



MINGDAO INTERNATIONAL DEPARTMENT

-An IB World School

2022-2023 Student Handbook
國際部學生手冊



Mingdao International Department - An IB World School

Est. 2012

Parent / Student Handbook 2022-2023

497, Sec. 1, Zhongshan Rd.,
Wuri Dist., Taichung City 414328, Taiwan

Director: Mr. Michael Wen

Website..... <http://www.mdid.info>

For the most up to date information please refer to the student handbook on Mingdao International website.

Content Page

Content Page	3
Part 1: Introduction to Mingdao International Department (MDID)	7
A word from Mingdao International Department Director	7
Mingdao International Department Vision and Mission	8
Our Vision	8
Our Mission	8
School Organization	8
Organization Chart	8
Communicating with the School	10
Homeroom Teachers	10
The Administration Team	10
Academic Affairs Team	10
DP Coordinator	10
MYP Coordinator	11
College Advising Team	11
Admission and General Affairs Team	11
Student Affairs Team	11
Laboratory and Equipment Team	11
Email and text (SMS) communication	11
Contact information	11
2022-23 MDID Department Heads & Coordinators	12
International Department Calendar	13
Semester 1	13
Semester 2	13
Other general information about MDID community	13
Lockers, valuables and lost & found items	13
Emergency procedures	14
School cancellation	14
Student Council	14
Medical care	14
Permission forms	15
MDID facility map	15
Library	16
11th floor Basketball court	16
Parent volunteers	16

Part 2: MDID Curriculum	17
IB at Mingdao International Department	17
The International Baccalaureate Learner Profile	17
Approaches to Learning (ATL)	18
IB Middle Years Programme (MYP)	19
Conceptual understanding of MYP	19
Approaches to learning in MYP	19
Subjects in MYP	19
MYP Subject Group Overview	20
Service as Action	21
Personal Project	21
IB Diploma Programme (DP)	22
DP six subjects groups	22
DP cores	23
DP Language selection	23
Assessment	24
General	24
Grading & academic reports	24
IB Grades to Letter Grades and GPA Conversion Chart	26
Homework	26
Learning at MDID	27
Required materials and supplies	27
Calculator	27
Student Planners	27
Information technology (IT) and digital learning resources	28
Mingdao High School Learning App - Available on APP Store or Google Play Store	28
International Department Online System (IDOS)	28
ManageBac	29
Google email, apps and online storage	30
IXL	30
Part 3: MDID Extracurricular Activities and Clubs	31
ECA at Mingdao High School	31
Clubs	31
Student activities	32
Sports activities	32
Payment for school trips and ECA	32
List of overseas activities for MDID students	33

Part 4: Student wellbeing and important policies	34
General	34
School hours	34
Morning assembly	34
MDID cleaning	34
Early dismissal	35
Student & Parent's responsibilities and rights	35
MDID Code of Behavior	36
Overview of MDID policies and procedures	37
Important MDID Student Rules, Policies and Guidelines	38
Academic Policies	38
Language policy	38
Academic honesty	38
Late work submission and work extension	38
Semester grade make-up policy and remedial programs	39
Semester grade make-up policy and remedial programs	39
Tutor policy	40
Citation format	41
Tutorial hall	41
General MDID and MDHS Policies	41
MDHS code of behavior	41
Dress code	41
Personal Communication and Computing Devices Policy	42
Laptops, Personal Computing Devices and Tablets	42
Mobile Phone / Personal Communication Devices	42
Charging of Electronic devices	42
Consequences for Misuse of Mobile Phone / Personal Communication Devices, laptops and other electronic devices	43
Attendance, lates, absents and skipping class	43
Leave submission and late submission consequence	44
Food policy	44
Dangerous Items	44
Drugs, smoke and alcohol	44
Guidance Hall	44
Graduation and grade promotion	45
Additional information	46
Field trip & Outing guidelines	46
Student wellbeing	47

Counseling service	47
Part 5: Big calendar - Important dates and deadline	48
College counseling at MDID	52
College advising vertical planning	52
Part 6: Contact Information	53
Mingdao Campus Map	54

Part 1: Introduction to Mingdao International Department

(MDID)

A word from Mingdao International Department Director

It was that we first learnt how air current works before we learnt how to fly, it was that we first learnt how objects float before we learnt how to sail. Same could be said for education; children will have to first learn the basics, learn how to fail, learn from failures, build resilience, experience and courage to succeed, to be an expert.

New students joining the MDID community will start from the basics - the 10 learner profile, which are important traits that are required in the 21st century. By the time they reach graduation, they should have become all of the following: Inquirers, Knowledgeable, Thinkers, Communicators, Principled, Open-minded, Caring, Risk-takers, Balanced and Reflective individuals.

The goal is not only to successfully pass on knowledge to MDID students, but more importantly, discover where their interest lies and what they are passionate about.

Chase your dreams, Discover Yourself !

Michael Wen

Director of International Department

Mingdao International Department Vision and Mission

Our Vision

Mingdao High School is committed to becoming a “leader in quality education”.

Allowing students to cultivate their IQ, EQ, characteristics and other abilities in an environment that focuses on holistic education. Developing individuals that will contribute back to the society and the world with integrity, self-confidence, gratitude, enthusiasm.

Our Mission

We prepare academically competent students who are poised, disciplined and expressive to thrive and succeed at their best-match colleagues or universities. We emphasize academics and appropriate co-curricular experiences that develop holistic students.

School Organization

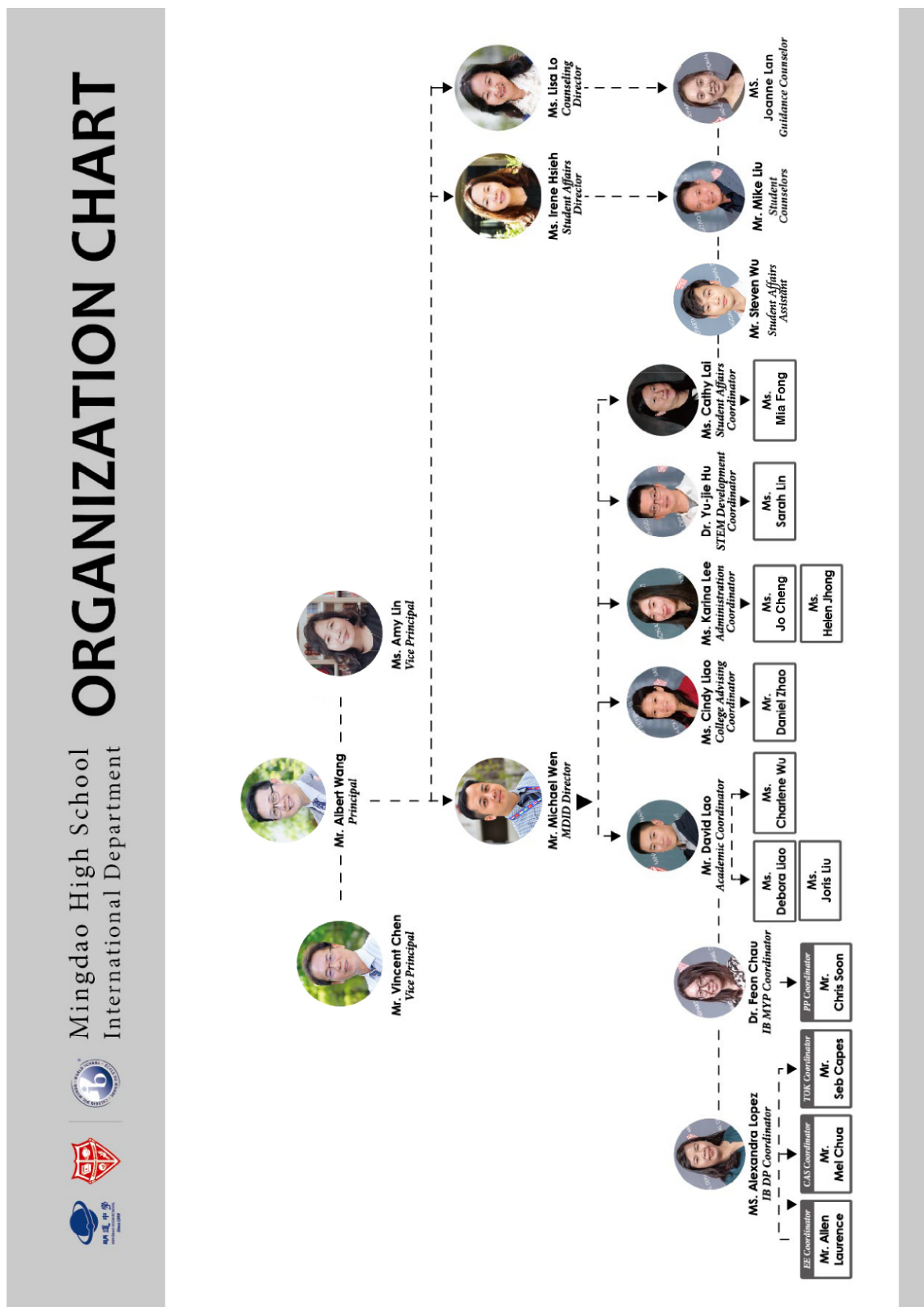
The International Department at Mingdao High School is managed by specific teams, each team is responsible for an area of the department’s operations. The following chart will share some light about the relationships within the department and the organization structure. The International Department team reports to the Head of Department, Mr Michael Wen.

Organization Chart

Scan the following QR code for the full resolution of our MDID organization chart.



Below is an overview of our current administration organization chart.



Communicating with the School

At MDID, we know that good communication between home and school is extremely important. The following job description will assist you to identify who you need to contact when you have a question. Parents are always welcome and encouraged to arrange meetings with us whenever there are any questions or issues. Likewise, the International Department may initiate a conference with parents any time throughout the semester.

Homeroom Teachers

Most of the time, the student's homeroom teachers will be the first point of contact for parents and for students. This can be inquiries ranging from a child's academic progress, daily routine to child's well being and behaviour. The homeroom teacher will know your child the best.

For example, your child's homeroom teacher will be able to request academic progress updates, counselling records(sometimes sensitive information is limited to counselling officers), social concerns, behavioural and general performance at school from subject teachers and administration. The homeroom teachers can also assist in organising a three-way-conversation between the subject teacher, parents and your child when requested. If there is a need to contact your child's homeroom teacher, you can contact the MDID administration office to schedule an appointment.

The Administration Team

All other inquiries including the curriculum, school policies, student activities, IT, calendar, etc. please contact one of the following teams listed below. You can also schedule an appointment with any member of the administration team.

Academic Affairs Team

The academic team is responsible for effective IB - MYP and DP curriculum delivery, the achievement of departmental goals, learning outcomes and the meeting of targets and benchmarks. The academic team is also accountable for personnel management, curriculum and pedagogy, resource management, teachers and staff communication, semester curriculum scheduling, academic test/activities scheduling, course development, TOEFL ITP, AP/PSAT test scheduling, online platform management, etc.

DP Coordinator

The DP Coordinator has a pivotal role in the collaborative planning process, taking responsibility for ensuring that pedagogical aspects are discussed, information is disseminated, and the program in Grade 11- Grade 12 is planned, taught and assessed collaboratively.

MYP Coordinator

The IB MYP Coordinator is responsible for the effective leadership of the Grade 7 - Grade 10 curriculum and to maintain a thorough understanding of all aspects of the Middle Years Programme and actively endorse and promote the principles that underpin it.

College Advising Team

College advising team is responsible for college advising, overseas college application and one to one consultation with students and parents.

Admission and General Affairs Team

The Admission and General Affairs team is responsible for student admission, textbook purchases, school fees, department purchases and budgeting, artwork design, MDID website management, etc.

Student Affairs Team

Student affairs team is responsible for the overall well being of all students and the co-curricular program at the department, including but not limited to athletic and non-athletic activities. Provide resources to the organizations and coordinate their activities to ensure that a well-rounded program is offered to the student body.

Laboratory and Equipment Team

The laboratory and equipment team is responsible for STEAM/Science fair, science class preparation, laboratories management and science equipment purchases.

Email and text (SMS) communication

Mingdao high school is endeavoring to reduce its carbon footprint. As a step in reaching our sustainable development goals, we have implemented our goals to work towards a paperless communication channel. Communication is delivered via IT platforms:

- ManageBac
- Google email
- Text SMS
- IDOS

Full details about Managebac, Google email and IDOS please refer to Part 2 - Information technology (IT) and digital learning resources in this Handbook.

Contact information

It is essential that we have the student's and parent's contact information accurate and up-to-date, including any emergency contact person. If there are any changes or any additional information that needs to be added, please notify our administration team.

2022-23 MDID Department Heads & Coordinators

IB Coordinators

IB MYP Coordinator	Ms. Feon Chau
IB DP Coordinator	Ms. Dandi Lopez

Head Of Subject Department

Chinese Language & Literature	Ms. Blythe Lin
English Language & Literature	Mr. Jared Westin
English Language Acquisition	Ms. Natasha Liu
Writing	Ms. Rae Gunden
Second Foreign Language (SFL)	Mr. Laurent Beaudru
Math	Mr. Andy Chen
Science	Mr. Chris Soon
Arts	Mr. Raven Kazemi
PE	Ms. Gwenne Oxtero
Design	Ms. Sabrina Hsieh
ATL	Ms. Feon Chau

Other Coordinators and Heads

Homeroom Teacher Head	Ms. Jessica Wu
Personal Project	Mr. Chris Soon
Extended Essay	Mr. Larry Allen
CAS/SA	Mr. Mel Chua
MUN	Mr. Jonathan Lackey
SAT	Mr. David Lao
AP	Mr. David Lao

International Department Calendar

Our department school year runs from August to late June. For the academic year 2022/23, the important dates are as follows:

Semester 1

<i>Date</i>	<i>Event</i>
Monday, August 8-12	MDID Grade 7 Summer Bridge Program
Tuesday, August 30	Classes start for all MDID students
Tuesday, Wednesday, October 5, 6	MDID Edutainment and student council election day
Wednesday, October 12	Grade 10/11 PSAT
Thursday, October 13	Grade 9 PSAT
Friday, October 28	Mid-term assessment due date
Tuesday, November 29	Semester 1 ITP Exam
Thursday, January 19	Classes end for all MDID students

Semester 2

<i>Date</i>	<i>Event</i>
TBA	Classes start for all MDID students

Please note that all dates listed in the student handbook are subject to change. For exact dates and an overview of the MDID calendar, please refer to the official International Department Calendar at <https://mdid.info>. If you wish to know more about the upcoming events offered at Mingdao High School, please refer to Mingdao High School school calendar at www.mingdao.edu.tw.

Other general information about MDID community

Lockers, valuables and lost & found items

At Mingdao International Department, a locker is provided for all students. Students should not leave personal items unattended or unsupervised, students are responsible for their own personal belongings.

For safety reasons, students are asked not to bring unnecessary valuables to school. If a student wishes to bring valuable items to school, it must be related to school work or serves educational purposes. Any valuable items should be stored away in their own personal lockers. Alternatively, the student may hand the item to the administration's office for safe keeping.

All student's belongings should be labelled with his/her name. If students lose any personal items, they are to notify their homeroom teachers or the administration office. A lost and found box is kept in the administration's office, and we also ask students and others who find valuable items to hand these into the administration office. Any lost and found items that are unclaimed for a period of six months, the items may be handed to charitable organizations. Parents will be notified prior to any action.

Unless items are asked to be kept with the school administration office by the teacher/staff, students or parents, the school is not responsible for the loss or theft of valuables. If any unattended belongings are found, the items will be removed and kept at the administration office.

Emergency procedures

Throughout the year, earthquake drills, fire drills and evacuation exercises are carried out regularly. Anyone visiting the campus should be familiar with the emergency procedures that are clearly posted around the campus. There are also automated external defibrillators(AED) throughout the campus, which are shown on the school map. Refer to Part 6 Campus Map.

School cancellation

Should it be necessary to close the school at short notice (for example, due to severe weather, national emergency or an outbreak of an infectious disease), the school will notify every parent via email or by SMS. Should you have any questions or concerns, please contact the department.

Student Council

Students in the International Department are represented by their peers in the Student Council. The council is composed of grade 10 students who are elected by the students of the Mingdao International Department. Student council elections usually happen in the first few weeks of the first semester, all students in the MDID are required to vote. Students elected to form the student council will be involved in the process of important decision making such as department policies, or planning for student events and activities.

Medical care

If a student becomes unwell while at school, he/she must go to the sick bay in Ming Ren Building. At sickbay, a registered school nurse will be present to evaluate the student's situation and condition. Students should not leave school without speaking to the nurse,

students must consult the nurse before contacting their parents to request to leave school. The school will notify the student's parents if a decision is made to send a child home.

Permission forms

Throughout the year, the department will send out parent's permission forms for different student activities and events, this is a legal form for parents to give consent to students for participating in any off-campus activities. The given forms must be signed by parents before the school allows students to participate in any activities.

MDID facility map

Scan the following QR code for a map of Mingdao International Department for floors 4, 5, 7, 8, 9 & 10.



Library

The Mingdao Library and the Mingdao International Department Library has almost 12000 titles, with books in English, Mandarin and World Languages. The collection is made out of a wide range of textbooks, fiction and non-fiction material. To further enrich student's research skills, EBSCO & JSTOR is available to our students to conduct online research.

Please refer to Mingdao International Department Library and Common Study Space Policy when using common library spaces.

11th floor Basketball court

The 11th-floor basketball court is available for MDID students to use during break time or after lunch. The basketball court will be closed for the following reasons: rain, bad weather, any cases of misuse, examination period or if it is under maintenance.

Please refer to Mingdao International Department 11th floor Policy when using the basketball court.

Parent volunteers

We welcome our MDID parents to be involved in the daily life of the Department, from providing assistance in the library to studying with our students or even joining us on a field trip. With the rich experience that our MDID parents bring, all students can benefit from their input. Anyone interested in becoming a volunteer can contact our administration department.

Part 2: MDID Curriculum

IB at Mingdao International Department

The Mingdao International Department offers a holistic education, the program intends to educate the students as a “Whole person”. Our carefully planned curriculum and extracurricular activities provide students with a rich, wide, balanced range of academic opportunities, subjects and activities. All these are backed up with a strong learning support and counselling services. MDID university placement record demonstrates a commitment to providing a successful, progressive learning environment.

The International Baccalaureate Learner Profile

The IB Learner Profile represents ten attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities. (IB, 2013)

Disposition	Description
Inquirers	We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.
Knowledgeable	We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.
Thinkers	We use critical and creative thinking skills to analyze and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.
Communicators	We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.
Principled	with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.
Open-minded	We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.
Caring	We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

- Risk-takers** We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.
- Balanced** We understand the importance of balancing different aspects of our lives — intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.
- Reflective** We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

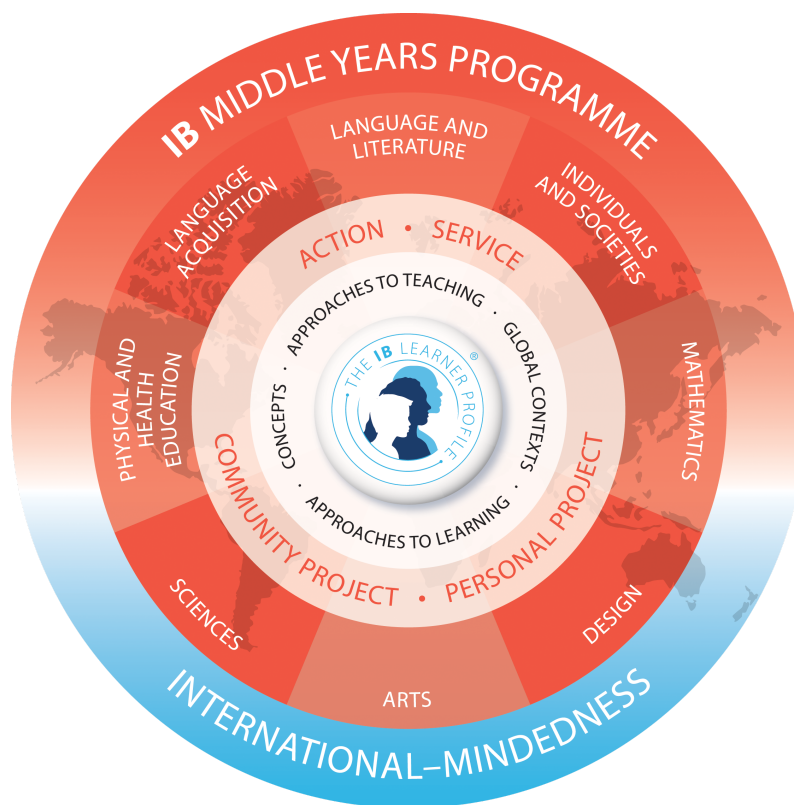
Approaches to Learning (ATL)

ATL is a framework embraced by the MYP that guides students toward acquiring skills and habits that aid them in managing their own learning.

Approaches to learning skills	MYP ATL SKILLS
Communication	I. Communication
Social	II. Collaboration
Self-management	III. Organization
	IV. Affective
	V. Reflection
Research	VI. Information literacy
	VII. Media literacy
Thinking	VIII. Critical thinking
	IX. Creative thinking
	X. Transfer

If you wish to learn more about approaches to learning please contact our ATL coordinator or our Academic coordinator.

IB Middle Years Programme (MYP)



Conceptual understanding of MYP

Concepts are big ideas that have relevance within specific disciplines and across subject areas. MYP students use concepts as a vehicle to inquire into issues and ideas of personal, local and global significance and examine knowledge holistically.

Approaches to learning in MYP

Approaches to learning (ATL) provides the foundation for independent learning and encourage the application of their knowledge and skills in unfamiliar contexts. Developing and applying these social, thinking, research, communication and self-management skills helps students learn how to learn. For more information, you can refer to Part 2 - Approaches to Learning (ATL) in this handbook.

Subjects in MYP

MYP comprises eight subject groups, service as action, and personal project (only applicable to grade 10 students). Eight MYP subject groups from grade 7 to grade 10:

1. Language and Literature:
Chinese Language and Literature

English Language and Literature (or English Language Acquisition)

2. Language Acquisition:

English and Chinese language Acquisition

Japanese, French or Spanish, this will be offered as a club activity in grade 7-8, compulsory to choose a subject in grade 9, and offered as an elective in grade 10.

3. Individual and Societies:

World history and Humanities.

4. Sciences:

Integrated science in grade 7-8

Biology & Chemistry in grade 9

Physics in grade 10

5. Mathematics:

Numbers, Algebra, Geometry, Statistics.

6. Arts:

Visual Arts & Performing Arts.

7. Design:

Through Design class, students can learn to inquire and analyze design problems, development and creation of feasible solutions, testing and evaluation of students' models, prototypes, products or systems.

8. Physical and Health Science:

Physical and Health Science is only offered in grade 7-8.

MYP Subject Group Overview

On the MDID MYP subject group overview it will provide students with an overview of the MYP subject's Unit Name, Concepts, Statement of Inquiry, Grading Criteria and Content.



Service as Action

We encourage students to strive to be caring members of the community who demonstrate a commitment to service. After service activity, students should write a learner profile, diary, reflection form, and upload these to ManageBac.

Personal Project

The personal project is only required to be completed by the grade 10 students, students should complete the personal project on their own. Students can choose their own topics of interest. Personal projects are student-centered and age-appropriate, and they enable students to engage in practical explorations through a cycle of inquiry, action and reflection.

If you wish to learn more about our MYP curriculum please refer to our MYP Curriculum Handbook, or alternatively contact our MYP coordinator or our Academic coordinator.

IB Diploma Programme (DP)



MDID students will reach DP in Grade 11 and 12, the curriculum is made up of six subject groups and the DP core.

DP six subjects groups

Students should choose a course from the six subject groups, each student takes three subjects at higher level, and the remaining at standard level. Students may opt to study additional sciences, individuals and societies, or languages courses, instead of a course in the arts.

1. Language and Literature:
Chinese Language and Literature HL/SL, Chinese Literature HL/SL, English Language and Literature HL/SL.
2. Language Acquisition:
English B Language Acquisition HL/SL, Japanese B Language Acquisition SL, French Ab Initio SL, Spanish Ab Initio SL, Chinese B Language Acquisition.

3. Individuals and Societies:
Economics HL/SL, History HL/SL, Global Politics HL/SL.
4. Sciences:
Biology HL/SL, Chemistry HL/SL, Physics HL/SL, Computer Science SL, Psychology HL/SL.
5. Mathematics:
Mathematics Analysis and Approaches HL/SL
6. Arts:
Visual Arts HL, Film Studies HL, Music HL.

DP cores

- A. Theory of Knowledge.
- B. The Extended Essay.
- C. Creativity, Activity, Service. (CAS)

DP Language selection

According to the policy of the Ministry of Education in Taiwan, all students must take a Chinese lesson. Therefore, we provide students with the following language course options:

- A. Take Chinese Language and Literature and English Language acquisition.
- B. Take Chinese Literature and English Language and Literature, with one additional second foreign language course.
- C. Take Chinese Language and Literature and English Language and Literature at the same time. Without taking a course in Language Acquisition.

If you wish to learn more about our DP curriculum please refer to our DP Curriculum Handbook, or alternatively contact our DP coordinator or our Academic coordinator.

Assessment

General

Mingdao International Department recognizes that Students

- have different methods of learning, thereby driving different performance outcomes;
- come from different backgrounds and thus have different needs and expectations;
- need to receive positive and constructive feedback, to understand their progress and areas of improvement.

Assessments incorporate a variety of methods and are designed by the teacher to be relevant and motivating to students per the IBO guidelines. The assessments assess students on a broad range of concepts, knowledge and skills appropriate to a global citizen in an increasingly complex world.

Please also refer to the MDID assessment Policy for further information.

Grading & academic reports

The school uses subject-specific IB criteria to indicate levels of achievement. At the end of each semester, students receive a summative level, based on the IB 1 (low) – 7 (high) level scale. Final semester levels are reported as follows:

Grade	Description
7	A consistent and thorough understanding of the required knowledge and skills and the ability to apply them almost faultlessly in a wide variety of situations. There is consistent evidence of analysis, synthesis and evaluation where appropriate. The student consistently demonstrates originality and insight and always produces work of high quality.
6	A consistent and thorough understanding of the required knowledge and skills and the ability to apply them in a wide variety of situations. There is consistent evidence of analysis, synthesis and evaluation where appropriate. The student generally demonstrates originality and insight.
5	A consistent and thorough understanding of the required knowledge and skills, and the ability to apply them in a variety of situations. The student generally shows evidence of analysis, synthesis and evaluation where appropriate and occasionally demonstrates originality and insight.
4	A good general understanding of the required knowledge and skills, and the ability to apply them effectively in normal situations. There is occasional evidence of the skills of analysis, synthesis and evaluation.
3	Limited achievement against most of the objectives, or clear difficulties in

some areas. The student demonstrates a limited understanding of the required knowledge and skills and is only able to apply them fully in normal situations with support.

- 2 Very limited achievement against all the objectives. The student has difficulty in understanding the required knowledge and skills, and is unable to apply them fully in normal situations, even with support.
- 1 Minimal achievement in terms of the objectives.

Full, written, academic reports are issued for all grades twice a semester, once after mid-term(April and October) exam and at the end of each semester (January and June). Please note that all reports are issued electronically, via email. Paper copies can be supplied on request.

Subject Group Objectives and Assessment Criteria

學群	Subject Group	A	B	C	D
語言與文學	Language & Literature	分析 Analyzing	組織 Organizing	產出文字 Producing Text	運用語言 Using Language
語言習得	Language Acquisition	聽力 Listening	閱讀 Reading	口說 Speaking	寫作 Writing
數學	Mathematics	知識與理解 Knowledge and Understanding	觀察規律 Investigating Patterns	使用數學語言 Communicating	將數學應用到真實生活情境 Applying mathematics in real-life contexts
自然	Science	知識與理解 Knowledge and Understanding	探索與設計 Inquiring and Designing	過程與評估 Processing and evaluating	反思科學的影響 Reflecting on the impacts of science
社會與人文	Individuals & Societies	認識與理解 Knowing and Understanding	調查 Investigating	溝通 Communicating	批判性思考 Thinking critically
藝術	Arts	認識與理解 Knowing and Understanding	技能發展 Developing Skills	創造性思考 Thinking creatively	提出回饋 Responding
設計	Design	探究與分析 Inquiry and Analyzing	發展創意 Developing Ideas	創造解決方法 Creating the solution	評價 Evaluating

IB Grades to Letter Grades and GPA Conversion Chart

IB Grade	Letter Grade	MDID GPA (Grade point average)			
		MYP	DP Unweighted	DP SL Weighted	DP HL Weighted
7	A	4.00	4.00	4.50	5.00
6	A	4.00	4.00	4.50	5.00
5	B	3.00	3.00	3.50	4.00
4	C	2.00	2.00	2.50	3.00
3	D	1.00	1.00	1.50	2.00
2	F	0.00	0.00	0.00	0.00
1	F	0.00	0.00	0.00	0.00

Homework

Homework is a necessary learning reinforcement for all students, all MDID students can expect to be assigned homework on a regular basis after lessons or classes. Homework can develop crucial learning skills such as self-discipline, organization skills and reflection, more importantly, it is an excellent tool for students to revise knowledge covered during class.

Deadlines for all formative and summative assessments are announced through ManageBac. Students are responsible for communicating with their subject teachers about the deadline and managing workload.

Teachers expect the assigned homework/formative and summative assessments to be done properly and punctually. Any student who fails in completing his/her homework in time will be sent to tutorial hall, both the homeroom teacher and parents will be notified.

Homework is required to be submitted to Turnitin, this online platform checks for plagiarism automatically. Refer to Part 4 - Academic Honesty.

Learning at MDID

Required materials and supplies

The school will purchase a copy of student textbooks on behalf of the students in an academic year, charges are billed at the start of every school year. Students are then responsible for looking after their textbooks and library books and, if a student loses a book, they will be charged for its replacement.

Students should bring to school:

- A personal computing device (Basic word, powerpoint, internet function);
- A calculator (simple scientific calculator one that is listed below);
- Pens (blue and black);
- Pencils (graphite and color);
- An eraser;
- A pencil sharpener;
- A set of basic mathematical instruments (ruler, protractor, compass, etc.) .
- The use of correction fluid is not allowed in public examinations and therefore its use is discouraged in school.

Calculator

Parents should note that the IB Diploma Programme prohibits the use of specific calculators. Therefore, we advise students to purchase the appropriate make and model of calculator.

Below you will find a brief extract from the official IB document about permitted calculators. If you are planning to buy a model other than the recommended ones, you must read the full details before making your purchase.

Recommended calculator for Mingdao International Department is a **TI Nspire**.

All DP math students must obtain a **TI Nspire (non-CAS)**, students can either purchase it from the school or on their own.

Please make sure it is a **non-CAS** versions 1.3 or higher updated to the latest operating system in “Press to Test” mode, with the correct features blocked (see list below)

Student Planners

A student planner is given to students to assist students to be better at organisation and communication skills. With planners being a part of the classroom experience, students are more likely to keep track of their assignments, improves organization skills, tracks achievements, enhances student responsibility and promotes communication between teachers, students and parents.

All students in Grades 7-11 will be given an MDID Student Planner to record their homework and upcoming activities and events. This Student Planner will also be used as one form of communication between parents and teachers. Lower grade students (grade 7-8) may be requested to have their parents to sign their student planners weekly.

The Planner will assist students with their organisational skills and provide students with a sense of responsibility for their own progress. Students will be able to keep track of their assignments and set personal achievements and goals.

Information technology (IT) and digital learning resources

Mingdao High School Learning App - Available on APP Store or Google Play Store

MDHS Learning offers a wide range of functions including timetable, leave submission and other information.

Access to MDHS Learning is via MDHS parent account, if you have forgotten your password or username please write to MDHS IT Director Mr. Adam Liang at adams@ms.mingdao.edu.tw



International Department Online System (IDOS)

The IDOS system is an internal system used by the teachers and managed by the administration team, the purpose of this system is to record student's academic results and behaviour records. MDID parents may receive app & email notifications from the IDOS system about student's behaviour or academic concerns and any incidents that happened during school hours.

The IDOS platform is an interactive App system that provides the following,

- Student profile
- Behaviour record keeping
- Communication platform between MDID parents, MDID students, teachers and staff.

Parents will have access to IDOS via MDHS Learning App, for how to use the IDOS function,

please refer to the manual in the QR code below.



User Manual

ManageBac

ManageBac is used as MDID curriculum management system and it also acts as a communication tool, it provides our students/teachers/parents individual accounts and following services for parents:

1. Curriculum details, including course descriptions, unit plant, and learning goals;
2. Current courses and teachers;
3. Task/Assignment schedules;
4. Online gradebook for each course, with all final grades (summative) recorded;
5. Students' semester(term) grades;gradebook
6. Curriculum resources for students;
7. Messaging systems between students, teachers, and parents.

(Please note that parents and students have separate ManageBac accounts.)

Students are expected to communicate with their subject teachers and to check for upcoming events and deadlines on the Managebac platform, assigned assignments are shown in the student's ManageBac account. When students submit their assignments on ManageBac, an automated check for plagiarism will be active, the assignment is automatically uploaded to Turnitin. ManageBac also allows teachers to upload teaching materials and resources to enhance learning efficiency and to create specific learning forums.

For Diploma students, ManageBac is essential for recording and submitting their CAS and Extended Essay. For MYP students, all Service as Action projects, and the Personal Project (Gr.10) are delivered through ManageBac. Should students have any questions about how ManageBac operates, they should contact the Academic team.

Parents have access to a Parent Managebac Portal, for how to use Managebac(Parent), please refer to the manual in the QR code below.



User Manual

Google email, apps and online storage

At Mingdao High School, one of the main communication tools is Google Gmail. The school provides every student and faculty member with a personal Google mail account, recognizable by the @ms.mingdao.edu.tw address. It is an essential communication route, the account integrates with numerous Google Suite applications that are frequently used in the classroom.

In addition, the school Gmail account provides each student with unlimited online storage. To keep documents online, allowing students to access them from any location where there is internet access.

For contacts of teachers and staff, please refer to part 7 'contact information'.

IXL

MDID provides IXL online learning platform to give students an opportunity to learn and practice at their own pace. With IXL's adaptive questions, it automatically adjusts to the right level of difficulty that the subject teacher is currently teaching. The wide variety of questions and types of questions on the online platform gives students the chance to practice over and over again with confidence.

At MDID, we provide the following areas in IXL,

- Math
- language arts, this also includes practices such as plagiarism exercises, grammar, vocabulary, etc.

Your child should get an individual account to login and practice questions and learn in their own time, some subject teachers may assign IXL to students as homework.

If you have any questions about our online platforms, please contact our Academic department.

For more information, you can visit <https://www.ixl.com/>

Part 3: MDID Extracurricular Activities and Clubs

ECA at Mingdao High School

Mingdao ECA program aims to develop students to

- Be balanced, exploring interest in other areas and fields of studies;
- Develop skills in other areas and expertise in both depth and breadth;
- Become Independent, to be able to identify their own goals and further actions for personal growth;
- Embrace Change, to be curious, explore new possibilities and take on new challenges
- Keep proactive, to actively participate in projects surrounding them, taking on new opportunities;
- Social Responsibility, we are all members of local and global communities, we act responsibly and consider the impact of our actions on other people.

Clubs

Students will choose a club from a list of approximately 34 clubs every semester. At the end of each semester, they are recommended to choose a different club for the following semester. Students who wish to stay in the same club to further explore their interest, they are encouraged to work at their own pace and request teachers assistance when required. Students have the option of forming new clubs and lead clubs; they are encouraged to organise and write a proposal to our Academic coordinator. Some clubs have goals to participate in certain competitions or service activities locally or overseas. Clubs such as,

Club

MUN

Design Studio

Robotics

iTeachiLearn

iGem

Competition

Yale Mun competition, Harvard Mun competition, etc.

Singapore IDEX competition

FRC, FLL, etc.

Wang Village Volunteer service (winter), Hua Xing (summer)

iGem competition

Student activities

Sports activities

Students will choose a sport activity from a list of approximately 12 sports activities every semester. At the end of each semester, they are recommended to choose a different sports activity for the following semester. But if students wish to stay in the same sports activity to further develop their skills and technique, coaches will separate the team by their skills and techniques demonstrated. Some sports activities have goals to participate in certain competitions locally or overseas.

Community service programs

The International Department encourages all students to be actively involved in community services and activities. This can be getting involved in local or regional communities as an individual, with a group of friends, or as a whole class. This is a crucial element in achieving a holistic education and gives the student a broader, more balanced perspective on life.

Getting actively involved in the community service program at a young age can help students get a better understanding of SA(service as action) in grades 8-10, and CAS(creativities, activities and services) in grade 11-12.

For more information, please refer to the IB MYP & DP guide on this handbook.

Payment for school trips and ECA

At Mingdao International Department, most of the field trips and other excursions are paid for by the school and incur no extra cost to families. Please refer to the curriculum which sets out trips that are essential to the curriculum. These trips and excursions are a learning experience that every student should have access to and thereby treat it as regular lessons. The only exception is pocket money that students bring along to spend.

Some trips are considered to be supplementary to the curriculum and we do ask the parents to meet the cost. These include club and sports activities competition, Model United Nations trips, International competition trips, volunteer service trips, sports trips, local tournament trips held in Taiwan, and trips to any other international destinations. These trips are optional and do not form part of a curriculum.

Please also read Part 4 for important Field trip & Outing guidelines.

If you have any questions in regards to our ECA program, please either contact the Academic department or our Student activities department.

List of overseas activities for MDID students



Part 4: Student wellbeing and important policies

General

School hours

Monday to Friday school day schedule

Time	Task	Information
07:50 - 08:10	G7~G9 Homeroom hour / Cleaning G10~G12 Morning prep time	Please finish consuming your breakfast before arriving
08:15 - 12:05	Morning lessons	50 Minutes per session 10 Minutes break in between classes
12:05 - 12:30	Lunch time	Lunch at the International Department student cafeteria
12:50 - 13:15	Self-study time / Study hall / Guidance hall	Students in grades 7-8 are suggested to nap in their homeroom classrooms. Other grade students can choose to study on the 10th Floor or nap in their homeroom classrooms. Students may also be requested to attend Study hall or Guidance hall.
13:20 - 17:10	Afternoon lessons	50 Minutes per session 10 Minutes break in between classes
17:20 - 18:10	9th period (only for students who have chosen a 9th block lesson)	SAT/PSAT preparation
18:30	Students are required to depart from the International Department	If students wish to stay behind, they must notify the teacher or staff on duty

Morning assembly

Students are required to attend the Mingdao High School morning assembly at 7:50 in the morning.

Every other Thursday, students are required to attend the Mingdao International Department assembly where administrators, staff, and the student council will make important announcements.

MDID cleaning

Every Friday morning(7:50 am - 8:10 am), homerooms are required to conduct cleaning as a whole department. Cleaning will suspend whenever there is departmental activity, exam or

announced by the administration team. Or else, it is compulsory for every student to be involved.

Early dismissal

If a student needs to leave early from school, the parent will need to notify the student's homeroom teacher or administration in advance. In the case where the student needs to leave early on a short notice, the parent will need to notify the homeroom teacher or administration team via phone.

Any students who need to leave school early on the day, they will have to complete 'Early Dismissal Form', this can be obtained from the administration office, the completed form will have to be signed by the homeroom teacher as well as an official stamp from a Coordinator at the administration office, it can be one of the following: Director, Academic Coordinator, Student Activities Coordinator, Administrative Coordinator.

Applying leave prior is essential, this is done via the Mingdao high school Student Portal, <http://www.mingdao.edu.tw/homeX/Web/?stu>.

Student & Parent's responsibilities and rights

All students and members of the community have rights and responsibilities, as follows:

MDID Students have a right to	MDID Students have a responsibility to
- Learn in a safe and supportive environment that caters to individual requirements. - Be respected - Access clean facilities and appropriate resources - Express their opinions and thoughts in a suitable manner. - Privacy	- Actively promote a safe and supportive environment during class and school. - Participate in school activities to the best of their abilities. - Respect others and tolerate differences - Express their opinions and thoughts in a suitable manner. - Assist with keeping facilities like new. - Allowing others of their privacy.
MDID Parents have a right to	MDID Parents have a responsibility to
- Be respected and valued. - Be welcomed at our school. - Expect that their child's full potential is realised within the limitations of available resources - Set up meetings with teachers and staff to discuss issues and raise concerns. - Privacy	- Respect staff, teachers, students and the wider community. - Behave appropriately, including verbally and physically. - Be available to discuss their child's progress - Ensure that their child participates as a fully fledged student. - Allow others their privacy

MDID Code of Behavior

1. We live the MDID learner profile.
“You have a responsibility to create a better and more peaceful community through intercultural understanding and respect.”
2. We do the right thing.
“You have a responsibility to make good use of your time and you allow others to work on their work without being disturbed.”
3. We are caring, we are kind.
“You have a responsibility to be courteous, caring and co-operative. Using good manners, respecting others and making sure the MDID runs harmoniously.”
4. We respect others and ourselves.
“You have a responsibility to take care of yourself, others and property.”
5. We make mistakes. Then we make amends.
“You have a responsibility to own up to your mistake, not to cover for yourself or for your peers.”
6. We use technology responsibly
“You have a responsibility to obey MDID rules for technology.”
7. We do our best.
“You have a responsibility to complete allocated work during school. Making sure you hand in work on time and to complete the worst in your best abilities.”
8. We are prepared.
“You have a responsibility to come to school and to class on time and prepared. Come to school each day ready to learn.”
9. We are proud to be a part of MDID
“You have a responsibility to wear your school uniform proudly and neatly. And that you will obey MDID rules. ”
10. We love to learn
“You have a responsibility to give your best effort and attitude towards learning here at MDID, and that you uphold the academic honesty policies set forth. ”

Overview of MDID policies and procedures

We have only listed a few of the most important policies in this student handbook. Please scan the following QR code for the full version of the Mingdao International Department student Policy and procedure guide and MDID Assessment Policy. It is crucial that both the parent and student thoroughly read and understand the policies and procedures the department has put in place. Together, we are invested in giving the best learning environment and learning opportunity the Department can offer.



If you wish to inquire about MDID policies and procedures, please contact us. Please refer to the 'Staff and Teachers Contact' section.

Important MDID Student Rules, Policies and Guidelines

Academic Policies

Language policy

Students at MDID are encouraged to use English as the primary language of communication. This is to foster an effective English learning environment for all students. When in a social setting, inclusive language, which is the language that can be understood by all members of the group, should be used.

To learn, listen and speak English effectively, students at the International Department are encouraged to practice speaking English as often as possible. Whenever students or adults are in a social group, the language spoken should be the inclusive language. That is the language that can be understood by all members of the group.

To learn more about MDID Language policy please go to MDID Student Rules, Policies and Guidelines.

Academic honesty

Mingdao places a high value on honesty and integrity thus the expectations and tenants of the Mingdao MDID Academic Honesty Policy are clear and straightforward. Inclusive of the expectations of academic honesty and academic misconduct identified by the IBO, at all times and without exception Students will:

1. Submit original work
2. Acknowledge the work of others via proper reference and citation (MLA style).
3. Refrain from claiming others' work as original work
4. Refrain from cheating or gaining an undue advantage on any assessment (formative or summative) assignment
5. Follow exam and rules and guidelines
6. Refrain from behaviour that would result in aiding or facilitating others to violate the school's academic honesty policy
7. Refrain from participating in unsanctioned collusion to complete assignments submitted for final course evaluation.

Late work submission and work extension

Students are required to give at least one school day advance notice (before the summative deadline) to teachers, extensions requested after will NOT be considered. A maximum extension of 7 regular days is given, it is up to the subject teacher to decide.

Formative Assessment

Through formative assessment, teachers gather, analyse, interpret and use a variety of evidence to improve student learning and to help students to achieve their potential.

- MYP: From Principles into Practice p. 79

Teachers may not provide feedback for a Formative work handed in late or to students who have not asked for extension or notes from a doctor.

Teachers will not accept a summative project and will grade accordingly based on the latest formative draft to students who have not asked for extension or notes from a doctor. In the extreme case where no summatives, formatives, or any evidence of work, 'N/A' will be entered in the student's record.

Students who hand in homework, formative or summative late will be sent to tutorial. Students who are regularly assigned to tutorial may have their parents called in for an interview.

Semester grade make-up policy and remedial programs

Students who obtain a grade of 2 and below in MYP or DP on their final grade are required to do a make-up examination or assessment.

Only **1** make-up exam/assessment is given for every subject you fail in per semester. The consequence of not passing the make-up exam/assessment will result in mandatory participation in the MDID Summer-break or Winter-break remedial program with an additional cost involved. A failure to attend or pass the remedial program will result in the original score displayed on report cards and transcripts **permanently**.

Semester grade make-up policy and remedial programs

At MDID, we expect students to take required exams / make-up exams / rescheduled exams as scheduled. It is the responsibility of the student to notify the school when an exam will be missed. Unexcused absences result in an exam mark of zero.

On the day of the exam, the student or parents is responsible to notify the homeroom teacher of:

1. Subject/s missed and teacher/s of subject
2. Exam/s have been missed
3. Date of your return to school
4. Reason of absence

On the day of the student's return:

1. Visit the Academic office to reschedule all missed exams.

2. Complete the 'Missed Exam Form' and return with a Doctor's Certificate or Parent note that details adverse circumstances². The exam form must be completed in **7 days** from the date.

Students who fail to comply with the policy above will be regarded as willful disregard of MDID policy and:

1. **Zero** marks may be awarded
2. The homeroom teacher will inform the parents of the student's failure to complete the required exams

²Adverse or unforeseen circumstances are defined as those beyond the control of the student that might be detrimental to their performance. These may include:

- medical conditions/illness (with onset or occurrence up to three months before the exam)
 - accident or injury
 - severe stress or anxiety
 - exceptionally difficult family circumstances
 - bereavement
 - events that may threaten the health or safety of a candidate.
-

Tutor policy

The MDID encourages the practice of students working with Tutors to better understand the skills and knowledge inherent to each subject. The following expectations regarding Students working with Tutors are in keeping with Guideline of the MDID Academic Honesty Expectations, which states that students must avoid "any other behavior that gains an unfair advantage for a candidate."

The Tutor may

- Discuss with and coach the student as they takes notes, researches, or completes a graphic
- organizer
- Make revision comments (in ink or via a commenting feature in a Word Processing program,
- but not directly alter the student's text) after the student has produced a draft

The Tutor may not

- Coach the student while the student drafts a formative or summative assignment
- Coach the student to produce specific syntax, i.e., sentence structure and vocabulary choice
- while the student is producing a first draft

Student Responsibilities

- If a student is working with a tutor on a formative or summative assessment, they must submit
- all notes and drafts of the assessment to the teacher
- The student may provide his or her teachers with the contact information (email and phone number) of the Tutor at the beginning of the semester or as soon as the Tutor is employed.

Citation format

At Mingdao International Department, the official citation format that all students are asked to use is MLA citation. For more information on MLA citation, you can borrow a copy of the MLA handbook By The Modern Language Association of America from the library.

Tutorial hall

1. Students assigned to the Tutorial Hall will wait outside of room 10-2 (Meeting Room), all notifications to attend tutorial are sent through email.
2. Tutorial Hall will be served from 12:45 p.m. to 1:15 p.m. every Monday, Wednesday and Friday.
3. Students will not be allowed admission after 12:55 p.m. Any student who is late or skips Tutorial Hall will be assigned a Tutorial Hall in addition to the one that was missed.
4. Anyone who miss Tutorial Hall for **3** times will be issued an official school warning.
5. Any student who causes a disturbance during Tutorial Hall will be removed from the program and the Tutorial Hall will be reassigned.
6. Students will not be allowed to eat during Tutorial Hall and delivery of food to the Tutorial Hall is not allowed.
7. Students will not be allowed to leave the Tutorial Hall once Tutorial Hall has begun.
8. Passes will not be issued during Tutorial Hall.
9. Every missed Tutorial Hall will be assigned a guidance hall.
10. All Tutorial Halls will be filed in the Academic' office and kept as a record.
11. Students who are regularly assigned to tutorial may have their parents called in for an interview.

General MDID and MDHS Policies

MDHS code of behavior

1. Zero tolerance to sexual harassment, bullying smoking, drugs and corporal punishment.
2. Respect and be courteous. No profanity.
3. Discipline and manners.
4. Be on time and be prepared.
5. Safe and responsible use of the internet.

Dress code

MDID students must only wear school approved uniforms and dress according to the specific learning environment. Student's uniform should always be maintained in a neat, clean and modest manner.

Following photos depict the allowed uniform on the school campus.



During winter, students are allowed to wear other clothes beside the school's uniform, however, the outer layer must be covered by Mingdao's school uniform.

If a student needs to purchase new or replace any uniform, please contact our administration team for assistance, or come to visit the administration office in person.

Personal Communication and Computing Devices Policy

Laptops, Personal Computing Devices and Tablets

All MYP and DP students are required to bring a laptop or tablet for in-class learning, a device that can support students to quickly type and take notes, which best supports the mastery of writing, research, and more complex web-facilitated skills.

All students who bring a Laptops, Personal Computing Devices or Tablets are obliged to Laptops, Personal Computing Devices and Tablets Policy.

Mobile Phone / Personal Communication Devices

At the Mingdao International Department, we do not encourage parents to allow their Son/Daughter to bring any forms of personal communications devices to school and that it is not an educational requirement for students to have a mobile phone. However, we do recognise the importance of emergency communications. Hence we do not forbid students to bring personal communications devices to school. So if you and your child decide it is necessary to bring a personal communication device to school, your son/daughter will need to obey MDID Personal Communication Device Policy.

Charging of Electronic devices

Charging of mobile phones or personal communication devices is strictly prohibited, offenders are given an official warning from Mingdao High School.

Students should charge their laptops and computing devices at home, making sure there is sufficient power for the day. During school hours, students are encouraged to charge their devices during break time. Before connecting the device to power outlets, please make sure it is not posing a tripping hazard to other students or teachers.

All students are responsible for their own personal devices, when charging your device, please make sure you are next to your device at all times. It is the student's responsibility to notify other students or teachers of the potential hazard. When you are not next to your device, please disconnect your power adapter to the device and to the wall socket, and place your power adapter in a secure location.

Any damage that leads to unsecure charging of personal electronic devices is at the student's own expense.

Consequences for Misuse of Mobile Phone / Personal Communication Devices, laptops and other electronic devices

Laptops, Phones and all other electronics misuse consequence - <u>Individual Consequence</u>			
	First time	Second time	Third time
Notify parents	Parents notified via phone call home	Parents interview with Homeroom teacher	Parents interview with MDID Admins
Demerit	X	Temporary Warning on the student's record.	Official Warning on the student's record.
Safe keeping	For the day	For the day	For the day

Attendance, lates, absents and skipping class

We take attendance seriously, as regular attendance is a prerequisite for success. Lack of attendance can lead to worse performance at school as important learning opportunities are missed. This is especially important in senior years as courses become more challenging. We will work with parents to ensure that every child is at school.

All absences are recorded. There are two types of absences: An excused absence, such as sick leave, family bereavement, work experience, or an interview/examination for university or new school and an unexcused absence. Applying leave prior is essential, this is done via the Student Portal, <http://www.mingdao.edu.tw/homeX/Web/?stu>.

If the student is absent for three whole consecutive days due to illness, parents are requested to provide a medical certificate to school.

Intentionally skipping classes, on the other hand, is a serious matter. Any student who is found intentionally skipping classes will be dealt with as a tier 3 matter.

Leave submission and late submission consequence

Students who have missed school must submit their leave through their MDHS student portal. Students who fail to submit their leave on time (within three days) are issued an official school warning on the third lateness.

Food policy

Students are required to finish their breakfast before the morning homeroom period. Outside every classroom, there is a designated basket to keep unfinished foods and drinks. Students are not allowed to bring or consume food or beverages in the classroom and during class time. Water bottles and the consumption of water is permitted.

Dangerous Items

Any dangerous items are prohibited on the school campus or around students, this includes items like knives, Swiss Army knives and other weapons or imitations of any weapons.

Drugs, smoke and alcohol

Drugs, smoking and consuming of alcohol is strictly prohibited on or around campus, offenders will be prosecuted with Mingdao High School school policy and procedure. Serious perpetrators or individuals who are found dealing, selling or offering prohibited items to peers, staff or other members of the community, will be reported to the local police authorities and dealt accordingly to Taiwanese Law.

Guidance Hall

1. Students assigned Guidance Hall will wait in room 7-2, all notifications to attend guidance hall are sent through email.
2. Guidance Hall will be served from 12:50 p.m. to 1:15 p.m. every Tuesday.
3. Students will not be allowed admission after 12:55 p.m. Any student who is late or skips Guidance Hall will be assigned a Guidance Hall in addition to the one that was missed.
4. Steps to follow when arriving for guidance hall:
 - a. Students are required to hand in all electrical devices before the session begins,
 - b. Students will fill in the student reflection form thoroughly and correctly,
 - c. Once completed, students are required to inform the supervisor on duty of their completion,
 - d. Supervisor will check if all questions and boxes are completed,

- e. Once approved by the supervisor, the student can then press the 'Submit' button and upload their student reflection form to the IDOS record system.
 - f. Students who have completed the reflection form and leave the computer lab.
 - g. Students who fail to complete and submit their student reflection form before 1:20, are required to attend Guidance Hall the following week.
5. Students who miss Guidance Hall for **3** times will be issued an official school warning.
 6. All students must follow the Guidance Hall supervisor's instruction.
 7. Any student who causes a disturbance during Guidance Hall will be removed from the program and the Guidance Hall will be reassigned.
 8. Students will not be allowed to eat during Guidance Hall and delivery of food to the Guidance Hall is not allowed.
 9. Students will not be allowed to leave the Guidance Hall once Guidance Hall has begun.
 10. Passes will not be issued during Guidance Hall.
 11. Any student who is absent from school or late for three Guidance Hall will be required to attend a mandatory guidance conference with a parent/guardian and guidance counselor.
 12. All missed Guidance Hall will be reassigned.
 13. All Guidance Hall will be filed in the Academic' office and kept as a record.

Graduation and grade promotion

Promotion from junior high to senior high at Mingdao International Department is not automatic. MDID students being promoted from grade 9 to grade 10, he/she must fulfil the following requirements:

A student's junior high record (Grade 7-9) must not contain the following:

- Has violated any of the MDID Five Must-Avoid Behaviors, and
- Unremoved minor or major demerit points issued by Mingdao;
- Less than 70% attendance rate.

Also, A student's Grade 9 first semester final report demonstrates:

- Achieving a total score of at least 30. The score is calculated by adding together end of year MYP grades from eight MYP subjects from the first semester report card. Eight MYP subject includes the following subjects:
 - Chinese
 - English
 - Social Studies
 - Math
 - Design

- Arts
- Science
 - Biology
 - Chemistry
- Achieving at least a 3 out of 7 in each MYP subject area and at least 60% or P(passing) in non MYP subjects.

Students who fail to meet these criteria will have their progression reviewed by the school. The students may be required to undertake additional studies or community services to catch up. Parents and students concerned will be involved in a consultation process prior to any decision.

Additional information

Field trip & Outing guidelines

The department organizes a number of field trips every semester, these field trips always require prior parental consent. Those that occur during or outside of normal school time will require prior parental consent. Please see part 3 of this handbook for more details about parental consent for field trips.

Students who are participating in Mingdao International Department organized trips are representatives of the Mingdao and Mingdao International Department at all times. As such, they are expected to abide by school rules, to follow appropriate standards of behaviour and appearance and to demonstrate concern for the well being of others. Whole department field trips and curricular activities are included in school fees; however, some events, such as MUN trips, are funded separately. Inappropriate behaviour (such as drinking alcohol, dangerous behaviour, etc.) will result in the student being sent back to Taichung at the parents' expense.

All trips organised by Mingdao International Department are accompanied by adults (homeroom teachers and/or administration staff). Teachers or administration staff may establish special rules and conditions in line with general school policy. Such special rules or conditions will be indicated in the trip information letter and may require written parental consent. Staff will establish reasonable curfews for students depending on their age. Parents are asked to accompany their children to and from the meeting point.

Student wellbeing

Counseling service

The Mingdao International Department has a full-time counselor dedicated and qualified to

deal with emotional, behavioural, social and psychological issues. Students who think that they may need the counselor's support or advice, they are encouraged to approach them. Similarly, parents may request this service for their children.

Throughout the 6 years, every semester we have scheduled one counseling class/activity for either once or twice a week, depending on the grades and needs. Through the session, students will learn and be exposed to a variety of topics ranging from respecting one another to discovering where their strengths lie.

The school may also initiate a counseling program as a response to legitimate and/or shared concerns. Where necessary, the department may also invite parents and students to engage with our counselor. This may be due to a student's failure to maintain MDID's expectations for appropriate conduct.

Part 5: Big calendar - Important dates and deadline

The following chart gives an overview of the timeline of significant events at MDID, students and parents should be aware of and plan for these events.

	Academic	Due Dates & Exams	Activities	Counseling	Competition and Others
Grade 7					
Aug.	- MYP & ATL (Summer Bridge) workshop - Academic Honesty workshop				
Sept.		Litpro			- Class Leader Training - Lunch Volunteer Meeting - IDEX Competition
Oct.			- Edutainment - Student Council Election		Lunch Volunteer Meeting
Nov.		ITP Exam	Halloween Events		- Yearbook Photoshoot - Lunch Volunteer Meeting
Dec.			Christmas Prom		Lunch Volunteer Meeting
Jan.		Litpro	Edutainment		Lunch Volunteer Meeting
Feb.			First Tech Challenge(FTC)		- Class Leader Training - Lunch Volunteer Meeting
Mar.		- ITP Exam - Litpro	Yale Model United Nation		- MEGA Volunteer - Lunch Volunteer Meeting
Apr.			Edutainment		- Textbook Purchase Survey - Lunch Volunteer Meeting
May	English Placement		- MDID Book Fair - MDID Art Festival - Personal Project Exhibition - MDID Concert		Lunch Volunteer Meeting
June		Litpro			Lunch Volunteer Meeting
July					

Grade 8					
Aug.	Academic Honesty workshop		MDMUN		
Sept.		Litpro			- Class Leader Training - Lunch Volunteer Meeting - IDEX Competition
Oct.			- Edutainment - Student Council Election		Lunch Volunteer Meeting
Nov.		ITP Exam	Halloween Events		- Yearbook Photoshoot - Lunch Volunteer Meeting
Dec.			Christmas Prom		Lunch Volunteer Meeting
Jan.		Litpro	Edutainment		Lunch Volunteer Meeting
Feb.			- I teach I learn (Hua Shing Elementary school) - First Tech Challenge (FTC)		- Class Leader Training - Lunch Volunteer Meeting
Mar.		- ITP Exam - Litpro	Yale Model United Nation		- MEGA Volunteer - Lunch Volunteer Meeting
Apr.			Edutainment		- Textbook Purchase Survey - Lunch Volunteer Meeting
May	- English Placement - Second Language - Arts	AP	- MDID Book Fair - MDID Art Festival - Personal Project Exhibition - MDID Concert - Graduation Ceremony		Lunch Volunteer Meeting
June		Litpro			Lunch Volunteer Meeting

July					
------	--	--	--	--	--

Grade 9					
Aug.	- Subject Change ends 2 week into the first semester - Academic Honesty workshop		MDMUN		
Sept.		Litpro		Uni Rep Visits	- Class Leader Training - Lunch Volunteer Meeting - IDEX Competition
Oct.		PSAT	- Edutainment - Student Council Election	Uni Rep Visits	- Taiwan International Science Fair - Lunch Volunteer Meeting
Nov.		ITP Exam	Halloween Events	Uni Rep Visits	- Yearbook Photoshoot - Lunch Volunteer Meeting
Dec.			Christmas Prom	Alumni Visit	Lunch Volunteer Meeting
Jan.		Litpro	Edutainment		Lunch Volunteer Meeting
Feb.			- I teach I learn (Hua Shing Elementary school) - First Tech Challenge (FTC)		- Class Leader Training - Lunch Volunteer Meeting
Mar.		- ITP Exam - Litpro	Yale Model United Nation	Uni Rep Visits	- MEGA Volunteer - Lunch Volunteer Meeting
Apr.			Edutainment	Uni Rep Visits	- Textbook Purchase Survey - Lunch Volunteer Meeting
May	- English Placement - Second Language - Arts	AP	- MDID Book Fair - MDID Art Festival - Personal Project Exhibition - MDID Concert - Graduation Ceremony	Uni Rep Visits	Lunch Volunteer Meeting
June	- DP Subject EOI Survey - PP Orientation - DP course information	Litpro			Lunch Volunteer Meeting
July					

Grade 10					
Aug.	- Subject Change ends 2 week into the first semester - Academic Honesty workshop		MDMUN		
Sept.	- DP Subject Pre-selection - DP course fair	Litpro		Uni Rep Visits	- Class Leader Training - IDEX Competition
Oct.		- PSAT 1st Saturday: SAT & SAT Subject	- Edutainment - Student Council Election	Uni Rep Visits	- Taiwan International Science Fair - International Genetically Engineered Machine (iGEM)
Nov.		- ITP Exam 1st Saturday: SAT & SAT Subject	Halloween Events	Uni Rep Visits	Yearbook Photoshoot
Dec.		1st Saturday: SAT & SAT Subject	Christmas Prom	Alumni Visit	
Jan.	DP Subject final selection	Litpro	Edutainment		
Feb.	DP Subject final selection		- I teach I learn (Hua Shing Elementary school) - First Tech Challenge (FTC)		Class Leader Training
Mar.	Personal Project Due date	- ITP Exam - Litpro 2nd or 3rd Saturday: SAT	Yale Model United Nation	Uni Rep Visits	- MDID Science Fair - National Primary and High School Science Fair - Taiwan Young Student Physicists' tournament - MEGA Volunteer
Apr.			Edutainment	Uni Rep Visits	- MDHS STEAM Fair - FIRST Robotics Competition (FRC) - Textbook Purchase Survey
May	- Second Language / Writing - Arts	1st Saturday: SAT & SAT Subject	- MDID Book Fair - MDID Art Festival - Personal Project Exhibition - MDID Concert - Graduation Ceremony	Uni Rep Visits	
June	DP course information	- Litpro - IB eAssessments - AP			

		• 2nd or 3rd Saturday: SAT			
July					

	Academic	Due Dates & Exams	Activities	Counseling	Others
Grade 11					
Aug.	- Subject Change ends 2 week into the first semester - CAS Orientation	On going (DP summatives and IAs)	MDMUN		
Sept.	EE Orientation	On going (DP summatives and IAs)		Uni Rep Visits	Class Leader Training
Oct.	CAS First Formal Interview	1st Saturday SAT & SAT Subject - On going (DP summatives and IAs)	- Edutainment - Student Council Election	Uni Rep Visits	- Taiwan International Science Fair - International Genetically Engineered Machine (iGEM)
Nov.		1st Saturday SAT & SAT Subject - On going (DP summatives and IAs)	Halloween Events	Alumni Visits	Yearbook Photoshoot
Dec.		1st Saturday SAT & SAT Subject - On going (DP summatives and IAs)	Christmas Prom		
Jan.		On going (DP summatives and IAs)	Edutainment	Personal Statement/Common App Workshops	
Feb.		On going (DP summatives and IAs)	- I teach I learn (Hua Shing Elementary school) - First Tech Challenge (FTC)	- Uni Rep Visits - Personal Statement/Common App Workshops	Class Leader Training
Mar.		- On going (DP summatives and IAs) 2nd or 3rd Saturday: SAT	Yale Model United Nation	Uni Rep Visits	- MDID Science Fair - National Primary and High School Science Fair - Taiwan Young Student Physicists' tournament - MEGA Volunteer
Apr.	CAS Second formal interview	On going (DP summatives and IAs)	Edutainment	- Uni Rep Visits 2nd College Guidance Meetings - Personal Statement/Common App Workshops	- MDHS STEAM Fair - FIRST Robotics Competition (FRC) - Textbook Purchase Survey
May	English Placement	- On going (DP summatives and IAs) 1st Saturday: SAT & SAT Subject	- MDID Book Fair - MDID Art Festival - Personal Project Exhibition - MDID Concert - Graduation Ceremony	2nd College Guidance Meetings - Personal Statement/Common App Workshops	
June		- On going (DP summatives and IAs) - End of year Exam (October predicted grades are based off EoYE) 1st Saturday: SAT & SAT Subject		2nd College Guidance Meetings - Personal Statement/Common App Workshops	
July				HW: Finish first drafts of essays	

Grade 12					
Aug.	- Declaration of Candidacy: Diploma or Course (may come with subject level changes for course candidates) - CAS Orientation	- On going (DP summatives and IAs) - CAS meeting for deadlines and completion progress	MDMUN	- First drafts due first day of school - G12 Essay/App Meetings	
Sept.	- Subject Level Changes allowed into 2 weeks of september. - EE Orientation	On going (DP summatives and IAs)		- Uni Rep Visits - Essays and Personal Statements revisions - G12 Essay/App Meetings 10/15 UK Medical School and Oxbridge App Deadline	Class Leader Training
Oct.	IBO Candidate Registration	1st Saturday SAT & SAT Subject - On going (DP	- Edutainment - Student Council Election	- Uni Rep Visits - Essays and Personal Statements revisions - G12 Essay/App Meetings	

		- summatives and IAs) - Completed EE Draft submitted for comments - CAS third formal interview		11/15 UW Seattle App Deadline 11/30 UC App Deadline	
Nov.		1st Saturday: SAT Subject - On going (DP summatives and IAs) - TOK Presentations	Halloween Events	- Uni Rep Visits - Essays and Personal Statements revisions - G12 Essay/App Meetings	Yearbook Photoshoot
Dec.		1st Saturday: SAT Subject - On going (DP summatives and IAs)	Christmas Prom	- Alumni Visit - Essays and Personal Statements revisions - G12 Essay/App Meetings 12/1 Major US Uni App Deadline - mid-Dec Multiple Japanese Uni App Deadline	Yearbook班級頁編排
Jan.		- On going (DP summatives and IAs) - Final EE submitted for marking	Edutainment	- Uni Rep Visits - Essays and Personal Statements revisions 1/1-1/15 Major US Uni App Deadlines 1/15 UK Uni (UCAS)/UBC App Deadline	
Feb.		- On going (DP summatives and IAs) - TOK Essays submitted	- I teach I learn (Hua Shing Elementary school) - First Tech Challenge (FTC)	- Uni Rep Visits 2/1 Major US Uni App Deadline	- Class Leader Training - Yearbook班級頁校稿
Mar.		- On going (DP summatives) - All IAs submitted for marking to the teachers - TOK Essays sent to IBO for external marking - EE sent to IBO for external marking - Completion of CAS, CAS presentations, CAS self-reflections 2nd or 3rd Saturday: SAT	Yale Model United Nation	- Uni Rep Visits 3/1 Multiple US Uni App Deadline	MDID Science Fair
Apr.		- Summative ban: Revisions - IA samples submitted to IBO for moderation - DP2 Mocks (Predicted grades submitted to IB is based off DP2 Mocks)	Edutainment	- Uni Rep Visits 4/1 Major App Deadline for Most Cal States	MDHS STEAM Fair
May	Grade 12 Extracurricular Program	- Summative ban: Revisions - AP Exams, DP Exams	- MDID Book Fair - MDID Art Festival - Personal Project Exhibition - MDID Concert - Graduation Ceremony	- Uni Rep Visits 5/1 US National College Decision Day	
June					
July		IB Results			

College counseling at MDID

University Counseling

At the Mingdao International Department, we have counselors that specialize in assisting students in preparing for and completing the college application process. Students receive guidance in exploring their interests, career options, various fields of study, universities, and cultures. Please note that the school does not pay for the delivery of application documents. For a detailed list of recent university acceptances, please visit MDID's university counseling web pages.

College advising vertical planning

Description	Occurrence	Additional information
Grade 12		
1 on 1 meetings with students	As requested	Work on individual applications and personal statements.
Student college advising	Twice a week	Complete the college application process.
Grade 11		
Student college advising	Once every two weeks	Begin filling out college applications.
1on1 Interview with students	Once a semester, or as requested	
1on1 Interview with parents	Once a semester, or as requested	
Grade 10		
1on1 Interview with students	Once a semester, or as requested	
1on1 Interview with parents	Once a semester, or as requested	
Student college advising	Once a week	Know which DP subjects to choose based on interest and which universities are suitable for individual students based on their individual goals and preferences.
Grade 9		
Student college advising	Once in two weeks	Start to explore the different possibilities different universities and careers offer.
Grade 7 and 8		
Seminars	TBA	Start to explore different interests.

University fairs and seminars

Each school year, universities from all over the world come to Mingdao to do seminars, presentations, workshops, fairs, and group meetings with students. Students may sign up for these college events starting from grade 9. Information regarding these events are sent to students via email.

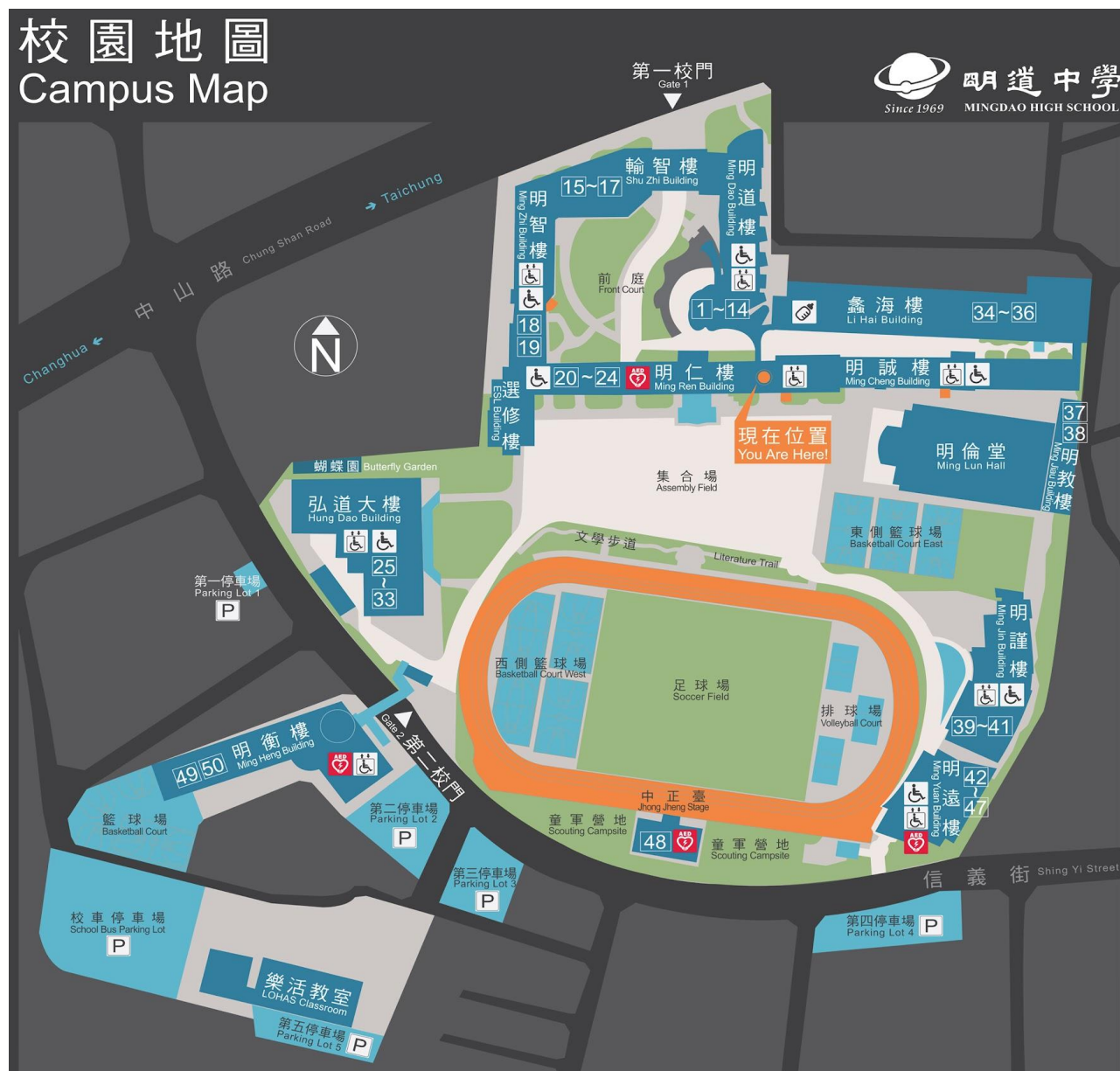
Part 6: Contact Information

Following is a list of contact information for our administration staff.

Administration Staff		Email	Contact
Head of Department			
Director 文義豪	Mr. Michael Wen	michael.wen@ms.mingdao.edu.tw	(04)23341-220
Student Admission and General Affairs Team			
Coordinator 李哲維	Ms. Karina Lee	karina@ms.mingdao.edu.tw	(04)23341-225
Staff 鄭仔均	Ms. Jo Cheng	yujun.cheng@ms.mingdao.edu.tw	(04)23341-258
Staff 鍾翎瑋	Ms. Helen Jhong	lingwei@ms.mingdao.edu.tw	(04)23341-223
Academic Affairs Team			
Coordinator	Mr. David Lao	davidlao@ms.mingdao.edu.tw	(04)23341-227
Staff 吳妮穎	Ms. Charlene Wu	charlene@ms.mingdao.edu.tw	(04)23341-253
Staff 劉辰萱	Ms. Joris Liu	joris.liu@ms.mingdao.edu.tw	(04)23341-257
Staff 廖苡玟	Ms. Debora Liao	debora.liao@ms.mingdao.edu.tw	(04)23341-253
IB MYP Coordinator	Ms. Feon Chau	feonchau@ms.mingdao.edu.tw	(04)23341-228
IB DP Coordinator	Ms. Dandi Lopez	dandiLopez@ms.mingdao.edu.tw	(04)23341-228
College Counseling Team			
Coordinator 廖晏萱	Ms. Cindy Liao	cindyliao@ms.mingdao.edu.tw	(04)23341-221
Staff 趙邦辰	Mr. Daniel Zhao	daniel15@ms.mingdao.edu.tw	(04)23341-256
Laboratory and Equipments Team			
Coordinator 胡鈺杰	Mr. Yu-Jie Hu	yujie.hu@ms.mingdao.edu.tw	(04)23341-217
Staff 林俞亨	Ms. Sara Lin	yuheng106@ms.mingdao.edu.tw	(04)23341-217
Student Affairs Team			
Coordinator 賴奕廷	Ms. Cathy Lai	cathy@ms.mingdao.edu.tw	(04)23341-213
Staff 馮璋婷	Ms. Mia Fong	mia.Fong@ms.mingdao.edu.tw	(04)23341-257
Student Discipline Officer 劉文麟	Mr. Mike Liu	mike@ms.mingdao.edu.tw	(04)23341-224
Student Affairs Assistant 吳卓學	Mr. Steven Wu	steven.wu@ms.mingdao.edu.tw	(04)23341-691

If you request to contact a specific teacher, please contact the administration staff or the homeroom teacher.

Mingdao Campus Map



明道樓 Ming Dao Building

- 1 校安中心 (1F)
School Safety Office
- 2 教務處 (1F)
Academic Affairs Office
- 3 學務處 (2F)
Student Affairs Office
- 4 資訊中心 (2F)
IT Center
- 5 總務處 (3F)
General Affairs Office
- 6 承正廳 (3F)
Cheng Zheng Hall
- 7 生物科技中心 (3F)
Bio Lab
- 8 TED講堂 (4F)
TED Hall
- 9 會計室 (4F)
Accounting Office
- 10 稽核室 (4F)
Auditing Office
- 11 董事長室 (5F)
Chairman's Office
- 12 校長室 (5F)
Principal's Office
- 13 人力資源發展處 (5F)
Human Resources Office
- 14 星象館 (6F)
Planetarium

翰智樓 Shu Zhi Building

- 15 技職教育中心 (B1)
Vocational Education Center
- 16 創客自造中心 (1F)
Fab Lab
- 17 綜高暨高職部辦公室 (3F)
Comprehensive & Vocational High Department Office

明智樓 Ming Zhi Building

- 18 書庫 (1F)
Book Warehouse
- 19 器材庫 (1F)
Material Warehouse

明仁樓 Ming Ren Building

- 20 健康中心 (1F)
Health Center
- 21 校車班 (1F)
School Bus Office
- 22 輔導處 (2F)
Counselors' Office
- 23 國中部辦公室 (2F)
Junior High Department & Homeroom Teachers' Office
- 24 高中部辦公室 (3F)
Senior High Department Office

弘道大樓 Hung Dao Building

- 25 文化創意處 (1F)
Cultural and Innovative Affairs Division
- 26 家長會館 (1F)
Parents' Hall
- 27 明道文教基金會 (1F)
Mingdao Foundation
- 28 圖書館 (2F)
Library
- 29 現代文學館 (3F)
Modern Literature Hall
- 30 明志廳 (4F)
Ming-Zhi Hall
- 31 校友會館 (4F)
Alumni Hall
- 32 國學講壇 (5F)
Chinese Literature Hall
- 33 蘭亭雅集 (5F)
Fine Dining Room

蠡海樓 Li Hai Building

- 34 同心沙龍 (1F)
Tong Xin Salon
- 35 商店街 (1F)
Food Court & Convenient Store
- 36 西雅屋 (2F)
Creative Romantic Gourmet

明教樓 Ming Jiao Building

- 37 童軍團部 (1F)
Scout Headquarter
- 38 掃具室 (2F)
Cleaning Tool Warehouse

明謹樓 Ming Jin Building

- 39 學生餐廳 (B1)
Mingdao Cafeteria
- 40 國一導師辦公室 (2F)
Junior High Grade 7 Homeroom Teachers' Office
- 41 羽球館 (6F)
Badminton Court

明遠樓 Ming Yuan Building

- 42 室內溫水游泳池 (B1)
Indoor Swimming Pool
- 43 鐵梅廳 (1F)
Tie-Mei Hall
- 44 福來廳 (2F)
Fu-Lai Hall
- 45 音樂教室 (3F)
Music Classroom
- 46 生物實驗室 (4F)
Biology Laboratories
- 47 國際部辦公室 (9F)
International Department Office

Scan the QR code below to download a full resolution of the campus map



Scan me