



國立南科國際實驗高級中學雙語部

International Bilingual School at Tainan-Science-Park

家長及學生手冊



IBST Parent/Student Handbook

(Updated on August 29, 2024)

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MISSION STATEMENT of IBST

The mission of the International Bilingual School at Tainan-Science-Park is to serve the bilingual needs of the international community found at the Southern Taiwan Science Park, and to motivate and prepare our multicultural students to become collaborative, creative individuals who think critically, communicate effectively, and become, as a result, lifelong learners and productive members of the global community.



ADMINISTRATIVE ORGANIZATION

(Office Phone: 06-5052916)

Director : (ext. 7101)

1. Teachers Recruiting
2. Teacher/Staff Evaluation
3. Teaching Assignment
4. Department Policy and Administration
5. Faculty Meeting
6. Department Budgeting Control

WASC Coordinator:

- WASC Meetings
- WASC Self-study Report & Annual Report

Academic Affairs Section Chief : (ext. 7105)

1. Teaching Observation
2. Supervision of Class Instruction
3. AP Coordinator
4. Subject Teacher Meetings
5. Scheduling (Students, Teachers, Testing)
6. Electives/ VHS/ CSL/ ESL Program
7. Oversee Substitute Teaching
8. Supervise Curriculum Coordinator, Educational R&D Coordinator, and Equipment Coordinator

Curriculum Coordinator:

- Curriculum Meetings
- Curriculum Development

Educational R&D Coordinator:

- Academic Competitions (Internal and External)
- Class Substitution and Rescheduling

Equipment Coordinator:

- Teacher's Edition Selection/ Textbook Updates
- Budgeting/Selection/Arrangement/ Maintenance of Textbooks and Teaching Resources
- Teaching Tools, Subject Labs, Resource Room Management

Registrar : (ext. 7107)

1. Student Entrance & Transferring Policies and Procedures
2. Registration/ Enrollment
3. Graduation Requirements Review/Certificate

4. Grading Policies and Procedures
5. Providing College Board/Scholarship Relevant Information
6. Make-up Exams for Gr.9-Gr.12 Failed Courses
7. Academic Transcript Processing
8. College Fairs
9. Supervise MAP Coordinator, College Counselor, and Testing and Scholarship Coordinator

MAP Coordinator

- MAP Scheduling, Testing, and Data Analysis

College Counselor: (ext. 7216)

- Student/Parent Counseling on college Application
- Providing College Board/Scholarship Relevant Information

Testing and Scholarship Coordinator:

- Standardized Test Arrangement and Data Analysis (PSAT, SAT)
- Providing Scholarship Relevant Information/ Scholarship Applications

Student Affairs Section Chief : (ext. 7102)

1. Homeroom Teacher Supervision
2. School Calendar
3. Schoolwide Field Trips/Graduation Trip/Graduation Ceremonies
4. School Activities/ PE Activities and Contests
5. In-School Clubs
6. Budgeting/Selection/Arrangement/ Maintenance of Sports Equipment
7. Parent's Day
8. Supervise Activities Coordinator and Sanitation Coordinator

Activities Coordinator:

- Organizing Department Events
- Coordinating Off-Campus Activities
- Field Trip Programs

Sanitation Coordinator:

- Student Health Matters
- Campus Cleanliness Supervision and Arrangement
- School Lunch Coordination
- Health and Hygiene Promotion
- Cleaning Tools and Supplies

Disciplinary Section Chief : (ext. 7108)

1. Student Discipline and Guidance

2. Student/Parent Handbook
3. Student Attendance
4. New Student/Parent Orientation
5. Parent-Teacher Conferences
6. Department Assembly
7. Conduct Grading System
8. Dorm Students' Application & Care
9. Counseling Referral Arrangement
10. After School Clubs
11. Department Website Maintaining
12. Supervise Behavior Counselor and Interact Coordinator

Behavior Counselor: (G1-G6 ext. 2828, G7-G12 ext. 8613, Special Ed ext. 6417)

- Behavior/Emotional Counseling

Interact Coordinator:

- Coordinating Interact Club activities and events
- Facilitating community service projects and volunteer opportunities
- Advising and mentoring students involved in Interact
- Liaising with Nanke Rotary Club and other community partners

Foreign Teachers' Liaison : (ext. 7109)

1. Foreign Teachers' Orientation
2. Arrangement of Foreign Teachers' Settlement and Departure
3. Housing Application and Repair Contact
4. External/ Important/Emergent Message Translation
5. Filing Foreign Teachers' Documents (Work Permit/ARC, VISA, etc.)
6. Filing Foreign Teachers' Income Tax in Taiwan
7. Acting Bridge between Foreign Teachers and Administrators on School-based Issues.
8. Foreign Teachers' Official and Emergent Assistance

Office Assistant : (ext. 7106)

1. Student's ID Card & Schooling Certificate
2. Student Attendance Records
3. Major Test Papers Management
4. Department Expenditure Verification and Clearance
5. Official Documents Processing
6. Purchase of Textbooks/Equipment
7. Assistance of Registration
8. Notification of School Fees
9. Miscellaneous Administrative Support

DAILY SCHEDULE

Class	Time
Morning Hour	07:40 – 08:00 a.m.
Period 1	08:10 – 09:00 a.m.
Period 2	09:10 – 10:00 a.m.
Period 3	10:10 – 11:00 a.m.
Period 4	11:10 – 12:00 p.m.
Lunch	12:00 – 12:25 p.m.
Cleaning	12:25 – 12:40 p.m.
Naptime	12:40 – 01:10 p.m.
Period 5	01:10 – 02:00 p.m.
Period 6	02:10 – 03:00 p.m.
Period 7	03:10 – 04:00 p.m.

***Wednesdays are partial days for all elementary school students. Students will be dismissed at 12:40 p.m. every Wednesday. Grade 1 and 2 will additionally be dismissed at 12:40 on Mondays and Fridays, and 2:10 p.m. on Thursdays.**

GENERAL SCHOOL INFORMATION

Civility/Character

IBST is committed to creating and maintaining a working and learning environment that is free of all types of fear and intimidation. Based upon our core belief that individuals are entitled to be treated with dignity and respect, it is the policy of IBST to promote mutual respect, civility, and orderly conduct among school employees, students, parents, any person on school grounds or at school activities and the public. Any individual entering IBST property or attending school district sponsored activities, including but not limited to extracurricular activities, board meetings, athletic events, shall treat others with dignity and respect. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free educational atmosphere for the school community with minimal disruptions. The school encourages positive communication and prohibits volatile, hostile or aggressive behaviors. IBST expects public cooperation with this endeavor.

Emergency Procedures

In cooperation with local authorities, all precautions are taken for the safety and protection of students.

Fire, and earthquake drills are held periodically. It is important for students to move quickly and orderly. Specific directions are posted in all classrooms and hallways.

In the case of severe weather or other emergency, students will stay in the building in safe areas.

They are not released from school, unless notified by the Tainan City Government.

In the event of an emergency and school must be **closed**, information will be available at the following site:

<https://ibst.nknieh.tn.edu.tw/index.php>

Procedure for Leaving School Grounds

1. At least one day before leaving campus, the student's parent/guardian must contact IBST to secure an off-campus pass.
2. All off-campus passes must be approved by the administration and picked up in the IBST before leaving.
3. The student must sign out at the IBST Office. If the student returns before the end of his/her school day, they should sign in at the IBST Office.

***Any student leaving school grounds during the school day without following these procedures will be considered truant.** Students who need to leave school because of an illness will have a parent or guardian contacted, by either the school nurse or the homeroom teacher, to come to school and pick up the student personally (see Attendance).

Gender Equity and Nondiscrimination

It is the policy of IBST not to discriminate on the basis of gender in any program, activity, service, or benefit. No student shall on the basis of gender be denied equal access to programs, activities, services, or benefits, or be limited in the exercise of any right, privilege, or advantage relating to educational or extra-curricular programs and activities.

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, sexual orientation, ethnicity, language barrier, religious beliefs, disability, or economic and social conditions, or actual or potential marital or parental status.

Any student may file a gender equity complaint or a discrimination grievance by consulting with the IBST Disciplinarian, or any staff member.

CO-CURRICULAR ACTIVITIES

Activity Program

IBST has a wide range of activities for student participation. The activities and after school clubs are subject to change every semester.

DAILY STUDENT LIFE

Health Services

IBST provides minimum services to students who become ill or injured while in school. Emergency treatment is available through the office of Health Services. Students who become ill during the school day are to report to the nurse's office. If illness is such that the nurse requests that the student should be allowed to go home, school nurses or admins will contact the parents to pick up if necessary. In the emergency cases, students will be sent to the hospital that parents assigned in the emergency contact card.

Insurance

IBST carries accident insurance for the individual student. This government compulsory policy which must be purchased by the student covers injury during school-sponsored, extra-curricular trips, and other out of school-supervised events.

Library

All students may use the library during the regular class day. This includes during class with teacher supervision, or during their own time for independent research or study with the permission of their teacher or librarian. Each student presenting a IBST student I.D. may borrow three books for a two-week period. Students are responsible for any materials checked out in their names. Teachers may place titles on a non-circulating reserve list for a specific period of time, thereby ensuring all students have equal access to certain library materials.

Renewals- Books may be renewed as needed, unless they are on reserve for another student. Some limits may be placed on high usage titles. When renewing a book, the borrower must present the book in person to the librarian in order to receive an extension. If a book is not renewed or returned by the end of the regular loan period, the borrower may not check out another item until the overdue book is returned or replacement is made for the lost book. Fines are not charged for overdue items, but a student's borrowing privileges may be revoked if materials are consistently overdue.

Behavior- While in the library, students are expected to conduct themselves in a responsible manner. Food and drinks are not allowed in the library. Loud talking is not appropriate as it is not conducive to library study. Students exhibiting any unacceptable behavior will be asked to leave the library and repeated conduct could result in library privileges being revoked.

Notices- In-school notices for overdue books are sent to students through their homeroom teachers or email.

Book Damage or Loss- Students are expected to pay for damaged or lost books. The cost will be determined by the current replacement cost of the book, plus processing fees. Students who do not meet these obligations lose further borrowing privileges.

Lost and Found

Many articles are lost or misplaced during the school year. Storage of lost and found items are maintained in the IBST.

Reporting a Theft

Immediately report any theft to your teacher and/or disciplinarian. Please note that IBST does not provide insurance against theft or loss of personal property and cannot reimburse students for such losses. You should be well advised not to bring valuables or large amounts of money to school.

School Counselor

The school counselor serves those students experiencing personal problems, which may interfere with their full use of the educational program of the school. They work together with students, parents and school personnel to help make school a successful and useful experience. The school counselor meets with students individually and in groups to help students resolve a variety of problems such as: academic failure, truancy, family problems, alcohol/drug abuse, and crisis situations.

School Lunches

IBST offers a hot lunch for each student with a vegetarian option. Lunch fees are paid every 2 months. School lunches are optional as some parents prefer to pack a lunch for their child. Lunch is eaten in the classroom and students must bring their own utensils.

Fee Payment Options

Students can choose from a variety of payment options including bank counters, ATMs, Internet banking, Internet ATMs, Internet credit card payment (offered by 32 credit card-issuing banks including Bank of Taiwan, International Bank of Taipei, and Taishin Bank), convenience stores (7-11, Family-Mart, etc.) and post offices. We hope that these choices increase the convenience of payment.

Lunch Fee

Lunch is available to all students daily for NTD\$40 or NTD\$50 (middle/ high school level) per lunch. All meal payments must be made in advance. Please indicate whether your child will be having lunch provided by the school this semester and return the form to the homeroom teacher within a week.

For more information or assistance, please call the school nutritionist at 505-2916 extension 2802 or IBST Students Affairs Section Chief at 505-2916 extension 7102.

Telephones, Messages, and Gifts for Students

Emergency calls to a parent or guardian will be permitted in the school offices or classrooms with teacher approval. Telephone calls from parents or guardians to students should be made to the IBST Office or teacher's classrooms. Students will not be called to the phone except in an emergency. Important messages from parents will be taken and an attempt will be made to deliver them to students as soon as is convenient. Calls from any other person generally will not be accepted.

School phones are for school business only. With permission from a staff member, a phone in the IBST Office or classroom may be used.

All deliveries for students will be held in the IBST Office until the end of the school day. Students will be notified by message during an appropriate class period.

Transportation

From Tainan Airport:

Take a Taxi to National Nanke International Experimental High School (NNKIEH) directly. Tainan Airport website: <http://1207834007824.web66.com.tw/>

From Kaohsiung Airport:

Take Kaohsiung MRT to Kaohsiung Train Station. Take the train to Nanke Station. Then take the shuttle bus to NNKIEH.

High Speed Rail (HSR) Information

Ride the HSR to Tainan Station and take the train to Nanke Station. Then take the shuttle bus to NNKIEH. For more information, please refer to Taiwan High Speed Rail Web site : <https://en.thsrc.com.tw/>

Train Information

After arriving at the Nanke Station, take the STSP free shuttle bus to NNKIEH. For more information, please refer to Taiwan Railway Website: https://tip.railway.gov.tw/tra-tip-web/tip?lang=EN_US

Bus Information

The Southern Taiwan Science Park (STSP) provides free shuttle bus service on weekdays. Free shuttle bus does not operate during weekends and holidays. However, a free shuttle bus will provide service the day before workday. Shuttle buses will stop at public parking lots as requested. Departures after 17:00 move in an anti-clockwise direction. For detailed routes and timetable, please refer to the STSP Website: <https://ibus.stsp.gov.tw/PAGE/RouteQuery/>



Visitors

Parents may not park on campus nor may they enter the campus with their vehicle unless they have a parking permit. All visitors are required to register at the security desk at the main gate before entering.

Video Security Camera and Electronic Monitoring Equipment

In order to promote student and staff safety and deter unauthorized access and destructive acts (e.g., theft and vandalism), NNKIEH authorizes the use of video security cameras and electronic monitoring equipment 24 hours a day, seven days a week on school property and in school buildings. Information obtained through video security cameras/electronic monitoring may be used to identify intruders and persons breaking the law, and enforce school policy, the Student Handbook and school rules (i.e. it may be used as evidence in disciplinary actions and criminal proceedings). The monitoring of actions and behavior of individuals who come onto school property is a significant factor in maintaining order and protecting students, staff, visitors, the school and property.

MONTHLY STAR PROGRAM

The Monthly Star Program is based on Character Education. IBST wants to cooperate these criteria into students' daily life. Any students who meet the criteria for the month can be nominated as a STAR and be awarded in assembly. Stories or related activities can be shared in class or in assembly.

Monthly Character

<u>1st Semester</u>	<u>2nd Semester</u>
August– Tolerance	February – Self discipline
September – Friendly	March – Citizenship
October – Responsibility	April – Appreciation
November – Sportsmanship	May – Positive
December – Consideration	June – Enthusiastic
January – Politeness	July – Commitment

ACADEMIC INFORMATION

International Bilingual School at Tainan Science Park Regulations and Supplementary Provisions of Grading Policy 國立南科國際實國際實驗高級中學雙語部學生學習評量補充規定

113年8月29日校務會議通過

Passed in the Schoolwide Staff meeting on August 29, 2024

第一條 Article 1

本補充規定依據下述法源訂定之：

This Supplementary Regulation is based on:

一、高級中等學校學生學習評量辦法。

Regulations for Student Learning Assessment in Senior High Schools.

二、國民小學及國民中學學生成績評量辦法。

Regulations for Student Performance Assessment in Elementary and Junior High Schools.

三、臺南市國民小學學生成績評量補充規定。

Supplementary Provisions for Student Performance Assessment in Tainan City Elementary Schools.

第二條 Article 2

高級中等學校（以下簡稱學校）學生學習評量，應以了解學生學習情形，激發學生多元潛能，培養學生核心素養，促進學生適性發展為目的，並作為教師教學及輔導之依據。

The student learning assessment in senior high schools (hereinafter referred to as "schools") shall aim to understand students' learning situations, stimulate students' diverse potential, cultivate students' core competencies, and promote students' appropriate development. It shall also serve as a basis for teachers' instruction and guidance.

補充規定：Supplementary Provisions:

本校雙語部學生之成績評量，除法令另有規定外，悉依本補充規定辦理。

The performance assessment of students in IBST shall be conducted in accordance with these Supplementary Provisions, unless otherwise stipulated by law.

第三條 Article 3

學校學生學習評量，包括學業成績評量及德行評量。

Student learning assessments in schools include academic performance assessments and conduct evaluations.

第四條 Article 4

學生學業成績評量，採百分制評定，並得註記質性文字描述。

The assessment of students' academic performance shall be based on a percentage system, and qualitative descriptive annotations may be added.

學生學業成績評量參照學生身心發展及個別差異，並依照學科及活動性質，兼顧認知、技能及情意學習結果，採用多元方式考查，並於日常及定期為之；其各科目日常及定期學業成績評量之占分比率，由學校定之。

The assessment of students' academic performance shall consider students' physical and mental development, individual differences, and the nature of subjects and activities. It shall encompass cognitive, skill, and affective learning outcomes, using diverse assessment methods conducted both regularly and periodically. The ratio of daily and term assessments for each subject shall be determined by the school.

前項多元評量，得採筆試、作業、口試、表演、實作、實驗、見習、參觀、報告、資料蒐集整理、鑑賞、晤談、實踐、自我評量、同儕互評或檔案評量等方式辦理。

The aforementioned diverse assessments may include written tests, assignments, oral exams, performances, practical exercises, experiments, internships, visits, reports, data collection and organization, comprehension and appreciation, interviews, practical applications, self-assessments, peer evaluations, or portfolio assessments.

補充規定：Supplementary Provisions:

一、學業成績考查，其方式及比重如下：

The methods and weightings for the assessment of academic performance are as follows:

- (一) 日常考查：百分之六十，進行多元評量考察。
Daily assessments: 60%. Students will be assessed through diverse evaluation methods.
- (二) 定期考查：百分之四十。舉辦二次定期評量(每次百分之二十)。
Term assessments: 40%. Two periodic assessments will be conducted (each accounting for 20%).
- (三) 學年學業成績是第一學期學業成績和第二學期學業成績的平均值。
The academic performance for the school year is the average of the academic performance from the first semester and the second semester.

第一學期 (1st Semester)	第二學期 (2nd Semester)	學年成績 (Semester Grade)
日常考查 Daily 60% 定期考查 Term Exam 40%	日常考查 Daily 60% 定期考查 Term Exam 40%	兩學期平均值 Average of the grades from the two semester.

二、學期成績總平均之計算為各科目學期學業成績乘以各該科目修習小時數所得之總和，再除以總修習小時數。

The calculation of the semester grade point average is the sum of the academic performance for each subject, multiplied by the number of class hours for that subject, divided by the total number of class hours.

三、各科學期成績經任課教師評定後送交註冊組後，不得逕自更改。但如發現試卷評分或成績計算有錯誤者得由任課老師會同註冊組查證屬實，經部門核定後始可更正。

Once the semester grades for each subject have been evaluated by the respective teachers and submitted to the registrar, they cannot be changed without authorization. However, if there are errors in the grading of the exam papers or in the calculation of grades, the subject teacher, along with the registrar, can verify and correct the errors after departmental approval.

註 1: 符合民小學及國民中學學生學習評量辦法第七條

Note 1: In accordance with Article 7 of the Regulations for Student Learning Assessment in Elementary and Junior High Schools

國民中小學學生學習評量時機，分為平時評量及定期評量二種。

The timing of student learning assessments in elementary and junior high schools is divided into daily assessments and term assessments

領域學習課程評量，應兼顧平時評量及定期評量；彈性學習課程評量，應以平時評量為原則，並得視需要實施定期評量。

For domain learning courses, assessments should include both daily assessments and term assessments. For flexible learning courses, regular assessments should be the primary method, with periodic assessments conducted as needed.

前項平時評量中紙筆測驗之次數，於各領域學習課程及彈性學習課程，均應符合第四條第四款最小化原則；定期評量中紙筆測驗之次數，國民小學一年級及二年級，每學期至多二次，國民小學三年級至國民中學三年級，每學期至多三次。

The number of paper-and-pencil tests in formative assessments for both domain and flexible learning courses should comply with the minimization principle specified in Article 4, Item 4.

For summative assessments, the number of paper-and-pencil tests shall be up to two times per semester for first and second grades in elementary school, and up to three times per semester for third grade in elementary school through third grade in junior high school.

學生因故不能參加定期評量，經學校核准給假者，得補行評量；其成績以實得分數計算。Students who cannot attend term assessments due to valid reasons and have been granted leave by the school may require supplementary evaluation, with their scores calculated based on actual performance.

日常生活表現以平時評量為原則，評量次數得視需要彈性為之。

Life skills performance is assessed based on daily evaluations, with the frequency of assessments adjusted flexibly as needed.

註 2: 符合臺南市國民小學學生成績評量補充規定第六點

Note 2: In accordance with Point 6 of the Supplementary Provisions for Student Performance Assessment in Tainan City Elementary Schools

領域學習課程之定期評量每學期二次至三次，且定期評量與平時評量占各領域學習課程學期成績百分之五十。

Term assessments for domain learning courses should be conducted two to three times per semester. Term assessments and daily evaluations each account for 50% of the semester grade for each subject area.

第五條 Article 5

學業成績評量之科目，依高級中等學校課程綱要（以下簡稱課程綱要）之規定。

The subjects for the assessment of academic performance shall be in accordance with the curriculum guidelines for senior high schools (hereinafter referred to as "curriculum guidelines").

每一科目學分之計算，以每學期每週修習一節或總修習節數達十八節，為一學分。

The calculation of credits for each subject is based on the guideline that one credit equals one period per week per semester, or a total of eighteen periods.

補充規定：Supplementary Provisions:

- 一、本條僅適用9到12年級學生，不適用1到8年級學生。

This article applies only to students in grades 9 to 12 and does not apply to students in grades 1 to 8.

- 二、1到8年級學生，透過校方認可之線上課程平台修習各式課程，修習之線上課程即使通過，因不適用學分制度，故無學分計算列入之需求。學生修習通過後之線上課程，未來將不得用來免修雙語部9到12年級之必修學分課程。

Students from grades 1 to 8, who take various courses through school-approved online course platforms, will not have their completed online courses counted for credit, as they are not applicable under the credit system. Online courses completed by students will not be used to exempt mandatory credits for IBST grades 9-12 in the future.

- 三、9到12年級，每週4-6節/小時的課程每學期提供0.5學分，每學年1學分。每周少於4節/小時的課程每學期將獲得0.25學分，每學年0.5學分。個別科目成績將按學期給出，並且僅對及格成績給予學分。如果學生在第一學期或第二學期的某門科目不及格，但學年平均成績等於或高於六十分，則該學生仍可獲得學年學分。

For grades 9 through 12, courses offered for 4-6 periods/hours per week will earn 0.5 credits per semester and 1 credit per academic year. Courses offered for fewer than 4 periods/hours per week will earn 0.25 credits per semester and 0.5 credits per academic year. Individual subject grades will be given on a semester basis, and credits will only be awarded for passing grades. If a student fails a subject in either the first or second semester, but their annual average grade is 60 or higher, the student will still receive annual credit.

- 四、如果9至12年級的學生參加補考後，所獲得的總學分少於學年所需學分的一半，則需要留級。但若學生寒暑假自行於校方認可之線上課程平台上修畢該科課程並取得學分，並於新學期開學前提出學分補修通過成績單，則學校會認可其成績和學分，本校成績單將註記該課程由校方認可之線上課程平台修畢並取得學分。

If a student in grades 9 through 12 obtains less than half of the required annual credits after attending re-assessment, they will need to repeat the grade. However, if a student completes and earns credits for a course through school-approved online course platforms during summer or winter break and submits a passing grade report for credit recovery before the start of the new semester, the school will recognize their grades and credits. The school transcript will note that the course was completed and credited through school-approved online course platforms.

第六條 Article 6

學生於定期學業成績評量時，因故不能參加全部科目或部分科目之評量，經學校核准給假者，學校得審酌其請假事由後，准予補行考試或採其他方式評量之；其評量方式、成績採計及登錄，由學校定之。

If a student is unable to participate in the assessment for all or part of the subjects during term evaluations due to valid reasons, and the leave is approved by the school, the school may, after considering the reason for the leave, allow make-up exams or use other forms for assessment. The methods of assessment, calculation, and recording of grades shall be determined by the school.

補充規定：Supplementary Provisions:

- 一、每個學期皆有二次定期評量，學生因故缺考者皆不予提前考試，學生必須於返校當日於雙語部辦公室報到，直至補考完(至多一天半)才能進教室。

There are two summative assessments each semester. **Students who miss an exam for any reason will not be allowed to take the exam in advance.** Students must report to the IBST office on the day they return to school and stay there until they have completed the makeup exam (up to one and a half days) before they can enter the classroom.

二、經學校核准給假者補行考試之成績計算如下：

For students granted leave by the school, the calculation of makeup exam grades is as follows:

(一) 公假：參加定期考察，成績核實給分或以其他方式評量。

Official Leave: For those attending periodic assessments, grades will be given based on actual performance or assessed through other means.

(二) 病假、喪假、產前假、娩假、流產假、育嬰假：學生須檢附相關證明，成績核實給分。

Sick Leave, Bereavement Leave, Prenatal Leave, Maternity Leave, Miscarriage Leave, Parental Leave: Students must provide relevant documentation, and grades will be given based on actual performance.

(三) 因事假缺考者：Personal Leave:

1. 其補考成績在六十分以下者，依實得分數計算。

For scores below 60, the actual score will be recorded.

2. 超過六十分者：

For scores above 60:

(1) 1到6年級學生，超過部分之分數以百分之八十計算。

For students in grades 1 to 6, the portion exceeding 60 will be calculated at 80%.

(2) 7到12年級學生，超過部分之分數以百分之七十計算。

For students in grades 7 to 12, the portion exceeding 60 will be calculated at 70%.

Make-up Exam Grading Reference				
	G1-G6		G7-G12	
original score	20% penalty	score earned	30% penalty	score earned
formula	$60 + (n-60) * 0.8$		$60 + (n-60) * 0.7$	
100	$60 + (100-60) * 0.8$	92	$60 + (100-60) * 0.7$	88
90	$60 + (90-60) * 0.8$	84	$60 + (90-60) * 0.7$	81
80	$60 + (80-60) * 0.8$	76	$60 + (80-60) * 0.7$	74
70	$60 + (70-60) * 0.8$	68	$60 + (70-60) * 0.7$	67
60	60		60	
50	50		50	

註 1: 符合臺南市國民小學學生成績評量補充規定第七點

Note 1: In accordance with Point 7 of the Supplementary Provisions for Student Performance Assessment in Tainan City Elementary Schools

學生於學校辦理定期評量時，因故請假缺考者，應於該學期結束前補考。學生定期評量無故缺考時，除不得補考外，學生缺考之定期評量成績應以零分計算。

When students are absent from a term examination due to approved leave, they must take a makeup exam before the end of the semester. If a student misses a summative examination without a valid reason, they will not be permitted to take a makeup exam, and their score for the missed assessment will be recorded as zero.

前項補考學校得另行命題，其成績計算方式如下：

For makeup exams, the school may provide different test questions. The calculation of grades is as follows:

一、因公、喪、病、產假或不可抗力事由請假缺考者，按實得分數計算。

For absences due to public duties, bereavement, illness, maternity leave, or force majeure, grades will be based on actual performance.

二、因事假缺考者，其補考成績在六十分以下者，依實得分數計算；超過六十分者，超過部分之分數以百分之八十計算。

For absences due to personal reasons, if the makeup exam score is below 60, it will be based on the actual score. If the score exceeds 60, the portion exceeding 60 will be calculated at 80%.

第七條 Article 7

學期學業成績總平均之計算，為各科目學期學業成績乘以各該科目學分數所得之總和，再除以總學分數。學年學業成績總平均之計算，以該學年度各學期學業成績總平均成績平均之。

The calculation of the semester grade point average (GPA) is the sum of the academic performance for each subject, multiplied by the number of class hours for that subject, divided by the total number of class hours. The annual GPA is calculated as the average of the semester GPAs for that academic year.

各科目學年學業成績之計算，以該學年度該科目各學期學業成績平均之；學生各科目學期學業成績，依第十條第二項規定應予補考者，其該科目學年學業成績之計算，以其該科目該學年各學期原成績或補考成績擇優登錄計算，不得與該科目重修或補修後之成績平均計算。

The calculation of the annual academic performance for each subject is the average of the semester academic performances for that subject in that academic year. For subjects in which students are required to take a makeup exam according to Article 10, Paragraph 2, the calculation of the annual academic performance for that subject will use either the original or the makeup exam score, whichever is higher. It cannot be averaged with the grades from retaken or supplementary courses.

各科目學期學業成績之計算，遇小數點時，採四捨五入法，取整數計算；學期、學年學業成績總平均及各科目學年學業成績之計算，取小數點後一位數，第二位數採四捨五入法進入第一位數。

When calculating the semester academic performance for each subject, rounding is applied: scores are rounded to the nearest whole number. For the calculation of the semester and annual GPAs and the annual academic performance for each subject, scores are rounded to the nearest tenth place, with the second decimal place rounded up if it is 5 or higher.

補充規定：

一、每次定期評量後書面通知學生家長一次。

After each summative assessment, a written notification will be sent to the student's parents.

- 二、學科課程被歸類為以下其中一個類別:語言與文學、數學、社會、自然科學、選修課程。
Subject courses are classified into one of the following categories: Language and Literature, Mathematics, Social Studies, Science, Electives.
- 三、學生的學業表現以百分比表示，其中六十百分比是及格分數。百分比將四捨五入到小數點第一位。
Students' academic performance is expressed as a percentage, with 60% being the passing score. Percentages are rounded to the nearest tenth place.
- 四、1到8年級學生，學業成績按照以下標準計算：
For students in grades 1 to 8, academic performance is given by the following scale:

A ⁺	100 – 97.0	A	96.9 – 93.0	A ⁻	92.9 – 90.0
B ⁺	89.9 – 87.0	B	86.9 – 83.0	B ⁻	82.9 – 80.0
C ⁺	79.9 – 77.0	C	76.9 – 73.0	C ⁻	72.9 – 70.0
D ⁺	69.9 – 67.0	D	66.9 – 63.0	D ⁻	62.9 – 60.0
F	59.9 – 0				

- 五、9到12年級學生: 學生的平均成績點數(Grade Point Average GPA)是透過加權平均計算的；將所獲得的總成績點數數除以所修課程的總門數。在進階(Honors)課程中獲得A、B、C或D分數的學生將額外獲得0.5成績點數，而在大學先修(A.P.)課程中獲得A、B、C或D分數的學生將額外獲得1.0成績點數。以下圖表顯示了進階(Honors)課程和大學先修(A.P.)課程的加權情況：

For students in grades 9 to 12, the Grade Point Average (GPA) is calculated through weighted averaging; the total grade points earned are divided by the total number of courses taken. Students who receive an A, B, or C in Honors courses will receive an additional 0.5 grade point, while those who receive an A, B, or C in Advanced Placement (A.P.) courses will receive an additional 1.0 grade point. The following chart shows the weighting for Honors and A.P. courses:

Letter Grade	A ⁺	A	A ⁻	B ⁺	B	B ⁻	C ⁺	C	C ⁻	D ⁺	D	D ⁻	F
Percentage Grade	100 ~ 97	96.9 ~ 93	92.9 ~ 90	89.9 ~ 87	86.9 ~ 83	82.9 ~ 80	79.9 ~ 77	76.9 ~ 73	72.9 ~ 70	69.9 ~ 67	66.9 ~ 63	62.9 ~ 60	59.9 ~ 0
GPA (Standard)	4.3	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.3	1.0	0.7	0
GPA (Honors)	4.8	4.5	4.2	3.8	3.5	3.2	2.8	2.5	2.2	1.8	1.5	1.2	0
GPA(AP)	5.3	5.0	4.7	4.3	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	0

註 1:符合國民小學及國民中學學生學習評量辦法第十條

Note 1: In accordance with Article 10 of the Regulations for Student Learning Assessment in Elementary and Junior High Schools

國民中小學學生領域學習課程及彈性學習課程之平時及定期學習評量結果，應依評量方法之性質以等第、數量或質性文字描述記錄之。前項各領域學習課程及彈性學習課程之學習評量，至學期末，應綜合全學期各種評量結果紀錄，參酌學生人格特質、特殊才能、學習情形與態度等，評量及描述學生學習表現，並得視需要提出未來學習之具體建議。

The results of formative and summative learning assessments for domain learning courses and flexible learning courses should be recorded using grades, numerical values, or qualitative descriptions according to the nature of the assessment method. At the end of the semester, the assessment results for each domain and flexible learning course should be combined to evaluate and describe students' learning performance, taking into account their personality traits, special talents, learning conditions, and attitudes. Specific suggestions for future learning may be provided if necessary.

領域學習課程之評量結果，應以優、甲、乙、丙、丁之等第，呈現各領域學習課程學生之全學期學習表現；其等第與分數之轉換如下：

The assessment results for domain learning courses should be presented in grades, with the following grade-to-score conversions:

- 一、優等：九十分以上。A: 90 and above.
- 二、甲等：八十分以上未滿九十分。B: 80 to less than 90.
- 三、乙等：七十分以上未滿八十分。C: 70 to less than 80.
- 四、丙等：六十分以上未滿七十分。D: 60 to less than 70.
- 五、丁等：未滿六十分。F: Less than 60.

前項等第，以丙等為表現及格之基準。

A grade of D is considered the passing standard.

彈性學習課程評量結果之全學期學習表現，得比照第三項規定辦理。

The assessment results for flexible learning courses may be processed similarly to the third item.

學生日常生活表現紀錄，應就第三條第二款所列項目，分別依行為事實記錄之，並酌予提供具體建議，不作綜合性評價及等第轉換。

Records of students' daily life performance should be based on the items listed in Article 3, Item 2, and should include factual behavior records and specific suggestions without a comprehensive evaluation or grade conversion.

註 2:國民小學及國民中學學生學習評量辦法第十一條

Note 2: In accordance with Article 11 of the Regulations for Student Learning Assessment in Elementary and Junior High Schools

學校就國民中小學學生領域學習課程、彈性學習課程及日常生活表現之學習評量紀錄及具體建議，每學期至少應以書面通知學生及其法定代理人一次。

Schools should provide written notifications of learning assessment records and specific suggestions for domain learning courses, flexible learning courses, and daily routine performance to students and their legal guardians at least once per semester.

學校得公告說明學生分數之分布情形。但不得公開呈現個別學生在班級及學校排名。

Schools may announce the distribution of students' scores but must not publicly display individual students' rankings within the class or school.

直轄市、縣（市）主管機關應於每學期結束後一個月內，檢視所轄國民中小學學生之評量結果，作為其教育政策訂定及推動之參考。

Municipal and county (city) authorities should review the assessment results of students in elementary and junior high schools within their jurisdiction within one month after the end of each semester, to inform their educational policy formulation and implementation.

第八條 Article 8

學業成績以一百分為滿分，其及格基準規定如下：

The full score for academic performance is 100 points, with the passing standards as follows:

一、一般學生：以六十分為及格。

General students: 60 points is considered passing.

二、依各種升學優待辦法規定入學之原住民學生、重大災害地區學生、政府派赴國外工作人員子女、退伍軍人、僑生、蒙藏學生、外國學生、境外優秀科學技術人才子女及基於人道考量、國際援助或其他特殊身分經專案核定安置之學生：一年級以四十分為及格，二年級以五十分為及格，三年級以後以六十分為及格。

Indigenous students admitted under various preferential admission policies, students from major disaster areas, children of government employees working abroad, veterans, overseas Chinese students, Mongolian and Tibetan students, foreign students, children of outstanding scientific and technological talents from abroad, and students placed under humanitarian considerations, international aid, or other special statuses approved through special projects: Tenth grade: 40 points is considered passing. Eleventh grade: 50 points is considered passing. Twelfth grade and above: 60 points is considered passing.

三、依中等以上學校技藝技能優良學生甄審及保送入學辦法規定入學之學生：一年級、二年級以五十分為及格，三年級以後以六十分為及格。

Students admitted under the regulations for the selection and recommendation of students with outstanding technical and vocational skills in secondary and higher education: Tenth and eleventh grades: 50 points is considered passing. Twelfth grade and above: 60 points is considered passing.

四、依中等以上學校運動成績優良學生升學輔導辦法規定入學之學生：一年級、二年級以四十分為

及格，三年級以後以五十分為及格。

Students admitted under the regulations for the guidance of students with outstanding athletic performance in secondary and higher education: Tenth and eleventh grades: 40 points is considered passing. Twelfth grade and above: 50 points is considered passing.

身心障礙學生之學業成績評量，應依特殊教育法相關規定辦理。

The evaluation of academic performance for students with disabilities shall be conducted in accordance with the relevant provisions of the Special Education Act.

補充規定：Supplementary Provisions:

一、依照科學園區高級中等以下學校雙語部或雙語學校學生入學辦法第3條第5項，園區學校得視實際需要舉辦語文測驗，經測驗及格者始得錄取，故雙語部學生只適用本條例第一項之規定。

According to Article 3, Paragraph 5 of the Admission Regulations for Students in the Bilingual Departments or Bilingual Schools of the Science Park Senior High Schools and below, schools

in the park may hold language tests as needed, and only those who pass the test will be admitted. Therefore, only the first paragraph stated in this regulation is applicable to IBST students.

二、身心障礙學生之學業成績評量，由學校依特殊教育法第十九條所定**個別化教育計畫**之評量方式定之。

The evaluation of academic performance of students with disabilities shall be determined by an **individualized education plan (I.E.P)** implemented by the school in accordance with Article 19 of the Special Education Act.

第九條 Article 9

學生因其居住地區或就讀學校發生災害防救法第二條第一款所定災害或其他重大變故情形，學校認有調整前條所定學業成績及格基準之必要者，得擬具計畫，經各該特定科目教學研究委員會及行政會議通過後調整之，並妥為保存；其調整後之成績及格基準，不得低於四十分。

If a student's residential area or school experiences a disaster as defined in Article 2, Paragraph 1 of the Disaster Prevention and Protection Act, or other major incidents, and the school deems it necessary to adjust the passing standards for academic performance as stipulated in the previous article, the school may draft a plan. This plan must be approved by the specific subject's teaching and research committee and the administrative meeting, and it must be properly preserved. The adjusted passing standard must not be lower than 40 points.

前項計畫之內容，應包括下列事項：

The content of the plan must include the following items:

一、適用調整學業成績及格基準之學生姓名、學號、年級、科別、班級與適用學期及學年。

The names, student numbers, grades, departments, classes, applicable semesters, and academic years of the students to whom the adjusted passing standards apply.

二、學校已實施之多元評量執行策略及學生學習補救措施。

The strategies for implementing multiple assessments and remedial measures for students that the school has already put into practice.

三、學生學習成就差異分析、學校學習評量調整方案及調整之必要性說明。

An analysis of the differences in student learning achievements, an explanation of the school's learning assessment adjustment plan, and the rationale for these adjustments.

第十條 Article 10

學生學期學業成績達第八條或前條所定及格基準之科目，授予學分。

Students will be awarded credits for subjects in which their semester academic performance meets the passing standards specified in Article 8 or the preceding article.

學生學期學業成績未達第八條或前條所定及格基準之科目，其成績達下列基準者，學校應予補考：

For subjects where students' semester academic performance does not meet the passing standards stipulated in Article 8 or the previous article, but reaches the following benchmarks, the school should provide a makeup exam:

一、及格基準分數為五十分至六十分者：四十分。

For passing standards between 50 and 60 points: 40 points.

二、及格基準分數為四十分至四十九者：三十分。

For passing standards between 40 and 49 points: 30 points.

前項補考科目，其補考所得之成績，達第八條或前條所定及格基準者，授予學分，並依及格基準分數登錄；未達及格基準者，不授予學分，並就原成績或補考成績擇優登錄。

For subjects that require a makeup exam, students who achieve the passing standard stipulated in Article 8 or the preceding article will be awarded credits, and the score will be recorded as the passing standard score. Those who do not meet the passing standard will not be awarded credits, and the better of the original score or the makeup exam score will be recorded.

學校每學期辦理補考，以一次為限。但學生因故不能參加補考，經學校核准給假者，學校得審酌其請假事由後，准予補行考試或採其他方式評量之。

The school will conduct makeup exams once per semester. However, if a student is unable to attend the makeup exam for a valid reason and is granted leave by the school, the school may, after considering the reason for leave, allow the student to take a makeup exam or use other assessment methods.

學生學年學業成績達第八條或前條所定及格基準之科目，該學年度各學期均授予學分；其各學期成績仍應以該學期實得分數登錄。

For subjects in which students achieve the passing standards stipulated in Article 8 or the preceding article for the academic year, credits will be awarded for each semester of that academic year. Each semester's score should still be recorded as the actual score achieved in that semester.

補充規定： Supplementary Provisions:

一、 本條僅適用9到12年級學生，不適用1到8年級學生。

This article applies only to students in grades 9 to 12 and does not apply to students in grades 1 to 8.

二、 9到12年級學生學期成績及格規準

Passing Standards for Students in Grades 9 to 12

(一) 學業成績以一百分為滿分，其及格基準規定如下: 均以六十分為及格。

The full score for academic performance is 100 points, with 60 points as the passing standard for all subjects.

(二) 學生學業成績不及格之科目，其成績達下列基準者，得於各該學期申請補考：一般學生四十分需補考。

For subjects in which students do not meet the passing standards but achieve the following benchmark, they may apply for a retake during the respective semester. General students must score at least 40 points to qualify for a retake.

(三) 補考之成績，依下列規定採計與登錄：

The results of the retake will be recorded according to the following rules:

1. 如果學生補考成績達到六十分或以上，學生將獲得六十分作為學期成績。

If a student scores 60 or above on the retake, 60 will be recorded as the semester grade.

2. 若學生補考成績低於六十分，科目成績將記錄為原不及格科目學期成績或補考成績中較高的數字。

If a student scores below 60 on the retake, the subject grade will be recorded as the higher of the original failing grade or the retake grade.

(四) 學校每學期辦理補考，以一次為限。但學生因故不能參加補考，經學校核准給假者，學校得審酌其請假事由後，准予補行考試或採其他方式評量之。惟採其他方式

評量需經部門行政單位核准後執行。

The school conducts retakes once per semester. However, if a student cannot attend the retake for a valid reason and is granted leave by the school, the school may, after considering the reason for the leave, allow the student to take a makeup exam or use other assessment methods. The implementation of alternative assessment methods requires approval from the relevant administrative unit.

三、有特殊情事者，可向教學組申請補考。

In special circumstances, students may apply for a retake through the academic affairs office.

第十一條 Article 11

學生於本法第四十二條規定之修業期限內，各學期學業成績未達第八條或第九條所定及格基準之科目，得申請重修。

Students who do not meet the passing standards set forth in Articles 8 or 9 for any subject within the study period stipulated in Article 42 of this law may apply for retakes.

課程綱要規定應修習之部定及校訂必修科目，未修習者應補修。轉學、轉科（學程）學生並得就應修習之部定必修及校訂必修以外科目，申請補修。

Subjects required by the curriculum guidelines and school regulations, if not taken, must be made up. Transfer students or students changing their field of study may apply to make up subjects other than those required by the curriculum guidelines and school regulations.

學校辦理重修、補修之方式，依下列規定順序為之：

The methods for conducting retakes and make-ups are as follows:

一、專班辦理：申請學生人數達十五人以上者，由學校開設專門班級，供學生修讀；每一學分不得少於六節。

Special Classes: If there are 15 or more applicants, the school will offer a special class for the students to take the course; each credit must include at least six periods.

二、自學輔導：申請學生未達前款所定人數者，由教師指定教材，供學生自行修讀，並安排面授指導及教學；每一學分之面授指導及教學節數，屬重修者，不得少於三節，屬補修者，不得少於六節。

Self-study Guidance: If the number of applicants is less than 15, the teacher will provide designated materials for students to study independently, and arrange for face-to-face guidance and teaching; each credit must include at least three periods of face-to-face guidance for retakes and at least six periods for make-ups.

三、隨班修讀：依學生能力及學校排課等因素，安排學生隨其他班級課程修讀。

Attending Classes with Other Grades: Depending on the student's ability and the school's schedule, students may attend classes with other grades to complete the course.

前項各款之實施時間、課程內容及實際授課節數，由學校定之。

The implementation time, course content, and actual teaching periods of the above methods will be determined by the school.

重修、補修及延長修業期限學生之學業成績評量，應依第四條規定辦理。

The academic performance evaluation for retakes, make-ups, and extended study periods shall be conducted in accordance with Article 4.

補充規定： Supplementary Provisions:

一、本條僅適用9到12年級學生，不適用1到8年級學生。

This article applies only to students in grades 9 to 12 and does not apply to students in grades 1 to 8.

二、9到12年級學生，如果學期成績低於六十分，得於校方認可之線上課程平台上重修該課程。修畢該科課程並通過後，本校成績單將註記該課程由校方認可之線上課程平台修畢，學生將獲得六十分作為學期成績，學分便可計入畢業要求。

Students in grades 9 to 12 who have a semester grade below 60 may retake the course on a school-approved online course platform. Upon completion and passing of the course, the school transcript will note that the course was completed through the school-approved online platform, and the student will receive 60 as the semester grade, which will count towards graduation requirements.

三、轉學學生依本部課程及畢業學分數規定之必修科目，未修習者應補修。當學生未通過必修科目時，將無法獲得該科目的學分。

Transfer students must make up for any required courses according to the department's curriculum and graduation credit requirements. If a student fails a required course, they will not receive credit for that course.

四、選修課程學年成績在六十分以下，無需重複選修同一課程。然而，學生需要有足夠的選修課學分才能滿足畢業要求。

Elective courses with an annual grade below 60 do not need to be retaken. However, students must earn enough elective credits to meet graduation requirements.

五、修習校方認可之線上課程平台課程者，須達該課程所規定的總時數，以滿足相對應之學分數。

Courses taken on a school-approved online course platform must meet the total required hours to satisfy the corresponding credits.

六、重修課程申請與辦理時間，以暑假期間辦理為原則。

Applications for and conducting retakes should primarily be handled during the summer break.

第十二條 Article 12

學生依前條規定完成重修、補修後，其所得成績達第八條或第九條所定及格基準之科目，授予學分；未達及格基準者，不授予學分。

After students complete retakes or make-ups as per the previous article, if their grades meet the passing standards set in Articles 8 or 9, they will be awarded credits; if the grades do not meet the passing standards, no credits will be awarded.

前項重修、補修後之科目成績登錄，依下列規定辦理：

For grades of retaken or made-up courses, the following rules apply:

一、重修：達第八條或第九條所定及格基準者，依所定之及格基準分數登錄；未達及格基準者，就重修前後成績，擇優登錄。

Retakes: If the grades meet the passing standards set in Articles 8 or 9, the grades will be recorded according to the passing standard. If the grades do not meet the passing standards, the better of the grades from before or after the retake will be recorded.

二、補修：依實得成績登錄。

Make-ups: The actual grades achieved will be recorded.

補充規定： Supplementary Provisions:

本條僅適用 9 到 12 年級學生，不適用 1 到 8 年級學生。

This article applies only to students in grades 9 to 12 and does not apply to students in grades 1 to 8.

第十三條 Article 13

學生各學年度第一學期取得之學分數，未達該學期修習總學分數二分之一者，第二學期得由學校輔導其減修學分；其減修之相關規定，由學校定之。

If the number of credits earned by a student in the first semester of an academic year is less than half of the total credits taken in that semester, the school may guide the student to reduce their credits for the second semester. The school will set the relevant regulations for credit reduction.

休學學生申請提前一學期復學者，準用前項規定。

Students who apply to return from a leave of absence one semester earlier should follow the same regulations.

補充規定： Supplementary Provisions:

本條僅適用 9 到 12 年級學生，不適用 1 到 8 年級學生。

This article applies only to students in grades 9 to 12 and does not apply to students in grades 1 to 8.

第十四條 Article 14

學生各學年度取得之學分數，未達該學年度修習總學分數二分之一者，得重讀；該學年度取得之學分數，應包括該學年度結束前補考、重修及補修後取得之學分。

If the number of credits earned by a student in an academic year is less than half of the total credits taken in that academic year, they may be required to repeat the year. The credits earned in that academic year should include those obtained from make-ups, retakes, and remedial courses completed before the end of the academic year.

重讀時，學生成績以重讀之實得分數登錄；學生對於重讀前已修習且取得學分之科目，於各學期開學日前申請免修者，學校應准予免修，該科目原成績列入重讀學期之成績一併計算；未申請免修而自願再次選讀者，該科目成績，應就再次選讀之成績或原成績擇優登錄。對於重讀之學生，學校

應給予適當之輔導。

During repetition, the student's grades will be recorded based on the actual grades earned during the repetition. Students who have previously taken and earned credits for certain subjects and wish to be exempted from retaking those subjects must apply for exemption before the start of each semester. The school should grant such exemptions, and the original grades will be included in the repeated semester's grades. For subjects that students voluntarily retake without applying for exemption, the better of the grades from the retake or the original grades will be recorded. The school should provide appropriate guidance to students repeating the year.

學校為協助學生取得畢業應修學分數，應針對學生各學期學分取得情形，提供預警措施並給予個別輔導。

To assist students in obtaining the required graduation credits, the school should provide warning measures and individual counseling based on each semester's credit achievements.

轉學生入學時、轉科（學程）學生轉科（學程）時及休學學生復學時，準用前三項規定。

The regulations for transfer students upon admission, students changing their field of study (program), and students returning from leave of absence should follow the provisions of the previous three articles.

補充規定：Supplementary Provisions:

一、本條僅適用9到12年級學生，不適用1到8年級學生。

This article applies only to students in grades 9 to 12 and does not apply to students in grades 1 to 8.

二、輔導申請重讀學生以全面重讀為原則，若無法適應課程，則輔導其改變學習環境。

Guidance for students applying for re-enrollment should follow a principle of comprehensive re-enrollment. If the student is unable to adapt to the curriculum, guidance should be provided to change the learning environment.

三、學生因重讀而申請免修時，應經過免修課程鑑定通過，並於學校安排之適當場所進行自主學習，出缺席狀況由生輔組派員協助管理，並將其出缺席狀況列入學期德行成績考核。

When a student applies for exemption from courses due to re-enrollment, they must pass the exemption course evaluation and engage in self-directed learning at an appropriate location arranged by the school. The student's attendance will be managed by the student support team, and their attendance will be included in the semester's moral conduct assessment.

四、依據高級中等學校學生學籍管理辦法第19條，學校應於學生休學期滿一個月前，通知學生限期辦理復學，學生未於期限內辦理復學者，應辦理轉學或放棄學籍；第一次休學學生，未於期限內辦理復學、轉學或放棄學籍者，視為申請第二次休學；第二次休學學生未於期限內辦理復學、轉學或放棄學籍者，學校應廢止其學籍，並附具理由通知學生及其法定代理人。(依據上開辦法第17條第3點 休學每次以一學年為期，並以二次為限。)

According to Article 19 of the Regulations on Student Records Management for Senior Secondary Schools, the school must notify the student one month before the end of their leave of absence to process their re-enrollment. If the student does not re-enroll by the deadline, they must transfer or forfeit their student status. A first-time leave of absence that is not re-enrolled by the deadline will be treated as applying for a second leave of absence. If a student on a second leave of absence does not re-enroll, transfer, or forfeit their status by the deadline, the school will cancel their student status and notify the student and their legal guardian with reasons (as per Article 17, Item 3 of the above regulations: each leave of absence lasts one academic year and is limited to two instances).

第十五條 Article 15

學校應建置學生學習支援系統，並依日常及定期學業成績評量結果進行分析，作為學期中實施差異化教學及補救教學之依據，以輔導學生適性學習，發揮學生潛能；其實施基準及方式，由學校定之。

The school should establish a student learning support system and analyze the results of daily and periodic academic assessments. This analysis should serve as a basis for implementing differentiated and remedial teaching throughout the semester to support students' individualized learning and unlock their potential. The standards and methods for implementation will be determined by the school.

第十六條 Article 16

新生與轉學生入學前、轉科（學程）學生轉科（學程）前及休學學生復學前，已修習且取得學分之科目，經審查符合課程綱要要求，或經測驗及格者，得列抵免修，其科目成績，依原成績或測驗成績登錄；未取得學分之科目，依第十一條規定辦理。

Before enrollment of new students, transfer students, or students returning from leave of absence, subjects for which they have already earned credits should be reviewed to ensure they meet the curriculum guidelines or have passed an assessment, allowing them to be credited or exempted. The subject grades should be recorded based on the original grades or assessment results. Subjects without earned credits should be handled according to Article 11.

前項審查、測驗及學分抵免規定，由學校定之。

The review, assessment, and credit exemption regulations for the above-mentioned cases will be determined by the school.

學生轉學、轉科（學程）經學校依第一項規定辦理學分抵免後，未符合第十四條第一項得重讀規定而申請重讀者，學校得視該生學習狀況與學校編班、班級人數等情形，依下列規定辦理：

After the school has processed credit exemptions for transfer students or those changing programs, if they do not meet the conditions for repeating as specified in Article 14, Paragraph 1, and apply for repetition, the school may handle their situation based on the student's learning status, class allocation, and class size as follows:

一、符合高級中等學校學生學籍管理辦法第十三條及第十四條第一款規定者，編入適當之年級。

Students who meet the conditions specified in Article 13 and Article 14, Paragraph 1 of the Regulations on Student Registration Management for Senior Secondary Schools will be placed in an appropriate grade.

二、符合高級中等學校學生學籍管理辦法第十四條第二款及第三款規定者，編入適當之年級、科（學程）。

Students who meet the conditions specified in Article 14, Paragraphs 2 and 3 of the Regulations on Student Registration Management for Senior Secondary Schools will be placed in an appropriate grade and program.

學生依高級中等學校學生學籍管理辦法第十條第一項規定借讀時，原學校應會同借讀學校審查借讀修習科目及學分；借讀期滿後，借讀學校應通知原學校依原學校之科目登錄其成績；未取得學分之科目，依本辦法第十一條規定辦理。

When a student is enrolled as a visiting student according to Article 10, Paragraph 1 of the Regulations on Student Registration Management for Senior Secondary Schools, the original school should collaborate with the visiting school to review the subjects and credits taken. After the visiting period ends, the visiting school should notify the original school to record the grades based on the original school's subject list. Subjects without earned credits should be handled according to Article 11 of these regulations.

補充規定：Supplementary Provisions:

一、本條僅適用9到12年級學生，不適用1到8年級學生。

This article applies only to students in grades 9 to 12 and does not apply to students in grades 1 to 8.

二、新生、轉學生申請抵免科目學分，應向雙語部註冊組提出申請，再經雙語部招生委員會依規定審核。

New and transfer students applying for credit exemption should submit their application to the

Bilingual Department's Registrar and then have it reviewed by the Bilingual Department's Admissions Committee according to regulations.

三、依照科學園區高級中等以下學校雙語部或雙語學校學生入學辦法，學生需符合資格始得申請雙語部，故借讀不適用雙語部。

According to **the Admission Regulations for Students in the Bilingual Departments or Bilingual Schools of the Science Park Senior High Schools and below**, students who need to meet certain requirements are allowed to apply to IBST. Therefore, the regulation of visiting students does not apply to IBST.

第十七條 Article 17

資賦優異學生得依身心發展狀況、學習需要及意願，向學校申請縮短修業年限；其辦理方式，應依特殊教育學生調整入學年齡及修業年限實施辦法及其相關法規之規定辦理。

Outstanding students, based on their physical and mental development, learning needs, and willingness, may apply to the school to shorten their study period. The process should follow the regulations and related laws concerning adjustments to school entry age and study period for special education students.

第十八條 Article 18

學生取得依高級中等學校辦理學生國外學歷採認辦法規定採認之國外學歷，其在國外所修之科目成績，經學校審查符合課程綱要要求，或經測驗及格者，得採計成績或學分，其科目並得列抵免修。

Students who obtain overseas academic records recognized under the regulations for recognizing overseas academic records for senior secondary schools, and whose subject grades from abroad meet the curriculum requirements upon school review or pass an assessment, may have their grades or credits counted and subjects exempted.

學生經學校核准後，赴國內、外公民營事業機構職場或就業導向之職訓機構等場所進修、訓練、實習或學習，取得學習成就或教育訓練證明，經學校審查符合課程綱要要求者，得採計成績或學分，其科目並得列抵免修。

Students who have been approved by the school to pursue further studies, training, internships, or learning at public or private institutions or vocational training institutions, either domestically or abroad, and who obtain learning achievements or educational training certificates, may have their achievements or credits counted if they meet the curriculum requirements upon school review.

學校辦理前二項學生學歷、成績證明、學習成就或教育訓練之審查、測驗、學分採計及赴國外高級中等以上學校學習期間之認定，應依相關法規規定為之。

The school should handle the review, testing, credit calculation, and recognition of study periods at overseas senior secondary schools according to relevant regulations.

補充規定： Supplementary Provisions:

一、本條僅適用9到12年級學生，不適用1到8年級學生。

This article applies only to students in grades 9 to 12 and does not apply to students in grades 1 to 8.

二、新生、轉學生申請抵免科目學分，應向雙語部註冊組提出申請，再經雙語部招生委員會依規定審核。

New and transfer students applying for credit exemption should submit their application to the Bilingual Department's Registrar and have it reviewed by the Bilingual Department's Admissions Committee according to regulations.

第十九條 Article 19

學校得與國內、外其他學校合作開設跨校選修之課程，或與國內、外大專校院合作開設預修課程或選修課程；其開設之課程，應納入學校課程計畫，並報各該主管機關備查。

Schools may collaborate with other schools, domestically or internationally, to offer cross-school elective courses, or cooperate with domestic or international colleges and universities to offer preparatory or elective courses. The courses offered should be incorporated into the school's curriculum plan and reported to the relevant authorities for record-keeping.

前項課程採數位遠距教學實施者，其課程實施與學業成績評量方式、學分採計、成績登錄及其他相關事項，由學校與合作之其他學校、大專校院協議後定之。

For courses implemented via digital distance education, the methods for course implementation, academic performance evaluation, credit calculation, grade recording, and other related matters shall be agreed upon by the school and the collaborating institutions.

第十九條之一 Article 19-1

依偏遠地區學校分級及認定標準核定之偏遠地區學校，或其他經中央主管機關核定之教育資源需要協助學校，其部定必修或校訂必修科目無法聘任合格教師實施教學者，經各該主管機關同意後，得與國內其他學校合作開設數位遠距教學課程。

Schools classified as remote areas according to the standards for remote area schools, or other schools approved by the central government authority in need of educational resource assistance, may, with the consent of the relevant authorities, collaborate with other domestic schools to offer digital distance education courses if they cannot hire qualified teachers for compulsory subjects.

前項數位遠距教學課程，其課程實施與學業成績評量方式、學分採計、成績登錄及其他相關事項，由學校與合作之其他學校協議後定之。

For digital distance education courses, the methods for course implementation, academic performance evaluation, credit calculation, grade recording, and other related matters shall be agreed upon by the school and the collaborating institutions.

第十九條之二 Article 19-2

學生居住地區或就讀學校所在地區，發生災害防救法第二條第一款所定災害、傳染病防治法第三條第一項所定傳染病，或其他重大變故時，學校得以數位遠距教學或其他適當方式實施教學，並辦理學習評量。

When a disaster specified in Article 2, Paragraph 1 of the Disaster Prevention and Protection Act, an infectious disease specified in Article 3, Paragraph 1 of the Infectious Disease Control Act, or other major changes occur in the area where the student resides or the school is located, the school may use digital distance education or other appropriate methods to conduct teaching and administer learning assessments.

補充規定： Supplementary Provisions:

一、本條僅適用9到12年級學生，不適用1到8年級學生。

This article applies only to students in grades 9 to 12 and does not apply to students in grades 1 to 8.

二、**選修課程、數位遠距教學**，或國內、外其他學校合作開設跨校選修之課程及國內、外大專校院合作開設預修課程。其相關課程實施與學業成績評量方式、學分採計、成績登錄及相關事項，請參閱 [IBST Policy Regarding Elective and AP Courses](#)。

For **elective courses, digital distance learning**, cross-school elective courses offered in collaboration with domestic or overseas schools, and preparatory courses offered in collaboration with domestic or overseas colleges/universities, please refer to the [IBST Policy Regarding Elective and AP Courses](#) for details regarding the implementation of these courses, methods of academic performance assessment, credit calculation, grade recording, and other related matters.

第二十條 Article 20

學生修習課程綱要所定技術型高級中等學校彈性學習時間課程，符合下列各款規定，且於備查之學校課程計畫標註授予學分者，授予彈性學習時間學分：

Students who take flexible learning time courses at vocational senior high schools, meeting the following conditions, and are indicated for credit in the school's curriculum plan, will be awarded flexible learning time credits:

一、所修讀者為全學期授課之充實增廣或補強性課程。

The courses are substantial enrichment or reinforcement courses taught throughout the semester.

二、所得成績達第八條或第九條所定及格基準。

The grades obtained meet the passing standards specified in Article 8 or Article 9.

三、無第二十五條第一項所定缺課致成績零分之情形。

There is no occurrence of absences resulting in a zero score as specified in Article 25, Paragraph 1. 前項所得成績，得不登錄或以實得成績登錄。但不納入第七條第一項至第三項平均成績計算。 The grades obtained may either not be recorded or be recorded as the actual grades. However, they are not included in the calculation of average grades specified in Article 7, Paragraphs 1 to 3.

補充規定： Supplementary Provisions:

本條僅適用技術型高級中等學校彈性學習時間課程，不適用雙語部 1 到 12 年級學生。

This article applies only to vocational senior high school students and does not apply to IBST grades 1 to 12 students.

第二十一條 Article 21

德行評量，依學生行為事實作綜合評量，不評定分數及等第。

Moral conduct evaluation is a comprehensive assessment based on student behaviors, without assigning scores or grades.

德行評量項目如下：

The items for moral conduct evaluation are as follows:

一、日常生活綜合表現及校內外特殊表現。

Overall performance in daily life and special performances both inside and outside the school.

二、服務學習。

Service learning.

三、獎懲紀錄。

Records of rewards and punishments.

四、出缺席紀錄。

Attendance records.

五、具體建議。

Specific feasible suggestions.

第二十二條 Article 22

德行評量以學期為階段，由導師依前條第二項各款規定，參考各科目任課教師及相關行政單位提供之意見，依行為事實記錄，並視需要提出具體建議，經學生事務相關會議審議後，作為學生適性輔導及其他適性教育處置之依據。

Moral conduct evaluation is conducted on a semester basis by the homeroom teacher, who will refer to opinions from subject teachers and relevant administrators according to the provisions of the preceding article, record the behaviors, and provide specific suggestions if needed. This evaluation will be used as a basis for appropriate guidance and other suitable educational measures after review by student affairs meetings.

重修、補修學生及延長修業期限學生之德行評量，由學校依其修課情形，並參酌一般學生之規定定之。

For students who are repeating courses, making up for missed classes, or extending their study period, the moral conduct evaluation will be determined by the school based on their course situation and by referring to the general student regulations.

學生借讀期間之德行評量，由借讀學校依本辦法規定辦理；借讀期滿後，借讀學校應提供借讀學生德行評量項目紀錄予原學校登錄。

For visiting students, the moral conduct evaluation during the visiting period will be conducted by the visited school, and upon completion of the visiting period, the evaluation records will be provided to the original school for registration.

補充規定：Supplementary Provisions:

依照科學園區高級中等以下學校雙語部或雙語學校學生入學辦法，學生需符合資格始得申請雙語部，故借讀不適用雙語部。

According to **the Admission Regulations for Students in the Bilingual Departments or Bilingual Schools of the Science Park Senior High Schools and below**, students who need to meet certain requirements are allowed to apply to IBST. Therefore, the regulation of visiting students does not apply to IBST.

第二十三條 Article 23

德行評量之獎懲，依下列規定辦理：

Rewards and punishments in moral conduct evaluation are handled as follows:

一、獎勵：分為嘉獎、小功及大功。

Rewards: categorized into commendations, minor merits, and major merits.

二、懲處：分為警告、小過及大過。

Punishments: categorized into warnings, minor demerits, and major demerits.

學生之獎懲，應通知學生、導師、家長或監護人，並於學期結束時列入德行評量。

The rewards and punishments should be communicated to the student, homeroom teacher, and parents or guardians, and included in the moral conduct evaluation at the end of the semester.

第一項之獎懲項目、事由、程序、獎懲相抵及銷過之相關規定，由學校定之。

The specific regulations regarding the items, reasons, procedures for rewards and punishments, and the offsetting and cancellation of these records are determined by the school.

補充規定：Supplementary Provisions:

一、本條僅適用7到12年級學生，不適用1到6年級學生。(1-6年級學生應參照國民小學及國民中學學生獎懲準則辦理之)

This article applies only to students in grades 7 to 12 and does not apply to students in grades 1 to 6. (Students in grades 1 to 6 should refer to the National Elementary and Junior High School Student Awards and Punishments Guidelines.)

二、請參照本校之「學生獎懲要點」及「改過遷善銷過實施辦法」。

Please refer to the school's "Student Rewards and Punishments Guidelines" and "Implementation Measures for Correcting Misconduct and Clearing Records."

第二十四條 Article 24

學生請假別，分為公假、事假、病假、婚假、產前假、娩假、陪產假、流產假、育嬰假、生理假及喪假；其請假規定，由學校定之。

Student leave types are categorized as follows: official leave, personal leave, sick leave, marriage leave, prenatal leave, maternity leave, paternity leave, miscarriage leave, parental leave, menstrual leave, and bereavement leave. The regulations for these types of leave are established by the school.

學生缺課未經學校依請假規定核准給假者，為曠課。

Absences not approved by the school according to the leave regulations are considered as truancy.

德行評量之出缺席紀錄，依學生請假規定辦理。

Attendance records for moral conduct evaluation are managed according to the student's leave regulations.

補充規定：Supplementary Provisions:

請參照雙語部學生請假要點。

Please refer to the "Student Leave Guidelines of IBST."

第二十五條 Article 25

學生曠課及事假之缺課節數合計達該科目全學期總修習節數三分之一者，該科目學期學業成績以零分計算。但因學生或其家庭發生重大變故所請事假而缺課之節數，經提學生事務相關會議通過後，得不納入計算。

If a student's absences from class due to unexcused absences and personal leave amount to one-third of the total class hours for that subject during the semester, the semester grade for that subject will be recorded as zero. However, absences due to significant personal or family emergencies, when approved by the relevant student affairs meeting, may be excluded from this calculation.

學生缺課致影響課業時，學校應視其情形提供預警措施，並給予個別輔導。

When a student's absences impact their academic performance, the school should provide warning measures and offer individual counseling based on the situation.

補充規定：Supplementary Provisions:

本條僅適用 10 到 12 年級學生，1 到 9 年級學生請參考第二十七條 (註 1:國民小學及國民中學學生學習評量辦法第十三條)。

This article applies only to students in grades 10 to 12. For students in grades 1 to 9, please refer to Article 27 (Note 1: **Article 13 of the National Elementary and Junior High School Student Learning Evaluation Guidelines**).

第二十六條 Article 26

學生除公假外，全學期缺課節數達修習總節數二分之一，或曠課累積達四十二節者，經提學生事務相關會議後，應依法令規定進行適性輔導及適性教育處置。

Except for official leave, if a student's total absences during the semester amount to half of the total class hours, or if the number of unexcused absences accumulates to 42 periods, the school, after presenting the case to the relevant student affairs meeting, should provide appropriate counseling and educational measures in accordance with legal regulations.

第二十七條 Article 27

學生學習評量結果，依下列規定處理：

Student learning evaluation results shall be handled according to the following regulations:

一、符合下列情形者，准予畢業，並發給畢業證書：

Students who meet the following conditions shall be granted graduation and issued a graduation certificate:

(一)修業期滿，符合課程綱要所定畢業條件。

Completion of studies and fulfillment of graduation requirements as specified in the curriculum guidelines.

(二)修業期間德行評量之獎懲紀錄相抵後，未滿三大過。

During the period of study, after considering the reward and punishment records from moral conduct evaluations, the student has not accumulated three or more major demerits.

二、修業期滿，修畢課程綱要所定應修課程，且取得一百二十個畢業應修學分數，而未符合前款規定者，發給修業證明書。

During the period of study, after considering the reward and punishment records from moral conduct evaluations, the student has not accumulated three or more major demerits.

學生修畢實用技能學程分段課程，成績及格者，得向學校申請發給分段課程修業證明書。

Students who complete practical skills program courses in segments and pass the assessments may apply to the school for a certificate of completion for the segmented courses.

補充規定：Supplementary Provisions:

一、本條補充規定之畢業應修學分數僅適用12年級畢業學生，6年級及9年級畢業學生僅須符合國民中小學學生學習評量辦法(註1)即可。

Supplementary provisions for graduation requirements apply only to 12th-grade graduates with 23 graduation credits. 6th and 9th-grade graduates need to comply with the 'Regulations for Student Learning Assessment in Primary and Junior High Schools' (Note 1).

二、每週4-6節/小時的課程每學期提供0.5學分，每學年1學分。每周少於4節/小時的課程每學期將獲得0.25學分，每學年0.5學分。

Courses offered for 4-6 periods/hours per week will earn 0.5 credits per semester and 1 credit per academic year. Courses offered for fewer than 4 periods/hours per week will earn 0.25 credits per semester and 0.5 credits per academic year.

三、選修課程成功完成後不得重複修讀。

Elective courses, once successfully completed, cannot be retaken.

四、九至十二年級，必須完成至少一學分的美術和表演藝術選修課程。

From 9th to 12th grade, students must complete at least one credit in Fine and Performing Arts electives.

五、修業期滿，修畢應修課程，9到12年級學生需完成四年中學學業並取得23個畢業應修學分數(如下表)，及符合教育部出缺勤規定，准予畢業，並發給畢業證書。

Upon completing the required courses and fulfilling the academic requirements, 9th to 12th-grade students must complete four years of secondary education and earn 23 graduation credits(see chart below), and meet the Ministry of Education's attendance regulations to be granted a diploma.

(一) 10到12年級學生每學期須出席超過學校總天數的二分之一。

10th to 12th-grade students must attend more than half of the total school days

(二) 7到9年級學生需要出席超過學校總天數的三分之二方可畢業。

7th to 9th-grade students must attend more than two-thirds of the total school days to graduate.

科目 Subjects	修業期間 Years of Study	每週節數 Periods Per week	每年學分數 Credit earned For one year	畢業所需學分數 Credits required for graduation
Chinese	4	5	1	4
English	4	6	1	4
Social Studies	4	4	1	3
Math	4	5	1	3
Science	3	5	1	3
PE	4	2	0.5	2
Electives	4	4-6	1	4
		2	0.5	
Total				23

六、未符合第二十七條及上述規定者，發給修業證明書。

If the requirements of Article 27 and the above regulations are not met, a certificate of completion will be issued.

七、學生在收到成績單或考評後，如有異議，應在一週內向學校申請複查或說明。

Students who have objections to their transcripts or evaluations should apply for a review or explanation from the school within one week.

八、10到12年級學生修業年限以三年為原則，至多五年為限

For students in grades 10 to 12, the standard duration of study is three years, with a maximum limit of five years.

九、對於6、9和12年級的畢業班，學術相關的畢業獎項和表彰根據以下標準(請參閱國立南科國際實驗高級中學畢業獎項規定)。

For the graduating classes of **G6, G9, and G12, academic related graduation awards and recognition are based on the following criteria** (see NNKIEH Graduation Awards Guidelines).

(一) 6年級的學術相關畢業獎項是基於5到6年級第二學期期中成績。

Academic-related graduation awards for G6 are determined using the grades from the entire G5 year up to the third quarter of the G6 year.

(二) 9年級的學術相關畢業獎項是基於7到9年級第二學期期中成績。

Academic-related graduation awards for G9 are determined using the grades from G7 up to the third quarter of the G9 year

(三) 12年級的學術相關畢業獎項是基於10到12年級第二學期期中成績。

Academic-related graduation awards for G12 are determined using the grades from G10 up to the third quarter of the G12 year.

十、實用技能學程分段課程不適用雙語部1到12年級學生。

Practical skills program courses in segments do not apply to IBST grades 1 to 12 students.

註1：符合國民小學及國民中學學生學習評量辦法第十三條

Note 1: In accordance with Article 13 of the "Regulations for Student Learning Assessment in Elementary and Junior High Schools"

國民中小學學生修業期滿，符合下列規定者，為成績及格，由學校發給畢業證書；未符合者，發給修業證明書：

Students who complete their studies and meet the following criteria shall be considered to have passed, and the school shall issue a graduation certificate. Those who do not meet the criteria shall be issued a completion certificate:

一、出席率及獎懲：學習期間授課總日數扣除學校核可之公、喪、病假及直轄市、縣(市)主管機關規範之假別，上課總出席率至少達三分之二以上，且經獎懲抵銷後，未滿三大過。

Attendance and Rewards/Punishments: The total number of school days during the semester, excluding approved public, funeral, and sick leave, as well as leave specified by municipal or county (city) authorities, must result in a total attendance rate of at least two-thirds. Additionally, after accounting for rewards and punishments, the student should not have more than three major demerits.

二、領域學習課程成績：

Subject Learning Course Performance:

- (一) 國民小學階段：語文、數學、社會、自然科學、藝術、綜合活動、健康與體育七領域有四大領域以上，其各領域之畢業總平均成績，均達丙等以上。

Elementary School Stage: Among the seven domains (Language, Mathematics, Social Studies, Science, Arts, Integrated Activities, Health and Physical Education), students must have at least four domains with a graduation average score of at least "D" grade or above.

- (二) 國民中學階段：語文、數學、社會、自然科學、藝術、綜合活動、科技、健康與體育八領域有四大領域以上，其各領域之畢業總平均成績，均達丙等以上。

Junior High School Stage: Among the eight domains (Language, Mathematics, Social Studies, Science, Arts, Integrated Activities, Technology, Health and Physical Education), students must have at least four domains with a graduation average score of at least "D" grade or above

註 2：符合臺南市國民小學學生成績評量補充規定第十四點

Note 2: In accordance with Point 14 of the "Supplementary Regulations for Student Performance Assessment in Tainan City Elementary Schools"

學生修業期滿，符合下列規定者，為成績及格，由學校發給畢業證書；未符合者，發給修業證明書。

Students who complete their studies and meet the following criteria shall be considered to have passed, and the school shall issue a graduation certificate. Those who do not meet the criteria shall be issued a completion certificate:

- 一、 中華民國一百零八年八月一日以前入學國民小學之學生：

For students who enrolled in elementary schools before August 1, 2019:

- (一) 學習期間授課總日數扣除學校核可之公、喪、病假，上課總出席率至少達三分之二以上。

The total number of school days during the learning period, excluding approved public, funeral, and sick leave, must result in a total attendance rate of at least two-thirds.

- (二) 七大學習領域有四大學習領域以上畢業總平均成績丙等以上。

Among the seven learning domains, students must have at least four domains with a graduation average score of "C" grade or above.

- 二、 中華民國一百零八年八月一日以後入學國民小學之學生：

For students who enrolled in elementary schools after August 1, 2019:

- (一) 學習期間授課總日數扣除學校核可之公、喪、病假，上課總出席率至少達三分之二以上。

The total number of school days during the learning period, excluding approved public, funeral, and sick leave, must result in a total attendance rate of at least two-thirds.

- (二) 領域學習課程成績：語文、數學、社會、自然科學、藝術、綜合活動、健康與體育七領域有四大領域以上，其各領域之畢業總平均成績，均達丙等以上。

Subject Learning Course Performance: Among the seven domains (Language, Mathematics, Social Studies, Science, Arts, Integrated Activities, Health and Physical Education), students must have at least four domains with a graduation average score of "D" grade or above.

第二十八條 Article 28

學生重讀、轉學或復學時，因中央主管機關發布新課程綱要，致其適用之畢業條件已變更者，由學校從寬就變更前後畢業條件擇一適用，並進行學分抵免及核計。

When students repeat a year, transfer schools, or return to school, if the central government authority has issued a new curriculum outline resulting in changes to the applicable graduation requirements, the school shall apply one of the requirements from before or after the change more and carry out credit transfer and calculation accordingly.

第二十九條 Article 29

學生學習評量之結果，應妥為保存及管理，並維護個人隱私及權益；其評量資料之蒐集、處理及利用，應依個人資料保護法及其相關法規之規定辦理。

The results of student learning assessments shall be properly preserved and managed, with respect for individual privacy and rights. The collection, processing, and use of assessment data shall be handled in accordance with the Personal Data Protection Act and relevant regulations.

第三十條 Article 30

學校依本辦法規定，自行訂定之學生學習評量補充規定，應經校務會議通過後實施，修正時亦同。

Any supplementary regulations regarding student learning assessments formulated by the school according to these regulations shall be implemented after being approved by the School Faculty Meeting. Amendments to these regulations shall follow the same procedure.

第三十一條 Article 31

本補充規定經校務會議通過後施行。

These supplementary provisions shall be implemented after being approved by the School Faculty Meeting.

MAP Growth Assessment

Introduction Beginning 2015, IBST students in the grade 2-8 will be required to take the Measure of Academic Progress-Growth, henceforth known as MAP Growth. MAP Growth will be administered three times a year: Fall, Winter and Spring. These assessments are used to measure individual student's progress or growth in school. The questions reflect the CA Common Core standards taught at IBST. The MAP Growth assessment is not timed; however, it usually takes students about one hour to complete each MAP test.

Summary MAP Growth assessment is designed to target a student's academic performance in Mathematics, Reading and Language Usage. These tests are tailored to an individual's current achievement level. This gives each student a fair opportunity to show what he or she knows or can do. When taking the MAP test, the difficulty of each question is based on how well a student answers all the previous questions. As the student answers correctly, questions become more difficult. If the student answers incorrectly, the questions will become easier. In an optimal test, a student answers approximately half the items correctly and half incorrectly. The final score is an estimate of the student's achievement level.

Results The MAP Growth assessment uses a scoring scale called the RIT to measure student achievement and growth. RIT stands for Rasch Unit, which is a measurement scale developed to simplify the interpretation of test scores. The RIT score relates directly to the curriculum scale in each subject area. RIT scores range from 100 to 300. Students typically start at 180 to 200 levels in the third grade and progress to the 220-260 level by high school. RIT scores make it possible to follow a student’s educational growth from year to year.

Quick Facts:

ASSESSMENT TYPE	Adaptive Computerized Test
GRADE RANGE	2-8
SUBJECTS	Reading, Language Usage and Mathematics
ADMINISTRATION	Fall, Winter, Spring
TEST TIME	Approximately 50 minutes per each of the three subjects.

ATTENDANCE

Attendance Policy

The administration and teaching staff at NNKIEH agree that punctual and regular attendance is essential to a student's success in school. Regular attendance is also a mark of a mature sense of responsibility. Unfortunately, circumstances may arise that make it impossible for a student to attend school. When such an absence does occur, it is necessary for the student to seek out and complete assignments. However, it is important for students to realize that completing make-up work does not replace the actual experience of being in class. It is not possible to make up the learning experiences that come through listening to a full explanation of the facts and concepts, participating in classroom discussions, and processing the ideas and questions of others. Therefore, regular daily attendance must be a priority of each and every student at NNKIEH.

Valid Causes of Absenteeism and Reporting an Absence

NNKIEH considers the following circumstances to be valid causes for a student's absence:

1. Official Leave:
 - a. Performing a public service as a representative of the school.
 - b. Participating in activities or competitions as a representative of school.
 - c. If students have to take official leave, the instructors will have to fill out the official leave form. The official leave form must first be approved by homeroom teachers and the disciplinary section chief and then sent to the principal.
2. Sick or Personal Leave:
 - a. For sick leaves, notify the disciplinary section chief (505-2916 ext. 7108) or the homeroom teacher (505-2916 + ext.) at least before class begins (8:10 am) on the day of leave. For personal leaves, notify the disciplinary section chief (505-2916 ext. 7108) or the homeroom teacher (505-2916 + ext.) at least one (1) day before the leave day.
 - b. Sick leave form must be signed by parent or guardian and returned to the Disciplinary section chief within 1 week of absence.
 - c. Students that need to take more than 3 days sick leave are required to fill out a leave form signed by a parent or guardian and submit written medical documentation.
 - d. Students that need to leave school because of an illness will have a parent or guardian contacted, by either the school nurse or the homeroom teacher, to come to school and pick up the student personally.
Students living in the dormitory - The parent or guardian of a student living in the dormitory will be notified to pick up the student personally.
 - e. Students will only be permitted to take leave during an important activity or midterm or final exam period in the case of bereavement leave or illness of the student. Students will only be allowed to take sick leave without penalty (see midterm and final exams) with medical documentation. Once the student has submitted the sick leave form and medical

documentation to the academic affairs section, the student will be allowed to take the make-up exam.

3. Death in the Family (Bereavement Leave)
 - a. Leave form signed by parent or guardian
 - b. If you cannot come to school personally to fill out the leave form, you must phone school before the leave day.
4. Maternity leave: According to the bureau of education, Maternity leave is considered excused absence.

~ Notes: Poor attendance may result in a grade of zero or for Grade 7 to Grade 12 students.~

Unexcused Absences (Truancy)

A student is considered unexcused or truant when absent without valid cause for a school day or any portion of a school day. If a student's absence is unexcused he/she will not be allowed to make up work for credit and will receive no credit for any work or tests that were missed. Examples of unexcused absences are failure to inform the Bilingual Department Office (IBST) within a week, oversleeping, missing the bus, car trouble, working or employment interviews.

Responsibilities

It shall be the PARENT/GUARDIAN'S RESPONSIBILITY to:

1. Decide whether the cause of absence is a sufficient reason to warrant the student missing valuable instruction time.
2. Inform the Bilingual Department Office of any valid absence within a week of the absence with necessary documentation.

It shall be the STUDENT'S RESPONSIBILITY to:

1. Make arrangements for makeup work with the individual teachers to determine make up work and their deadline.

It shall be IBST's RESPONSIBILITY to:

1. Monitor the student's attendance.
2. Inform parents/guardians of any attendance problems.

Tardy Policy

On time arrival for class is a value we want to instill in our students. Tardiness is not acceptable because it disrupts class, hurts the morale of the students who are on time, reflects a negative attitude toward the class, creates disruptive problems in the halls, and develops a habit which may make future employment difficult. Students will be considered tardy if they are not in the classroom, prepared for class, after the bell has stopped ringing.

A student is considered tardy if less than 10 minutes late to class. If a student is more than 10 minutes late to class without an excused tardy pass, his/her absence will be regarded as unexcused.

CODE OF CONDUCT

Student's conduct performance will be reported every semester. IBST issues different types of merits and demerits. We hope this will help our students better understand the rules and become a welcome and successful learner at school. As encouragement, students who maintain exceptional character and conduct will be awarded at the school assembly or be mentioned in the conduct grade report card. Students who fail to comply with school regulations, depending on the individual issue, will be issued a warning, a minor demerit or a major demerit (approved by school-wide Reward & Punishment Committee).

Rules and regulations are necessary for the development and maintenance of an orderly and safe school environment that is conducive to teaching and learning. As a result, certain behaviors are recognized as being inappropriate and unacceptable at school, on school property, and within the jurisdiction of the school district.

General Procedure for Student Issues

General Issues

1. Teacher/Student Conference
2. Teacher-Assigned Discipline (Parent Contacted)
3. Teacher/Parent/(Student) Conference

Moderate Issues

1. Disciplinarian/Student Conference
2. Disciplinarian/Counselor/Parent/(Student) Conference

Severe Issues

1. Director/Parent/ (Student) Conference
2. Principal/Director/ Parent/ (Student) Conference

The Code of Conduct applies to any student of IBST when the student is (1) on school grounds before, during, or after school hours and at any other time when the school is being used by a school group; (2) off

school grounds at a school activity, function or event at home or away; (3) traveling to or from school or an activity, function or event; or (4) anywhere, if the conduct may reasonably be considered to be a threat or attempted intimidation of a staff member, or an interference with school purposes or an educational function.

Special Note

THIS HANDBOOK IDENTIFIES ANTICIPATED STANDARDS OF ACCEPTABLE BEHAVIOR AND OUTLINES THE GENERAL CONSEQUENCES WHICH WILL OCCUR WHEN SAID STANDARDS ARE NOT MET. THESE ARE GUIDELINES TO BE INTERPRETED BY SPECIALLY TRAINED, PROFESSIONAL STAFF MEMBERS AT IBST. EACH INCIDENT WILL BE CONSIDERED ACCORDING TO THE INDIVIDUAL MERITS OF THE CASE. AS IN ANY SET OF REGULATIONS CONCERNING PROCEDURAL OPERATION, IT IS NOT POSSIBLE TO SPECIFY EVERY CONCEIVABLE SITUATION. THUS, A STUDENT MAY BE DISCIPLINED FOR UNACCEPTABLE CONDUCT EVEN IF SUCH CONDUCT IS NOT SPECIFIED IN THIS HANDBOOK. THE LEVEL OF DISCIPLINE SET OUT IN THIS HANDBOOK ARE GUIDELINES ONLY, AND DISCIPLINE IN A SPECIFIC CASE MAY BE GREATER OR LESSER THAN INDICATED IN THIS HANDBOOK. SCHOOL RULES PUBLISHED IN THIS HANDBOOK ARE SUBJECT TO SUCH CHANGES AS MAY BE NEEDED TO ENSURE CONTINUED COMPLIANCE WITH MOE (MINISTRY OF EDUCATION), NATIONAL OR LOCAL REGULATIONS AND ARE SUBJECT TO SUCH REVIEW AND ALTERATION AS BECOMES NECESSARY FOR THE ROUTINE OPERATION OF THE SCHOOL.

KEY POINTS ON TEACHERS' COUNSELING AND DISCIPLINE OF STUDENTS

(教師輔導與管教學生要點)

Passed in the Schoolwide Staff meeting on July 2nd, 2021

110年7月2日期末校務會議通過

<https://edu.law.moe.gov.tw/>

一、本要點依教育部「教師輔導與管教學生辦法」摘要之。

The key points are summarized according to the Teacher's *Guidelines of Counseling and Discipline of students* by the Ministry of Education.

二、教師輔導與管教學生應符合下列之目的：

A teacher educates, counsels, and disciplines to attain the following goals：

1. 鼓勵學生優良表現，培養學生自尊尊人、自治自律之處事態度。

Students respect themselves and others, become self-disciplined in doing everything.

2. 導引學生身心發展，激發個人潛能，培養健全人格。

Guide students to grow up sound both physically and mentally, exert their potentials, and become well-grounded people

3. 養成學生良好生活習慣，建立符合社會規範之行為。

Students develop good life habits and good behavior that corresponds to social rules.

4. 確保班級學習及學校教育活動之正常進行。

Ensure the smooth process of in class studying and all the other educational activities.

三、教師輔導與管教學生時，應依下列原則處理：

When teachers teach, discipline and counsel students, they should abide by the following principles :

1. 尊重學生人格尊嚴。 Respect students
2. 重視學生個別差異。 Value individual differences
3. 配合學生心智發展需求。 Meet the needs of students' mental development
4. 維護學生受教權益。 Protect students' rights of education
5. 發揮教育愛心與耐心。 Exert love and patience of education
6. 啟發學生反省與自制能力。 Inspire students to reflect and self-control
7. 不因個人或少數人錯誤而懲罰全體學生。 Do not punish students simply because a few students err.

四、凡經學校或教師安排之教育活動，教師應負起輔導與管教學生之責任。

Teachers should take the responsibility of counseling and discipline in whatever educational activities that are arranged for them.

五、教師應參加輔導知能之進修或研習，以增進專業知能。

Teachers should join seminars or go for further studies to improve professional knowledge.

六、教師應對學生實施生活、學習、生涯、生理與健康等各種輔導。

Teachers should give advice to students on life, learning, career, and health, etc.

前項輔導需具特殊專業能力者，得請輔導單位或其他相關單位協助。

Teachers can ask for assistance from teachers of a certain profession at school.

七、學生干擾或妨礙教學活動正常進行、違反校規、社會規範或法律，或從事有害身心健康之行為者，教師應施予適當輔導與管教。前項輔導與管教無效時，得移請學校訓導單位或其他相關單位處理。

Teachers should discipline or counsel the student who tends to disturb the class, violates school rules or laws, or is engaged in improper activities. If the counseling or discipline of the teacher is ineffective, the student will be sent to the Discipline Section or other authorities concerned.

八、教師管教學生，應事先瞭解學生行為動機，並明示必要管教之理由，教師不得為情緒性或惡意性之管教。

Teachers should know the motive of students' behavior and state clearly the reason for discipline. Emotional punishments are not allowed.

九、教師因實施輔導與管教學生所獲得之個人或家庭資料，非依法律規定，不得對外公開或洩漏。

Teachers should not reveal the student's personal or family data when counseling or disciplining the student.

十、教師輔導與管教學生，不得因學生之性別、能力或成績、宗教、種族、黨派、地域、家族背景、身心障礙、或犯罪紀錄等，而為歧視待遇。

Teachers should treat all students equally, not be biased for their gender, capability, religion, party, region, family background, physical or mental challenge or criminal records, etc.

十一、教師應秉客觀、平和、懇切之態度，對涉及爭議之學生為適當勸導，並對爭議事件為公平合理處理，力謀學生當事人之和諧。

Teachers should be objective, fair and kind. Advise the students involved gently, handle the issue with justice, and strive for the harmony of students and school.

十二、教師為鼓勵學生優良表現，得給予嘉勉、獎卡或其他適當之獎勵：

Teachers should encourage students good deeds by giving merits, rewards or other prizes :

教師對於特殊優良學生，得移請學校為下列獎勵

Teachers can ask the school to prize students for their outstanding performances in the following ways :

1. 公開的口頭或書面表揚。Public announcement, written or oral, of the good deeds.
2. 獎狀、獎品。Certificates, prizes.
3. 獎金、獎章。Prize, badge.
4. 其他特別獎勵。Other special rewards.

十三、教師管教學生應依學生人格特質、身心健康、家庭因素、行為動機與平時表現等，採取下列措施：

Teachers take the following measures to educate or discipline students according to their characteristics, physical and mental health conditions, family backgrounds, motives of the deed and usual behavior, etc.

1. 勸導改過，口頭糾正。Persuade and correct the student orally.
2. 取消參加課程表列以外之活動。Cancel the extra-curriculum activities of the student.
3. 留置學生於課後輔導或矯正其行為。Detain the student after school for work or counseling to correct the wrong behavior.
4. 調整座位。Change the seat.
5. 適當增加額外作業或工作。Assign extra work after school of proper load.
6. 責令道歉或寫悔過書。Ask the student to write an apology or repentance report.
7. 於學生操行表現成績單註記。Add a note to the student's conduct report card.
8. 其他適當措施。Other proper measures

前項措施於必要時，教師除通知家長或監護人外，得請學務處、輔導室或其他相關單位協助之。 Teachers can get assistance from the Student Affairs Office, Counseling Office, or other

units concerned when necessary.

十四、依前條所為之管教無效時，或違規情節重大者，教師得移請學校實施下列措施

The following measures will be taken when the disciplines mentioned above are not effective or when there is serious violation of the school rules.

1. 警告。Written warning
2. 假日輔導。Holiday detention
3. 心理輔導。Counseling
4. 輔導改變學習環境。School transferring
5. 家長或監護人帶回管教。Parents or guardians taking home for discipline and education
6. 移送司法機關或相關單位處理。Sending to judicial or other authorities concerned
7. 其他適當措施。Other proper measures

十五、依十三條第八款與十四條第七款之規定，以其他適當措施管教學生時，其執行應經適當程序，且不得對學生身心造成傷害

According to ACT 13.8 and ACT 14.7, no physical or mental harm should be caused when the teacher takes other proper measures under formality to discipline the students.

十六、學生攜帶之物品足以影響學生專心學習或干擾教學活動進行者，教師或學校得保管之，必要時得通知家長或監護人領回

Teachers can take over the item if it is a disturbance or distraction in class teaching and learning. Parents or guardians will be informed to take back the item if necessary.

十七、學生攜帶或使用下列物品者，教師或訓輔人員應立即處置，並視情節移送相關單位處理。Students who bring with them the following items should be sent to the teachers or discipline section and handled by the authorities concerned.

1. 具有殺傷力之刀械、槍砲、彈藥及其他危險物品。
Lethal weapons like knives, guns, bullets and other hazardous items.
2. 毒藥、毒品及麻醉藥品。Drugs or anesthetics.
3. 猥褻或暴力之書刊、圖片、影片、磁碟片或卡帶。
Books, magazines, photos, videos or cassettes that contain obscene or violent content.
4. 菸、酒、檳榔或其他有礙學生身心健康之物品
Cigarettes, alcohol, betel nuts or other items that damage students' physical and mental health.
5. 其他違禁品。Other contraband goods.

十八、學校為處理學生獎懲事項，獎懲標準、運作方式等規定。

The rules for students' punishment or rewards, the standards and the procedures are made by the school.

十九、學生獎懲學務處審議學生重大違規事項時，應秉公及不公開原則，瞭解事項經過，並給予學生當事人或家長監護人陳述意見的機會。

When discussing the issue of student serious rule violation, teachers should hold to the principles of justice and privacy, understand the whole fact and give the students involved or the parents/guardians a chance for an opinion statement.

二十、學生獎懲委員會為重大獎懲決議後，應做成決定書，並記載事實、理由及獎懲依據，通知學生當事人及其家長或監護人。必要時並得要求家長或監護人配合輔導。

The Student Reward and Punishment Committee will make a Resolution Report that includes the facts, reasons, and the regulations based. Then inform the student as well as the parents or guardians. The parents/guardians are required to follow the resolution.

二十一、學生因重大違規事件經處分後，教師應追蹤輔導，必要時會同學校輔導單位協助學生改過遷善。對外必須長期輔導者，學校得要求家長配合並協請社會輔導或醫療機構處理

The teacher should follow up counselling with the student after the punishment of the serious rule violation. For those who need long-term counseling, the school should ask the parents to cooperate and call for the assistance from social counseling or medical institutes.

TYPES OF AWARDS AND PUNISHMENTS FOR IBST Gr. 7-12 STUDENTS

國立南科國際實驗高級中學雙語部學生獎懲實施規定

Passed in the Schoolwide Staff meeting on August 29th, 2023

112年8月29日期末校務會議通過

These awards and punishments are mandated by the Ministry of Education (MOE Doc. # 1050109704B) and are enacted in accordance with Article 17 of the Teachers' Act, Article 51 of the Senior High School Education Act and The Guidelines for Teachers' Guidance and Discipline of Students by the Ministry of Education.

1. Awards and punishments are to be decided properly taking into consideration student age, grade level, motive and purpose, attitude and means of infraction and the effect of such conduct or misconduct.
2. The "Awards and Punishments" regulations are the base of conduct evaluation. Student achievements in academics, physical competitions, art education and other areas that are not related to conducts are to be kept in student files as record of honors for future reference needs such as college applications.
3. Dormitory students are also governed by the "Dormitory Regulations" besides the "Awards and Punishments" regulations.
4. Student awards and punishments are categorized as follows:
 - (1) Awards
 - (i) Commendation
 - (ii) Minor merit
 - (iii) Major merit

(iv) Special awards (public recognition, prizes, honor certificates, medals)

(2) Punishments

(i) Warning

(ii) Minor demerit

(iii) Major demerit

5. Commendations

(1) 服裝儀容整潔，合於規定，足為同儕模範者。

Being exemplary in proper attire and appearance

(2) 禮節周到足為同儕模範者。

Being exemplary in manners and attitude

(3) 參加團體活動表現優異者。

Being enthusiastic in extracurricular activities for public welfare with outstanding achievements

(4) 節儉樸素足為同儕模範者。

Being exemplary for being frugal and having a simple lifestyle

(5) 與同學互助合作者。

Being exemplary in helping and cooperating with classmates

(6) 值勤特別盡職者。

Dedicating and performing good work in daily monitor's services

(7) 主動為公服務者。

Volunteering constantly to help with class/school affairs

(8) 勸告同學向上者。

Helping to advise and guide classmates/schoolmates toward the righteous path with factual evidence

(9) 運動比賽時表現體育道德者。

Demonstrating good sportsmanship in sporting events.

(10) 領導同學為團體服務者。

Leading classmates to help with public services.

(11) 愛護公物有具體行為者。

Cherishing school property with factual evidence

(12) 生活言行較前進步，有事實表現者。

Demonstrating self-improvement in words and deeds with factual evidence

(13) 在車船上讓座於師長、老弱、婦孺者。

Yielding seats to the weak, the needy and the senior citizens

(14) 其他優良行為合於記嘉獎者。

Other acts that deserve a commendation

6. Minor Merits

(1) 代表學校參加校外活動，增進校譽者。

Representing school in outside-of-school activities of public welfare purposes with outstanding achievements

- (2) 行為誠正，足以表現校風，有具體事實者。
Helping to advise and guide classmates/schoolmates toward the righteous path with factual evidence
- (3) 擔任班級幹部負責盡職，成績優良者。
Outstanding performances in class monitor duties
- (4) 維護公物，使團體利益不受損害者。
Cherishing public property and protecting public welfare from harm
- (5) 參加正當休閒活動，成績優良者。
Outstanding performance in promoting good extracurricular activities
- (6) 見義勇為能維護團體或同學利益者。
Performing righteous acts and improving the welfare of the group or classmates
- (7) 敬老扶幼有顯著之事實表現者。
Outstanding performance in respecting the senior citizens and caring for the youngsters
- (8) 檢舉弊害經查明屬實者。
Reporting improper matters at school which are verified to be true with factual evidence
- (9) 其他優良行為合於記小功者。
Other acts that deserve a minor merit

7. Major Merits

- (1) 提供優良建議，並能率先力行，增進校譽者。
Providing sound advices with good self-example and improving school reputation
- (2) 愛護學校或同學，確有特殊事實表現，增進校譽者。
Caring for school or schoolmates and thus improving school reputation
- (3) 代表學校參加校外比賽成績特優者。
Representing school in outside-of-school activities of public welfare purposes with extremely remarkable
- (4) 參加各項服務，成績特優者。
Providing voluntary services in and out of school with extremely remarkable performance
- (5) 檢舉重大弊害，經查明屬實者。
Reporting to school any serious misconducts, inappropriate activities and such matters and improving class/school welfare
- (6) 長期表現孝順父母，尊敬師長，友愛兄弟姊妹或同學，有特殊事實者。
Being exemplary in respecting parents and teachers, following directions and advices and caring for siblings
- (7) 經常幫助別人，為善不欲人知，經查明屬實，值得表揚者。
Often helping others and casting one's bread upon the waters with factual evidence
- (8) 有特殊義勇行為，並獲得優良之表揚。
Demonstrating remarkable acts and deeds of righteousness and being exemplary
- (9) 有特殊優良行為，堪為全校學生之模範者。
Demonstrating good acts that are exemplary for the entire school

(10) 其他優良行為合於記大功者。

Other acts that deserve a major merit

8. Warnings

(1) 與同學爭執(含肢體)衝突，情節輕微者。

Quarreling (including physical assault) with classmates/schoolmates to a minor degree

(2) 上課時故意吵鬧，經提醒仍不改正者。

Being inattentive in class and does not improve after being reminded

(3) 無正當理由不服從師長、糾察隊或班級幹部執行因教學或公共事務之糾正，經勸導仍不改正者。

Disobeying the correctional reminders from teachers, prefects, or class monitors and does not improve after being reminded

(4) 上課或活動期間，中途不假離開，涉及學生安全，影響活動秩序及他人學習者。

Leaving without permission during class or at activities which risk students' safety, influence orders or others learning

(5) 升降旗及各項集會，態度輕浮隨便，經勸導仍不改正者。

Being disruptive and disorderly at flag ceremonies and other gatherings and does not improve after being reminded

(6) 參加公眾服務或團體活動未能遵守活動規則，經勸導仍不改正者。

Disobeying rules in services for public welfare or in group activities and does not improve after being reminded

(7) 偷閱私人文件物品致侵犯隱私者。

Invasion of privacy

(8) 在公共場所高聲喧嚷影響秩序，經勸導仍不改正者。

Being disorderly or loud and raucous in public

(9) 因過失破壞公物而不自動報告者。

Damaging public property to a minor degree but fail to report voluntarily

(10) 逾時請假情節輕微者。

Not following the school leaving procedure

(11) 違反學校行動電話管理辦法，情節輕微者。

Breaking the school phone policy

(12) 小考、隨堂考等日常紙上作答能力測驗，發生作弊經監考老師查獲者或由同學檢舉經查屬實者。Cheating in written tests or quizzes

(13) 以手勢、粗鄙話(含國罵)或有貶低人意之語對待同學，經查屬實為初犯者。

Using inappropriate gestures or language to disparage classmates

(14) 違反電腦教室使用規則(瀏覽與課程不相關之網頁或任意更改學校電腦設定或移動電腦周邊設備)，經勸導仍不改者。

Breaking computer lab regulations

(15) 作業抄襲或擅自侵害著作人的法定權益者。

Involving in plagiarism or violating intellectual property rights

- (16) 以肢體碰觸對方，使其感到不舒服，經對方表達拒絕或不舒服之意後，仍再次行為者。

Improper physical contact with classmates

- (17) 參加校內外活動，言行不檢，舉止無禮，有違團體榮譽者。

Behaving inappropriately off-campus, damaging the school's reputation

- (18) 惡意攻訐，挑撥離間，破壞團體和諧或秩序者 Verbally abusing others, spreading rumors, disrupting group order, or otherwise causing trouble

- (19) 學生違反學校作業檢查要點，經勸導後仍未改正者。

Violating homework check policy and does not improve after being reminded

- (20) 教練(教師)不在場指導時，於校內丟、擲、打擊棒、壘球(或類似物品)，教室走廊玩球、做出危險動作或在無指導老師陪同下進行高強度運動及危險性之活動等影響安全行為者。 Throw baseball/softball/ similar items or play sports in hallway or do dangerous movements when the coach or teacher is not supervised

- (21) 欺瞞師長或對師長公然言行粗暴，導致影響他人權益受損或為減損個人懲罰，情節較重者。

Lying to or deceiving school staff or being disrespectful to school staff

- (22) 其他不當行為合於記警告者。

Other similar acts that call for a warning

9. Minor Demerits

- (1) 故意損壞公物情節嚴重者。

Intentionally damaging school property, including flowers and plants, with factual evidences yet showing remorse

- (2) 違反試場規則，情節輕微者。

Cheating at exams or breaking exam regulations to a minor degree

- (3) 攜帶或觀看足以妨害其身心健康之暴力、色情、猥褻、賭博之出版品、圖畫、錄影帶、錄音帶、影片、光碟、磁片、電子訊號、遊戲軟體或其他物品。

Possessing, reading or viewing inappropriate books/journals/pictures or photos or other prohibited items.

- (4) 隨地吐痰或拋棄穢物，妨礙團體整潔，觀瞻或公共衛生者。

Spitting or littering and thus pollutes the environment to a minor degree

- (5) 冒用或偽造家長文書印章者。

Committing forgery on documents by faking parent's signatures or using parent's name chops without parent's awareness and permission

- (6) 不假離校違反學生請假要點情節嚴重者。

Leaving school premises without permission

- (7) 為圖方便擅自塗改點名簿、請假單、成績單或其他資料者。

Altering unlawfully attendance records, leave forms or other documents

- (8) 竊盜行為，情節輕微者。

Committing theft to a minor degree yet show remorse

- (9) 無正當理由不服從糾察隊或班級幹部執行因教學或公共事務之糾正，屢勸不改且情節嚴重者。
Recidivists disobeying prefects or class monitors' correctional reminders
- (10) 不遵守交通規則，情節較重者。
Disobeying traffic regulations
- (11) 抽煙、嚼檳榔、賭博、飲用酒類或其他有礙身心健康之物品，經查明屬實且情節較輕者。
Smoking or consuming betel nuts and does not improve after being reminded
- (12) 出入禁止 18 歲以下進入之場所，情節尚非重大者。
Visiting and hanging out at improper places prohibited to any person under the age of 18 years, to a minor degree
- (13) 違反著作權法，情節較為嚴重者。
Breaking the copyright law or the law of protection of intellectual property yet showing remorse
- (14) 未遵守學生請假規定，情節較為嚴重者。
Disobeying the procedure of applying for leaves
- (15) 以言語、紙本或網路等方式散播流言或毀謗他人(依情節加重處分)。
Spreading rumors or inappropriate information online and thus causing harm to others' reputation, or causing physical or emotional distress to others to a minor degree
- (16) 違反學校行動電話管理辦法，經勸導後仍未改正者。
Breaking the school phone policy and does not improve after being reminded
- (17) 經本校性別平等教育委員會調查確認有性騷擾或性霸凌行為，且情節輕微者。
Sexual harassment or bullying act to a minor degree verified by the school Gender Equality Committee to be true with factual evidence
- (18) 以手勢、粗鄙話(含國罵)或有貶低人意之語對待同學，經多次勸告後，屢次再犯者。
Recidivists using inappropriate gestures or language to disparage classmates after being reminded
- (19) 小考、隨堂考等日常紙上作答能力測驗，發生作弊經監考老師查獲者或查證屬實，且為累犯者。
Recidivists cheating in written tests or quizzes
- (20) 學生言論及行為已對同學及師長涉及「公然侮辱」或「毀謗」，且為初犯或情節輕微者。
Slandering or insulting teachers
- (21) 經本校防制校園霸凌因應小組調查確認有霸凌行為，情節較輕微者。
Bullying to a minor degree verified by the school Anti-bullying Committee to be true with factual evidence
- (22) 其他不當行為合於記小過者。
Other similar acts that call for a minor demerit

10. Major Demerits

- (1) 樹立幫派或參加不良組織者。
Forming gang or joining ill-natured groups or organizations
- (2) 學生言論及行為已對同學及師長涉及「公然侮辱」或「毀謗」者，且屢勸不聽或情節嚴重者。

Displaying improper words and deeds, being rude/defiant, slanderous to classmates, schoolmates, teachers, or administrators

- (3) 違反試場規則，情節重大者。

Cheating on exams to a serious degree

- (4) 竊盜行為情節較重或勒索威脅他人者。

Committing theft to a serious degree or extorting, threatening others

- (5) 抽煙、嚼檳榔、賭博、飲用酒類或其他有礙身心健康之物品，經查明屬實且情節較重者。

Drinking alcohol, smoking cigarettes, eating betel nuts and does not improve after being reminded thus result in endangering the public or polluting the environment

- (6) 攜帶違禁物品，足以妨害公共安全者。

Possessing prohibited items or endangering public safety

- (7) 故意損毀公物，情節嚴重者。

Intentionally destroying school properties/equipment, including the bulletin board displays, to a serious degree

- (8) 糾合校外人士到校滋事者。

Inviting people outside of school and making trouble

- (9) 違反著作權法，且情節重大者。

Breaking the copyright law or the law of protection of intellectual property, to a serious degree

- (10) 凡個別或集體跨越教學樓層、棟別，擅自前往各年級教室，因而肇發學生間談判、挑釁、謾罵或鬥毆事件者一律記大過以上處分，另提議邀集聚眾前往者，視情節予以加重處分。

Provoking, swearing, fighting to a serious degree

- (11) 經本校性別平等教育委員會調查確認有性侵害行為屬實者(未滿 18 歲之學生間合意發生刑法第二二七條之行為者，不在此限)。

Sexual assaults verified by the school Gender Equality Committee to be true with factual evidence

- (12) 經本校性別平等教育委員會調查確認有性騷擾或性霸凌行為，且情節重大者。

Sexual harassment or bullying act to a serious degree verified by the school Gender Equality Committee to be true with factual evidence

- (13) 竊盜行為情節重大者。

Committing theft to a serious degree

- (14) 出入禁止 18 歲以下進入之場所，情節重大者。

Visiting and hanging out at improper places prohibited to any person under the age of 18 years, to a serious degree

- (15) 違反政府法令情節重大者。

Violating government laws and decrees to a serious degree

- (16) 集體械鬥或打傷他人情節重大者。

Beating up classmates/schoolmates, or being part of a gang fight to a serious degree

- (17) 其他不當行為合於記大過者。

Other similar acts that call for a major demerit

Students will be given awards and punishments according to the following regulations:

All faculty and staff have the right and obligation to report information regarding student conduct for rewards or punishments, including commendations, minor merits, major merits, warnings, minor demerits and major demerits. Major demerits should be passed by the school-wide Reward and Punishment Committee.

When punishment has been decided, the school will notify the student and parents with official documentation by registered mail.

When punishment is severe, parent and guardian cooperation with counseling services will be requested, if deemed necessary.

Students, legal representatives, and a parent (or guardian) have twenty days to make an appeal, starting from the second day the official documentation is received. All complaints should be filed through the school's Appeals Committee and should follow case-appealing procedures.

Factual evidence for the awards or punishments should be listed in a written notice to parents.

In severe cases of students breaking rules, which are not stated in the above "awards and punishments" items, a discipline meeting should be called. The incident should be discussed and any decision should be made by the school-wide Reward and Punishment Committee.

After the student receives the school consequence, he or she must follow "Policies and Procedures for Clearing Punishment Record" to waive his or her records. Upon completion of clearing the punishment record, the student's school punishment record will be erased.

<h2 style="text-align: center;">AWARDING REGULATIONS</h2>

Awards to student achievement in outside-of-school competitions are limited to competitions that are a) requested by the government to participate b) hosted by private organizations but approved by the principal.

1. Only awarded once per semester for the same competition and awarded to the highest achievement.
2. Being recommended to enter national and international competitions may be excluded from item 1.
3. Ranking top 3 nationwide and top 6 internationally may qualify for special awarding procedure.
4. Special awarding procedure means that the awarded student's personal glory may be displayed in public and preserved in the School History Room.
5. For competitions with ranking categories as Outstanding, Exceptional, Excellent and such, may be awarded as 1st, 2nd or 3rd places.

Awarding standards

1. Competitions at the city or county level, award will be given to the top 3 ranks when 7 or more teams participated, to top 2 ranks with 3-6 teams. No award will be given when only 2 teams compete.
2. Competitions at the north-Taiwan regional or the south-Taiwan regional level, award will be given to the top 3 ranks when 6 or more teams participated, to top 2 ranks with 3-5 teams. No award will be given when only 2 teams compete.
3. Competitions at the national level, award will be given to the top 6 ranks when 13 or more teams participated, to top 4 ranks with 10-12 teams, to top 3 ranks with 7-9 teams, to top 2 ranks with 4-6 teams, to the first place only when 3 teams or less completed.
4. Competitions at the international level, award will be given to the top 7 ranks when 13 or more teams participated, to top 6 ranks with 10-12 teams, to top 4 ranks with 7-9 teams, to top 3 ranks with 4-6 teams, to the first place only when 3 teams or less completed.
5. When participating team(s) do not win or are not ranked, the team's coaching teacher may state the facts and apply for awards or recognition separately. Such awards will be recorded into the student file.

Reference of Regulations (參考法規)

Ministry of Education (MOE Doc. # 1050109704B)

高級中等學校學生獎懲委員會組織及運作辦法

Article 17 of the Teachers' Act

教師法第 17 條

Article 51 of the Senior High School Education Act

高級中等教育法第 51 條

The Guidelines for Teachers' Guidance and Discipline of Students by the Ministry of Education.

教育部「高級中等學校訂定學生獎懲規定注意事項」

Regional							
Competition Categories	Awards						
	1st place	2nd	3rd	4th	5th	6th	7th
National Level	One major merit	Two minor merits	Two minor merits	One minor merit	One minor merit	Two commendations	
International level	Two major merits	Two major merits	One major merit	One major merit	One major merit	One major merit	Two minor merits

Awarding Regulations					
Competition Categories	Awards				
	1st place	2nd	3rd	4th	5th
In-school	One minor merit	Two commendations	Two commendations	One commendation	
City or County Level	One minor merit and Two commendations	One minor merit and One commendation	One minor merit	Two commendations	

Student Performance Records Request Slip

Student Performance Records Request Slip (For One Record Only)	
Class: _____	Name: _____
Please check a category and specify your performance or event participation for the responsible teacher to key in your performance records to the school online conduct report system for you.	
<input type="checkbox"/> Reward Note: Awards received for in or out of school activities <input type="checkbox"/> Event Note: Recognizable participation in Activities/Events or Excellence in School Duties <input type="checkbox"/> Other Outstanding Performances	
<hr/> <hr/>	

PROCEDURES FOR CLEARING THE DEMERIT RECORD

國立南科國際實驗高級中學雙語部學生改過遷善銷過實施辦法 IBST Clearing the Demerit Record Procedures

112年8月25日部門會議修正通過

Passed in IBST Staff Meeting on August 25th, 2023

一、依據教育部「學校訂定教師輔導與管教學生辦法注意事項」及結合本校學生成績考查辦法實際需要訂定。It's established based on the Ministry of Education "Guidelines for Schools in Teacher's Counseling and Discipline of Students" and NNKIEH/IBST "Student Grading Policy."

二、目的：為發揮教育愛心鼓勵已觸犯校規受處罰之學生，能及時改過自新、奮發向上、敦品勵學，以變化氣質，特定本要點。Purpose: To leverage educational compassion and

encourage students who have violated school rules and received punishments to promptly reform themselves, strive for self-improvement, cultivate virtues, and pursue academic excellence. This is aimed at transforming their character, as outlined in the following key points.

三、對象：凡有懲罰記錄之本校學生、經日常考察確有改過自新表現或具體事實、均可按本辦法規定辦理銷過。Subject: All students of this school who have disciplinary records and demonstrate genuine improvement through regular evaluations or have specific instances of positive behavior are eligible to apply for demerit clearance according to the provisions outlined in this procedure.

四、銷過辦法：Demerit Clearance Procedure:

(一) 考察期：凡因違反校規處分之學生，自過犯公佈之日起(警告一個月、小過二個月、大過三個月內)寒暑假除外，未再違犯任何校規，並有改過遷善之事實者，得提出銷過申請。

Observation Period: Students who have been disciplined for violating school rules may apply for demerit clearance if, within one month for a warning, two months for a minor demerit, or three months for a major demerit, excluding winter and summer vacations, they have not committed any further violations of school rules and have demonstrated genuine improvement.

(二) 凡申請辦理銷過的同學，記警告乙次者應於平日上課期間(即週一至週五每日中午午休或其他適當時間)實施5次的「愛校服務」(每次三十分鐘)；記小過乙次者應於平日上課期間實施10次「愛校服務」；記大過乙次者應於平日上課期間實施20次「愛校服務」。

Students applying for demerit clearance with one written warning should perform "Volunteer Service" five times (each lasting thirty minutes) during regular class hours (i.e., weekdays from Monday to Friday during lunch hour or other appropriate times). Students with one minor demerit should perform 10 times of "Volunteer Service" during regular class hours. Students with one major demerit should perform 20 times of "Volunteer Service" during regular class hours.

(三) 警告、小過案需導師、雙語部生輔組長簽署同意該生銷過後通過，大過以上需經學生獎懲委員會或雙語部部門會議中通過。For cases involving warnings and minor demerits, the consent of the homeroom teacher and IBST Disciplinarian is required for demerit clearance. Cases involving major offenses or above must be approved by the Student Reward and Punishment Committee or the IBST Staff Meeting.

五、銷過程序：Demerit Clearance Procedure:

(一) 由曾受懲罰學生向導師提交改過遷善銷過申請表，經導師根據平日考核審查合格後，送交生活輔導組統一彙辦。Students who have previously been disciplined should submit "IBST Clearing the Demerit Record Request Form" to their homeroom teacher. After approved by the homeroom teacher's assessment based on regular evaluations, the application will be forwarded to IBST Disciplinarian.

(二) 申請表(如附表)須經雙語部生輔組長確認學生通過考察期後，核章後，學生方可開始進行「愛校服務」。「愛校服務」完成後經雙語部生輔組長確認後，上呈雙語部主任/校長核定。Student can start perform "Volunteer Service" after the request form (as attached) is stamped

by IBST Disciplinarian after student passes the observation period. After being conformed of the total service hours by IBST Disciplinarian, the request form will be approved by IBST Director or the Principal

六、特別規定：Special Remarks:

(一) 申請辦理改過銷過同學如於考察及愛校期間內犯錯，並且受到警告（含）以上處分，則立即停止其銷過申請權利。Students applying for demerit clearance who commit further violations, resulting in written demerits (warnings or minor/major demerits), during the observation period and volunteer service period, will have their demerit clearance application rights immediately revoked.

(二) 如經辦理銷過後，一年內再犯同樣過失或記過懲罰時，不得再提出申請銷過。If the student commits the same offense or receives (a) written demerit(s) within one year after the demerit clearance is granted, they will not be eligible to apply for demerit clearance again.

(三) 提請銷過每一次僅能提一種懲罰，如需銷數種懲罰，應按原懲罰時間由最近一次犯過期滿後逐次辦理銷過，不可一次提請銷數種項懲罰。Each application for demerit clearance can only address one type of demerits. If multiple demerits need to be cleared, the application should be submitted for each demerit separately, based on the original demerit duration starting from the most recent offense, and multiple demerit types cannot be cleared in a single application.

(四) 凡因吸菸遭受校規處分學生，須依「本校戒菸輔導教育實施辦法」完成輔導教育後，始可申請銷過。Students who have received disciplinary action for smoking must complete the "School Smoking Cessation Counseling and Education Implementation Procedure" before they are eligible to apply for demerit clearance.

(五) 凡因學生違反性別平等事件遭處份者，需依性平教育委員會之決議，由輔導室完成性別輔導課程後，始得辦理申請銷過。Students who have been disciplined for violating gender equality incidents must undergo gender counseling courses conducted by the Counseling Office in accordance with the decisions of the Gender Equality Education Committee before they are eligible to apply for demerit clearance.

(六) 重大違規之行為，經獎懲委員會認定嚴重損害學校團體或個人者，不得申請銷過。Serious violations, as determined by the Student Reward and Punishment Committee, that cause significant harm to the school or individuals are not eligible for demerit clearance.

(七) 申請銷過未通過考核之同學，至少須經過二個月後，始得重新提出申請。Students whose demerit clearance application did not pass the assessment must wait for a period of at least two months before they can reapply.

七、本辦法經雙語部部門會議通過，陳校長核可後公佈施行，修正時亦同。This procedure has been approved by the IBST Staff Meeting and will be implemented upon approval by Principal.

IBST Clearing the Demerit Record Request Form

Grade		Name		Request Date	____/____/____ year / month / day
Reason			Homeroom Teacher Signature		
Demerit Type	<input type="checkbox"/> Warning <input type="checkbox"/> Minor Demerit <input type="checkbox"/> Major Demerit		Demerit Issued Date		____/____/____ year / month / day
(Filled in by Disciplinarian)					
Observation Period	From: ____/____/____ year / month / day To: ____/____/____ year / month / day		Observation Results	<input type="checkbox"/> Approve <input type="checkbox"/> Decline	(Disciplinarian Signature)
No.	Time/ Date	Teacher Signature	R E M A R K S	<ol style="list-style-type: none"> 1. Observation Period: <ol style="list-style-type: none"> a. 1 month for a warning b. 2 months for a minor demerit c. 3 months for a major demerit 2. Request Form needs to be signed by the homeroom teacher and IBST Disciplinarian before the student starts to perform "Volunteer Service." 3. Volunteer Service Times (each time needs to last at least thirty minutes) <ol style="list-style-type: none"> a. 5 times for a warning b. 10 times for a minor demerit c. 20 times for a major demerit 4. After finishing the "Volunteer Service" each time, the form needs to be signed by the supervised teacher. 5. Clearing Demerit request might be cancelled if the student is lacking of responsibilities. 	
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Disciplinarian Signature				Date	
Results	<input type="checkbox"/> Approve <input type="checkbox"/> Decline		Director/ Principal Signature		

Academic Dishonesty

1. Cheating, Plagiarism, and/or use of technology that transmits digital images during testing will be considered academic dishonesty.

***Plagiarism**

- Copying homework from another student or enabling someone else to do so.
- Using someone else's (classmate or published author) words without quotation marks. Whenever you use a keyword or more than two words in a row from another source, you must put these borrowed words in quotation marks and cite your source.
- Using someone else's (classmate or published author) ideas without giving that person credit.
- Accessing an answer key for any assignment is cheating.

Bullying

No student should be subjected in school to bullying, aggression and violence. Accordingly, aggressive student behavior, including student bullying in all forms, is prohibited.

Aggressive behavior is defined as assertive words and/or actions intended to threaten, injure, harass, provoke or incite another person or as hostile words and/or actions toward the property of another. Bullying is defined as student behavior, which hurts, frightens, threatens, or tyrannizes students who are either physically or psychologically smaller or weaker than the person engaging in bullying. Examples of bullying may include, but are not limited to:

- **Physical Bullying** – may include punching, shoving, poking, hair pulling, or other similar behaviors, and this action is deemed to disrupt the school environment.
- **Verbal Bullying** – may include name calling, teasing, gossip, humiliation, intimidation, or other similar behaviors, and this action is deemed to disrupt the school environment.
- **Cyber Bullying** – when the Internet, cell phones or other electronic devices are used to send or post text or images intended to hurt, intimidate, or embarrass another person, and this action is deemed to disrupt the school environment.

Students who engage in acts of bullying may be subject to discipline in accordance with the IBST's general student discipline policy. Such discipline may include verbal or written reprimand, detention, or loss of privileges. Parental notification will be made in accordance with IBST Discipline Policy.

Ministry of Education's Definition of Bullying Behavior

1. Acts of threatening, or purposely embarrassing another person
2. With intent to frighten, demean, or harm
3. Resulting in physical or emotional harm

4. An imbalance of power, size, or number
5. Other acts that are confirmed as bullying by the anti-bullying committee

Source: Laws & Regulations Database of the Taiwan ROC

Legal Consequences of the Bullying Act, refer to Taiwan's Criminal Law

<https://law.moj.gov.tw/ENG/LawClass/LawAll.aspx?pcode=C000001>

Closed Campus

Students arriving on the school campus may not leave without written permission from the IBST office. Supervised student areas will be made available to students before school. **Students are not allowed to leave the campus for lunch. Parents cannot request an off-campus pass for the purpose of lunch. Offenders will be subject to disciplinary action.**

Dangerous Weapon

The administration and staff of IBST strive to provide a safe learning environment. Students who possess or use weapons or look-alikes on campus or at school-sponsored activities will receive severe disciplinary consequences, reflecting the belief that this is a serious violation. Consequences will include, but are not limited to, and referral to civil and criminal authorities for possible action.

IBST uses the term "weapon" to mean possession, use, control, or transfer of any object which may be used to cause bodily harm including, but not limited to, knives, guns, firearms, rifles, shotguns, brass knuckles, billy clubs, or any look-alikes of these objects. Items such as baseball bats, bottles, box-cutters, locks, sticks, pencils and pens may also be considered weapons if they are used or attempted to be used to cause bodily harm.

We will take a "zero" tolerance stand related to weapons at school and will recommend expulsion for any student in violation of the school code related to weapons. Do not bring "weapons" to school! If you do see any weapons at school, please notify the nearest staff member, the school will call the police.

Drugs and Alcohol

VIOLATIONS OF POLICY CONCERNING DRUGS, ALCOHOL AND DRUG PARAPHERNALIA SHALL BE CUMULATIVE OVER THE STUDENT'S SCHOOL YEARS.

Students who possess, use, sell, distribute or attempt to sell or distribute controlled substances, alcohol, drug paraphernalia, or look-alike drugs or alcohol are subject to disciplinary action by IBST. Students who are under the influence or exhibit the odor of alcoholic beverages will also be subject to disciplinary action. This policy applies to all students enrolled in IBST and is in effect at school, in school buildings and on school grounds, and all school-related activities and events both on and off school grounds.

Electronic Devices

IBST assumes no responsibility for electronic equipment brought to school; therefore, students are discouraged from bringing audio or related equipment to school. However, if a student does bring such equipment, we recommend it be placed in the student's locker or cubby before the start of the school day and remain there until the student leaves the building at the end of the school day. Please note that NNKIEH does not provide insurance against theft or loss of personal property and cannot reimburse students for such losses.

Mobile Device Policy

(Passed in Schoolwide staff meeting, July 3rd, 2021)

With respect to basic student rights, as well as the need to teach students the proper way to use this tool, there is a need to develop a personal electronics policy for our school. This policy is also intended to ensure that personal electronic devices do not interfere with the learning, safety, and well-being of students and staff.

In order to not interrupt instruction, students must turn off or have their phone on silent mode during school hours.

Phones should be placed either in the classroom's mobile device holder or student's backpack during school hours which includes before school, recess breaks, lunch, and naptime periods.

Earbuds or headphones are not allowed in school.

Electronic devices in the form of tablets, laptops, or desktop computers **may be used for instructional purposes while under the supervision of a teacher.** Gaming, messaging, social media, chatting, music, etc. are not allowed during school hours.

Students will receive appropriate consequences if electronic devices are used for non-instructional purposes such as bullying, intimidating others, cheating on assessments, pranking another student, disrupting classroom instruction, or any other inappropriate behaviors.

If a parent must contact a student during school hours, they may call the Main Office or homeroom teacher. If a student needs to phone home in case of emergency, the student is permitted to use the school landline telephone in the classroom or Main Office.

Consequences

First Offense - The device will be taken away by the teacher. Teacher will document infraction into the computer system. The phone or other electronic device will be placed in the office and given back to the student at the end of the day.

Second Offense - The device will be taken away and given to the disciplinarian to hold. Parents will be notified.

Third Offense - The privilege of having a phone or electronic device at school will be lost for the remainder of the semester. Parents will be notified.

Note: According to MOE's regulations, the school cannot keep students' cell phones overnight. If the parents notified and didn't want to come pick it up, the teachers/disciplinarian will return the phone to the student by the end of the school day. The students can claim it back by the end of the school day.

Food Ordering

Food Picking Time at the Security: 12:00 to 12:40

Other pick-up time must be reported and approved by the admins or Homeroom teacher.

Examination Regulations

The following rules must be studied carefully by all students taking all kinds of quizzes and examinations of the National Nanke International Experimental High School. Students who fail to observe any of these rules may be disqualified from the examination, or deducted from their scores.

The subject teachers need to set up make-up examination rules for all the daily examinations or pop quizzes. As for term examinations, the Academic Section will arrange the dates for the term examinations and make-up term examinations.

For term examinations, students who are physically ill or undergoing a crisis aren't able to participate in the term examinations. Please refer to Grading Policy.

Before Commencement of the Examination

1. Students will clear all prescribed materials from inside their desks. Such materials can go into their lockers or into a designated area at the back of the classroom. Generally prescribed materials will include textbooks, notes, review materials, etc.
2. Students must clear their desks of **ALL** prescribed materials. Generally, this will mean students begin the examination with only the examination and writing materials. These can also go to the back of the classroom or to students' lockers.
3. Students are **NOT** allowed to have mobile phones or other electronic devices during examinations. Students are required to follow the **Electronic Devices** Policy.
4. Students shall be seated at least 3 minutes before the commencement of an examination and keep silent. They must sit according to a seating plan created by the administrator and/or the proctor. During the examination, the proctor may alter the seating arrangements.
5. Electronic calculators may be used in an examination if specifically allowed by the administrators or subject teachers. The calculators should be set up as the default before the examinations (clear a-z and the screen).
6. No candidate shall start the examination until instructed to do so by the proctor.
7. Eating, drinking and smoking are not allowed in the examination room.

During the Examination

1. If the Subject teacher is not the proctor, he/she may only be available for **ten minutes** to answer questions.
2. No candidate shall normally be admitted to an examination room 20 minutes or more after the start of the examination.
3. After the examination has been in progress for more than 40 minutes, students may be allowed to leave the examination room, with a hall pass at the discretion of the proctor. However, students may not be permitted to leave the examination room in the final 5 minutes of the examination.
4. During the examination, students cannot talk to each other or to the proctor unless following the proscribed procedure. Generally, this will entail the student raising his/her hand, the teacher going to the student's desk, and the student asking one question. Such questioning should be kept to an absolute minimum.
5. If students are suspected of cheating, the front cover of the test paper envelope will be signed by the proctor noting the possible violation.
6. Students must follow the required instructions and clearly write out his or her name or other required information.

At the End of the Examination

1. An examination shall not be extended beyond the scheduled time of ending to accommodate late arrivals.

2. At the end of the examination, students shall remain seated quietly until they are told to leave the examination room. They shall not take away any items issued by the proctor out of the examination room.
3. Students who pass the time limit and still continue to complete the examination without the proctor's permission, will have their examination score lowered.
4. Students finishing an examination will raise their hands, and the proctors will get the examination. Students cannot simply get up and turn in the examination.
5. Students can neither leave their seats nor the examination room with the proctor's permission.

Consequences

Any failure to follow the examination procedures will result in deductions from the final score, as determined by the program director, Academic Section Chief, Disciplinarian, the proctor, and subject teacher and may result in the student failing the examination.

Failure To Report To The Disciplinarian

Students directed to report to the Disciplinarian for a disciplinary matter, but failing to do so, could result in other disciplinary action.

Fighting/Student Harassment

Situations which endanger the health and safety of others in the school will not be tolerated.

Physical confrontation is a dangerous and inappropriate method for solving problems. Students are expected to solve problems through proper channels (teacher, counselor, or Disciplinarian).

Students who engage in fights should be prepared to receive the disciplinary consequences. Pushing, shoving, wrestling, etc. may be considered as fighting regardless of intent.

Gambling

No gambling will be permitted. The law prohibits gambling for money in public schools.

Insubordination, Battery and/or Physical Assault

Refusal to comply with reasonable, established, and well-defined school rules and regulations, or refusal to obey reasonable directions of school personnel. Offenders will be subject to disciplinary action.

Assault or physical/verbal attack on school personnel on or off school grounds will be recommended. A parent will be contacted immediately to establish a conference. Local police authorities may be notified, and the student will be referred to the counseling office.

Intimidation

Every student is entitled to attend school free from harassment, threats or fear. Students harassing, threatening or making it difficult for others to attend school will be subject to consequences by the Disciplinarian.

Laser Pointers

Laser pointers are dangerous and disrupt the educational environment. Students found to be in possession or use of a laser pointer on school grounds, on the bus, or any school-related activity at home or away will be subject to disciplinary action through the Deans' office and the laser will be confiscated and returned to the parents.

Lockers, Cubbies, Desks, Drawers

Student lockers, desks, or cubbies may be assigned to students. **STUDENTS MUST USE ONLY THEIR ASSIGNED DESK, LOCKER OR CUBBY.** The ownership of the desk, locker, or cubby is maintained by the school, and the student is granted a limited use of the desk, cubby, or locker solely in accordance with these regulations. Students have no expectations of privacy in school desks, cubby, or lockers.

- A. The only items that may be placed in the lockers or cubbies are articles of clothing, school books or supplies relating to school use, lunches and personal items which the student is legally entitled to have in their possession.
- B. Lockers or cubbies may be searched by the school personnel at any time. The students should be present for the opening of the locker or cubbies, and a third party should be present.
- C. Student locks must be authorized by the school. Unauthorized locks will be removed at the student's expense.
- D. The school is not responsible for lost or stolen property.

Necessary Use of Force by Staff Member

Staff members may apply sufficient physical force necessary to maintain or restore order in the school building (for example, restraining fighting students), on the school campus and at school-sponsored activities.

Possession of Tobacco Products

The possession of tobacco, look-alike tobacco products or use of tobacco in any manner in the building, parking lot or at school activities will constitute a violation of this policy, and the student will be subject to the following disciplinary action:

- First Infraction - a. Parent phone contact
- b. Referred to local authorities and school counselor

Profanity/Verbal Abuse

The use of profanities or obscenities will not be tolerated. The use of profanities or obscenities not directed at a teacher will result in one or a combination of the following:

- Teacher/Student Conference
- Parent Contact
- Disciplinarian/Student Conference
- Behavior Contract
- Regular Counseling until behavior change

The use of profanities or obscenities directed at teacher or school personnel will result in parent contact.

School Reputation and Safety

Any action which endangers the safety and well being of others or the reputation of the school will not be tolerated. Examples: sounding a false fire alarm, public vandalism, breaking the law etc., on or off campus, whether or not school is in session. Consequences may include any of the following: referral to our disciplinarian, notification to parents, or a referral to our counselor if the behavior is repeated.

The person activating a false alarm victimizes the entire student body and staff through their irresponsible actions. People are put in dangerous situations, and the entire school day is disrupted. The school will implement policy to protect teachers, students and staff.

Display of Affection by Students - Refer to Taiwan's Gender Equity Law

<https://law.moj.gov.tw/ENG/LawClass/LawAll.aspx?pcode=H0080067>

Sexual Harassment

Sexual harassment of students is prohibited. Sexual harassment is defined as follows:

1. An employee's unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status.
2. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature by anyone, including students, imposed on the basis of sex, that has the purpose or effect of (a) substantially interfering with a student's educational environment; (b) creating an intimidating, hostile, or offensive educational environment; (c) depriving a student of educational aid, benefits, services, or treatment; or (d) making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

Student I.D. Card

Each student will receive a picture I.D. card at registration. For the safety and security of the students of IBST, it is required that each student have, in their possession, a bona fide I.D. card at all times. Students must be prepared to present this I.D. card upon request by any school personnel. Students will not be allowed to check out books from the library without an I.D. card. If the card is misplaced, lost or stolen, the student must purchase a new card in the IBST Office.

Theft/Possession of Stolen Property

Students involved in the theft of property or goods or the possession of stolen property from other students or school personnel will be dealt with in the best means of remediation determined by the administration.

Consequence includes one or a combination of the following: financial restitution, police referral, parent contact, student/disciplinarian conference, or counseling visit.

Vandalism

Vandalism of any nature (writing on desks, walls, damaging school or personal property, and other destructive acts) may result in any of the following: financial restitution, police referral, parent contact, student/disciplinarian conference, or counseling visit. Such offenders will also be required to make necessary restitution for all charges pertaining to their act of vandalism.

Washrooms

Washrooms are to be used for the purpose intended. Loitering in any washroom will not be tolerated at any time.