned email and Thinkwave accounts. Middle and High School students are expected to check their accounts on a regular basis as it will be a primary means of communication between students and teachers.

Parents that are new to the school will be given a Thinkwave account, so they may login and follow their student's progress. This is a secure account that only parents will have access to. If you have an account but are unable to log-on, please contact the Administration Office for assistance. Thinkwave Website:

<https://www.Thinkwave.com/>

### **5.5 Permission Slips**

Permission slips will be sent home by teachers for any activity beyond the school day or for participation in field trips, excursions or off-campus activities and must be signed by parents. A signed permission slip is required for participation in such activities. If permission slips are not returned prior to an activity and/or a field trip, students will not be permitted to participate in the activity. Permission slips are a way to communicate with parents and ensure the safety of our students.

### **5.6 Report Cards**

Parents and students will be able to view grades through Thinkwave, our school's online grading system. Parents are urged to check their child's progress through the online grading system. Report cards are distributed at the end of each quarter. Report cards are sent home with students and/or by mail.

### **5.7 Parent - Teacher Conference**

Parent-teacher conferences are scheduled after the first and third quarter report cards have been issued. Parents should contact the Administration Office to make an appointment with the teacher, or write a note or send an email directly to the teacher anytime during the school year to arrange a parent-teacher conference.

### **5.8 Transcripts**

Transcripts are available to all students upon request. Transcripts include semester grades, Grade Point

Average (G.P.A.) and credits for courses taken from 9th through 12th grade only. This transcript may also include progress towards additional graduation requirements, such as the completion of community service hours. Transcripts may be requested from the Administration Office and will be given to students and parents within a week.

## **SECTION 6: STUDENT ATTENDANCE**

### **6.1 Attendance**

School begins at 8:00 am. All classes need to start their instructional time promptly. Students should report to their Homeroom class before 8:00 am.

In the event a student is going to be late or absent from school, the parents should notify the school Administration Office. If the school has not heard from the parent by the time the daily attendance is complete (8:50 am.), parents will be contacted for verification of student absence. Students must report to the Administration Office, if they arrive after the end of the first period of the day to receive a pass to class. Starting school after the first day of the school year or leaving before the end of the school year is discouraged, as it is disruptive to the full instructional experience for students. Parents are also discouraged from removing students from school for extended periods of time for vacations or reasons other than family emergencies. Students who are absent for 10 or more classes in a reporting period may receive insufficient credit or incomplete status for the course(s) or be required to attend summer school for remediation and credit for the course(s).

### **6.2 Tardiness**

Teachers are required to take attendance for every class. Students who arrive at school later than 8:05 a.m. or 5 minutes after the starting time of an instructional period will be counted as tardy. Appropriate disciplinary action will be taken as needed if the student's tardiness is excessive, and the student's parents will also be contacted. Any student that is late because of scheduled school transportation will not be marked tardy.

### **6.3 Absences**

Regular prompt attendance is critical to student success in the academic program. The learning experience in a classroom is a meaningful and essential part of the educational program. Time lost from class due to tardiness or absence is irretrievable and must be viewed as a lost opportunity for the in-class interaction between students and teachers. Students who are more than 10 minutes late to any class may be considered absent. Whether the absences are excused or unexcused, students and parents can't request additional makeup instructional periods.

#### **6.3.1 Excused Absences**

It is the parent's responsibility to notify the school within 24 hours and each succeeding day of a student's absence.

Planned absences may be excused when a request is submitted to the Administration Office a minimum of 3 school days in advance of an absence.

The following absences are excused:

- Student Illness/Health Condition/Medical Appointment
- Family Emergency/Death in the immediate family
- Religious Purpose
- Circumstances causing reasonable concern to the parent for the student's health or safety
- Other situations beyond the control of the student (determined by the Principal, Vice Principal or the school level Director)

#### **6.3.2 Unexcused Absence**

All other absences are considered unexcused absences, including absences caused by the student or parent oversleeping, student missing the bus, and transportation problems. Going to another city or country to visit family or friends is not excused.

A trip for a wedding or other family event is not automatically excused. Neither is a trip for the holidays that gets extended because of the distance traveled.

A maximum of 5 day trip for a funeral can be excused, but any days added beyond this for a longer

period of time may not be excused.

Parents must list a specific reason for any absence; otherwise it will be listed as unexcused. A parent's request to excuse a child's absence without a stated reason or for a reason that does not meet the above criteria for excused absences will cause the child's absence to remain unexcused.

Students are given the opportunity to make up work missed by making arrangements with their teachers.

If a student who has been recorded as having 10 or more unexcused absences for a class during a semester, may fail that class for the semester and have to attend remedial classes to do credit recovery.

#### **6.4 Student Release**

At the end of school each day, all students will be released to their parent, guardian, school bus driver, or a person designated (in writing) by the parent. Students are not to be left at school unless they are participating in a scheduled after school activity or event. The school is unable to properly supervise children unless they are involved in a scheduled school activity. Thank you for your understanding and cooperation in this matter.

## **SECTION 7: TEACHING & LEARNING CLIMATE**

In order to be a highly effective school, teachers and students must teach and learn in an efficient, involved and caring manner. The school values a climate where teachers and students feel good about being respected and having a sense of belonging.

In unusual cases of serious or continued minor behavioral problems, students will be sent to the Administration Office for corrective action to be administered by the relevant school administration.

### **7.1 Student Behavior Expectations**

The following expectations are based on common decency and respect. It is assumed that most students at most times are able to regulate themselves and will have no trouble meeting these expectations. They are in effect at all times on campus, as well as during field trips, sports tournaments, club trips or any other school-sponsored event.

Students are expected to:

- Respect fellow students and all adults on campus.
- Respect others' property, including that of the school.
- Refrain from violence.
- Attend classes regularly and arrive on time.
- Remain on campus.
- Respect the educational environment of the school.
- Use appropriate language.
- Help to keep the campus clean by picking up their own trash and using the recycle bins appropriately.
- Follow the rules set by the classroom teachers, activity advisors, coaches and chaperones.

### **7.2 English Language Usage**

The school seeks to provide quality education using English as the language of instruction. Successful students should take every opportunity to use English.

Following are the expectations for the use of English language by students:

- English is the language of choice at all times on campus (with the exception of the foreign language classrooms). English is spoken at all school sponsored events and activities regardless of the location.
- English is the language of written and verbal instruction both in and outside of the classroom except at times and conditions approved by the teacher concerned.
- At all school functions, students are encouraged to use English as often as possible, creating an English-speaking environment.

### **7.3 Dress Code**

Students are expected to dress appropriately for school at all times. Clothing should not be distracting or offensive to others, nor should it cause any disruption of the functioning of the school. The school reserves the right to ask students wearing inappropriate attire to change. The following dress code guidelines should be followed.

#### **Dress code guidelines:**

- A belt is required if the garment has belt loops.
- Shirts (including t-shirts) must be tucked in.
- Shorts/skirts must be mid-thigh or longer.
- Shoes must be safe and appropriate. Flip flops and shower shoes are not permitted.
- Clothes must be the appropriate size, with the waist of garment worn at the student's waist.
- Clothing that is too tight or too loose is not appropriate for school.

## **7.4 Electronic Devices**

Students are asked to use all electronic devices in a responsible manner and with discretion, always adhering to the rules set by their teachers (in their respective classrooms). Tablets and laptops should never be allowed to interfere with any lesson, but may be used in the classroom when permitted by a teacher.

### Appropriate Use:

- Emergency communication with parents
- Research for a school project
- Use as a dictionary, for translation or as a calculator
- All other educational uses

### Inappropriate Use:

- Use as a means to cheat on tests and exams
- Texting or phoning friends
- Playing games
- All other non-educational uses that don't conform to the class rules

In the event of a student not following the rules set by their teacher, the device may be taken from said student. Depending on the severity of the transgression, the teacher may decide to:

- Keep the device until the end of the period
- Keep the device until the end of the school day
- Ask the parents or guardian to pick the device up from the office

The school will not be responsible for the loss or damage of any personal electronic devices brought to school.

## **7.5 School Wifi**

School-wide Wifi coverage is available for student use.

## **7.6 Phone Calls**

Cell phone usage is not permitted during classroom time, and cell phones must be turned off or on silent mode in all classrooms. If a parent must contact a student during school time due to an emergency, they may call the Administration Office. If a student needs to phone home in case of emergency, the student is permitted to use the telephone in the Administration Office.

## **7.7 Food & Drink**

All food and drink (except water) is to be consumed outside the classrooms. Water may be consumed inside the classroom anytime. Food and drink for special occasions (such as birthday celebrations, rewards given by the teacher for reaching certain goals, etc.) may be consumed in the classroom with the teacher's consent. Gum chewing is prohibited at all times.

## **7.8 Inappropriate Language**

The use of inappropriate words or phrases in any language is absolutely forbidden and offenders should expect appropriate disciplinary action to be taken. Disrespect towards peers and/or teachers and any other adults will not be tolerated.

## **7.9 Homework**

The assignment of homework is a vital component of the attainment of academic excellence. Homework is defined as the "extension of the learning experience beyond the classroom." The amount of homework will vary from day to day based upon the following: the subject matter, the varying abilities of the student, the scheduling of other activities or special programs, and the work assigned for other projects.

### **7.10 Harassment & Bullying**

The school has a zero tolerance towards harassment or bullying, including cyber bullying. There is concern for all students' welfare and safety. Any attempt to intimidate, threaten or embarrass a student or a teacher will result in disciplinary action.

Students and parents are expected to inform teachers, directors or administration when they feel that their safety is in jeopardy as a result of any of the above mentioned acts.

Any form of harassment/bullying must be reported immediately to a teacher or staff member.

### **7.11 Weapons**

Weapons of any kind are strictly prohibited on campus and all school events, regardless of the location of the event. If a weapon or other dangerous item is found on a person, in a locker or schoolbag of a student, it will be confiscated and an emergency meeting with the parents will be requested as this may be grounds for expulsion.

### **7.12 Alcohol and Substance Abuse**

The school is an alcohol and drug free campus. If a student is found to be in possession of, dealing in or under the influence of any such substances, it will lead to very serious consequences, such as suspension and expulsion from school. An immediate meeting with the parents will be requested by the school, as this may be grounds for expulsion.

### **7.13 Smoking**

The school is a smoke free campus. It is expected that all members of the faculty, staff and student body adhere to this policy.

### **7.14 Public Displays of Affection**

Public displays of affection should be avoided and kept at a professional level and should not offend students, faculty members, staff, or guests. Students will refrain from intimate and prolonged embraces, kissing, hugging, inappropriate touching or any other physical act that is considered to be offensive or socially unacceptable to the general public on campus, school transportation, and school-sponsored events or any other educational setting.

## **SECTION 8: DISCIPLINARY CODE**

As part of the school community, all students have certain rights and responsibilities. All students are expected to abide by a Code of Conduct.

### **8.1 Disciplinary Action**

Our goal for the learning environment is to create a caring community of learners, where mutual respect is the norm. Like most schools, we have a behavior and disciplinary code, which is defined below and enforced in order to maintain a safe and orderly environment. These rules are also applied when using school transportation, or participating in any school activity or event.

The following is a non-exhaustive list of behaviors which may result in disciplinary action:

- Destroying/vandalizing school property
- Stealing
- Littering
- Disrupting a class or other activity
- Excessive tardiness/absences
- Cheating/Plagiarism
- Missing or late for detention
- Using profanity, in any language
- Dangerous behavior/horseplay/fighting, either verbally or physically
- Harassment/sexual harassment/bullying
- Failure to abide by the rules set on a class field trip, off campus activity, sports tournament or other school-sponsored trip
- Use or possession of drugs, alcohol, tobacco, weapons on campus
- Disrespectful or insubordinate behavior
- Inappropriate public display of affection

### **8.2 Disciplinary Procedures**

When the disciplinary committee determines that a student has violated the disciplinary code, the following steps will be taken. The consequences will increase for repeated offenses. Parental contact will be made any time discipline is administered except for verbal warnings. Depending on the severity of the offense, and at the discretion of the Director, Vice Principal and Principal, a student may enter the following chain of consequences at any level of behavior:

- Verbal Warning
- Seat Change
- Reflective Essay
- Student/Teacher Conference
- Parental Notification
- Teacher Team Conference
- Referral for Student/Principal Conference
- Detention during Club Period
- Removal from class by Administration
- Parent conference
- Suspension
- Expulsion - Only as a last resort - When a suitable resolution to the problem can't be reached

With the exception of a verbal warning, any instance of the above actions will be documented, communicated to parents and kept on record.

### **8.3 Expulsion of Students**

Repeated or sustained disciplinary problems may lead to permanent withdrawal from TYAS at the discretion of the school.

An appropriate administrator of the school will cause written notice of such proposed action to be delivered to the student and the student's parent/guardian. Such delivery may be by registered mail, addressed to the last known address of the student or the student's parent/guardian.

Grounds for immediate or emergency expulsion:

- Arson: intentionally setting or causing a fire for the purpose of damaging property or hurting someone
- Threats to kill or endanger others
- Assault
- Weapons/Explosives on Campus/Bomb threat
- Burglary: unauthorized entry into or staying in the school building with the intent of committing a crime
- Drug dealing or distribution
- False alarms: activating a school alarm for other than the intended purpose of the alarm.

A report will be filed with the appropriate law enforcement agency.

## **SECTION 9: ACADEMIC INTEGRITY POLICY**

### **9.1 Guidelines for Academic Integrity Policy**

The school strives to provide students with the knowledge, skills, and judgment they need to be successful and educated individuals. Students are expected to take responsibility for their learning in order to reap the full benefit of their education.

### **9.2 Forms of Academic Dishonesty**

Acts of Academic dishonesty will be considered very serious. Appropriate disciplinary action will be taken in such cases.

Violations of academic integrity include, but are not limited to, the following:

- Plagiarism: the use of the author's words, ideas, data, or product without appropriate acknowledgement, such as copying another's work, presenting someone else's opinions and theories as one's own, or working jointly on a project and then submitting it as one's own.
- Cheating: the use or attempted use of unauthorized materials, information, or study aids. Another definition of cheating is the act of deceit by which a student attempts to misrepresent academic skills or knowledge; unauthorized copying or collaboration. Copying another student's homework without direction or approval from the teacher is considered cheating.

### **9.3 Consequences for Academic Dishonesty**

Any teacher who discovers that a student has been academically dishonest will have the responsibility of resolving the matter with the student and will report the results to the Administration Office.

Potential actions include, but are not limited to, the following:

- Additional work to be completed by the student so the teacher may accurately assess the student's performance
- A lower or failing grade on the assignment
- A lower grade in the course

## **SECTION 10: ADDITIONAL PROGRAMS & SERVICES**

### **10.1 Health Services**

The Nurse's Office is located on the first floor. Parents will be notified if students become ill or in case of emergency. The school nurse is available on campus during the entire day. The nurse verifies immunization records and that required school physicals are up to date. The nurse also oversees routine medical concerns on campus.

Any medication to be taken during the school day should be brought to the Nurse or to the Administration Office in the original packaging or with appropriate instructions signed by medical personnel or by the parent/guardian. Teachers or staff members are not permitted to give students medication. Students are not permitted to self-medicate.

Medical information about students will remain confidential. However, information on medical conditions that may affect or be affected by school activities (i.e. asthma, heart conditions, etc.) will be shared with faculty as necessary, with parental consent. A health record, including all immunizations must be on file. Updated immunization or any changes in personal information should be forwarded to the school nurse to be changed in the student's file.

### **10.2 Library Services**

The library is located on the fifth floor. Opening hours are assigned throughout the school day. Appropriate behavior is expected at all times. All students are welcome to check out books from the library, but they will need the approval of our librarian and/or staff to check out books.

Library materials may be checked out as follows:

- Students in Lower School (Grades 1 - 5): up to 2 books for a 2 week period.
- Students in Middle/High School (Grades 6-12): up to 3 books for a 2 week period.

Students should be responsible for the book(s) they check out and pay for the cost of any lost or damaged books and resource materials.

### **10.3 Computer & Internet Access**

Students will use a variety of information sources including the library and computers with approved software and the Internet. When using their own devices for research or school projects, students are expected to use the school's Wifi network as outlined in sections 7.4 and 7.5. The primary function of these resources is to support and enhance student learning. Students who use the computers for playing games, watching movies, or other entertainment purposes will be asked to leave the computer lab or library and their personal laptop computer will be taken to the Administration Office.

### **10.4 Lunch**

Students can bring their own lunch to school or join the school lunch program. The lunch period is scheduled from 11:20 am. to 12:00 noon.

When receiving lunch, students are encouraged to take only what they can eat, so that we can minimize food waste. Students are allowed second helpings once they have finished their first plate of food.

During lunch hour, students' are expected to:

- Stand in line patiently
- Be courteous
- Use good table manners
- Talk quietly (no shouting)
- Clean up their area after finishing their meal

And not to:

- Eat food at the round tables
- Run in the lunch area at any time

## **10.5 Physical Education**

All students are required to take part in Physical Education (PE). In the event that a student needs to sit out of a PE lesson due to illness, a signed letter with an explanation and/or a doctor's note should accompany the student to his/her PE lesson. The student is to remain with the class during this time.

All students are required to wear the approved PE uniform if directed to by the PE teacher during PE lessons and for special occasions. Uniforms are purchased through the Administration Office.

## **10.6 Clubs & Activities**

All students are required to participate in our after school club activities. Students may request the change of the clubs by speaking directly to the Student Affairs Director. Students are only permitted to change their clubs one time. Elementary students and Middle/High School students will attend clubs separately as best as possible. Grade 11 and Grade 12 students may be able to opt out of Club to attend other educational activities such as ACT, SAT or other College Prep activities approved by the High School Director, Vice Principal and Principal.

## **10.7 School Assemblies**

Throughout the school year, assemblies are held for all school levels. The assemblies may be thematic and/or informational in nature. Assemblies are also a time when students and staff celebrate their accomplishments in all areas of school activities. Our assemblies serve to provide a sense of community for faculty, staff and students.

To ensure that we have quality assembly programs, we must all be aware of and support the following guidelines for auditorium behavior:

- Students must find their seats quickly and check in with their teachers.
- Students must keep their feet off the table.
- Speakers and performers must be given silence before beginning.
- Students must show respect and courtesy to whoever is on stage.
- Food, drinks, or candy are not allowed into the auditorium.
- All electronic devices, including cell phones and MP3 players, must be switched off or in silent mode.
- Excessive moving in seats or talking during the program is prohibited.
- Students are not to enter or leave the auditorium while groups are performing.
- Please wait in the back of the auditorium until an appropriate break and then be seated.

## **10.8 Field Trips**

Field trips are encouraged when they enhance curriculum and instruction and do not seriously interfere with the educational process of the school. Cost for transportation, guides, admission, etc. may be assumed or shared by the school and the participants. School employees must supervise all school-sponsored trips. Parents may assist in such supervision.

## SECTION 11: ACADEMIC PROGRAM

### 11.1 Class Schedule

<b>Grade 1-5</b>		<b>Grade 6-12</b>	
Homeroom	08:00-08:05	Homeroom	08:00-08:05
1	08:05-08:50	1	08:05-08:50
2	08:55-09:40	2	08:55-09:40
3	09:45-10:30	3	09:45-10:30
4	10:35-11:20	4	10:35-11:20
Lunch	11:20-12:00	5	11:20-12:00
5	12:00-12:45	Lunch	12:00-12:45
6	12:50-13:35	6	12:50-13:35
7	13:40-14:25	7	13:40-14:25
8	14:30-15:15	8	14:30-15:15
Clubs	Mondays-Thursdays	Clubs	Mondays-Thursdays
	15:20-16:00		15:20-16:00

- A full school year is 180 instructional days long.
- The core classes, English, Math, Science, and Social Studies, get 45 minutes of class time a day, 5 class periods a week, 180 hours per year.
- The hours and periods per week of the special and elective classes (such as: Art, Music, PE, etc.) may vary according to the availability of the class schedule.

## 11.2 Grading

Teachers will meet on a regular basis to discuss any students who might be having difficulty in more than one class. In that case, the teachers will work together to form an academic plan to help the student. That may include having the student stay after regular classes for extra work.

If an Elementary or Middle School student, grades 1-8, fails 3 of the core classes (English, Math, Science, and Social Studies), the teacher or director may recommend that the student repeat that grade. If a Middle School student fails one of the core classes, the teacher may recommend that the student retakes this class during club time next year or during a summer program.

For High School students, grades 9-12, students are required to have a certain number of credits in order to graduate. If a student fails a course they may have to repeat that course at a later date, or make it up during a summer program.

### Grade Scale

The grading scale is as follows:

Letter Grade	Percentage	Grade Points	Honors Points	A.P. Points
A+	97-100	4.33	4.83	5.33
A	93-96	4.00	4.50	5.00
A-	90-92	3.67	4.17	4.67
B+	87-89	3.33	3.83	4.33
B	83-86	3.00	3.50	4.00
B-	80-82	2.67	3.17	3.67
C+	77-79	2.33	2.83	3.33
C	73-76	2.00	2.50	3.00
C-	70-72	1.67	2.17	2.67
D+	67-69	1.33	1.83	2.33
D	63-66	1.00	1.50	2.00
D-	60-62	0.67	1.17	1.67
F	<60	0	0.00	0.00

## 11.3 Alternative Grades

In exceptional circumstances, the following grading alternatives may be utilized with the prior approval of the Principal.

I = Incomplete  
P = Pass

F = Fail  
NG = No Grade

An “Incomplete” grade indicates that the student has not completed all the required work for the course and must complete it to earn credit for that course. The work must be completed in a predetermined time frame. If it is not completed within that time frame, the student receives an “F” for that course.

The “Pass” grade may be given to a student with special circumstances dependent on the student’s effort and not on percentage grading. It indicates that the student is “working” or “making adequate progress.” However, the grade will not be factored into the student’s Grade Point Average. A student will receive a “P” or “F” for each semester.

The “No Grade” is given to a student for whom a teacher is unable to grade, due to insufficient information. An NG grade must be changed to a letter grade by the next grading period.

#### 11.4 Graduation Requirements

High school students in grade 9–12 work towards earning a specific number of graduation credits each year. A passing grade in a course for a year’s work generally earns credit(s) toward high school graduation. In order to graduate, a student must have earned a total of at least 23.5 credits, distributed across the subject areas as shown in the chart below.

TYAS High School Graduation Requirements

Course	Credits Needed
English	3
Math	3
Science	3
Social Studies	3
Foreign Language	2
Fine Arts	2
Technology	2
Physical Education	2
Health Education	0.5
Electives	3
<b>Total credits needed to graduate</b>	<b>23.5*</b>

\*Graduation requirements also stipulate that students are required to perform 40 hours of public service. A person or organization, other than the school, or anyone associated with the school must benefit from the service. Proper documentation must be completed on time before the hours can be accepted.

## SECTION 12: TYAS TECHNOLOGY ACCEPTABLE USE POLICY

(Adapted from <http://www.cvbercrime.gov/>)

The school's information technology resources, including email and Internet access, are provided for educational purposes. Cell phones are not allowed for use during class time for any reason. Adherence to the following policy is necessary for continued access to the school's technological resources:

Students must:

*I. respect and protect the privacy of others:*

- a) use only assigned accounts.
- b) not view, use, or copy passwords, data, or networks to which they are not authorized.
- c) not distribute private information about others or themselves.

*II. respect and protect the integrity, availability, and security of all electronic resources:*

- a) observe all network security and practices, as posted.
- b) report security risks or violations to a teacher or network administrator.
- c) not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
- d) conserve, protect, and share these resources with other students and Internet users.

*III. respect and protect the copyright and attribution of others' work:*

- a) not to infringe copyrights (not making illegal copies of music, games, or movies).
- b) not to plagiarize.

*IV. respect and practice the principles of community:*

- a) communicate only in ways that are kind and respectful.
- b) report threatening or discomfoting materials to a teacher.
- c) not to intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
- d) not to intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- e) not to use resources to further other acts that are criminal or violate the school's code of conduct.
- f) not to send spam, chain letters, or other mass unsolicited mailings.
- g) not to buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

*V. Students may, if in accord with the policy above:*

- a) design and post web pages and other material from school resources.
- b) use direct communication, online chat, or instant messaging with a teacher's permission.
- c) install or download software, if also in conformity with laws and licenses, and under the supervision of a teacher.
- d) use the resources for any educational purpose.

### 12.1 Consequences for Violation

Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

### 12.2 Supervision and Monitoring

School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order

to further the health, safety, discipline, or security of any student or person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

### **SECTION 13: PARENT EXPECTATIONS**

It is our desire that the school and parents work together cooperatively in the education of our students. The following are specific recommendations for parental support of the school and its students:

- Ensure that your child arrives at school no later than 7:55 a.m. each day.
- See that your child dresses appropriately for school.
- Ensure that your child gets plenty of sleep each night.
- Provide your child with school supplies as needed.
- Supervise your child's homework.
- Provide your child with a quiet area for study.
- Encourage your child to seek extra help from their teacher(s) when they need it.  
Please address concerns about your child's learning to the classroom teacher first, then the school administrator if needed.
- Familiarize yourself with the contents of the TYAS Parent-Student Handbook.

# PARENT/STUDENT HANDBOOK

## ACKNOWLEDGEMENT FORM

Taoyuan American Schools norms and rules for all students apply to students engaged in activities occurring on school property, including vehicles; on other sites being used for school activities; and on properties adjacent to the school property before, during, and after school hours.

**OVERVIEW OF SAFETY RULES** Students have the right to a safe and orderly school and the responsibility to treat school property and the property of others with respect; and are expected to act in a way that does not interfere with the rights, health and safety of others—students are held individually responsible for good behavior on campus and at all school-sponsored activities and events, regardless of location.

**TYAS Parents should be involved in the education of their children and have the responsibility to:**

- Provide the school with the names and phone numbers of current emergency contacts and of any changes that may occur during the school year.
- Notify the school of anything that may affect their children’s ability to learn, to attend school regularly, or to take part in school activities.
- Be aware that parents have rights with regard to the privacy and confidentiality of student records that are maintained by schools.
- Recognize that they are responsible for their student’s behavior on the way to and from school property, at bus stops, and in the neighborhood areas.
- Be aware that employees of the School will not be held liable for items that are prohibited and are lost, stolen, or confiscated or for wireless communication devices (ex: cellphones, Ipods, MP3 players, computers) or other personal technology that is lost, stolen, or confiscated.
- Be aware that confiscated items that are not claimed by the end of the school year will be donated to local charities.
- Ensure that their children demonstrate legal and responsible use of technology.
- See that their students are appropriately dressed according to the School norms.

Your signature below does not indicate that you agree or disagree with the rules in the Taoyuan American School Parent and Student Handbook, but rather that you have received a copy of these rules, read them and agree to follow them. Return this form to the TYAS Administration Office.

Student Name (PRINT) \_\_\_\_\_

Parent Name (PRINT) \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

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Reviewed and Revised July 2020

# TRANSPORTATION HANDBOOK

Riding a school bus is a privilege provided by Taoyuan American School and should be treated as such. This handbook will help provide a safe and enjoyable experience for everyone who rides the school bus. Parent requests for changes to student bus routes may result in increased transportation fees. Parents, please take the time to read and discuss this important information with your child(ren).

## SECTION 1: PROCEDURES WHEN WAITING FOR THE BUS

1. All students who ride a school bus to school must be at their bus stop at least 5 minutes before the scheduled stop time. When the bus arrives at the stop, it is NOT REQUIRED to wait for students who are not standing at the stop. This includes students who wait inside a house or in a vehicle until the bus arrives. All school buses are on a set schedule. Waiting unnecessarily at any stop causes the bus to run late for other students. The bus does not stop if students are not present at the stop.
2. Stand on the sidewalk or back from the roadway while waiting for the bus.
3. When the bus approaches, form a line and be prepared to load immediately.
4. Stand clear of the bus until it comes to a complete stop.
5. Do not litter or disturb landscaping of private property near the bus stop.

## SECTION 2: PROCEDURES FOR GETTING ON THE BUS

1. Do not push or shove anyone while getting on the bus.
2. Bus drivers will assign seats to the students and may change seating assignments as needed. The bus will not move until all students are seated and seatbelts are in use..
3. To ensure the safety and security of all students on all TYAS buses, parents may not get on a school bus at any time.

## SECTION 3: PROCEDURES FOR MISSED BUS

1. If a student misses the bus, it is the parents' or guardians' responsibility to provide transportation to and from school. Parents/guardians, please instruct your children on procedures to follow if they miss the bus.
2. If the bus is missed in the morning, go home immediately and tell your parents.
3. If the bus is missed at the end of the school day, go to the Administration Office.

## SECTION 4: PROCEDURES FOR GETTING OFF THE BUS

1. Stay seated until the bus comes to a complete stop
2. Wait for the driver to help you leave the bus
3. If you need to get off at a different stop than the one you are assigned to, you must have prior approval from parents and the Administration Office.
4. GO STRAIGHT HOME home as soon as you get off the bus. Do not go anywhere else without parent's or guardian's permission. The school's responsibility ends when you leave the school bus. Parents are now responsible for your behavior/actions.

## SECTION 5: PROCEDURES FOR ACCIDENTS OR EMERGENCIES

1. Follow the bus driver's instructions.
2. If you must leave the bus, stay in a group.
3. Once outside the bus, follow the bus driver's instructions completely.

## **SECTION 6: EXTRA-CURRICULAR BUS TRIPS**

1. Bus rider rules apply to all school-sponsored events.
2. Discipline will be the responsibility of the campus Principal and the trip sponsor/chaperone.
3. Strict loading and unloading time schedules will be followed.

## **SECTION 7: PROCEDURES FOR BAD WEATHER**

If school is in session, the buses will run. School will be dismissed only upon instruction from the Board of Trustees. School closings will be announced by area television stations, TYAS web site, TYAS Facebook, TYAS Line Groups and TYAS email notices.

## **SECTION 8: ARTICLES LEFT ON THE BUS**

Bus drivers are NOT responsible for a student's property. Articles left on the bus will be turned in to the Administration Office.

## **SECTION 9: BEHAVIOR ON THE BUS**

**REMEMBER:** Bad behavior on the bus may result in a student not being allowed to ride on the school bus. Follow the directions of the school bus driver the first time given. The bus driver is like your teacher and you should listen and do what they say.

### **9.1 Minor Offenses**

1. Seatbelts must be worn at all times. Remain seated, facing forward with your back against the seat.
2. Once seated, do not change seats.
3. Normal conversation is allowed; speak at a low volume, no yelling or screaming, any loud noises may distract the driver and create an unsafe condition.
4. Tell your bus driver if someone is picking on you or making you feel uncomfortable.
5. Respect the rights and safety of others. Never take things that belong to someone else.
6. Do not chew gum, eat food or drink on the bus.
7. Never operate cell phones while on the bus.
8. Remain seated until the bus is stopped and wait for the driver to help you get out of the bus.
9. Help keep the bus clean.

### **9.2 Major Offenses**

1. Use of profane language or fighting is not permitted.
2. Do not throw an object inside or out of the bus.
3. Do not touch other students or the bus driver
4. Never place your head, arms or any object out of the window
5. Do not mark, cut or scratch any part of the bus. Vandalism costs will be paid by the person who is responsible. Failure to reimburse the school will result in loss of riding privileges plus other penalties deemed appropriate by the school.
6. Do not engage in any other behavior which might distract the driver from watching the road or disrupt the safe operation of the bus.

## **SECTION 10: STUDENT BEHAVIOR VIOLATIONS**

Misconduct on a school bus is dangerous for everyone on the bus. The driver needs to concentrate on driving the bus. Misconduct is reported to the General Affairs Director, the Administration Office Manager and the Principal. The Principal, with the Board of Trustees approval, assumes responsibility for taking disciplinary action.

The following disciplinary procedures will be administered:

First Violation: The driver will give the student a verbal warning.

Second Violation: The driver will provide documentation of the second offense to the General Affairs Director, the Administration Office Manager and the Principal. The principal will have a conference with the student.

Third Violation: The driver will provide documentation of the third offense to the General Affairs Director, the Administration Office Manager and the Principal. The Principal will have a conference with the student and the parents.

Fourth Violation: The driver will provide documentation of the fourth offense to the General Affairs Director, the Administration Office Manager and the Principal. the transportation director and Principal. The Principal will have a conference with the student and parents. The student will be suspended from the bus for a period of two days.

Fifth Violation: The driver will provide documentation of the fifth offense to the General Affairs Director, the Administration Office Manager and the Principal. the transportation director and principal. The Principal will have a conference with the student and parents. The student will be suspended from the bus for a period of five days.

Continuous Violations: The driver will provide documentation of the last violation to the General Affairs Director, the Administration Office Manager and the Principal. The Principal will have a conference with the student and parents again. The student may be suspended from the bus for an extended period of time and possibly for the remainder of the school year.

If at any time, the bus driver, Principal and Board of Trustees, agree that a student engages in misconduct that is extreme or dangerous to other students or school staff such as unwanted physical contact, the Principal may invoke an indefinite school bus suspension.

# TRANSPORTATION HANDBOOK

## ACKNOWLEDGEMENT FORM

Taoyuan American Schools norms and rules for all students apply to students engaged in activities occurring on school property, including vehicles; on other sites being used for school activities; and on properties adjacent to the school property before, during, and after school hours.

**OVERVIEW OF SAFETY RULES** Students have the right to a safe and orderly school and the responsibility to treat school property and the property of others with respect; and are expected to act in a way that does not interfere with the rights, health and safety of others—students are held individually responsible for good behavior on campus, on school buses and at all school-sponsored activities and events, regardless of location.

Riding a school bus is a privilege provided by Taoyuan American School and should be treated as such. This safety guide will help provide a safe and enjoyable experience for everyone who rides the school bus. Parents, please take the time to read and discuss this important information with your child(ren).

**TYAS Parents should be involved in the education of their children and have the responsibility to:**

- Provide the school with the names and phone numbers of current emergency contacts and of any changes that may occur during the school year.
- Recognize that they are responsible for their student’s behavior on the way to and from school property, at bus stops, and in the neighborhood areas.

Your signature below does not indicate that you agree or disagree with the rules in the Taoyuan American School School Bus Safety Guide, but rather that you have received a copy of these rules, read them and agree to follow them. This form must be signed and dated by all parents and students who use TYAS transportation services. Please return this form to the TYAS Administration Office.

Student Name (PRINT) \_\_\_\_\_

Parent Name (PRINT) \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date: \_\_\_\_\_

Date \_\_\_\_\_