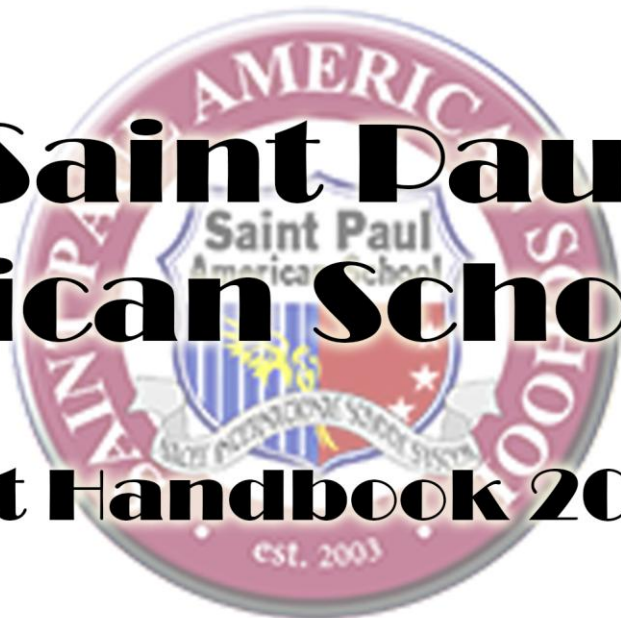




Saint Paul American School Inc.

Student Handbook 2017-2018



GENERAL BACKGROUND OF SAINT PAUL AMERICAN SCHOOL

Mission Statement

Saint Paul American School prepares students for professional success in the global community. Our curriculum equips students to become culturally literate by developing critical thinking and communication skills as they gain a strong sense of personal and social responsibility.

Philosophy

Students are the most important members of a school community; from Pre-K to Twelfth grade our curriculum is developmentally appropriate. At the Pre-k/elementary level our curriculum demonstrates that young children are naturally inquisitive and that a classroom community is where all students feel valued and are able to express themselves in their own way. In middle school, students take on greater independence as they prepare to take their places in high school and ultimately society. Students are encouraged to develop critical and creative thinking skills through a challenging curriculum that includes projects foreign languages community service and rigorous instruction, which taking into account the special developmental needs of early adolescence. At the high school level students are challenged and provided leadership opportunities. We also deliver college preparatory academics as well as enrichment through the arts, physical education, and other activities. Our classes are taught from a culturally relativistic perspective and take advantage of the wealth of diversity within our student body. We respect and appreciate each student's unique learning style and personality. Through our course offerings, we meet the educational needs of a wide range of students, from those with limited English proficiency to those requiring substantial academic rigor. We further believe that through cooperative interaction among administration, faculty, students, parents, and community, each student can achieve his/her academic goals while developing a love for learning, respect for self and others, and an enthusiasm for life that will help to ensure his/her success and happiness.

Curricular Goals

Students will demonstrate proficiency in the Saint Paul American School curriculum by:

- Producing high-level work that prepares them for higher education or professional life;
- Demonstrating effective problem-solving skills in various settings;
- Integrating and applying the knowledge and experience gained in all subject areas;
- Gathering, analyzing, and interpreting information gained from research, prior learning, and different world perspectives.

Students will develop and refine their intercultural thinking skills by:

- Learning to understand the viewpoints of others and allowing this information to shape their own perspective of the world;
- Challenging their personal biases and beliefs through the examination of other worldviews;
- Using knowledge and critical thinking to develop educated positions on topics and issues that will improve their interactions with others.

Students will demonstrate their ability to communicate effectively within an intercultural setting by:

- Improving skills in oral and written language;
- Expressing thoughts and ideas with clarity, purpose, and cultural awareness;
- Recognizing, analyzing, and evaluating various methods of verbal and nonverbal communication;
- Developing mastery of English (or for U.S. students, another world language), to be successful in postsecondary studies.

Students will exhibit personal and social responsibility by:

- Practicing personal and academic integrity;
- Accepting, appreciating, and understanding human diversity as it relates to themselves and others;
- Developing cultural skills such as mindfulness, empathy, self-reflection, and patience in uncertain situations
- Understanding the impact of their actions and those of others (individuals and groups);
- Appreciating the value of learning and taking an active role in their education.

St. Paul American School is designed to help teach young people how to behave responsibly and prepare students for college. Just as students must learn academic skills, they must also acquire the requisite knowledge that will enable them to become responsible citizens. That means that they must learn the key attributes of ethical behavior including courage, compassion, integrity, justice, truth, reason, fairness, respect and honesty.

A positive school climate is characterized by quality teaching by instructors and effective learning by students. This requires a safe environment for all who work in and attend the school along with an emphasis on citizenship and adherence to rules applied equitably and fairly to all in the Saint Paul American School community. We believe that parents are essential partners in the educational process and must be properly involved and accountable for the achievement and behavior of their children.

The school disciplinary program makes provision for the school and home to intervene in inappropriate student behavior as soon as possible. This early intervention permits the school to call this conduct to the attention of the student and the parent or guardian, giving parents/guardians and school personnel the opportunity to closely work together.

The codes of conduct are designed to set high expectations for student behavior in support of learning. The codes include graduated sanctions for unacceptable and inappropriate behaviors as they increase in frequency, severity and/or duration.

St. Paul's guidelines are designed to promote consistency of behavioral expectations and of consequences for unacceptable behavior. High behavioral expectations also apply when students ride the bus, are on school grounds before and after school, and participate in extra-curricular activities.

The guiding principles of the St. Paul American School's Student Code of Conduct include:

- Trustworthiness, respect, responsibility, fairness, caring and citizenship are essential to the well-being of individuals and society.
- All individuals have intrinsic value.
- Every individual can contribute something of worth to society.
- Individuals are responsible and accountable for their choices and decisions.
- In order to grow and thrive, individuals need caring relationships and a nurturing environment.
- Supportive family relationships are the foundation of the community.
- High expectations lead to higher performance which, in turn, empowers the individual and strengthens society.
- Continuous learning is a lifelong process that is essential to a productive and enriched life.
- St. Paul American School's success is due to its commitment to our students and excellence in academics.

Responsibilities of the School

1. The Administration and Board of St Paul American School establishes and implements our code of conduct. The Headmaster and Administration hold school employees responsible for the supervision of the behavior of students, while they are under the supervision of the school.

2. The Headmaster shall be responsible for implementing all necessary procedures, rules, and regulations to make effective the policies relating to the standards of student behavior and for the total operation of the school, within the framework of the procedures established by Nacel International and the Board of Directors.

The Headmaster shall be responsible for posting and disseminating the rules and regulations currently in effect for the school to all students, parents, and all interested community groups at the beginning of each school year, and to each new student upon registration.

The Headmaster is also responsible for informing students of their rights and responsibilities, and to lead a discussion of these rules, rights, and responsibilities with the faculty prior to the opening day of school each year, and with all new faculty members when they begin their duties in the school.

The Headmaster has the authority to impose suspensions consistent with guidelines provided by Nacel and the School Director.

3. The Faculty shall be responsible to the Headmaster for the implementation of all necessary procedures, rules, and regulations to make effective policies relating to standards of student behavior in the classroom, the school building, on school grounds, and at school events off school grounds. The Faculty and Administration are both required to follow the practices and policies set forth in the Employee Handbook.

Teachers have the responsibility to see that all students are informed of standards of behavior required. In addition to enforcement of formalized rules and regulations, teachers may use such reasonable measures as necessary to maintain student control in school buildings, on school grounds, and at school events off school grounds. Teachers have the responsibility to record and report serious discipline problems to a building administrator. If a teacher's efforts to solve a behavior problem are unsuccessful, the student shall be referred to the headmaster or assistant headmaster, who have the responsibility and authority to use such measures as may be necessary to maintain control and promote an environment in which optimum learning can occur.

Student Rights and Responsibilities

Rights

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**

Each 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.

➤ **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 has 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

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 Headmaster.

Student Services

St. Paul American School believes student development is enhanced through career and educational planning. To foster such planning, the headmaster addresses all student academic matters at the high school level. St. Paul American School also has each student assigned to a Student Advisor available to counsel students in many situations regarding non-academic issues, vocational and business schools, and future career planning.

Honor Code

Students must abide by the school's Honor Code, which strictly prohibits any form of plagiarism, cheating, dishonesty, lying, copying, or theft.

Violations of this code will result in immediate judicial committee meetings, which could bring suspension, dismissal, automatically reduced or failing grades in courses, or other consequences.

ACADEMICS

Student Age-Grade Criteria

SPAS welcomes students from all countries and it is sometimes challenging to match students' previous school's different age-grade systems with our own system. Some countries' systems are very straightforward and follow a nearly identical age-grade system with our American system. In such cases, the grade in which the student will be placed is a simple process. Other countries' systems vary from ours by a semester or have a very different start and finish for their academic year.

We try our best to find the grade level that is most appropriate based on the student's age and abilities. However the Philippines Department of Education requires that kindergarten must be born before or on August 30th for the lower age range to begin class (DepEd Order 47; series 2016). SPAS will discuss the matter with parents and previous schools and will take transcript records and recommendations into consideration when there is no clear grade equivalent between the previous school and our school. This can be a very sensitive topic, and so we give careful consideration to find the best solution in a consistent and logical manner.

When possible, it is preferable for students of the following ages be placed in the following grade levels as per the State of Minnesota educational policies, which Saint Paul observes:

Unless a prior arrangement has been made for a specific reason, the student should be the following ages by September 1 to enroll in each grade level.

Elementary School	Nursery	3-4
	Pre-K	4-5
	Kindergarten	5-6
	Grade 1	6-7
	Grade 2	7-8
	Grade 3	8-9
	Grade 4	9-10
	Grade 5	10-11
Middle School	Grade 6	11-12
	Grade 7	12-13
	Grade 8	13-14
High School	Grade 9	14-15
	Grade 10	15-16
	Grade 11	16-17
	Grade 12	17-18
<p><i>As a general rule, a student must be the lower age range for each grade by the start of the school year in compliance with the Department of Education rules. The Philippine Department of Education <u>requires</u> that, a student must be born before or on August 30th for lower age range for Kindergarten (DepED. Order 47; series 2016).</i></p>		

Pre-Kindergarten, Kindergarten -Elementary Grades 1-5

The Elementary Program builds each child to become a competent learner in a caring community — a thinker, creator, inquirer, feeler, problem solver and doer.

Like Saint Paul American School as a whole, the Elementary School curriculum adopts programs which demonstrate the best international standards, practices and results for student learning. We place strong emphasis on language arts and mathematics. To ensure a balanced curriculum, we provide programs in science and technology, social studies, modern language, fine arts and physical development. Below are our approaches to Literacy and Mathematics.

Literacy

The school currently draws its K-12 standards for English Language Arts from the United States. Students begin to master the strands of oral communication, reading, writing and speaking in Elementary School. Using the workshop model and literature circles, children become competent and independent readers and are able to discuss and reflect on their reading as they undergo the ten stages of reading development.

Mathematics

The elementary mathematics curriculum is based on the National Council of Teachers of Mathematics (Minnesota State standards from the United States. Students are exposed to math daily through the Envision Math program. Although primarily a US based program, children learn Imperial measurements and we supplement the metric system. This program is increasingly being adopted in leading international schools around the world. This assists students with transitions to a variety of schools beyond Saint Paul American School. Envision Math emphasizes six conceptual strands:

- Numbers and Numeration
- Operations and Computation
- Data and Chance
- Measurement and Reference Frames
- Geometry
- Patterns, Functions and Algebra

Science

Science process skills should be based on a series of discoveries. Students learn most effectively when they have a central role in the discovery process. Science strands include:

- Analysis, Inquiry, and Design
- The Physical
- The Living Environment

Social Studies

Saint Paul American School's curriculum introduces students to an integrative approach to social studies by exploring aspects of self, others, families, and communities across the world in developmentally responsive ways. This goal is accomplished through study of geographical locations, history and its influence on daily life, and wants and needs and how they affect individuals and society as a whole. There are Ten Themes are organizing strands for social studies programs:

1. Culture
2. Time, Continuity, and Change
3. People, Place and Environments
4. Individual Development and Identity
5. Individual, Groups, and Institutions
6. Power, Authority, and Governance
7. Production, Distribution, and Consumption
8. Science, Technology and Society
9. Global Connections
10. Civic Ideals and Practice

General Course Sequence for Grades 6-12

Below is the general sequence of courses for students in grades 6 through 12. SPAS makes efforts to follow this set of courses for each grade, but will make adjustments for individual students based on language ability, previous school records, availability, and performance in previous classes.

SPAS offers ESL courses, which count as electives when assigning credits. Unless given special permission otherwise, students of SPAS are required to take one course in mathematics, one course in science, one course in language arts, one course in social studies, one foreign language, and two electives.

Students may drop/add a course within 2 weeks of the beginning of each semester. Students may not drop or add a course on the basis of having completed the *minimum* graduation requirements in the subject area.

6th grade		7th grade		8th grade	
Mathematics 6		Pre-Algebra		Algebra 1	
World History to 1500		World History 1500 to present		American Studies	
Language Arts 6		Language Arts 7		Language Arts 8	
Chinese or Spanish		Chinese or Spanish		Chinese or Spanish	
Earth Science		Life Science		Physical Science	
Art	Music	Art	Music	Art	Music
P.E.	Drama	P.E.	I.T.	P.E.	Drama

9th grade		10th grade	
Algebra 1 or Geometry		Geometry or Algebra 2	
Civics	Geography	World History	
Composition	Speech	World Literature	
Chinese 1 or Spanish 1		Chinese 2 or Spanish 2	
Biology		Chemistry	
Music	Art	Drama	Elective
P.E.	Health	P.E.	Elective

11th grade		12th grade	
Algebra 2 or Pre-Calculus		Pre-Calculus or A.P. Calculus	
United States History		A.P. Geography	Economics
United States Literature		A.P. English or Senior English	
Chinese 3 or Spanish 3		Chinese 4 or Spanish 4	
Physics		Applied/Env. Science	
I.T.	Statistics	Elective	Elective
Elective	Elective	Elective	Elective

Graduation Requirements

Nacel International School System’s graduation requirements are designed to meet Minnesota accreditation standards and entry requirements for a wide range of colleges and universities. Students are required to attend eight semesters of high school in ninth through twelfth grades and complete a minimum of 48 semester credits for graduation. These 48 semester credits must also satisfy the specific departmental requirements described below.

Students are individually responsible for seeing that they are meeting the requirements necessary for graduation, but a counselor or administrator will monitor each student’s records at the start of each school year. Any student who has a question regarding graduation status should contact a school counselor or administrator.

Subject area graduation requirements are as follows:

Language Arts	8 semester credits (1 must be in Speech)
Math	6 semester credits
Social Studies	7 semester credits (incl. Geography, Civics, U.S. & World History, and Economics)
Science	6 semester credits (2 must be in Biology)
Physical Education	2 semester credits
Health	1 semester credit
Fine Arts/Performing Arts	2 semester credits
Technology	1 semester credit
Foreign Language	6 semester credits (4 in the same language)
Elective	9 semester credits

Total 48 semester credits

Mid-Term and Final Exams

Mid-term and Final exams will take place at the end of each nine –week grading period. All students are required to participate in mid-terms and final exams.

Classroom Conduct

Teachers may establish specific classroom rules in addition to those stated in this handbook. Students are expected to follow classroom rules. Failure to comply with classroom rules will result in disciplinary action.

Textbooks and Materials

Students will be issued textbooks and other classroom materials. Students are expected to return these books and materials in good, usable condition, or pay for their replacement. Student records and final grades will be withheld until all payments are made.

Grading System

Nacel International School System schools grade on a four-point scale. The school will use a variety of measures including classroom and standardized measures to document the success of its students. Teachers will assign letter grades to students. The following letter grades will be used:

Grading System		
A+	97 - 100	4.0
A	94 - 96.99	4.0
A-	90 - 93.99	3.7
B+	87 - 89.99	3.3
B	84 - 86.99	3.0
B-	80 - 83.99	2.7
C+	77 - 79.99	2.3
C	74 - 76.99	2.0
C-	70 - 73.99	1.7
D+	67 - 69.99	1.3
D	64 - 66.99	1.0
D-	60 - 63.99	0.7
F	0 - 59.99	0

Guests

Students are welcome to bring guests to visit SPAS or SPAS events and functions. For safety and security reasons, permission to bring a guest to St. Paul American School must be granted in advance by the school administration. Guests must sign in at the school office. All school rules apply to guests while they are on campus. Students are responsible for the conduct of their guests and are subject to discipline for any inappropriate behavior by their guests.

Cafeteria Policy for Parents

Elementary parents and caregivers who need to drop lunches off should drop them at the front lobby with our secretary or the guard. Our school policy prohibits parents and caregivers from lingering inside the cafeteria during lunchtime. Lunchtime is an integral part of the educational experience. Children learn to feed themselves and socialize with their peers outside of the atmosphere and rules of the classroom. Teachers are there to supervise and ensure children are eating and socializing appropriately.

Field Trip Conduct

Students are expected to follow all SPAS rules while attending school field trips. Students are further expected to act as school representatives and to behave in a manner that will not embarrass themselves, their peers, their families, or SPAS.

Students of SPAS should wear their red school polo shirts on field trips, unless otherwise stated. For field trips to more formal locations, more formal attire may be required.

Transportation - School Bus Policy

St. Paul American School has prepared this School Bus Policy for the safety of the students. Parents/guardians are requested to read the bus rules with their children. Failure to comply with the rules may result in the student's withdrawal from the School Service Program.

General Information

- Bus drivers will have a list of St. Paul American School students enrolled in the Bus service, and only those whose names appear on the list will be allowed to use the service.
- St. Paul American School will provide students with a particular time for Pick-up/Drop-off.
- Students are to be at their particular pick-up point at least five minutes before the scheduled bus time, to allow for variation in traffic conditions as well as to ensure the safety of the children.

Parents and Students' responsibility

Parents are responsible for their children while waiting for the school service until they board the school transport vehicles each morning.

- Please ensure that the person responsible for picking up and collecting students from the bus stop is on time. Bus drivers have been instructed to leave/stop at the scheduled times.
- Students are requested to be on time for the school bus. They will be given an allowance time of five minutes after the arrival of the school service. If the student does not show up within the given grace period, the school service will have to leave.
- Please inform Ms. Sei of any changes in home address or contact details that will affect transport to and from school.
- Kindly report concerns regarding the school transportation service to Ms. Sei at sei.stpaulclark@gmail.com.
- Please note that the bus service is for St. Paul American school students only is not intended to provide transportation to friends or relatives of students.

Bus driver responsibility

The driver's main priority is the safety of the students. Therefore, all students are required to respect and obey the driver's instructions at all times. The driver has sole responsibility for all students on the bus during transportation to and from school.

Bus Rules:

- Keep away from the curb and well clear of other traffic.
- Only board the bus when it has come to a complete stop.
- Parents are to remain with the pupil until he/she has safely boarded the bus.
- Upon entering the bus, students should immediately take a seat, fasten seatbelts and remain seated while the bus is moving. Do not switch seats while travelling.
- Students must respect the wishes of the driver and bus chaperone at all times.
- Keep aisles clear of books, bags and other belongings.
- Eating and/or drinking are not permitted on the bus.
- Students should speak in quiet voices.
- Students must be courteous to fellow passengers.
- Students should respect the property of the transport company.
- Public displays of affection are not allowed.
- Do not vandalize the vehicle or the property of others. If damage to the bus has been reported, the parents or guardians must pay for the damage caused.
- If the bus becomes inoperable or is in an accident, students should follow the driver's instructions and stay with the bus until another bus arrives.
- Report inappropriate behavior or violations of bus rules to the bus driver or chaperone.
- Ensure that you have collected all your belongings from the school bus prior to exiting the bus.

Rule Violation Procedure

St. Paul American School expects all students to display appropriate behavior in school. This expectation extends to student behavior on the school bus. In the case of inappropriate behavior on the bus:

- A report will be given by the bus driver/chaperone to Ms. Sei and the Headmaster.

- Penalties for inappropriate behavior may be imposed on the student at the discretion of the school and may include temporary suspension or loss of bus service.
- A letter informing the parent/guardian of the incident and penalty, if any, will be provided by the school.

Consistently inappropriate behavior on the school bus will result in:

- First violation – The student will be verbally reprimanded.
- Second violation – A written letter will be given to the parent/guardian of the student.
- Third violation – The student will be suspended from riding the school bus for three (3) days.
- Fourth violation – The student will be suspended from riding the school bus for up to two (2) weeks.

Personal Property

Students are discouraged from bringing items of value or personal importance to school with them. If this becomes necessary for some reason, the item(s) may be turned in to the St. Paul American School administration office during the school day. St. Paul American School is not responsible for any lost or stolen items.

Student Supervision

If a parent brings an elementary student to the school for some purpose on the weekend or after normal school hours, it is the responsibility of the parent to supervise the student and the student should not be walking throughout the campus unsupervised.

SPAS teachers and administrators are not available for supervising elementary students outside the normal workday or on the weekend, unless a mutual agreement has been made in advance. If an elementary student is found lingering around the school without parental supervision outside school hours, SPAS administration will kindly ask parents to retrieve the student as soon as possible.

Cancellation of Class for Due to Weather or Other Event

1. It is recommended to follow the local weather report below before bringing your child to school. Saint Paul School will notify you as soon as possible.

- Office of the President - <http://www.officialgazette.gov.ph/section/proclamations/>
- Department of Education Region 3 - <http://www.deped.gov.ph/orders/do-53-s-1988>
- City Information Angeles City - <https://www.facebook.com/LungsodNgAngeles/>

2. Saint Paul American School follows the Philippine public storm warning system.

2.1 Automatic Suspension of Classes

The Department has established guidelines for the automatic suspension or cancellation of classes in all public and private elementary and secondary schools that do not require any announcement

- When Signal No. 1 is raised by PAG-ASA, classes at the pre-school and elementary levels shall be automatically suspended in all public and private schools.
- When Signal No. 2 is raised by PAG-ASA, classes at the pre-school, elementary and secondary levels shall be automatically suspended in all public and private schools. PAG-ASA normally makes these announcements over broadcast media 11 pm in the evening and 5am in the morning.

DO 53, s. 1988

- Where typhoon signal No. 3 is raised by the Philippine Atmospheric Geophysical and Astronomical Administration (PAGASA), classes in all school levels (elementary, secondary and collegiate levels) shall be automatically suspended.

3. Occasionally the local government has a holiday that was not previously on the school calendar. The school is obligated to follow the local decree and cancel class. The school will work to inform student and parents as far in

advanced as possible. Saint Paul American School will make up days that any unforeseen weather or holiday will reduce the required days for a semester (see school calendar).

Student Absences

As a private school focused on academics, it is essential for students to be present to their classes every day. However, there are sometimes circumstances that make it impossible or dangerous to attend classes.

Unless there are extreme circumstances, SPAS generally grants up to five (5) excused absences each academic year due to illness. When a student is sick, parents are encouraged to contact the school administration as soon as possible. Students in grades 9 and above are entirely responsible for getting their assignments from their teachers when they miss school for any reason.

Absences due to travel or family vacations are discouraged. If a student is to be absent due to vacations or travels, the parents should contact the school administration as early as possible to explain the reason for the absence and make plans in advance for the student to cover the course material and plan ahead with teachers. SPAS administration will speak with parents reasonably to determine if the absence should be considered “excused” or “unexcused.”

Illness

In the event that your student is experiencing any illness, including, but not limited to, lice, nausea, fever, etc. the student should be kept home and will not be permitted onto the campus. Any student who develops an illness during the day will be sent to the nurse's office where the decision will be made to send the student home or return the student to class. If the nurse calls a parent or guardian to pick up a student who has developed an illness, the decision is final and the parent or guardian must arrange for the student to be picked up.

Students may be excused from class in order to visit the nurse office if they legitimately feel ill or physical discomfort. Students should receive a nurse form to submit to their teachers, as soon as possible, in order to be excused.

Unless a student has a medical condition indicated by the parent or guardian, students are not expected to visit the nurse more than 20 times per academic year. After 20 documented visits to the nurse office, parents will be contacted to discuss whether the visits to the nurse have been necessary due to a medical condition. The school nurse is under no obligation to give an “excused” absence to a student if there is strong reason to believe the student is not ill and is perfectly fit to return to class.

Medicine

Any students requiring medication during the school day must submit the medication to the school nurse with a note from the parent or doctor. The note must detail the time and dosage of the medication the student is to take. The note and medication will be given to the nurse and the student will report to the nurse for dosage. Any student who does not bring in a note with their medication will not be given the dosage.

Pick-Up Procedures

It is expected that parents who pick up their students after school will come at the time of dismissal. The designated place of pick-up for elementary students is the playground area. When it is raining, students may be picked up in the lobby area at the front of the main building unless otherwise noted.

The school grounds are open to elementary students from Monday through Friday between the hours of 7:45AM and 4:30PM unless prior arrangements have been made. Parents and guardians are responsible for any student who is on campus with the parent or guardian. Students are required to behave and follow all of the regular rules and policies of the school.

In the morning, students will be dropped off by parents at the entrance of the school. A teacher will arrive at the

entrance 7:45 AM to begin the drop off procedure. Parents are responsible for helping their student out of any vehicle. Teachers will be responsible for ensuring safe entrance into the school building. Students are required to follow the instructions given by the teacher on duty.

In the afternoon, students may be picked up at the playground by a parent or guardian. Parents and guardians should check in with the teacher on duty before trying to take their student off campus. If the student is being picked up by anyone other than the parent or guardian, a note is required. The note must be submitted in the morning and include the name of the person picking up the student. It must be signed and dated by the parent or guardian. The person picking up the student must bring a photo ID to the school in order for the student to be released. Students will not be allowed to leave the school grounds without a photo ID matching the name on the note from the parent or guardian.

If a parent is often late to pick up his or her student, SPAS may set up a meeting with the parent to seek a solution to the problem.

Student Searches

The personal possessions of students, whether on their person, in desks, lockers or dormitory room may be subject to a reasonable search when the School has a reasonable suspicion that evidence will be produced that the student violated the law or very serious school rules.

School Lockers

School lockers are the property of St. Paul American School and are provided for the convenience of students. At no time does the school relinquish its exclusive control of its lockers. Students should not have an expectation of privacy of the interior of their school lockers. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, and without student consent. The personal possessions of students within a school locker may be searched, when school officials have reasonable suspicion that the search will uncover evidence of a violation of law or school rules.

Student Behavior and Dress

Students at St. Paul American School are required to wear a clean and complete school uniform at all times, unless they are involved in an activity that requires them to change. They must change back to the uniform immediately following the activity.

Students are prohibited from wearing articles of clothing that vaguely resemble the official uniform as a substitution. While SPAS will never prevent students from purchasing items closely matching our uniform from outside, SPAS reserves the right to determine whether such clothing adequately resembles the appearance of the official uniform.

- Boys may not wear earrings or visible jewelry with their uniforms. No other piercings are allowed.
- Girls may wear one earring on each ear. No other piercings are allowed.
- Hair-styles must be conservative in nature & natural colors and may not include non-natural coloring that is extreme.
- Tattoos are prohibited. If a student does have a tattoo, it must be covered at all times by clothing, no matter the location.
- They are given a cardigan sweater and this is what they need to use if they are cold.
- Ties must be worn properly and must be fully fastened on the neck.
- If a student loses a piece of the uniform, a replacement must be purchased so that the student can continue complying with the uniform policy.

School Uniform

For students in grades Pre-K to 5:

Students are expected to wear the school uniform every day. They may choose to wear either the white shirt with a tie, or the red polo shirt. Every morning, the teacher will document students who are not in a proper uniform. Students may not wear t-shirts or unofficial school items as a uniform.

Due to the fact that elementary students are not entirely responsible for their uniforms, students are given 4 “free days” per semester, on which they will be excused for not having their uniforms. After the fourth incident of not having a uniform, the parent will be asked to come to school to deliver the correct uniform.

The correct PE uniform is the white polo shirt with maroon shorts. Students have a “PE uniform” and shorts that accompany it. Students should bring their PE uniforms to school each day for playing sports and other physical activities.

For students in grades 6-12:

On Monday, Wednesday, and Friday, students must wear their full formal uniform, which is the khaki pants (for boys or girls) or skirt (for girls), the white shirt, the tie (for boys), and the collar (for girls). On Tuesdays and Thursdays, students are allowed to wear their red polo shirts instead of the white button-down with tie.

Students may not wear unofficial school items as part of the uniform. The correct PE uniform is the white polo shirt with maroon shorts. Students have a “PE uniform” and shorts that accompany it. Students should bring their PE uniforms to school each day for playing sports and other physical activities.

Due to SPAS’s multicultural environment, students must be sensitive to the beliefs of others, including ways of dress associated with other cultures and religions. The school reserves the right to determine what acceptable dress is. Inappropriate clothing includes, but is not limited to; low cut or cropped tops which expose the midriff, shorts and skirts shorter than 12 cm above the knee, clothing bearing messages or logos relating to alcohol, drugs, sex, and gang-related clothing.

Caps, hats, and hoods may not be worn in school. Students are also not allowed to wear an additional article, such as a non-uniform sweater, over their SPAS uniform in the school building. Tattoos and piercings are prohibited. Boy’s pants must be belted at their waist (above their hips).

When students are not in the SPAS uniforms or on the dormitory, the following policies apply:

- A student shall dress and behave in a manner that does not distract or detract from the educational process or result in damage to school facilities. Dress and personal grooming should be clean and should conform to health standards.
- Students deemed by the school administration to be dressed inappropriately will be required to change into acceptable clothing or leave school for that day. Students may not wear shorts that are less than 6 inches from the knee, at any time outside the dormitory. Any absences due to inappropriate dress are considered unexcused. Repeated violations of this policy may lead to disciplinary action.

There will also be “Spirit Days” on which students may wear any kind of school paraphernalia, such as Saint Paul t-shirts, hoodies, and other items. Senior students may wear the Saint Paul American School sports jacket on any day as a senior privilege.

Prohibited Behaviors

The goal of discipline is educational and should lead towards a secure learning environment, self-control, responsibility for self, and respect for law, authority, property, and the rights of others. Students who are self-disciplined and exceed academically have an opportunity to be awarded merit points. Students who behave in an exceptional way can also earn merit points.

The ideal student behavior is that controlled by self-discipline. When that fails, school officials must provide corrective measures that may include disciplinary actions such as detention, parent conference, in-or-out-of school suspension, expulsion, or referral to outside agencies. In all serious disciplinary actions, parents, guardians, are to receive early notification of the problem. Country directors and parent/guardian of students will be given monthly updates on student conduct and academic progress.

Students' rights to an education should not be denied because of the disruptive behavior of other students. In those instances, however, where students violate the rights of their peers, neglect their own responsibilities, or in other ways interfere with the climate of the school and its educational processes, the following rules and regulations will be used to maintain an orderly educational process. This will be done in a manner that respects the dignity of the student and promotes healthy and responsible behavior.

Discipline will be administered in a manner that is humane, respectful and fair, and does not discriminate on the basis of race, gender, color, creed, religion, national origin, sexual orientation, socio-economic status, or disability.

Teachers have the right to remove disruptive students from the classroom under the conditions specified in these rules and regulations. Everyone concerned with student behavior shall be expected to deal with students in a firm, fair, and consistent fashion. It shall be the responsibility of the headmaster or assistant headmaster to assist all concerned with this task.

Disciplinary action may be taken for any behavior that disrupts the learning environment or violates the rights of others. Prohibited acts that may result in disciplinary action (prohibited acts include, but are not limited to, those listed below):

1. Food and Beverages

- 1.1 Food and beverages are not permitted in the classroom without prior approval from a teacher or staff member. Gum is not allowed on the school campus. In general, only bottled water may be brought into the school.
- 1.2 Cafeteria Policy for parents: Elementary parents and caregivers who need to drop lunches off should drop them at the front lobby with our secretary or the guard. Our school policy prohibits parents and caregivers from lingering inside the cafeteria during lunchtime. Lunchtime is an integral part of the educational experience. Children learn to feed themselves and socialize with their peers outside of the atmosphere and rules of the classroom. Teachers are there to supervise and ensure children are eating and socializing appropriately.

2. Leaving Campus

- 2.1 Students are not allowed to leave campus without proper permission.
- 2.2 Students leaving or re-entering campus during school hours must be accompanied by a teacher or a staff member, and must sign out and sign in at the school administration office. Students may not visit outside venues throughout the school day, which is considered to run from 7:00 AM until 4:30 PM.
- 2.3 To leave campus for any time during the weekend, a student must fill out a form before leaving campus, have it signed by dormitory staff, and must leave that note with staff in the school administration office when signing out.
- 2.4 Violation of this policy will result in disciplinary action and notification of the student's parents.

3. Portable Electronic Devices

- 3.1 CD and MP3 players, headphones, cellular telephones, digital cameras, and other portable electronic devices are not allowed in the classroom.

3.2 Teachers and staff have the right to confiscate such items, if they are used during the school day. In general, the item will be confiscated and given to the headmaster for **three days on the first offence**. Students may retrieve the phone after the third day with one demerit. For the second offense, it will be confiscated and given to the headmaster for **two weeks with two demerits**. For the third offense, it will be confiscated and given to the headmaster for the **remainder of the semester with three demerits**.

4. Failure to Speak English

4.1 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.

4.2 The speaking of foreign languages in a positive, non-exclusionary, informative setting will be encouraged.

4.3 The use of foreign language to exclude other students will not be tolerated.

4.4 The use of foreign language within the school to the detriment of student learning will not be tolerated.

5. Public Displays of Affection

5.1 Public displays of affection are not permitted on school property.

5.2 Examples of public displays of affection include, but are not limited to, kissing on the lips and sexual contact.

5.3 Standard greetings such as a handshake or short hug are permitted between students.

5.4 Boys and girls are not to hold hands during class or throughout study hall.

5.5 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.

6. Truancy

6.1 Students shall not be truant from school. Truancy is the absenting of one's self from school or class without lawful excuse and approval of school officials. The authority to decide whether an absence is excused or unexcused rests with the administration of SPAS. Students returning to school following an absence will be expected to report to the office prior to attending class, and to complete all missed assignments within a reasonable period of time.

6.2 Habitual tardiness will be defined as truancy.

6.3 Truancy may result in suspension.

6.4 Repeated truancy may be grounds for dismissal, if a student reaches a total of five (5) unexcused absences from a class.

7. Disrespectful Behavior

7.1 Disrespectful behavior is rude or derogatory behavior, and includes making threats, or refusing to follow directions, and will not be tolerated at St. Paul American School.

7.2 Disrespectful behavior can be exhibited orally, electronically or in writing.

7.3 A student shall comply with all reasonable directives issued by school personnel.

7.4 A student shall not disturb or interrupt the peace and order of the school, or any school sponsored activities.

8. Theft and Vandalism

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

8.2 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

8.3 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.

8.4 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.

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

8.6 Theft will lead to suspension or dismissal.

9. Profanity

9.1 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.

10. Assault

10.1 A student shall not commit physical or verbal assault.

10.2 Physical assault is any action which intentionally inflicts or attempts to inflict, or threatens to inflict bodily harm upon another.

10.3 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.

10.4 Assault will lead to suspension or dismissal, and may result in referral to law enforcement.

11. Harassment and Violence

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.

11.1 Harassment/Violence

11.1.1 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.

- 11.1.2 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.
- 11.1.3 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.
- 11.1.4 Harassment may be face-to-face, written, or sent through a third-party or an electronic media.
- 11.1.5 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.

11.2 Religious Harassment/Violence

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

11.3 Racial Harassment/Violence

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

11.4 Sexual Harassment/Violence

- 11.4.1 Sexual harassment is illegal. The policy of St. Paul American School is to maintain an environment that is free from sexual harassment and violence.
- 11.4.2 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.
- 11.4.3 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.
- 11.4.4 No student or employee will make unwelcome sexually motivated or inappropriate physical contact with another person.
- 11.4.5 Sexual harassment can occur between members of the same or opposite gender.

11.5 Bullying

- 11.5.1 Bullying is defined as "unwanted negative behavior, verbal, psychological or physical conducted by an individual or group against another person (or persons) and which is repeated over time".

11.5.2 The following types of bullying behavior are included in this non-exhaustive definition and will not be tolerated at school. Saint Paul American supports a climate of inclusion and team support:

- Deliberate exclusion, malicious gossip and other forms of relational bullying;
- Cyber-bullying; and
- Identity-based bullying such as homophobic bullying, racist bullying, and bullying of those with disabilities or special educational needs.

11.5.3 In addition, in the context of these procedures placing a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behavior.

11.5.4 Any student who engages in bullying as define above or some version of bullying may be subject to disciplinary action up to and including expulsion.

11.5.5 Negative behavior that does not meet this definition of bullying will be dealt with in accordance with the school's code of conduct.

11.6 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 or a teacher.

11.7 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 practical.

11.8 School Action

11.8.1 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.

11.8.2 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.

11.8.3 Harassment or violence may lead to suspension or dismissal.

11.8.4 Retaliation

11.8.4.1 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.

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

11.9 Abuse Reporting

11.9.1 Teachers, administrators, counselors and the school nurse will report neglect and sexual or physical abuse of children as required under Minn. Stat. § 626.556.

11.9.2 Under some circumstances, alleged harassment or violence may amount to abuse under Minnesota law and will be reported.

12. Tobacco

12.1 A student shall not possess or use tobacco in any form in school buildings, vehicles, on school property, or at any school-sponsored events or activities, regardless of the student's age.

12.2 Disciplinary action for the use of tobacco may include suspension and/or dismissal.

13. Chemicals: Drugs and Alcohol

13.1 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.

13.2 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.

14. Weapons

14.1 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.

14.2 "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.

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

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

15. Violation of Laws

15.1 A student shall not violate any Philippines, state, local, or federal law.

16. Other Unacceptable Behavior

- Willful conduct that materially and substantially disrupts the right of others to an education
- Willful conduct that endangers school employees, the student, other students, or the property of the school
- Conduct which demeans, degrades or threatens another person because of gender, race, color, creed, religion, national origin, physical or mental disability, sexual orientation or socio-economic status
- Willful violation of any rule of conduct specified in this policy

Corporal Punishment

Corporal punishment is prohibited at St. Paul American School. For the purpose of this section, "corporal punishment" means conduct involving the following: hitting or spanking a person with or without an object, and/or unreasonable physical force that causes bodily harm or substantial emotional harm.

Responsibilities of Parent/Guardian

Parents, and guardians, have the legal responsibility for the behavior of their children as determined by law and community practice. Parents and guardians are expected to exercise the required controls so that the student's behavior will be conducive to the development of self-discipline and the educational process, so that behavior will not be disruptive to the school's educational program.

Behavioral Incident Reports

Whenever a behavioral incident requires the intervention of an administrator, the administrator will fill out an incident report. This report documents the discussion, plan of action, and any consequences that are appropriate. A copy of the report is mailed to parents. A copy of the report is also kept on file at SPAS for future reference.

Possible Disciplinary Actions

1. Disciplinary actions may include but are not limited to:

- Detention
- Loss of school privileges
- Modified school programs
- Removal from class
- Suspension
- Exclusion
- Expulsion/Repatriation
- Referral to Police
- Restitution
- Referral to agencies for assessment

These disciplinary options are not progressive, that is, any option may be used for first offenses dependent upon circumstances or severity.

2. Disciplinary Decisions

- 2.1 All decisions regarding the level and severity of discipline are the sole discretion of school administration, except as limited by this Handbook.
- 2.2 The decisions of the Headmaster are final, and a student does not have any right to appeal such decisions.
- 2.3 A telephone conference with a parent is required following any suspension or dismissal before a student may return to school.

3. Detention

- 3.1 Detention is assigned for minor violations of rules.
- 3.2 Skipping a scheduled detention could result in immediate probation or further disciplinary action, depending on the circumstances.

- 3.3 Students, parents, or guardians of a student living off campus are responsible for transportation to and from school during a detention that is not held during normal school hours.
- 3.4 A student will be given detention after receiving a total of **five demerits**, unless the student has bonus points to counter the demerits.

4. In-School Suspension (I.S.S.)

- 4.1 In-school suspension is the separation of a student from the school community for a period of one to five days.
- 4.2 The terms of a suspension are defined in each instance at the discretion of the school administration.
- 4.3 During In-School-Suspension, students are to sit in the office of the Headmaster or another designated location. They are to be under constant supervision for the period of time, which is from 8:00 AM until the dismissal of afternoon activities at roughly 4:30 PM.
- 4.4 Students are to work diligently on classwork during the period of In-School-Suspension. They will eat lunch in the I.S.S. location. **Laptops and other electronic devices are only to be used with the specific permission of the supervisor on duty.**
- 4.5 During I.S.S., students are marked as “unexcused” from their classes and activities. However, with the permission of the Headmaster, they may turn in assignments to teachers for credit. It is the sole responsibility of the students to get their assignments from the teachers and complete them while in I.S.S.

5. Out of School Suspension

- 5.1 Out of school suspension is the short-term exclusion of the student from school during which time the school restricts the student to the dormitory. The terms of a suspension are defined in each instance at the discretion of the school administration.
- 5.2 During out of school suspension, a student is prohibited from being in the school and from attending any school-related activities.
- 5.3 Students who are suspended from school needs to see each teacher for assignments. While the student is out of school suspended they need to monitor through GradebookWizard to stay up-date on their course materials.

6. Grounds for Dismissal

Cause for suspension, exclusion, probation, or expulsion/repatriation includes, but is not limited to, the following:

- Any conduct likely to "substantially disrupt" the educational process
- Any violation of school rules or district policy
- Any damage or destruction of school property or private property on school grounds, or any theft or attempted theft of that property
- Any threats or assault on any person on school property, or at a school sponsored activity

- 6.1 Dismissal is the permanent barring of a student from St. Paul American School.
- 6.2 Dismissal may occur for reasons stated in this Handbook, when a student continues inappropriate behavior after probation or suspension for the same or similar behavior, when a student’s conduct significantly disrupts the rights of others to an education, or when school officials determine a

student’s conduct endangers the student, other students, surrounding persons, including school employees, or property of the school.

6.3 Teachers and other school officials may recommend that a student be dismissed.

6.4 The school Superintendent makes the final decision whether a student is dismissed.

Judicial Committee

The Judicial Committee is made up of the school Administrative Director, the Headmaster, and the Assistant Principal. The judicial committee will investigate any incident referred to the committee, will listen to the reasoning for the student’s behavior, and will jointly give a recommendation of action.

Appropriate disciplinary action may include, but is not limited to, detention, suspension, and repatriation. Membership on the judicial committee is by invitation of the administration.

General Guidelines for Demerits

The specific rules of the school are outlined in this document, which students should read and understand.

Category I Infractions	
Title	Offense
Verbal Warning	
One Demerit	<ul style="list-style-type: none"> • Uniform violations • Tardy to class or other mandatory arrangement. After 20 minutes, students are marked as “absent” and receive 3 demerits • Speaking a language other than English in the school building • Electronic device misuse in school building – and during study hall (also device confiscated). The first violation is 1 demerit, the second is 2 demerits, and the third violation is 3 demerits. • Usage of school computers for non-academic purposes • Mild classroom disruptions, such as talking to neighbor when it’s inappropriate to do so. • Food or beverages in the classroom. Students may bring a water bottle only. • Missing weekend sign-ins • Violation of dormitory lights-out policies • Littering • Running or excessive physical activity inside the school building • Awake after lights out on the dormitory. • Keeping locker opened or unlocked while unattended. • Leaving property of school or self in an insecure location (i.e. leaving textbooks just laying around the campus) • Leaving locker opened
Two Demerits	<ul style="list-style-type: none"> • Unexcused absence from class or a mandatory event. After three unexcused absences from mandatory events, students will face the Judicial Committee and may have further punishments, including suspension or dismissal. • Improper usage of phone or other technology (2nd offense)
Three Demerits	<ul style="list-style-type: none"> • Severe classroom disruption • Profanity in the school building or on campus • Improper usage of phone or other technology (3rd offense)

Category II Infractions	
Title	Offense
Suspension or dismissal— or other consequences depending on circumstances	<ul style="list-style-type: none"> • Intentionally damaging school property • Violence of any kind • Tobacco usage or possession • Visiting dormitory of the opposite gender • Verbal abuse • Bullying • Insubordination towards teacher or staff • Disrespect towards a teacher or staff • Academic dishonesty • Sexual activity between students • Theft of any kind • Viewing or distributing pornography or other illegal items • Possession of a weapon • Sexual, religious, racial or other kinds of harassment • Leaving campus without proper permission • Drug or alcohol use • Failure to report violence or harassment • Violation of school Honor Code (cheating, plagiarism, etc.) • Willful conduct that materially and substantially disrupts the right of others to an education • Willful conduct that endangers school employees, the student, other students, or the property of the school • Conduct which demeans, degrades or threatens another person because of gender, race, color, creed, religion, national origin, physical or mental disability, sexual orientation or socio-economic status • Willful violation of any rule of conduct specified in this policy

Accumulation of Demerits

10 - 30 demerits total in Academic Year:

Students will attend an afternoon detention for each demerit earned in this range. During the detention, which lasts 45 minutes, students will be expected to quietly study their course materials.

31 or more demerits total in Academic Year:

For each penalty point above 30 in an academic year, a student will receive a Friday afternoon detention, a Saturday morning detention, and one day of In-School Suspension.

When a student reaches 50 demerits, there will be a Judicial Committee meeting to determine whether the student may stay at Saint Paul American School. Parents will receive a written letter about the student's status with the school discipline. Meetings and evaluations will take place for each subsequent 10 demerits after 40.

★Merit Points

Merit points may be given to any student for any act that the teacher sees as exceptional behavior. One merit point will also be given to students for making the Honor Roll, which is defined as a GPA above 3.3. Students earning above a 3.6 GPA for a Grading Period will earn two merit points. Students earning above a 3.9 GPA will receive three merit points.

It is the teacher's decision how and when to award merit points. Merit points can "negate" a demerit and effectively excuse a student from a daily and Saturday detention.

Smoking

Smoking tobacco is a violation of school policy and is totally prohibited for all students, even those who are of legal age to use tobacco. These rules are in effect 24 hours a day for dormitory students. Non-dormitory students are discouraged from smoking, as well. Non-dormitory students will be held accountable for smoking infractions under the following conditions:

- Smoking takes place within 1000 meters of the school campus.
- Smoking takes place in the company of any member of the St. Paul American School dormitory
- The student is wearing the school uniform or clothing bearing the name of Saint Paul American School or the Nacel International School System.

Electronic Device Use

Usage of the Internet and computers is an important part of learning. Students will be permitted by teachers in certain courses to use laptops, tablets, or other items for academic purposes in the classroom.

Usage of smartphones and gaming devices is prohibited in the school building, unless it is after school hours or in the cafeteria during lunch. There may be times at which a smartphone may be used as a dictionary, but this is only in a closely supervised situation with a teacher giving specific permission.

Additionally, using a laptop for gaming purposes is strictly prohibited in the school building and the laptop will be confiscated the same as a smart-phone or any other electronics device.

Acceptable Use Policy

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. Students using the school computers in the computer lab for usage of social networking sites or gaming will receive 2 demerits.
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.

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.



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 a 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.



Student name (print): _____

Student number: _____

Student signature: _____

Today's Date: _____