



# STUDENT HANDBOOK & ACADEMIC PLANNER 2017-2018



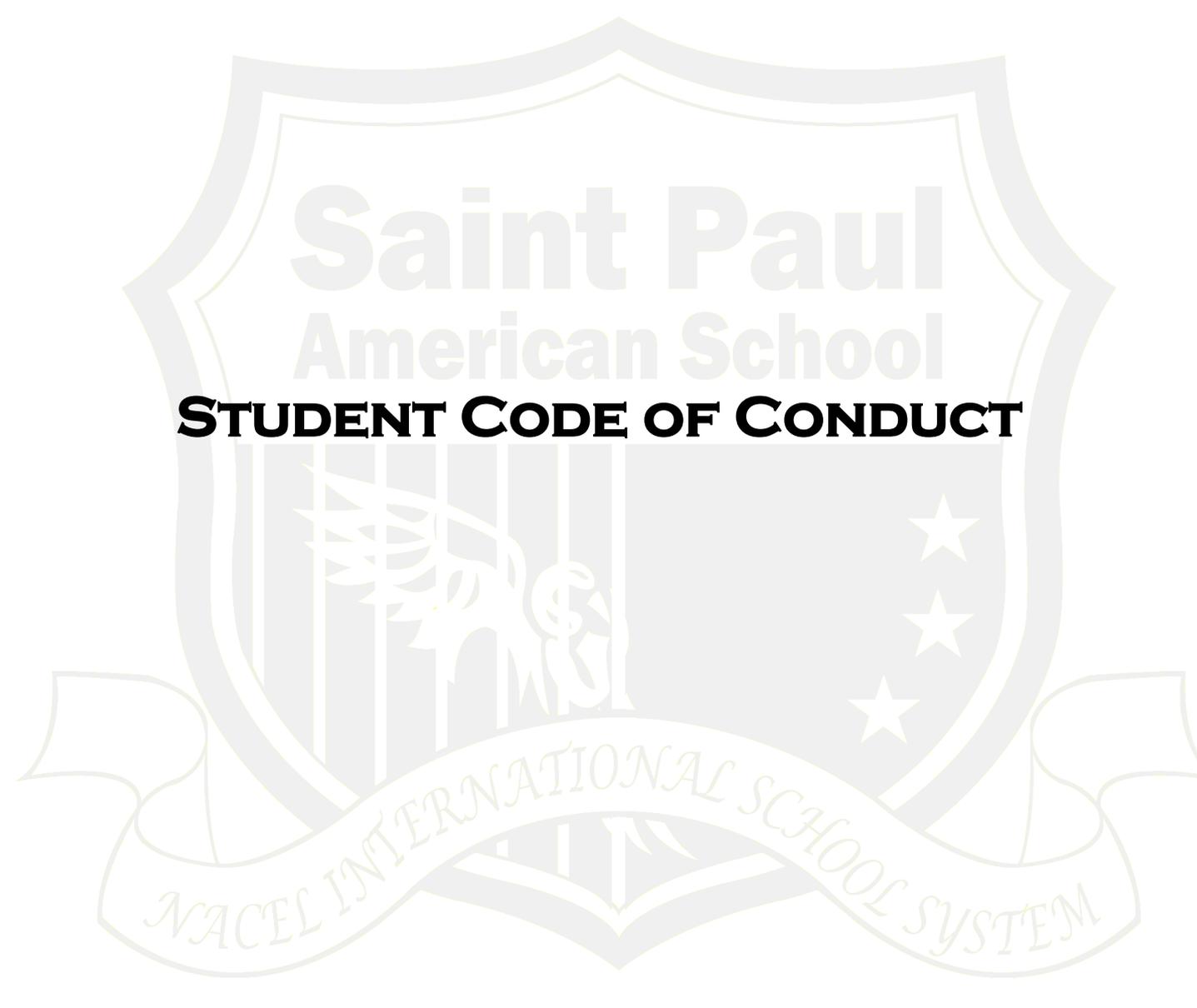
# Saint Paul American School Student Handbook

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# Saint Paul American School

## **STUDENT CODE OF CONDUCT**

## **Students Rights**

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The rights of an individual are preserved only by the protection and preservation of the rights of others. A student is responsible for the manner in which his/her individual rights are exercised and must accept the consequences of any actions that are committed outside the boundaries of those rights. The staff, students, and parents must work cooperatively, if the goal of the collaborative society within the school is to be realized. Rights bring responsibilities. The rights and responsibilities stated here are those which may arise in our school environment, but may not be all-inclusive.

### **The Right to Learn**

Every student has the right to attend school and gain an education as provided by law. This includes the right to make up work missed during an excused absence as outlined within this Student Handbook.

### **The Right to Free Speech and Expression**

Students at St. Paul American School represent a wide range and diversity of opinion and background. Students have the right to express opinions, to take stands, and to support causes, either publicly or privately, provided such expressions are not libelous or obscene, according to current legal definition, and do not interfere with the rights of others or disrupt the atmosphere for learning.

### **The Right to be Informed of Rules**

Each student has the right to be informed of all policies, rules, and regulations they will be expected to follow. Copies of these rules governing the code of conduct shall be available in each school office, and the basic rules shall be published and distributed to all students, parents, and host families. Rules and regulations will be provided to all students in classes and/or other groups during the first month of the school year.

### **The Right to Privacy of School Records**

Students' rights to privacy regarding school records will be protected, and any disclosure of information from student permanent records shall be consistent with legal requirements.

### **The Right to Personal Property**

Students have a right to be secure in their persons and property; but they shall not bring onto school property or to school sponsored events anything that would cause, or tend to cause, disruptive activity, or would endanger the health and safety of any person. Lockers and desks are the property of the school and may be searched by school officials.

## **Responsibilities**

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Students are responsible for the consequences of their behavior. All students are responsible for complying with all school rules and regulations. The headmaster shall be responsible for informing the parent/ guardian of any student whose behavior is in serious conflict with established rules, public laws, and procedures.

### **Responsibility for Academic Work**

Students are responsible for completing class assignments on time and according to the instructions given by the teachers, and for completing assignments missed during an excused absence. Students are responsible for bringing to class all materials required for daily classroom use.

### **Responsibility Regarding Attendance and Tardiness**

Students are responsible for being in attendance and on time both at the beginning of each school day, and for each class or activity for which they are scheduled. Students arriving late are to report to the office before going to class.

### **Responsibility for Self-Discipline**

Students are responsible for complying with the rules and regulations of SPAS and for accepting the authority of school personnel on school property and at school sponsored events. Failure to meet these responsibilities will be cause for disciplinary action.

*All students should have a complete understanding of expected behavior as listed in the Student Handbook. If a student does not understand any provision of the student handbook, the student is responsible for seeking clarification from the school principal.*

## Dress Code and Grooming

At Saint Paul American School, we believe that a student who dresses appropriately will tend to act in a successful manner, and looking and acting successfully will not only enhance one's self-esteem, but will reflect well on our school. We expect all students to maintain their appearance and to remember that you are representing SPAS.

### Uniforms

Students are required to be in a school uniform during the school day and are expected to wear appropriate clothing at all times. This includes any function that is directly related to SPAS and at any time that the students are on campus. Our school uniform provides a number of options and combinations. Only official school uniforms are acceptable. Fall and spring trip shirts and sweaters are not "official" uniforms. They can only be worn if permitted by school administration.

- Either the school-issued *white shirts* (school issued) with ties or *maroon polo shirts* (school issued) must be worn Monday-Saturday.
- *Ties* must be worn properly, adjusted up to the neck, with shirts must be fully buttoned.
- *White vests* and *cardigans* (school issued) are optional
- Light (maroon) and heavy (brown) jackets (school issued) can be worn over school uniforms. No other sweatshirt or pullover is permitted.
- Boys must wear *khaki pants* ONLY.
- Girls may wear *khaki pants* or *khaki skirts*. Khaki skirts must be **knee length or longer**.
- Shorts of any kind are NOT permitted
- School issued physical education uniform during P.E. class or appropriate athletic clothing.
- Proper footwear must be worn at all times.
  - Flip-flops are only permitted in the dormitory.
  - Soccer cleats may only be worn on the soccer field.
- Hats are prohibited at all times from the main building during the school day, study hall, and during evening or weekend classes.
- Masks are prohibited at all times from the main building during the school day, study hall, and during evening or weekend classes.

### Personal Grooming and Attire

Personal grooming and attire must not distract from the educational process by exhibiting unacceptable language or messages and must not draw unwarranted attention. Students are expected to represent our school in a manner that exhibits respect and responsibility. This includes but is not limited to: jewelry, tattoos, body piercings, hair coloring (black/dark brown or natural coloring), hair style, cosmetics, accessories and clothing.

- **Boys** - No earrings, no visible tattoos; temporary or otherwise, at any time.
- **Girls** - Earrings must be studs; one earring per ear, no visible tattoos, mild-colored nails, no excessive makeup, and **no lipstick**.

*Any actions that are contrary to school policy will be dealt with at the discretion of school administration and according to **Progressive Discipline**.*

### Alterations to Attire

*Any and all alterations to attire pertaining to uniforms or the uniform policy will be an automatic Category II violation. This includes skirts, school-issued or privately purchased, SPAS ties, SPAS white shirts, khaki pants, SPAS maroon polos, SPAS maroon jackets, SPAS winter jackets and any other school-issued attire.*

# Behavioral Expectations

## **Academic Integrity**

NACEL International School System fosters the highest standards of academic integrity and the highest regard for truth and honesty. The attempt by students to present as their own any work not actually performed by them; collusion, fabrication and cheating on examinations, papers and other course-related work; producing other students' papers or projects are considered violations of academic integrity and destructive to the core values of our school system.

Academic integrity and honesty are integral to the academic process. Academic dishonesty is a serious offense which undermines the education process and the learning experience for the entire school system.

It is expected that all students will understand and adhere to the concept of academic integrity. It is expected that each student will assume responsibility for his/her work and that materials submitted represent the unacceptable and will not be tolerated.

### Definitions

The prevailing forms of academic dishonesty are **cheating, plagiarism** and **collusion**.

**Cheating** in the instructional setting is the unauthorized use or exchange of information by students for the purpose of meeting academic standards or requirements; examples include, but are not limited to, the following:

- copying others' work during an examination
- using unauthorized notes or aids during an examination
- taking an examination for another student
- collaborating with any other person during a test without authority
- using or giving unauthorized assistance on a take-home examination, assigned physical work, projects, or any other academic work
- arranging for another student to take an examination
- attempting to obtain, or knowingly obtaining, using, buying, selling, or soliciting the contents of a test or information about a test
- unauthorized supplying or bribing any other person to obtain an unreleased test or information about a test

**Plagiarism** is representing another person's words or ideas as one's own without proper attribution or credit. Other people's words or ideas must be given adequate documentation whether used in direct quotation or in summary or paraphrase. Plagiarism includes, but is not limited to, quoting written or oral materials without citation on an exam, term paper, homework, or other written materials or oral presentations for academic requirements; purchasing from a term paper service and submitting as one's own, downloading from the Internet or taking from any other source; or submitting anyone else's work as one's own. Any form of plagiarism constitutes a violation of academic integrity.

**Collusion** is an agreement by two or more people to commit an act of academic dishonesty. The school will not attempt to distinguish between students who cheat or plagiarize and those who assist in such actions. A student who assists another in the act of cheating or plagiarism is subject to disciplinary action for violation of academic integrity.

### Academic Integrity Due Process

Academic sanctions for the violation of the academic integrity policy are at the discretion of the instructor, up to and including no credit for an assignment or assessments and no possibility for a retest. Each act of academic dishonesty will be entered as a log entry, and additional penalties may apply according to the **Progressive Discipline**. Students who show continued academic dishonesty, after due process, may be subject to failure on assignments, examinations, failure in courses, suspension or expulsion.

## Attendance Policy

Students are required to actively participate in class and, more importantly, attend classes on a regular and timely basis. Attendance will be closely monitored by staff and administration. When students are absent, the burden of providing proof of an excused absence will be on the parents/guardians. Any and all absences will be verified and validated to determine whether they are excused or unexcused. All documentation regarding the absence(s) must be provided to the school within 48 hours of the students return to campus. All work that is missed must be made up by the student.

- **Absent Excused (AE) Excused** absences are approved by the school and may be requested by the parent. Examples of excused absences are valid education opportunity, educational travel, religious events, and/or death in the family. The school may request for proof of absence. Additional, excused absences include ISS and OSS when assigned by school administration.
- **Medical Excused (ME)** If the student brings a doctor's statement or an official medical document indicating that the student was absent because of illness, the absent will be excused. An authentic medical note or letter must be provided with a phone number of a doctor for verification.
- **School-Sponsored Activities (SSA)** Students are considered approved absent while participating in all school-sponsored activities. No student may participate in an afterschool program or event related to student activities or athletics who has not been in attendance on the day of the event.
- **Unexcused Absences (A)** These are absences which are not verified by the parent/guardian or the school. Absences that have not received any excuse within 48 hours of returning to campus will be left unexcused. **When a student accumulates in excess of five (5) unexcused absences in a semester course, credit will not be awarded for the course regardless of the grade achieved.**
- **Tardy (T)** These include classes when the student is late. Any tardy that exceeds 10 minutes will be deemed an unexcused absence. **3 Tardy in the same class = 1 unexcused absence. This does not include School Issued OSS.**

*The school administration has the right to determine the validity of any request for an excused absence.*

## General Code of Conduct

All students are expected to conduct themselves in a manner and use language that is appropriate for an educational setting. Students are expected to respect themselves and others when under the guidance of our school. Proper behavior should not only be conducted in the classroom, but in all area on campus. For example, exhibiting proper manners and etiquette in the cafeteria and other school facilities is also expected.

### **1. Alcohol**

- 1.1 The use, possession or distribution of any alcoholic products is an immediate 5 day OSS and loss of privileges.
- 1.2 Any further violations will result in **Progressive Discipline** action up to and including dismissal.
- 1.3 A student shall not possess, provide, consume, or be under the influence of any chemical, drug or alcohol in school buildings and vehicles, on school property, or at any school-sponsored activity, function, or event off school property.
- 1.4 Any student that buys, sells, possesses, uses, or is under the influence of alcohol or any illegal drugs at school, on any school vehicle, or at any school event or activity, will be suspended from school pending consideration of dismissal.

### **2. Assault**

- 2.1 A student shall not commit physical or verbal assault; defined as a Category III violation.
- 2.2 Physical assault is any action which intentionally inflicts or attempts to inflict, or threatens to inflict bodily harm upon another.
- 2.3 Verbal assault is abusive, threatening, profane, or obscene language, either oral or written, by a student toward any person. Verbal assault includes conduct which offends or degrades persons because of their gender, race, color, creed, religion, national origin, age, physical or mental ability, sexual orientation, or socio-economic status. Verbal assault also includes intimidation, harassment or extortion.
- 2.4 Assault will lead to suspension or dismissal, and may result in referral to law enforcement.

### **3. Bullying/Harassment**

- 3.1 Harassment/Bullying (sexual, racial, or any other form) of other students or St. Paul American School staff/faculty is against the law, and will not be tolerated; defined as Category II or III violations.
- 3.2 This includes verbal, physical or implied harassment; and, includes use of a telephone, internet or an e-mail account to threaten, intimidate or coerce other people.
- 3.3 Students who are being harassed should inform the school administration or a teacher.

### **4. Curfew**

- 4.1 Curfew checks are completed on a daily basis throughout the evening and at night.
- 4.2 Violation of the standing curfew policy for your grade level may result in verbal warnings and continue into **Progressive Discipline**.
- 4.3 Students are expected to be on time for each curfew check throughout the day without exception.

## **5. Drugs**

- 5.1 Prescription drug use must be authorized by the school nurse and administration.
- 5.2 It is important for us to know what medication you are using.
- 5.3 Illegal drug use, possession or distribution will result in an immediate out of school suspension pending a dismissal.
- 5.4 A student shall not possess, provide, consume, or be under the influence of any chemical, drug or alcohol in school buildings and vehicles, on school property, or at any school-sponsored activity, function, or event off school property.
- 5.5 Any student that buys, sells, possesses, uses, or is under the influence of alcohol or any illegal drugs at school, on any school vehicle, or at any school event or activity, will be suspended from school pending consideration of dismissal.

## **6. Elevators**

- 6.1 Students are not allowed to use the elevators unless authorized by school administration.
- 6.2 Failure to adhere to this rule will result in disciplinary action.

## **7. Failure to Speak English (EOZ)**

*One of the goals of our program is to encourage the development of English skills in our international students. For this reason, students are required to speak English while they are at school. Exceptions will be made for language classes and other language-based activities.*

- 7.1 The speaking of foreign languages in a positive, non-exclusionary, informative setting will be encouraged.
- 7.2 The use of foreign language to exclude other students will not be tolerated.
- 7.3 The use of foreign language within the school to the detriment of student learning will not be tolerated.

## **8. Fire Evacuation**

- 8.1 All students will line up with their current class when the emergency was declared, on the north end line of the soccer field on the basketball court facing the flagpole.
- 8.2 If a student is missing then the class stays standing, the teacher will report missing students to administration (Counselor, Principal, etc.)
- 8.3 Reoccupy building when ordered to do so by proper authorities.

## **9. Food and Beverages**

- 9.1 Students are prohibited from buying food or beverages through fences or the back gate of the school.
- 9.2 Purchases from off-campus facilities by students on campus must be conducted at the main gate of Saint Paul American School.

## **10. Harassment and Violence**

- 10.1 The policy of St. Paul American School is to maintain a learning environment that is free from religious, racial, or sexual harassment and violence. The school prohibits any form of religious, racial, or sexual harassment and violence.
- 10.2 No student may verbally or physically assault or harass another student, or staff member. No student may make dangerous or intimidating threats to another person.
- 10.3 A student shall not make threats which interfere with normal school operations or school activities. These include, but are not limited to, the reporting of dangerous or hazardous situations that do not exist.
- 10.4 Harassment includes, but is not limited to, the use of degrading, profane or obscene language, gestures and slurs on race, religion, disability, ethnic background or other words or conduct that is threatening, offensive, or discriminatory.
- 10.5 Harassment may be face-to-face, written, or sent through a third-party or an electronic media.
- 10.6 Violence is an intentional physical act of aggression upon another person that is intended to cause fear of bodily harm or death, inflict bodily harm, or threaten bodily harm.
- 10.7 Harassment or violence may lead to suspension or dismissal

### **10.1 Religious Harassment/Violence**

- 10.1.1 The policy of St. Paul American School is to maintain an environment that is free from religious harassment and violence.
- 10.1.2 No student or employee will create an intimidating, hostile or offensive environment through physical or verbal conduct relating to an individual's religion.

### **10.2 Racial Harassment/Violence**

- 10.2.1 The policy of St. Paul American School is to maintain an environment that is free from racial harassment and violence.
- 10.2.2 No student or employee will create an intimidating, hostile or offensive environment through physical or verbal conduct relating to an individual's race.

### **10.3 Sexual Harassment/Violence**

- 10.3.1 Sexual harassment is illegal. The policy of St. Paul American School is to maintain an environment that is free from sexual harassment and violence.
- 10.3.2 No student or employee may create an intimidating, hostile, or offensive environment by using unwelcome words or actions that are of a derogatory sexual or gender-based nature; threaten, pressure, coerce or force sexual contact with a person; or attempt to coerce or force sexual contact with a person.
- 10.3.3 Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature. Prohibited acts include, but are not limited to, sexual or dirty jokes, sexual gestures, displaying sexually explicit materials, name calling, and sexual rumors.
- 10.3.4 No student or employee will make unwelcome sexually motivated or inappropriate physical contact with another person.
- 10.3.5 Sexual harassment can occur between members of the same or opposite gender.

**Reporting:** Students that believe they have been harassed or subjected to an act of violence, or have witnessed harassment or violence, should immediately report the matter to the school administration, staff, a teacher, or utilize the Anonymous Reporting Form on our school website.

**Investigation:** Saint Paul American School will investigate allegations of all types of harassment and will take timely and appropriate corrective action when harassment is found to have occurred. An investigation will be completed as soon as is possible.

**School Action:** The school will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations.

The school may take immediate steps, at its sole discretion, to protect the complainant, students, or staff members. This may include, but is not limited to, immediate suspension pending completion of an investigation.

**Retaliation:** The school will discipline or take appropriate action against any person who retaliates against any person who reports alleged harassment or violence, or who testifies, assists or participates in an investigation or a proceeding relating to such harassment or violence.

Retaliation includes, but is not limited to, any form of threats or direct or indirect intimidation, reprisal or harassment.

**Staff and Faculty Abuse Reporting:** Teachers, administrators, counselors and the school nurse will report neglect and sexual or physical abuse of children as required by Saint Paul American School.

## **11. Identification Fraud**

11.1 Students are prohibited from lending or borrowing the identification of another student.

## **12. Leaving Campus**

12.1 Students are not allowed to leave campus without proper permission.

12.2 In order to leave campus for any time during the weekday or weekend, a student must possess an off-campus pass or a signed and authorized overnight/weekend pass from a parent or guardian.

12.3 Violation of this policy will result in **Progressive Discipline**; defined as Category III.

## **13. Profanity**

13.1 The use of profanity in a verbal, electronic, or written form, and insulting and profane gestures in any language or culture, is prohibited at school, in school vehicles, and at school functions.

## **14. Public Displays of Affections (PDA)**

14.1 Public displays of affection are strictly prohibited on school property and during school excursions/events.

14.2 These actions include, but are not limited to: holding hands, kissing, sharing personal space, hugging, linking arms, touching inappropriate body parts, interlocking legs, sharing embraces, licking, or intentional touching in a manner that can be perceived by an instructor or administrator as sexual.

14.3 A boy and a girl should not be alone together in a room of the school. A boy and a girl should not be found alone behind a building, in a corner, or in a vacant place. A boy and a girl found alone in a room together may face consequences and parents may be informed.

## 15. Theft and Vandalism

15.1 Vandalism is willful damage to or destruction of school property, or the property of others.

15.2 Stealing shall be defined as the act of intentionally and without claim of right taking, using, transferring, concealing, or retaining possession of the property of another without regard to value, without consent of the owner, and with intent to deprive the owner of the property, or the finding of and keeping of lost property without making reasonable effort to find the owner.

15.3 A student shall not cause or attempt to cause willful damage to property, or steal or attempt to steal school or private property, either on the school grounds, or at a school-sponsored activity or event.

15.4 Any student who commits vandalism will be required to pay for the damages caused and may be reported to law enforcement. Student records and final grades will be withheld until all amounts are paid.

15.5 Students suspected of possessing stolen items may be subject to a search of their person and belongings.

15.6 Theft and vandalism are serious violations of school policy. Acts of this nature will result in disciplinary action including dismissal.

## 16. Tobacco Possession/Usage

16.1 Any use/possession of tobacco or tobacco products including e-cigarettes is prohibited from school property and during school activities.

16.2 This will result in an immediate Category II violation including Saturday detention and loss of privileges according to **Progressive Discipline**.

## 17. Unauthorized leave from Campus or dormitories

17.1 Your safety and well-being is of the utmost importance. Any form of unauthorized leave from campus is not only a violation of school policy, but may also jeopardize your safety.

## 18. Weapons

18.1 A student shall not have possession of a weapon in school buildings and vehicles, on school property, or at any school-sponsored activity, function, or event off school property.

18.2 "Possession" refers to having a weapon on one's person or in an area subject to one's control on school property or at a school activity. "Weapon" means any firearm, whether loaded or unloaded, any device designed as a weapon or through its use capable of producing great bodily harm or death, or any device or instrument which may be used to threaten or cause bodily harm or death, or devices which reasonably appear to be capable of threatening or causing bodily harm, such as guns (including pellet guns), knives, clubs, metal knuckles, throwing stars, explosives, mace, stun guns, and ammunition.

18.3 The school administration has sole discretion in determining when an object or substance is a weapon.

18.4 Possession of a weapon will result in automatic and immediate suspension pending dismissal. International students who are dismissed will be repatriated immediately.

*Saint Paul American School, Beijing, has an established guideline for **Progressive Discipline** outlined within this handbook. Any student who is dismissed from Saint Paul American School for behavioral issues will be allowed to reapply to the school for the following semester. Nonetheless, acceptance will be at the sole discretion of the school administration.*

## **Sight Unseen & Electronic Device Policy**

*We encourage the use of technology for the purpose of academic enhancement and use. Unauthorized use of electronic devices may result in device being confiscated and will be subject to progressive disciplinary action.*

As used herein, the term “Computer[s]” refers to any desktop, laptop, or other mobile computing device owned or issued by the Saint Paul American School to any student for school and/or home use. The term “Privately-Owned Computer[s]” refers to any privately owned desktop, laptop, or other mobile computing device. The term “Computer Services” refers to the School’s network or Internet connections used to access school or Internet-based information. All students are responsible for their actions and activities involving Computers and/or Computer Services, and for their Computer files, passwords and accounts. These rules provide general guidance concerning the use of the Computers and/or Computer Services and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity; students, parents and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a school administrator or the Technology Coordinator. These rules apply to all Computers and/or school Computer Services regardless of how they are accessed.

***If students fail to adhere to the Sight Unseen & Electronics Device Policy, after an administrative investigation and evaluation, a schoolwide electronics ban will be set into place.***

### **Administrative Access**

Students are required to give full disclosure to school administration concerning their electronic devices. During investigations into misuses of electronics or upon the condition of probable cause and/or suspicion of a violation of the electronics policy, students will be required to unlock their electronic device, matching any of the above descriptors mentioned in this policy, or provide passwords for the requesting administrator. Students are required to allow full access to the student’s electronic device to the administrator in any and all investigations into, but not limited to: software, photos, apps, text messages, emails, social media posts, notes, websites, games, photo-vaults, videos, etc.

### **Sight Unseen Policy**

Saint Paul American School has adopted a new *Sight Unseen Policy* as of the 2017 school year. This policy allows you to have an electronic device (cellphone/tablet/laptop) in school, but you are not authorized for its personal usage at any time within the school building without prior authorization from a teacher or supervising adult. Electronic devices may be kept within a pocket, bags, or schoolbags throughout the day and **must be kept on silent mode**. Electronic devices are not authorized to be in your hand while transitioning from one class to another, nor while in study hall, nor while standing in the hallway, nor in the classroom before/after your classes. You may use electronic devices within the school building on *one condition only*; authorization/permission from a teacher for academic uses.

### **Acceptable Uses**

1. *Only with permission* and in full understanding and cooperation of the teacher or supervising adult present *inside of* the classroom.
2. Saint Paul American School’s Computers and/or Computer Services are provided for educational purposes and research consistent with the Saint Paul American School’s educational mission, curriculum and instructional goals.
3. Students must comply with all policies, school rules and expectations concerning student conduct and communications when using Computers and/or Computer Services, whether on or off school property.
4. Students also must comply with all specific instructions from school staff and volunteers when using the computers and/or wireless devices on special occasions or during non-classroom events.

## Prohibited Uses

Unacceptable uses of Computers and/or Computer Services include, but are not limited to, the following:

1. **Accessing or Communicating Inappropriate Materials:** Students may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials, images (still or video) or messages.
2. **Illegal Activities:** Students may not use Computers and/or Computer Services for any illegal activity or in violation school rules. Saint Paul American School assumes no responsibility for illegal activities of students while using Computers and/or Computer Services
3. **Files, App and Software:** Students may not copy, download or share any type of copyrighted materials (including music or films) without the owner's permission; or copy or download software/apps without the express authorization of the Technology Coordinator.
4. **Downloading "Apps" from Authorized Sources or with authorization of School Staff:** Students may download apps onto mobile devices issued by the School provided that those apps do not violate the other provisions of this section regarding "Prohibited Uses" and provided they are downloaded from a school-authorized source. In the event school staff discovers inappropriate materials on a student device, the device may be confiscated and the materials removed without student permission, even if it means the loss of student purchased material, and appropriate restrictions may be placed on the student's future Computer use. The school staff also has the right to confiscate or search Computers at any time with or without cause as part of an effort to deter violations of these rules and to confiscate and search Privately-Owned Computers on school grounds upon reasonable suspicion of a violation of this "Prohibited Uses" section.
5. **Plagiarism:** Students may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc). When Internet sources are used in student work, the author, publisher and web site must be identified.
6. **Use for Non-School Purposes:** Using Computers and/or Computer Services for any personal reasons not connected with the educational program or school assignments is permissible so long as those uses do not constitute a violation of the "Prohibited Uses" section of these rules and/or are not interfering with the educational purpose of these devices by the student or others.
7. **Misuse of Passwords/Unauthorized:** Students may not share passwords, use other users' passwords, access or use other users' accounts, or attempt to circumvent the network security systems and/or Computer Services.
8. **Malicious Use/Vandalism:** Students may not engage in any malicious use, disruption or harm to Computers and/or Computer Services, including but not limited to hacking activities, "jail breaking", circumventing mobile device management software and creation/uploading of computer viruses.

## Compensation for Losses, Costs and/or Damages

The student and his/her parents are responsible for compensating Saint Paul American School for any losses, costs or damages incurred by the school for violations of these policies/procedures and school rules while the student is using Computers and/or Computer Services, including the cost of investigating such violations. The school assumes no responsibility for any unauthorized charges or costs incurred by a student while using Computer and/or Computer Services. The student and his/her parents/guardians are similarly responsible if the student takes any action with a Computer that has the purpose or effect of voiding any warranty in effect covering such Computer or of providing students access to apps that are available other than at the app source authorized for use by the school.

### Care, Damage, Loss and Theft

**1. Care of and Responsibility for Damage to Computers** - Students and their families are responsible for the proper care of Computers at all times, whether on or off school property, including costs associated with repairing or replacing the Computer.

**2. Computer Loss or Theft and Loss or Theft Prevention** - If a Computer is lost or stolen, the loss or theft must be reported to the teacher and/or administrator immediately. Additionally, if a Computer is stolen, a report should be made to the local police and the school technology coordinator immediately

### Miscellaneous Issues

#### **Confiscation/Restriction of Privileges/Disciplinary Action**

Violation of policies or rules governing the use of Computers and/or Computer Services, or any careless use of a Computer may result in a student's Computer being confiscated and/or a student only being allowed to use the Computer under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations according to the Saint Paul American School Code of Conduct.

#### Additional Rules for Use of Privately-Owned Computers by Students

1. Students are permitted to use Privately-Owned Computers in school provided that they comply with the policy and rules governing Computer and Internet Use, there is a suitable educational basis for the request, and the demands on the school's network or staff are reasonable.
2. The Technology staff has the authority to determine whether use of a student's Privately-Owned Computer would place an undue burden on or could interfere with the Computer Services.
3. The student is responsible for proper care of his/her Privately-Owned Computer including any costs of repair, replacement or any modifications needed to use the computer at school.
4. The school is not responsible for damage, loss or theft of any Privately-Owned Computer.
5. Students have no expectation of privacy in their use of Computer Services while using a Privately-Owned Computer at school. Students must supply password to unlock devices upon request.
6. Violation of any policies, administrative procedures or school rules involving a student's use of Computer Services or a Privately-Owned Computer may result in the revocation of the privilege of using the computer at school and/or disciplinary action.
7. The school may seize any privately-owned computer used by a student in school without authorization as required by these rules and the contents of the Privately Owned Computer may be searched. The computer will be returned to the student's parents when it is no longer needed for investigatory or evidentiary purposes.

## Progressive Discipline

**Discipline:** Appropriate discipline for student violations will be determined by the school administration. Violations of the acceptable use guidelines or School policy will result in disciplinary action up to and including expulsion. Disciplinary action will be taken in a manner consistent with the **Progressive Discipline** policy. Violations which may be deemed criminal will be referred to the appropriate law enforcement officials. As a school, we observe restorative practices where possible. This means to believe that decisions are best made and conflicts are best resolved by those most directly involved in them. Students can better learn from situations when they are actively engaged in the process; adults doing things **with** students, rather than **to** them or **for** them.

<b>Category I Infractions</b>			
<b>Offense</b>	<b>Title</b>	<b>Consequence</b>	<b>Discretionary Intervention</b>
<p><b>A Category I Offenses:</b></p> <ul style="list-style-type: none"> <li>- Failure to speak English (EOZ Violation)</li> <li>- Off-campus purchases</li> <li>- Failure to wear proper uniform</li> <li>- Misuse of electronics</li> <li><i>(1<sup>st</sup> violation-progressive discipline, 2<sup>nd</sup> violation-contact parents, 3<sup>rd</sup> violation-parents pick cell phone up from school.)</i></li> <li>- Profanity</li> <li>- Unauthorized use of elevator</li> <li>- Insubordination, profanity, disrespect, etc.*</li> <li>- Attendance/Tardy*</li> <li>- Curfew Violations</li> <li>- Damaging property-accidental (Students pays for damage)</li> <li>- Bullying *</li> <li>- Near Fight*</li> <li>- Academic Dishonesty (Minor)</li> </ul> <p><i>~additional violations may be added by school administration</i></p>	<b>Verbal Warning</b>	Administrative Warning with log entry	<p><b><i>Disciplinary consequences are coupled with interventions to help promote a positive change in behavior at administrative discretion:</i></b></p> <ul style="list-style-type: none"> <li>- School and classroom behavior expectations clearly defined with all students</li> <li>- School and classroom behavior expectations communicated with families</li> <li>- Student and teacher conferences about behaviors</li> <li>- Parent contacted</li> <li>- Parent/teacher/ student conference</li> <li>- Counselor/student conference</li> <li>- Administrator / Student conference</li> <li>- Parent / teacher/administrator conference</li> <li>- Corrective Behavior Assignments</li> <li>- Behavior contract including incentives and consequences</li> <li>- Meeting with Counselor</li> </ul>
	<b>1<sup>st</sup> - Referral</b>	1 Detention assigned by school administrator	
	<b>2<sup>nd</sup> - Referral</b>	2 Detentions in School assigned by school administrator	
	<b>3<sup>rd</sup> - Referral</b>	2 Detentions assigned by school administrator AND 1 Saturday Detention or a 3 <sup>rd</sup> Detention (at administrative discretion)	
	<b>4<sup>th</sup> - Referral</b>	4 Detentions assigned by school administrator AND 1 Saturday Detention or a 5 <sup>th</sup> Detention (at administrative discretion)	
<b>5<sup>th</sup> - Referral</b>	6 Detentions assigned by school administrator AND 2 Saturday Detentions or a 7 <sup>th</sup> & 8 <sup>th</sup> Detention (at administrative discretion)		

\* Offenses against school policies and procedures may start with a referral and verbal warning, but consequences will be at the sole discretion of the school administration

**Note to Students:** You will be issued a single verbal warning for your violation of the rules and regulations of Saint Paul American School as a whole. Consequences in the Progressive Discipline system are not isolated; a verbal warning for a policy violation in one domain of Category 1 offenses leads to a referral in the following violation of another domain, ie. A verbal warning for misuse of technology will mean your first uniform violation offense will be a first referral.

## Category II Infractions

Offense	Title	Consequence	Discretionary Intervention
<b>A Category II offense:</b> - 7th Overall Referral -Unauthorized leave from campus/ ID fraud (Give ID, Attempted exit form Campus) -Weapons -Profanity (major) -Tobacco Use & possession, to include vaporizers, etc.)** -Academic Dishonesty (Major) -Major insubordination or classroom disruption.  <i>~additional violations may be added by school administration</i>	<b>1<sup>st</sup> –Referral/6<sup>th</sup> Category I</b>	1-3 Day Suspension Potential Loss of Privileges (2 Weeks) Behavioral contract	<b><i>Disciplinary consequences are coupled with interventions to help promote a positive change in behavior at administrative discretion:</i></b>  -Administrator/Student Conference  -Counselor/Student Conference  -Administrator/Teacher/Student Conferences  -Behavior contract including incentives and consequences.  -Referral to Community-based services/School Beautification Programs.
	<b>2<sup>nd</sup>- Referral/7<sup>th</sup> Category I</b>	2-5 Day Suspension* Loss of Privileges (3 Weeks)	
	<b>3<sup>rd</sup>- Referral/8<sup>th</sup> Category I</b>	Suspension* pending an administrative meeting (1 Month-Semester)	
	<b>If behavior continues, then the school has the ability to recommend out of school suspension or expulsion with secondary findings.</b>		

## Category III Infractions

Offense	Title	Consequence	Discretionary Intervention
<b>A Category III offense:</b> -10 <sup>th</sup> overall referral -Unauthorized leave from campus/ ID Fraud (Major) (Fence Jumping, ID theft) -Alcohol*** -Drugs -Theft -Vandalism-Intentional (Students pays for damages) -Weapons -Bullying (Major) -Assault  <i>~additional violations may be added by school administration</i>	1 <sup>st</sup> –Referral/9 <sup>th</sup> Category I/4 <sup>th</sup> Category II	1-5 Day Suspension Loss of Privileges 1 Month) Behavioral contract	<b><i>Disciplinary consequences are coupled with interventions to help promote a positive change in behavior at administrative discretion:</i></b>  -Administrator/Student Conference  -Counselor/Student Conference  -Administrator/Teacher/Student Conferences  -Behavior contract including incentives and consequences.  -Referral to Community-based services/School Beautification Programs.
	2 <sup>nd</sup> - Referral/10 <sup>th</sup> Category I/5 <sup>th</sup> Category II	5-10 Day Suspension* Loss of Privileges (Administrative Discretion)	
	3 <sup>rd</sup> - Referral/≥11 Category I/6 <sup>th</sup> Category II	Out of School Suspension* pending an administrative meeting (Pending)	
	<b>If behavior continues, then the school has the ability to recommend out of school suspension or expulsion with secondary findings.</b> Secondary findings are defined as: 1.) Other means of corrections are not feasible or have failed to bring proper conduct and/or 2.) Due to the nature of the act, the presence of the pupil poses a continuing danger to the physical safety of the pupil or others.		

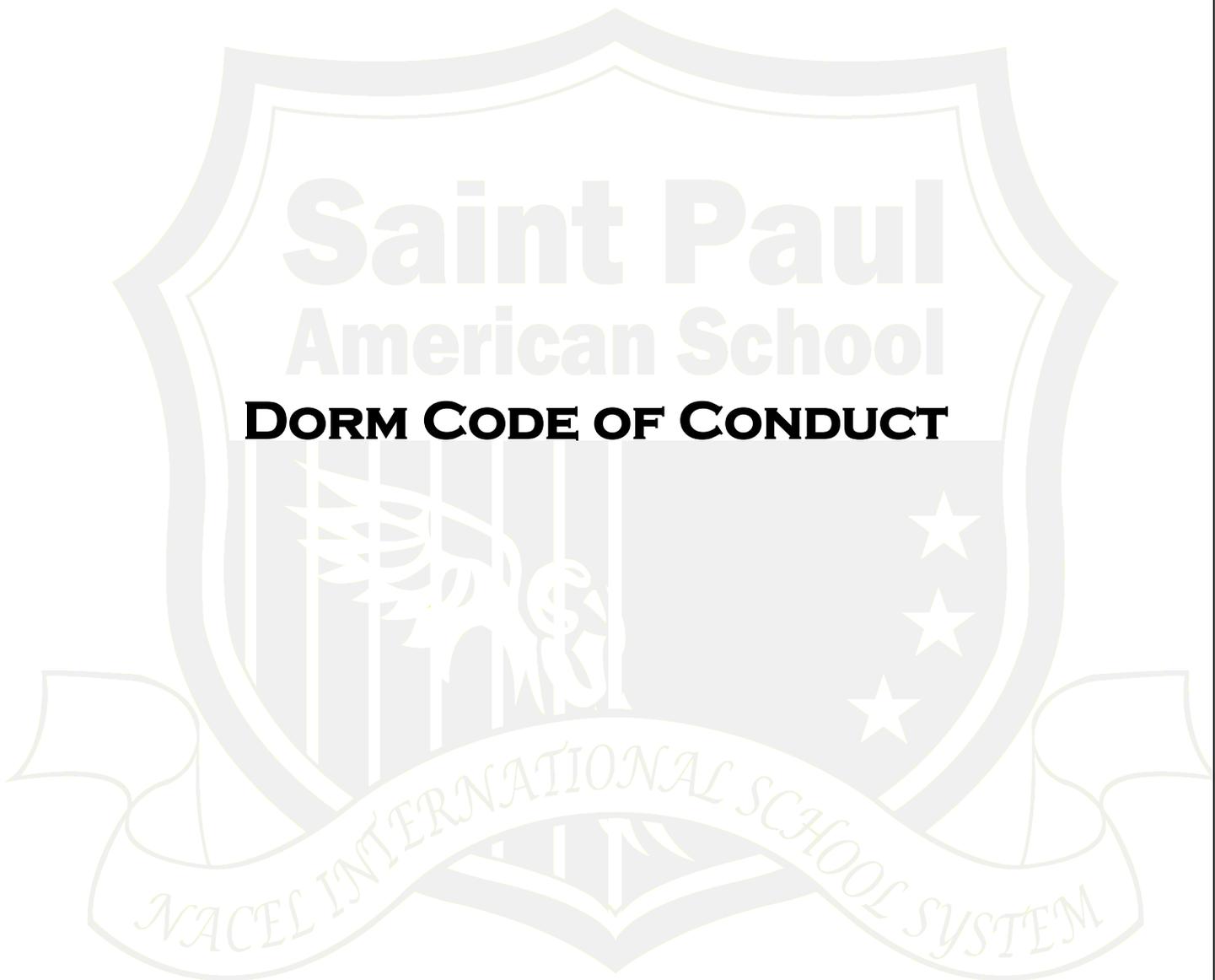
\* Type of suspensions including in-school suspension (ISS) or out of school suspension (OSS) are to be carried out at the sole discretion of the school administrator of Saint Paul American School.

\*\* Tobacco infractions will result in an immediate ISS and Saturday Detention on the 1<sup>st</sup>-Referral. All infractions thereafter will result in progressive discipline action with an additional Saturday Detention, to include Category II consequences if necessary.

\*\*\* All category III infractions will result in an immediate 5 day OSS and a loss of privileges on the first offense. Any further violations of the alcohol policy will result in an OSS pending investigation with potential dismissal.

# Saint Paul American School

## **DORM CODE OF CONDUCT**



# Dormitory Living Structure

## General Considerations

**Safety:** Your personal safety and well-being are among the most important considerations at our school. We want and expect you to feel safe and be comfortable. Putting yourself and your personal safety into question is highly discouraged. If your safety has been threatened by any human or environmental influences, please bring it to the attention of the Community Living Assistants or administrative team as soon as immediately possible.

**Electronics:** The dormitory is a continuation of the educational and academic property of Saint Paul American School. The Dormitory is exempt from the Sight Unseen Policy, as it is an area designated for living space. However, it falls within the same guidelines of the Acceptable and Prohibited Uses of Electronics Policies listed above.

**Security:** Entering other people's rooms and borrowing any of their belongings is not allowed. Make sure that your door is locked at all times and that any valuables are stored in a safe area. All students will be required to provide access to any locked area in the dormitory as needed by staff. This will include but not be limited to desks, drawers, closets, etc. If unwilling to do so, removal of lock to allow access will occur with the school's master key.

**Fire:** Please do not tamper with fire alarm and equipment.

*When an alarm sounds:*

- Close the window(s).
- Turn off your room lights.
- Wear a coat and shoes.
- Leave the door closed but unlocked.
- Check the rooms on either side of you to make sure students are out.
- Go to the nearest exit without running. Bang on each closed door as you pass.
- Do not return to the building until the signal is given.

**Dorms:** Absolutely no boys are allowed in the girls' dormitory and no girls are allowed in the boys' dormitory. Boys are prohibited from walking to the entrance of the girls' dormitory, and girls are prohibited from walking to the boys' dormitory entrance; this rule applies to all occasions and to all students without exception.

**Visitors** - Any dorm visitors must be accompanied by a dorm student at all times and must have prior approval from administration. Day students are not allowed in the dormitory without permission from administration.

**Quiet:** Noise levels must be considered at all times, particularly during study hours and after 9:30 p.m. If noise levels distract others in the dorms, you simply are being too loud. Please respect the fact that people work and live here, and they should not be disturbed by loud noise. Phones, laundry rooms and showers are not to be used after 11 pm. The dorms must be completely quiet after curfew.

**Respect, Honesty, Integrity:** Mutual respect, honesty and integrity will be the model for students' behavior. Students will uphold this model when interacting with Campus Life Assistants, with each other, and for the environment where they live.

**Bedtime:** Everyone must be in their own rooms at 11 pm on school nights. Dorm Supervisors have the right to confiscate items which cause students to be out of their rooms after curfew.

**Lights Out:** All lights must be out by 11:00 pm and 12am for seniors pending there are no disciplinary or academic issues. Humidifiers, fans, and other types of electronics are not allowed. Air purifiers will be allowed only if the AQI is >250. **If students do not have an Air Purifier at that time, electricity will be turned off.**

## Personal Rights

**Abuse:** Physical or verbal abuse will not be tolerated and will be dealt with as a major disciplinary problem. Students who are abusive may be asked to leave St. Paul American School.

**Relationships:** Dorm students are expected to develop healthy, respectful relationships with other dorm students and staff members.

**Harassment:** Harassment (sexual, racial, or any other form) of other students or St. Paul American School staff/faculty is against the law, and will not be tolerated. This includes verbal, physical or implied harassment; and, includes use of a telephone, internet or an e-mail account to threaten, intimidate or coerce other people. Students who are being harassed should inform the school administration or a teacher.

## Respect for Environment

**Rooms:** Please keep your rooms presentable. There will be a daily room inspection. If your room is not clean you will be required to clean the room immediately. Please respect the property of your roommate(s) and the school.

**Room Assignments:** Room assignments and changes are the Administrative Office's responsibility. Room changes require permission. You are expected to sleep in your own room unless you have received authorization from school administration.

**Maintenance:** If you require room maintenance, inform the Dorm staff. Students responsible for damage will be required to pay for any replacement or labor costs. If the damage was intentional, there will be additional consequences.

**Facilities:** Students are expected to respect school facilities. The Lounge and Study Lounge are great places to be, but are easily spoiled by a few careless people. Please respect these rooms. Disrespect for and misuse of these areas will lead to loss of privileges.

**Dorm Lounge:** The Dorm lounge is a place for students to relax and socialize. We hope that you will make use of the lounge and respect that it is a privilege.

**Student Lounge:** This room is for students who wish to do group work, individual assignment or for those who are tutoring. Consequently, this should be a quiet area for study only.

## Respect for Learning

**Involvement:** St. Paul American School offers many cultural, athletic and intellectual activities. We encourage you to take advantage of them as they will make your stay here more enjoyable.

**Absenteeism:** If you miss school during the day, you are expected to make up the work in the evening or morning. Unexcused absenteeism will negatively impact your academic performance.

**Tutors:** Students willing to be peer tutors can volunteer with the tutoring club or inform administration. Tutors are expected to assist students with academic needs and have the right to refusal if they feel the student is not actively participating.

**Study Hall:** Study Hall is from 7:30 pm to 9:30 pm Monday through Thursday in the main school building. **Students in the dormitory will be required to be on time and dressed appropriately for study hall.** Students will be assigned to rooms within the school building and may only leave their assigned rooms with a valid bathroom pass or during the five-minute break. Failure to abide by the policies for study hall will result in **Progressive Discipline**.

## Respect for Self

**Personal Security:** Always let someone know if you are going to be off campus. Travel with others when you are out, particularly during shopping or field trips. Do not keep large sums of money in your room or on your person.

**Health:** There is a school nurse who is available during the day and we also have a nurse on call in the evenings. The nurse is in charge of making appointments for 1<sup>st</sup> diagnosis and treatment or recommending you go to the hospital. Students who are sick are not allowed to remain unsupervised in the dormitory. All students returning to class must report to the administration office to be cleared before going to class.

**In case of extreme emergency, find a supervisor or adult on campus to get help immediately.**

**Mail:** Student mail and packages can be picked up at the guard building or administration office. This must not be conducted during class time.

**Hygiene:** Keep yourself, your room and your clothes clean.

**Food and Beverages:** Students are prohibited from making purchases or ordering food through the fence and having purchases delivered on-campus.

Students with off-campus passes are allowed to pick-up food outside and bring it back on campus.

**Discipline:** All disciplinary matters will be dealt with confidentially, unless the student(s) involved already have made them public. The school discipline policies are meant to improve the academic and general well-being of our students and are a means for constructive development. The Dorm Supervisor and Administration will deal with all dorm discipline issues on a case-by-case basis, and in a fair, consistent manner according to our school policies.

**Campus Life Assistants:** As Campus Life staff members, we try to provide each boarding student in their dorm with the same kind of care, training and discipline that would be found in a wholesome home. They have the authority and responsibility to manage their dorm. This includes implementing and interpreting the regulations in this handbook. Staff or administrations are to inform parents of any significant medical or discipline problems their child may have while he/she is under the dorm's jurisdiction.

**Students:** Boarding students are responsible for complying with this Dorm Student Handbook and other daily schedule guidelines set forth by the school.

## Rewards

**Senior Privileges:** Seniors, who have shown responsibility in leadership, academics and in personal life, are given certain privileges in order to help them adjust to life beyond high school. Privileges are to be advocated for by the seniors and approved or determined by administration.

**Requirements for maintaining Senior Privileges:**

1. Student has shown responsibility in areas of leadership, academics, and personal life.
2. No infractions of campus rules leading to an overall loss of privileges

If a senior's grades or behaviors fail to meet requirements then all senior privileges will be suspended for a minimum of two weeks. At the end of the two week period it is then be the student's responsibility to show the dorm staff and administration that their privileges should be restored.

# Regular Daily Schedule

## Monday to Friday (Regular School Days)

06:30 am - *Wake up*  
07:00 am - 7:30am - *Retrieval of electronics*  
07:50 am - *Students must exit the dorms before 7:50am*  
08:00 am - 3:30 pm - *Students may not enter the dormitory during regular class hours*  
05:00 pm - 6:00 pm - *Dinner*  
07:30 pm - 9:30 pm - *Study Hall*  
09:30 pm - *Dormitory Curfew – Students must return to the dorms (Except those with privileges)*  
09:30 pm - *Roll call (Except those with privileges)*  
09:30 pm - *11 pm Quiet Hours*  
10:00 pm - *Curfew for seniors*  
10:00 pm - *Roll call for seniors*  
10:50 pm - *Turn-in electronics*  
11:00 pm - *Lights Out, turning in computers (Unless granted privileges)*  
12:00 pm - *Lights out for seniors*

## Saturday

09:30 am - 12:00pm *Chinese class*  
11:45 am - 12:30 pm *Lunch*  
12:30 pm - 9:30 pm *Free Time*  
12:30 pm - 2:30pm *Saturday Detention*  
05:00 pm - 6:00 pm - *Dinner*  
09:30 pm - *Dormitory Curfew – Students must return to the dorms (Except those with privileges)*  
09:30 pm - *Roll call (Except those with privileges)*  
09:30 pm - *11 pm Quiet Hours*  
10:00 pm - *Curfew for seniors*  
10:00 pm - *Roll call for seniors*  
12:00 am - *Lights Out, Turn-in electronics*

## Sunday

09:00 am - 11:30am - *Church (Optional)*  
11:30 am - 12:30 pm *Lunch*  
12:00 pm - 5:00 pm *Shopping/outings (Optional)*  
05:00 pm - 6:00 pm - *Dinner*  
09:30 pm - *Dormitory Curfew – Students must return to the dorms (Except those with privileges)*  
09:30 pm - *Roll call (Except those with privileges)*  
09:30 pm - *11 pm Quiet Hours – (No excessive noise)*  
10:00 pm - *Curfew for seniors*  
10:50 pm - *Turn-in electronics*  
11:00 pm - *Lights Out, turning in computers (Except those with privileges)*  
12:00 pm - *Lights out for seniors*

## Dormitory Progressive Discipline

<b>Category I Infractions</b>			
<b>Offense</b>	<b>Title</b>	<b>Consequence</b>	<b>Discretionary Intervention</b>
<p><b>A Category I Offenses:</b></p> <ul style="list-style-type: none"> <li>- Failure to speak English (EOZ Violation)</li> <li>- Off-campus purchases</li> <li>- Failure to wear proper uniform</li> <li>- Misuse of electronics <i>(1<sup>st</sup> violation-progressive discipline, 2<sup>nd</sup> violation-contact parents, 3<sup>rd</sup> violation-parents pick cell phone up from school.)</i></li> <li>- Unauthorized use of elevator</li> <li>- Insubordination, profanity, disrespect, etc.*</li> <li>- Attendance/Tardy*</li> <li>- Damaging property-accidental (Students pays for damage)</li> <li>- Bullying *</li> <li>- Near Fight*</li> <li>- Academic Dishonesty (Minor)</li> </ul> <p><i>~additional violations may be added by school administration</i></p>	<b>Verbal Warning</b>	Administrative Warning with log entry	<p><b>Disciplinary consequences are coupled with interventions to help promote a positive change in behavior at administrative discretion:</b></p> <ul style="list-style-type: none"> <li>- School and classroom behavior expectations clearly defined with all students</li> <li>- School and classroom behavior expectations communicated with families</li> <li>- Student and teacher conferences about behaviors</li> <li>- Parent contacted</li> <li>- Parent/teacher/ student conference</li> <li>- Counselor/student conference</li> <li>- Administrator / Student conference</li> <li>- Parent / teacher/administrator conference</li> <li>- Corrective Behavior Assignments</li> <li>- Behavior contract including incentives and consequences</li> <li>- Meeting with Counselor</li> </ul>
	<b>1<sup>st</sup> - Referral</b>	1 Detention assigned by staff	
	<b>2<sup>nd</sup> - Referral</b>	2 Detentions assigned by staff	
	<b>3<sup>rd</sup> - Referral</b>	<p>2 Detentions assigned by staff AND 1 Saturday Detention or a 3<sup>rd</sup> Detention (at administrative discretion)</p>	
	<b>4<sup>th</sup> - Referral</b>	<p>4 Detentions assigned by staff AND 1 Saturday Detention or a 5<sup>th</sup> Detention (at administrative discretion)</p>	
<b>5<sup>th</sup> - Referral</b>	<p>6 Detentions assigned by staff AND 2 Saturday Detentions or a 7<sup>th</sup> &amp; 8<sup>th</sup> Detention (at administrative discretion)</p>		

\* Offenses against school policies and procedures may start with a referral and verbal warning, but consequences will be at the sole discretion of the school administration

**Note to Students:** You will be issued a single verbal warning for your violation of the rules and regulations of Saint Paul American School as a whole. Consequences in the Progressive Discipline system are not isolated; a verbal warning for a policy violation in one domain of Category 1 offenses leads to a referral in the following violation of another domain, ie. A verbal warning for misuse of technology will mean your first uniform violation offense will be a first referral.

## Category II Infractions

Offense	Title	Consequence	Discretionary Intervention
<b>A Category II offense:</b> - 7th Overall Referral -Unauthorized leave from campus/ ID fraud (Give ID, Attempted exit form Campus) -Weapons -Tobacco Use & possession, to include vaporizers, etc.)** -Academic Dishonesty (Major) -Major insubordination or classroom disruption.  <i>~additional violations may be added by school administration</i>	<b>1<sup>st</sup> –Referral/6<sup>th</sup> Category I</b>	1-3 Day Suspension Potential Loss of Privileges (2 Weeks) Behavioral contract	<b><i>Disciplinary consequences are coupled with interventions to help promote a positive change in behavior at administrative discretion:</i></b>  -Administrator/Student Conference  -Counselor/Student Conference  -Administrator/Teacher/Student Conferences  -Behavior contract including incentives and consequences.  -Referral to Community-based services/School Beautification Programs.
	<b>2<sup>nd</sup>- Referral/7<sup>th</sup> Category I</b>	2-5 Day Suspension* Loss of Privileges (3 Weeks)	
	<b>3<sup>rd</sup>- Referral/8<sup>th</sup> Category I</b>	Suspension* pending an administrative meeting (1 Month-Semester)	
	<b>If behavior continues, then the school has the ability to recommend out of school suspension or expulsion with secondary findings.</b>		

## Category III Infractions

Offense	Title	Consequence	Discretionary Intervention
<b>A Category III offense:</b> -10 <sup>th</sup> overall referral -Unauthorized leave from campus/ ID Fraud (Major) (Fence Jumping, ID theft) -Alcohol*** -Drugs -Theft -Vandalism-Intentional (Students pays for damages) -Weapons -Bullying (Major) -Assault  <i>~additional violations may be added by school administration</i>	1 <sup>st</sup> –Referral/9 <sup>th</sup> Category I/4 <sup>th</sup> Category II	1-5 Day Suspension Loss of Privileges 1 Month) Behavioral contract	<b><i>Disciplinary consequences are coupled with interventions to help promote a positive change in behavior at administrative discretion:</i></b>  -Administrator/Student Conference  -Counselor/Student Conference  -Administrator/Teacher/Student Conferences  -Behavior contract including incentives and consequences.  -Referral to Community-based services/School Beautification Programs.
	2 <sup>nd</sup> - Referral/10 <sup>th</sup> Category I/5 <sup>th</sup> Category II	5-10 Day Suspension* Loss of Privileges (Administrative Discretion)	
	3 <sup>rd</sup> - Referral/≥11 Category I/6 <sup>th</sup> Category II	Out of School Suspension* pending an administrative meeting (Pending)	
	<b>If behavior continues, then the school has the ability to recommend out of school suspension or expulsion with secondary findings.</b> Secondary findings are defined as: 1.) Other means of corrections are not feasible or have failed to bring proper conduct and/or 2.) Due to the nature of the act, the presence of the pupil poses a continuing danger to the physical safety of the pupil or others.		

\* Type of suspensions including in-school suspension (ISS) or out of school suspension (OSS) are to be carried out at the sole discretion of the school administrator of Saint Paul American School.

\*\* Tobacco infractions will result in an immediate ISS and Saturday Detention on the 1<sup>st</sup>-Referral. All infractions thereafter will result in progressive discipline action with an additional Saturday Detention, to include Category II consequences if necessary.

\*\*\* All category III infractions will result in an immediate 5 day OSS and a loss of privileges on the first offense. Any further violations of the alcohol policy will result in an OSS pending investigation with potential dismissal.

## Acknowledgement of Receipt and Understanding



I have read the Saint Paul American School Student Handbook and fully understand its contents. As a student, I agree to abide by the rules and policies in this handbook.

Student name (print): \_\_\_\_\_

Student number: \_\_\_\_\_

Student signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_

## Student Pledge of Conduct

*To be read, signed and dated by the student.*

As an SPAS student, you will have the opportunity to take part in a unique and challenging program. We hold high standards for our students and expect that they will conduct themselves in a responsible manner and be good representatives of their families, educational background and home countries.

Please read the following statements and sign your name below as a pledge to uphold these standards of conduct.

1. I will be open to meeting new people and learning about other cultures.
2. I will share my culture with others and will be a good representative of my home country.
3. I will treat all students, teachers and staff with courtesy and respect.
4. I will speak English throughout the school day.
5. I will take my classes seriously and will do the best work that I can.
6. I will do my own work in my classes and will not cheat on assignments and tests.
7. I will not smoke, drink alcohol, or do drugs; regardless of my age.
8. I will treat all school property with care and respect.
9. I will abide by all school's rules (SPAS Code of Conduct) and administrative directives. I will encourage other students to do the same.
10. I will do my best to have a positive experience and to create many wonderful memories during my time at SPAS.

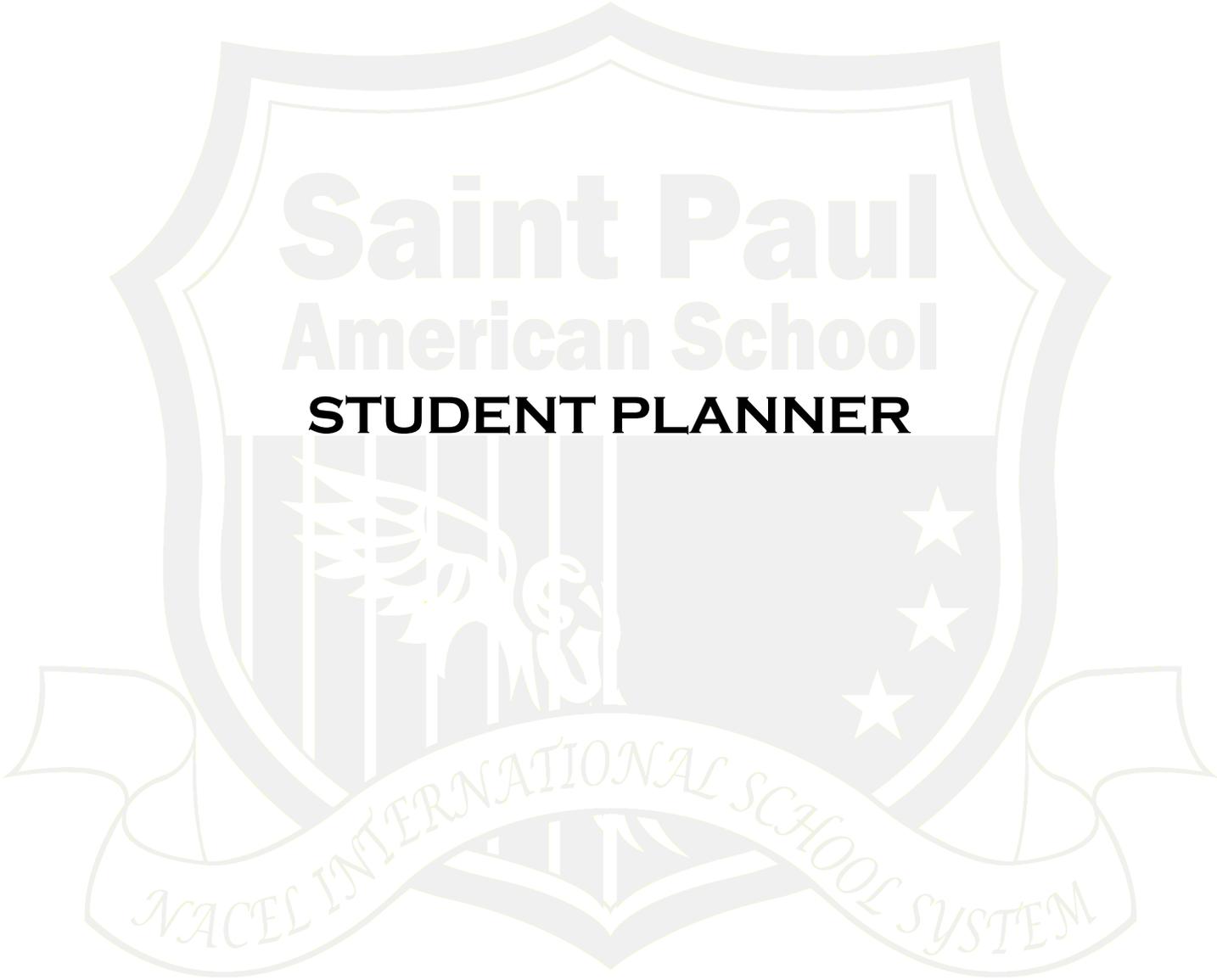


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Student number: \_\_\_\_\_

Student signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_



**Saint Paul  
American School  
STUDENT PLANNER**

*NACEL INTERNATIONAL SCHOOL SYSTEM*

# Assignments



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