



Washington International School in Taichung

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Behavior Policy & Procedures Statement

Purpose

The purpose of this document entitled Behaviour Procedures Statement, is to provide guidelines and clear expectations for the school community, ensure a safe and productive learning and working environment, and provide a fair and consistent framework for addressing disciplinary issues at WIST School. This statement is in accordance with the [Senior High School Education Act](#) and the Ministry of Education's "Notice on Formulating Student Reward and Punishment Regulations for Senior High Schools" along with the school's regulations on teacher guidance and Senior Secondary Education Act discipline of students.

Scope

This guidelines applies to the community at WIST School and covers on-campus, off-campus, and virtual learning environments.

The objectives of these guidelines are as follows:

1. To encourage students to be virtuous and recognize excellent student performance.
2. To cultivate good living habits in students, promote a spirit of upholding the law, and conform to social norms.
3. To guide students' physical and mental development and foster their autonomy, self-discipline, and self-reflection abilities.
4. To maintain order in the campus learning environment and ensure the normal conduct of school educational activities.

Student rewards and punishments, in addition to complying with relevant laws and regulations, should also adhere to the following principles:

1. Align with students' cognitive development needs, respect students' dignity, and value individual differences among students.
2. Show educational care and empathy, emphasizing more rewards and fewer punishments, and actively protect students' right to education.
3. The decisions on rewards and punishments should be made with care and objectivity, while also respecting students' privacy.
4. Case handling should be timely, and punishment should not be imposed on the entire student body due to the mistakes of individuals or a few.
5. Before imposing penalties, students should be given the opportunity to express their views in an appropriate manner

Roles And Responsibilities:

Roles of the Teacher:

1. Teachers must create a respectful and safe learning environment which includes addressing any disruptive behavior promptly and in an empathetic manner.
2. Teachers serve as role models for students, demonstrating virtuous behavior, respect for others, and adherence to social norms in their interactions with students and colleagues.
3. Teachers should report any behavioral concerns or disciplinary issues firstly to the homeroom teacher and then to the disciplinary officer.
4. In alignment with the Behavior Procedures Statement's objective of fostering autonomy and self-discipline, teachers provide mentorship and guidance to students, helping them develop these attributes.

Roles of the Disciplinary Officer:

1. **Policy Enforcement:** The disciplinary officer is responsible for ensuring that the guidelines and expectations are consistently and fairly enforced throughout the school community.
2. **Investigation:** In cases of alleged violations of school rules or policies, the disciplinary officer conducts thorough and impartial investigations.
3. **Documentation:** The disciplinary officer maintains detailed records of all disciplinary cases, including reports, evidence, and outcomes.
4. **Decision-Making:** Based on the findings of their investigations, the disciplinary officer makes informed decisions regarding appropriate sanctions or consequences for students involved in disciplinary incidents. These decisions should align with the principles of fairness and respect.
5. **Communication:** The disciplinary officer is responsible for communicating disciplinary decisions to students, parents, and teachers in a clear and transparent manner, ensuring that all parties understand the process and outcomes.
6. **Conflict Resolution:** When conflicts arise within the school community, the disciplinary officer may be involved in mediating and resolving them, promoting a harmonious learning environment as per the statement's objectives.
7. **Educational Programs:** The disciplinary officer may collaborate with teachers and other stakeholders to develop and implement educational programs aimed at preventing future disciplinary issues and promoting positive behavior among students.
8. **Training:** They may provide training or guidance to teachers and staff on disciplinary procedures and best practices to ensure consistent implementation of the statement's guidelines.
9. **Safety and Security:** The disciplinary officer plays a crucial role in maintaining a safe and secure school environment by addressing behaviors that threaten safety or disrupt the learning environment.
10. **Rehabilitation and Support:** In addition to applying sanctions, the disciplinary officer may work with students to help them understand the consequences of their actions and provide support for their efforts to improve behavior, aligning with principles of care and empathy.

Code of Conduct for All

WIST School expects the community to adhere to the following code of conduct:

1. Respect and Courtesy

- a. Treat all fellow students, teachers, staff, and visitors with respect and courtesy.
- b. Refrain from engaging in bullying, harassment, discrimination, or any form of disrespectful behavior.

2. Academic Integrity

- a. Uphold the highest standards of academic integrity.
- b. Avoid cheating, plagiarism, or any form of dishonesty in coursework or assessments.
- c. Please refer to [\[WIST Academic Integrity Policy\]](#) for further details.

3. Attendance and Punctuality

- a. Attend all classes regularly and punctually.
- b. Notify the school office in advance in case of absence or tardiness.
- c. Please refer to the student handbook and the teacher's handbook for further details.

4. Use of School Resources

- a. Use school facilities, equipment, and resources responsibly and only for authorized purposes.
- b. Respect school property and the property of others.

5. Safety and Security

- a. Comply with safety and security protocols.
- b. Report any safety concerns, incidents, or emergencies promptly to school authorities.
- c. Please refer to [\[WIST Safety, Risk, and Emergency Procedures Statement\]](#) for further details.

Student Disciplinary Procedures

The Ministry of Education outlines its directives for student discipline in the document titled 'Teacher Guidance and Student Discipline Methods.' ([教師輔導與管教學生辦法](#)) At WIST, teachers are required to adhere to government laws, rules or guidelines. Teachers as WIST will also follow a progressive disciplinary procedure to address any violations.

WIST has established a structured three-step approach for handling disciplinary procedures:

1. Teachers are encouraged to address minor classroom disciplinary incidents involving students with empathy and understanding. It is recommended that teachers maintain records of such in-class disciplinary issues.

2. In cases where the problem persists or necessitates further intervention, the teacher will initiate a discussion with the student's homeroom teacher. The homeroom teacher will then engage with the student to address the issues and provide guidance on correcting their behavior. If deemed necessary, the homeroom teacher may also communicate with the student's parents. Both teachers are encouraged to follow up on the steps taken to rectify the student's misconduct.
3. Should the issue persist despite the efforts at the previous steps, the homeroom teacher or teacher can escalate the matter to the discipline officer. The discipline officer will require the student to complete a behavior reflection form. Depending on the school's behavior guidelines, the discipline officer may implement appropriate disciplinary measures, such as issuing a warning, a minor demerit, or a major demerit, as outlined in the "Notice on Formulating Student Reward and Punishment Regulations for Senior High Schools." All parties involved are urged to continue monitoring and following up on the actions taken to address the student's misconduct.

Appeal Process

Students and their parent(s) or guardian(s) have the right to appeal disciplinary actions. They may submit a written appeal to the school administration, who will review the appeal and provide a response within a reasonable timeframe.

Confidentiality

All disciplinary matters will be handled confidentially to the extent permitted by law and shared on a need-to-know basis.

Review and Modification

This Discipline Policy and Procedures document will be reviewed periodically and updated as needed to ensure its continued relevance and effectiveness.

Acknowledgment

All students and their parent(s) or guardian(s) are required to sign an acknowledgment indicating that they have read, understood, and agreed to comply with this Discipline Policy and Procedures Statement

Translation Disclaimer:

The translation of this document is provided for informational purposes only. While we strive to ensure accuracy, translations may not be perfect and can vary based on context, language nuances, and other factors. Please note that the original document or text always takes precedence over this translation. While we have made every effort to provide an accurate translation, variations in language, context, and interpretation may occur. We do not accept responsibility for any errors, omissions, or misinterpretations that may occur in the translation.

AI Assistance Disclosure Statement

Artificial intelligence (AI) played a role in assisting with the creation and drafting of this document, but it underwent extensive scrutiny and refinement by human experts to guarantee its accuracy, comprehensiveness, and alignment with our school's objectives and principles.

The use of AI technology is intended to enhance the efficiency and effectiveness of our documentation development process. However, it is essential to emphasize that the final content and decisions reflect the collective input, expertise, and judgment of our team.