

Student Handbook

Class of 2023



Taipei Municipal Xisong High School

Name





**TAIPEI MUNICIPAL
XISONG HIGH SCHOOL**

To the class of 2024,

Taipei Municipal Xisong High School (XSSH), an IB world school, is delightfully welcoming your arrival! We are ready to accompany your journey to a fulfilling three-year IB programme and the brightest future ahead.

The core value of Xisong is "Human-centered, humanity-based." The vision of Xisong is "Developing 5C," which stands for curiosity, creativity, culture, collaboration, and communication. The core value and the vision have worked together as the foundation on which we build students' competence.

That is to say, we believe the core value of education should be student learning, and the foundation of education should be humane care. With that belief, we conduct moral education, enhance teaching quality, and thereby build our quality brand name.

And we seek to provide students with a quiet, clean, and motivating learning environment, so they can learn to control themselves, respect others, and love the world.

Thank you all for your faith and support for Xisong. I expect there to be good communication between our teachers/parents and students, and thereby building a win-win situation for all. That is how we can make tomorrow better for Xisong.

Yours Truly,

Shenmao Lin
Principal



MISSION STATEMENT

Taipei Municipal Xisong High School targets at helping students build the connection with the world. We strive for a friendly campus that conduces to learning and promotes curious, creative, communicative, cooperative, and culturally-literate lifelong learners who demonstrate introspection, altruism, intellectual capacity, and global-mindedness.

XISONG'S 5CS

CURIOSITY Students foster a diversified range of interests in making contact with the community and the world via academic exploration. They take initiative in learning and manifest an inquiring attitude, thus enhancing their intellectual capacity.

CREATIVITY Students are encouraged to unleash their imagination. With organised and structured training, they display individual originality through every possible medium. They also demonstrate intercultural understanding in their creative work.

CULTURE Students understand that everyone comes from different ethnic backgrounds and cultures. Whilst identifying with and valuing their own, they also show empathy toward other cultures. Intercultural literacy, and global-mindedness are promoted.

COLLABORATION Students learn to work with others to attain favourable goals and to develop the ability of problem solving. By way of necessary communication, they come to stand in others' shoes, through which they cultivate reflective, caring, and altruistic personality.

COMMUNICATION Students are able to voice what they think in a clear and logical way. They also know well how to properly ask questions. They are versed in employing means of communication and are equipped with media literacy.

01

INTRODUCTION

PRINCIPAL'S MESSAGE
MISSION STATEMENT
XISONG'S 5CS
TABLE OF CONTENTS

05

ABOUT THE SCHOOL

05 FLOOR PLAN
07 ACADEMIC STAFF
LIST&E-MAIL ADDRESSES
09 WHO TO CONTACT

11

SCHOOL RULES

11 DAY ROUTINE
11 LATENESS & ABSENCE
11-12 LEAVE
12 CLOSURE OF
THE SCHOOL
12 VISITORS
12 CATERING
12 CONSENT FORM
13 GENERAL CLUB RULES
13 UGC SESSIONS

15

BEHAVIOURS

15 CODE OF CONDUCT
15-16 UNIFORM POLICY
16 USE OF TECHNOLOGY
16 USE OF LANGUAGE

24

ACADEMICS

18 GPA CALCULATION
18 CREDIT
REQUIREMENTS
19 ACADEMIC INTEGRITY
19 EXTENUATING
CIRCUMSTANCES
19 SUBMISSION

38

MEMO

SECTION 1

About the School

Floor Plan

XISONG SENIOR HIGH SCHOOL

5F

- **Library**
- Song-Yue Auditorium
- Self-Study Classroom
- Homeroom Teachers' Office

B1

- **School Snack Bar**
- Multifunctional Space

4F

- Counsellor's Office
- Teachers' Association
- Section of Equipment
- Language Lab
- Subject Teachers' Office (1)
- Homeroom Teachers' Office

3F

- **Office of Academic Affairs**
- **International Department Admin Staff's Office**
- Audio-Visual Classroom
- Homeroom Teachers' Office
- Subject Teachers' Office (6, 7, 8)

2F

- **Principal's Office**
- Personnel Office
- **International Department Teachers' Office**
- **Office of General Affairs**
- Accounting Office
- School History Office
- Parents' Association
- Remote Learning Classroom
- **Student Activity Centre**

1F

- **Office of Student Affairs**
- Office of Military
- **Prayer Room**
- **School Nurse**

Floor Plan

INTERNATIONAL DEPARTMENT

5F

- Library
- Discussion Rooms
- Exhibition Hall
- Song-Yue Auditorium

4F

- Chemistry Lab
- Physics Lab
- Language Lab

3F

- International Department
Admin Staff's Office
- Biology Lab

2F

- | | |
|--|------------------------------|
| • International Department
Teachers' Office | • Student Activity Centre |
| • IB Room 201 | • English Resource Classroom |
| • IB Room 202 | • Military Classroom |
| • IB Room 203 | |

1F

- Visual Arts Studio

Academic Staff List

EMAIL ADDRESSES

Principal

Mr Sheng-Mao Lin

Contact

02-2528-6618#101

E-mail

xssh01@ms2.hssh.tp.edu.tw

Team	Role	Name	Contact
International Department	Director of International Department	Ms Chiungyu Chen	xssh29@ms2.hssh.tp.edu.tw
	Director of University Guidance/English	Mr Hung-Li Su	hunglisu@ms2.hssh.tp.edu.tw
	IB Co-ordinator/ Visual Arts	Ms Hyeseong Ahn	a685@ms2.hssh.tp.edu.tw
	Head Tutor/English/ Business Management	Ms Solbin Choi	
	Homeroom Teacher/ Mathematics	Ms Chengwei Hsu	a695@ms2.hssh.tp.edu.tw
	Head of Chinese	Ms Weiqian Wang	a688@ms2.hssh.tp.edu.tw
	Head of S&M/Physics/ CAS coordinator	Mr Weihan Chen	a696@ms2.hssh.tp.edu.tw
	Chinese	Ms Chiatung Chien	a705@ms2.hssh.tp.edu.tw
	Chemistry	Ms Hsiaoting Lai	a654@ms2.hssh.tp.edu.tw
Academic Affairs Office	Theory of Knowledge	Mr Shihhsien Chen	a271@ms2.hssh.tp.edu.tw
	Director of Academic Affairs		02-2528-6618#201
	Registration Section Chief		02-2528-6618#203
	Equipment Section Chief		02-2528-6618#205
	National Curriculum Section Chief		02-2528-6618#207

Role	Name	E-mail	Team
Director of Student Affairs		02-2528-6618#211	Student Affairs Office
Student Activities Section Chief		02-2528-6618#212	
Discipline Section Chief		02-2528-6618#213	
Sports Section Chief		02-2528-6618#214	
Hygiene Section Chief		02-2528-6618#216	
Medical Centre		02-2528-6618#215 Direct Line: 25282265	
Director of General Affairs		02-2528-6618#111	General Affairs Office
Cashier Section Chief		02-2528-6618#112	
Purchase and Maintenance Section Chief		02-2528-6618#113	
Document and Files Section Chief		02-2528-6618#114	
Director of Counselling		02-2528-6618#221	Counselling Office
Special Education Section Chief		02-2528-6618#223	
Counselling Section Chief		02-2528-6618#224	
Director of Library		02-2528-6618#231	Library
ICT Section Chief		02-2528-6618#233	

Who to Contact

STUDENTS & PARENTS

**Taipei Municipal
Xisong High School**

No.7 Lane 325
JianKang Road, Taipei

Tel: 02-2528-6618

Fax: 02-27670337

Emergency

In an emergency in the school day, please call the school on 02-2528-6618 or the director of International Department on 02-2528-6618#601.

Non Emergency

If you have a specific question about the class, please contact the subject teacher via school e-mail or ManageBac for an appointment.

If you need to refer the matter further or have general enquiries, then please contact the IB co-ordinator or your personal tutor via e-mail or ManageBac.

Health Issues

Please contact the homeroom teacher to inform any developments in the health or medical requirements. The homeroom teacher will contact the school nurse and parents/guardians if the student requires emergency medical attention, or if there is a question regarding the regular medication or prescription.

Lateness, Absence and Leave

Parents/guardians should contact the Student Discipline Section on 02-2528-6618#235 to inform all forms of lateness, absences and leave. If you prefer to speak in English, please contact the homeroom teacher.

University Guidance Counselling

If you have any concerns related to UGC sessions, please contact the director of University Guidance Counselling office via e-mail.

SECTION 2

School Rules

Day Routine

Monday and Friday		Tuesday - Thursday	
08:00	Arrival	07:30	Arrival
08:10	Session 1	07:30	Assembly or Self-study
09:10	Session 2	08:10	Session 1
10:10	Session 3	09:10	Session 2
11:10	Session 4	10:10	Session 3
12:00	Lunch Break	11:10	Session 4
13:00	Session 5	12:00	Lunch Break
14:00	Session 6	13:00	Session 5
14:50	Sweeping Period	14:00	Session 6
15:10	Session 7	14:50	Sweeping Period
16:10	Session 8	15:10	Session 7
		16:10	Session 8

Lateness & Absence

Students are to arrive at school before 8 AM on Mondays and Fridays and no later than 7.30 AM from Tuesdays to Thursdays.

Parents/guardians will be contacted for any lateness or absence without a prior notice. Missing a morning assembly without reasons will result in absenteeism.

Repeated lateness and absence will result in action being taken in line with the Code of Conduct. (Please refer to the full document of Code of Conduct on our website.) The consequence of being absent for more than 42 sessions will be decided by the school leadership team.

Leave

Unless it is a major incident, or else all leave application processes should be completed prior to the absent day.

All leave applications must be completed within 3 days upon students’ return, and fail to do so will result in absenteeism.

Planned Leave

Parents/guardians should directly call the Student Discipline Section or the homeroom teacher for all planned leaves. Students will contact the homeroom teacher to request an unplanned leave during the school day and parents/guardians will be contacted for confirmation.

Sick Leave/Menstrual Leave

If you are unable to come to school, a parent or a guardian should notify the school via phone calls. A sick leave application should be completed on the next day and handed to the homeroom teacher. Please provide the doctor's medical proof for sick leave within 3 school days.

Funeral/Bereavement Leave

Please provide the death certificate within 3 school days.

Closure of the School

At times, it is necessary to close the school due to unexpected conditions. In such cases, online classes will be arranged for Pre-IB and IBDP students. If you have any enquiries about the status of school operations please contact the school on 02-2528-6618 or the director of International Department for English.

Visitors

Students are restricted from inviting any outsiders to the campus. Only those who have made appointments with our staff prior to the visit are granted to enter. A visitor pass will be provided by the security guard, in exchange for a form of identification.

Catering

Students are able to either order school lunch or bring their own packed lunches. Students are also able to buy snacks at a school snack bar during break times. Outside food delivery is strictly prohibited.

Consent Form

Any activities inside/outside school such as joining the clubs or going on field trips require parents' approval.

General Club Rules

Each student can choose to join one club per term, club transfer is only allowed in the given time duration. Any transfer attempts after this duration will result in an incompleteness of the course.

Find out more about how to establish a club and the current club list on our website.

University Guidance Counselling Sessions

The director of University Guidance Counselling will invite students individually to discuss about IBDP course selection and university applications every month starting from year 10. Three sessions per year will include the parents/guardians, IB co-ordinator and the relevant subject teachers to make sure all the stakeholders are aware of the status and requirements.

The registration of UGC sessions will be processed via an online platform with strict deadlines. Please be aware that contacting the director individually will not secure the date and time of the session.

SECTION 3

Behaviours

Code of Conduct

Xisong High School's Code of Conduct is regulated through the merits and demerits system. The system is as following:

Merits

3 Commendations = 1 Minor Merit

3 Minor Merits = 1 Major Merit

Demerits

3 Warnings = 1 Minor Demerit

3 Minor Demerits = 1 Major Demerit

3 Major demerits will result in a student not being able to graduate.

Balancing Out

Merits can balance out demerits on the same scale. Please note that prior merits can not be used to balance current or future demerits.

Commendation = Warning

Minor Merit = Minor Demerit

Major Merit= Major Demerit

Find out more about Xisong's Code of Conduct and what behaviours will result in merits and demerits on our website.

Uniform Policy

Students must wear school uniform or school sports wear at all time including activities at school on weekends. Personal clothing should not be worn unless approved.

Uniforms should be worn when there are morning assemblies, or major gatherings.

Sports wear can be worn when there are PE classes, sport events or other activities.

Summer Uniform

Men: Short Sleeves top, navy blue long pants, belt (optional).

Women: Short sleeves top, skirt/long pants.

Summer Sports Wear

Short sleeves sports top, sport shorts, sports jacket.

Winter Uniform

Short Sleeves top, long pants, jacket, belt. Vest or long sleeve sweater is not mandatory. Students are allowed to put on extra clothing that keep them warm in winter.

Winter Sports Wear

Long sleeves sports top, long sports pants, sports jacket.

Use of Technology

Pre-IB and IBDP students are permitted to bring and make use of electronic devices (mobile phones, tablets, or laptops) during the school day for academic purposes using the school wifi. If caught using the devices inappropriately, the students will be warned and may have their electronics confiscated if staffs feel it is justified. If the system detects any abnormal rise of data flowing, an alert will be sent to the information security department of the DOE, a warning will sent back to our school, and an investigation will launch.

Students are responsible for their own belongings.

Use of Language

Our school's prime and major responsibility is to help Pre-IB students to acquire fluency in the language of instruction for IB Diploma Programme. The primary language of instruction in all classes of IB programme is English with the exception of other language classes such as Chinese, and students are expected to use English in the classroom for development of both academic English and conversational English.

Official communication between the international department and students and their parents/guardians will be in English with Mandarin translation.

SECTION 4

Academics

GPA Calculation

IB	Descriptor	A-F	0-100	GPA Value	Weighted Value Pre-IB	Weighted Value SL courses	Weighted Value HL courses
7	Excellent	A+	94-100	4.0	4.2	4.5	5.0
		A	87-93				
6	Very Good	A-	80-86	3.7	3.9	4.2	4.7
		B+	77-79	3.3	3.5	3.8	4.3
5	Good	B	74-76	3.0	3.2	3.5	4.0
		B-	70-73	2.7	2.9	3.2	3.7
4	Satisfactory	C+	67-69	2.3	2.5	2.8	3.3
		C	64-66	2.0	2.2	2.5	3.0
3	Mediocre	C-	60-63	1.7	1.9	2.2	2.7
		D+	57-59	1.3	1.5	1.8	2.3
	Poor	D	54-56	1.0	1.2	1.5	2.0
2		D-	50-53	0.7	0.9	1.2	1.7
1	Very Poor	F	0-49	0.0	0.0	0.0	0.0

GPA is computed using the quality points (above). Beginning with year 10, all subjects, whether passed or failed, are included in the computation. Grades are recorded on the transcript and GPA is computed in January and June.

Credit Requirements

A minimum of 160 credits is required for graduation, with 120 from required courses and 40 optional. 60 or higher grade is needed for each credit.

Academic Integrity

Academic integrity is the core of the IB and Xisong. Academic disintegrity such as plagiarism, collusion, duplication of work and all forms of malpractice may result no credit for the relevant course internally and withdrawal from IBDP externally.

Please refer to the full document of Academic Integrity Policy of XSSH on our website for more details.

Extenuating Circumstances

Subject teachers are not permitted to grant any forms of homework (including formative & summative tasks) extension unless the extension applies to the entire class. Students must notify the international department of any circumstances which are sudden, unexpected, significantly disruptive, and beyond the student's control and which may affect the performance at assessment. The department will ensure that alternative arrangements are enacted for such students.

All applications regarding extension should be completed through the submission of the Extenuating Circumstances Request Form to the personal tutor.

Please refer to the EC request form for details.

Submission

ManageBac is the only online platform to be used for submission. Students should only contact teachers or tutors via ManageBac or their school email. The use of social media such as Instagram, Facebook or Line for any academic purpose is strictly prohibited.

One-day late submission without approved EC will subject to a 10% deduction penalty; two-day late submission will be capped at passing mark; three-day late submission will not be graded.

SECTION 5

Memo











