



SAINT PAUL AMERICAN SCHOOL

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STUDENT HANDBOOK 2024-2025



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Saint Paul American School Student Handbook 2024-2025

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Introduction

Saint Paul American School (SPAS) is a school with an American college preparatory high school which works to prepare students for professional success in the global community. Our unique internationally-focused 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. We are accredited by the Cognia group that covers schools in the United States and internationally.

The policies and procedures contained in this handbook represent the basic framework of the Saint Paul American School. The students, staff, and families of Saint Paul American School are expected to create a rich, open-minded, and exciting community in which to learn and work.

School Vision

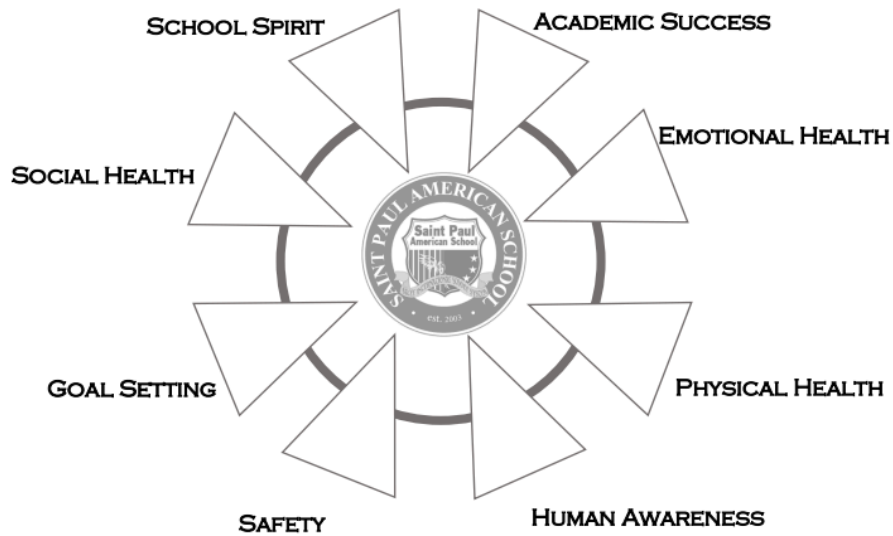
The Vision of Saint Paul American School is to be a community of life-long learners whose graduate and transfer students demonstrate the skills, knowledge, and values necessary to succeed in the global community.

School Mission

The Mission of Saint Paul American School is to provide a quality education that empowers students with life-long learning skills and prepares students for professional success in the global community by displaying content mastery, cultural literacy, critical thinking, communication skills, and personal & social responsibility.

Student Model

Supervising students is one part of our job, but developing a *whole student* is just as important. The eight parts of a healthy and successful student are: academic success, emotional health, physical health, human awareness, goal setting, safety, social health, and school spirit. With a strong community built by your strong character, you can do your part in making a whole student a healthy part of Saint Paul American School.



Student 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

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 Saint 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, safety or personal property 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.

Student Responsibilities

Students are responsible for the consequences of their behavior. All students are responsible for complying with all school rules and regulations. The school's administration 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. Students are responsible for partaking in and seeking out opportunities for help, tutoring, feedback and in complete understanding of assessment and reassessment policies.

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 to the school campus 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 Dean of Students or from the School Principal/Headmaster.

Uniforms

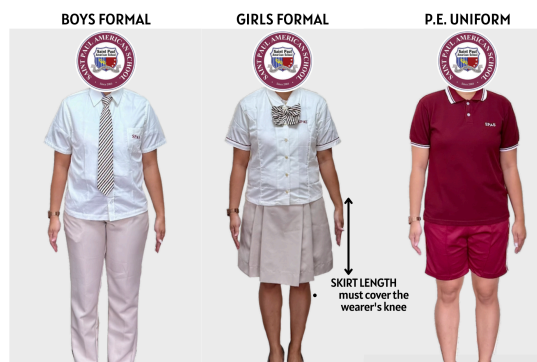
At Saint Paul American School, we believe that a student who dresses appropriately will tend to act in a successful manner, and looking and acting successfully will not only enhance one's self-esteem, but will reflect well on our school. We expect all students to maintain their appearance and to remember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

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. Outside of special exceptions, only official SPAS school uniforms are acceptable. SciPi/Student Council t-shirts or sweaters are not "official" uniforms. They can only be worn only if permitted by school administration.

The outline for the official uniform is as follows:

- Either the school-issued white shirts with school-issued ties or school-issued maroon polo shirts must be worn Monday-Friday. Students must not wear clothing underneath their uniforms which is visible through their school-issued shirts.
- Ties must be worn properly, adjusted up to the neck, with school-issued white shirts that must be fully buttoned.
- Official student IDs must be worn, visibly, on a lanyard around the student's neck while in uniform.
- School issued jackets can be worn over school uniforms. No other sweatshirt, jackets, coats or pullovers are permitted.
- Boys must wear ankle length khaki pants ONLY.
- Girls may wear ankle length khaki pants or khaki skirts. Khaki skirts must cover the wearer's knees.
 - Girls that are unable to follow the skirt dress code will be restricted to wearing pants.
- Shorts of any kind are NOT permitted during the academic day.
- Students are required to wear school-issued physical education uniform during P.E. class or appropriate athletic clothing during PE class.
- Proper footwear must be worn at all times.
 - Students may only wear closed-toed footwear in the academic building.
 - Flip-flops, sandals, shower shoes or any footwear open-toed 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 and during evening or weekend classes.

SCHOOL UNIFORM



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 makeup**, no visible tattoos (temporary or otherwise), at any time.
- Girls - **Earrings must be studs; only one earring per ear**, no visible tattoos (temporary or otherwise), mild-colored nails, **no makeup, and no lipstick**.
- Boys and Girls – No nose, eye, eyebrow, lip, tongue, labret, cheek, temple nor any other facial piercing of any kind not mentioned here.

**** Any actions that are contrary to school policy will be addressed 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 resulting in ISS. This includes skirts, school-issued or privately purchased, SPAS ties, SPAS white shirts, khaki pants, SPAS maroon polos, SPAS maroon jackets and any other school-issued attire.

Behavioral Expectations

Academic Integrity

Saint Paul 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 that 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 Policy. 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. Additionally, 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 absence 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 to be 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.

Intentional and delinquent absences from classes including any weekday or weekend may also result in Category I penalties as outlined in Progressive Discipline Policy. Students who are tardy for 10 minutes or more will be considered as an unexcused absence.

- **Tardy (T)**

These include classes when the student is late. Any tardy that exceeds 10 minutes will be deemed an unexcused absence.

3 Tardies in the same class = 1 Unexcused Absence.

This does not include School Issued OSS. Intentional and delinquent tardy behavior from classes including any weekday or weekends may also result in Category I penalties as outlined in Progressive Discipline Policy.

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

Athletics Eligibility Policy

Students are encouraged and welcome to join and participate in athletics at Saint Paul American School. In order to participate in athletics, students are required to:

- Have full privileges without suspension or loss of privileges due to disciplinary or academic reasons
- Be in good academic standing

Spectator Eligibility Policy

Students are also encouraged and welcome to spectate and support athletics at Saint Paul American School. In order to participate in spectatorship, students are required to:

- Have full privileges without suspension or loss of privileges due to disciplinary or academic reasons
- Complete the Extracurricular Travel Release Form or Student Spectator Form\

IF student has spent more than half the day in the clinic, they may not attend events.

Clinic Rules

The clinic's purpose is for students who are sick or injured. It is **NOT** for skipping classes or taking naps because students stayed up too late. **Students are required to have a pass in order to be seen.** Repeated visits to the clinic may require further explanation and a meeting with the principal.

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 areas on campus. For example, exhibiting proper manners and etiquette in the cafeteria and other school facilities is also expected.

1. Insubordination

Insubordination is defined in categories that are counter to good conduct by students and include but not limited to:

- 1.1 Altering the truth, lying or fabricating explanations during an investigation into improper behavior or a breach of the Student Code of Conduct in a form that is verbal, physical, written or expressed.
- 1.2 Being rude or offensive either verbally, in text, physically; including all hand, body and facial gestures toward a teacher, administrator, staff member or any employee on campus.
- 1.3 Failure to report violations of the Student Code of Conduct to administration if witnessed or during an investigation by the Saint Paul American School administration.
- 1.4 Throwing food either onto the ground, onto the table, or at a peer within the cafeteria or on campus.
- 1.5 Insubordination is defined by severity as either Category I, II, or III at the discretion of school administration.

2. Profanity

- 2.1 The use of profanity in a verbal, electronic, or written form, sexual, and insulting or profane gestures in any language or culture, is prohibited at school, in school vehicles, and at school functions on and off campus.
- 2.2 The use of profanity violating the above stipulation will result in Category I or II violations depending on context and severity at the discretion of school administration.

3. Vandalism

- 3.1 Vandalism is the willful damage to or destruction of school property or the property of others and will result in an immediate Category III, 5 days of OSS.
- 3.2 Vandalism is a serious violation of school policy. Acts of this nature will result in disciplinary action and may also result in a referral to local law enforcement agencies.

4. Theft

- 4.1 Theft 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 and is defined as Category II or III violations depending on severity at the discretion of school administration.
- 4.2 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.
- 4.3 Students suspected of possessing stolen items may be subject to a search of their person and belongings.

5. Bullying

- 5.1 Bullying (sexual, racial, or any other form) of other students or Saint Paul American School staff/faculty is against the law, and will not be tolerated; defined as Category I, II or III violations depending on severity at the discretion of the Saint Paul American School administration.
- 5.2 This includes verbal, physical or implied harassment; and, includes use of a telephone, wireless device, tablet, gestures, internet or an e-mail account to threaten, intimidate or coerce other people.
- 5.3 Students who are being bullied should inform the school administration or a teacher.

6. Assault and Violence

- 6.1 A student shall not commit physical or verbal assault; defined as a Category III violation and results in an immediate 5-day OSS.
- 6.2 Physical assault is any action which intentionally inflicts or attempts to inflict, or threatens to inflict bodily harm upon another.
- 6.3 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.
- 6.4 Assault will lead to suspension or dismissal, and may result in referral to law enforcement.

7. Harassment

- 7.1 The policy of Saint 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 and defines violations as Category II or III depending on severity at the discretion of school administration.
- 7.2 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.
- 7.3 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.
- 7.4 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.
- 7.5 Harassment may be face-to-face, written, or sent through a third-party or an electronic media.
- 7.6 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.

7.1 Religious Harassment/Violence

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

7.2 Racial Harassment/Violence

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

7.3 Sexual Harassment/Violence

- 7.3.1 Sexual harassment is illegal. The policy of Saint Paul American School is to maintain an environment that is free from sexual harassment and violence. Sexual harassment can occur between members of the same or opposite gender.
- 7.3.2 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.
- 7.3.3 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.
- 7.3.4 No student or employee will make unwelcome sexually motivated or inappropriate physical contact with another person.

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 in the Student Portal Google Classroom.

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 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.

8. Identification Fraud

- 8.1 Students are prohibited from lending or borrowing the identification of another student for any purpose including, but not limited to; room access, lunch line scan, dorm access, off-campus passes etc.
- 8.2 Students found attempting to leave campus without authorization by using the identification of another student will be processed as Category II violations of the Student Code of Conduct.
- 8.3 A student that knowingly/willingly lends his/her identification to another student to allow them access off campus will be processed as Category II violations of the Student Code of Conduct.

9. Public Displays of Affections (PDA)

- 9.1 Public displays of affection are strictly prohibited on school property and during school excursions/events.
- 9.2 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.
- 9.3 Any violations of this policy will result in disciplinary action ranging from a verbal warning, Category I, II or III violation dependent on the severity of the violation at the discretion of school administration.

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.

10. 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.

- 10.1 The speaking of foreign languages in a positive, non-exclusionary, informative setting will be encouraged.
- 10.2 The use of foreign language to exclude other students will not be tolerated.
- 10.3 The use of foreign language within the school to the detriment of student learning will not be tolerated.
- 10.4 Repeated EOZ abuses are considered Category I violations.

The exception to this rule is when on break at the Cafe/Snack Shop. Language still may not involve slurs, slang or other inappropriate or offensive language. However, this area will be a “Free Zone” meaning you may speak your native language here.

11. Food and Beverages

- 11.1 Students are prohibited from having food or beverages within the school building and classrooms during class hours unless specified otherwise by school administration or supervising teachers.
- 11.2 Students are strictly prohibited from having food or beverages within the school building during study hall.
- 11.3 Possession and/or consumption of food or beverages in violation of these rules is defined as Category I.

12. Alcohol

- 12.1 The use, possession or distribution of any alcoholic products is an immediate Category III 5-day OSS and loss of privileges.
- 12.2 Any further violations will result in Progressive Discipline action up to and including dismissal.
- 12.3 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. Underage drinking is expressly against the law in the Philippines.
- 12.4 Any student that buys, sells, possesses, uses, or is under the influence of alcohol or any illegal drugs at school, in any school vehicle, or at any school event or activity, will be suspended from school pending consideration of dismissal.
- 12.5 Purchasing alcohol off-campus and bringing them to the dormitory or school grounds, school property, school-sponsored events or on school-provided transportation will be compounded in Progressive Discipline.

13. Drugs

- 13.1 Prescription drug use must be authorized by the school nurse and school administration.
- 13.2 It is important for the school to know what medication you are using.
- 13.3 Illegal drug use, possession or distribution will result in an immediate OSS pending a dismissal.
- 13.4 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.

- 13.5 Any student that buys, sells, possesses, uses, or is under the influence of alcohol or any illegal drugs at school, in any school vehicle, or at any school event or activity, will be suspended from school pending consideration of dismissal.

14. Tobacco Possession/Usage

- 14.1 Any use/possession of tobacco or tobacco products; including e-cigarettes, hookahs, cigars, pencil cigarettes, tea leaves, pipes, cigarette holders, lighters of any kind, cigarette clamps, rolling papers, are prohibited from school property and during school activities.
- 14.2 The act of smoking on campus or during any and all school events is defined as a Category II violation including ISS and assigned detention and loss of privileges according to Progressive Discipline.
- 14.3 The possession of any above paraphernalia, both directly or indirectly, if not being used at the time of discovery, is defined as a Category II and will result in detention to be assigned by school administration.
- 14.4 Purchasing cigarettes off-campus and bringing them to the dormitory or school grounds, school property, school-sponsored events or on school-provided transportation will be compounded in Progressive Discipline.

15. Weapons

- 15.1 A student shall not have possession of a weapon in school buildings, vehicles, on school property, or at any school-sponsored activity, function, or event off school property.
- 15.2 "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, swords, daggers, pocket knives/Swiss Army knives, metal knuckles, throwing stars, explosives, maces, mace spray, stun guns, and ammunition.
- 15.3 The school administration has sole discretion in determining when an object or substance is a weapon.
- 15.4 Possession of a weapon will result in automatic and immediate suspension pending dismissal. International students who are dismissed will be repatriated immediately.

16. Fire Evacuation

- 16.1 All students will line up with their current class when an emergency is declared on the soccer field.
- 16.2 If any student is missing from the attendance check, the class stays standing and the teacher will report missing students to administration (Counselor, Dean of Students, Principal, etc.)
- 16.3 Reoccupation of the school building is authorized only by proper authorities.
- 16.4 Failure to evacuate the school building during a declared emergency, drill or test of the emergency system may result in a Category II or III violation at the discretion of school administration.

17. Off-Campus Purchases

- 17.1 Students may not bring any prohibited items onto campus from off-campus purchases.
- 17.2 Students with permission/authorization to make delivery purchases must do so only at the front entrance (main door) with the guard(s) on duty and in full view of the CCTV system.
- 17.3 Any purchases made at any other gate/entrance or purchases made by delivery that bring prohibited items to campus will be received by the Saint Paul American School administration and the student in violation of the Code of Conduct will be subject to Progressive Discipline.

18. Leaving Campus

- 18.1 Students are not allowed to leave campus without proper permission.
- 18.2 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.
- 18.3 Violation of this policy will result in Progressive Discipline; defined as Category III.

19. Unauthorized Leave from Dormitories

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

20. Curfew

- 20.1 Curfew checks are completed on a daily basis throughout the evening and at night.
- 20.2 Violation of the standing curfew policy for your grade level may result in verbal warnings and continue into Progressive Discipline as Category I, II or III dependent on the number/severity of violations.

20.3 Students are expected to be on time for each curfew check throughout the day without exception.

Investigations

It may be necessary that an investigation take place into student behavior and incidents on campus. Your full cooperation is required in these situations. Investigations are utilized by the Saint Paul American School administration to determine facts, collect evidence and statements in order to make disciplinary decisions.

Some important aspects of these investigations are:

- Your safety is the utmost priority during these investigations.
- You may be required to remain under the supervision of the Saint Paul American School administration for extended periods of time and must do so until released by the administration.
- You are required to follow the directions of the administration (ie. to remain in a room or fill out an incident report)
- Your electronics will be secured during the investigation (see page 22) in order to preserve the integrity of the investigation.
- Your understanding of the privacy policies of Saint Paul American School will be critical. Understand that administrators will not be at liberty to share details of the investigation with you until its conclusion.
- Your patience is greatly appreciated.

Confiscation

In certain situations, the confiscation of your electronics, papers, media, or other materials or possessions may be necessary. Your full cooperation is required in these situations.

Electronics

During investigations or when in violation of the schools Electronics Policy, the confiscation of your electronics may be necessary in order to:

- a) provide consequence for a violation in school policy
- b) protect the process of the investigation or policy
- c) collect data through Administrative Access
- d) and/or to ensure your Right to Privacy and the privacy of the investigation.

Follow the guidelines of Administrative Access and surrender your device when requested by administration.

- **Fake/Decoy Devices:** Phone shells, empty laptop shells, inoperable phones, unregistered phones, broken phones, and any/all electronic devices that are used as decoys or false devices meant to distract, deceive and otherwise undermine the Electronics Policies and Procedures outlined within this handbook will be confiscated. The return of these decoy devices will be at the discretion of Saint Paul American School administration.
- **ISS:** Students are prohibited to have access to their phone during In-School Suspension. ISS is a consequence as a result of an investigation of a student's actions and decisions. The focus of the consequence of ISS restricts students' privileges for the days assigned - including access to social media and the applications on their devices - allowing the student time to reflect and redirect their decisions in the future to avoid the same consequence again.
- **OSS:** As previously stated above, students are prohibited to have access to their phone during the course of an investigation. If the investigation results in Out of School Suspension, a student's electronic devices will be confiscated until either their arrival at the airport (for international OSS) or until the student has been escorted off campus to the care of a parent or guardian. This is done to ensure the privacy of the student receiving OSS.

Tobacco/Alcohol & Other Prohibited Items

Safety is of the utmost concern for the faculty, staff and administration of Saint Paul American School. During investigations, the confiscation of any and all prohibited substances will be carried out immediately. Prohibited substances are outlined in detail within the General Code of Conduct and include, but are not limited to; tobacco, tobacco-related products, e-cigarettes, drugs, alcohol, weapons, ammunition, dangerous tools, etc. These items will not be returned and will instead be destroyed and/or disposed of by school administration.

Articles of Clothing

Saint Paul American School endeavors to maintain a diverse and accepting learning and living environment. If a student is in possession of an article of clothing that is racially offensive, contains profanity, makes references to drugs or alcohol or other prohibited substances, advertises violence or hate, depicts images that are offensive or profane, contains nudity or is otherwise found to be counter to a peaceful and equal living and learning environment, the article will be confiscated and returned only when the student returns home on the next and earliest possible occasion. The article of clothing subject to this process is not to return to school again.

Makeup & Other Cosmetics

Dependent on the make-up policy of Saint Paul American School, if a student has repeated referrals involving makeup products and/or other cosmetics, these items will be confiscated in order to attempt to halt the behavior in using these objects and to prevent the student from receiving further disciplinary actions. Cosmetics and makeup that have been confiscated will be returned only when the student returns home on the next and earliest possible occasion. The items subject to this process are not to return to school again.

Items not specifically mentioned on these pages may also be subject to confiscation if they are deemed dangerous, hazardous, offensive, racially-charged, deadly, depicting nudity or adult situations, illegal, abusive, potentially degrading to the reputation of a student of Saint Paul American School or leading to concerns for the health, safety and security of students, faculty of staff of Saint Paul American School.

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 devices being confiscated and will be subject to progressive disciplinary action.

As used herein, the term “Computer[s]” refers to any desktop, laptop, smartwatch 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.

No Cell Phone / Electronics Policy

Saint Paul American School has adopted a No Cell Phone Policy. This policy allows students to have some electronic devices (laptop and/or tablet) in school, but they are **only allowed to use them for academic purposes AFTER permission has been granted by a teacher or administrator.** Cell phones need to be turned into the front office when you arrive at school, and can only be picked up at the end of the school day. Any cell phone seen by a teacher or administrator will be confiscated immediately and will result in a log entry following the progressive discipline policy of the school. Students found with a 2nd cell phone after turning one in will be considered as a Category 2 infraction (insubordination - major).

Electronic Contact with Teachers and Administration

Students are encouraged to ask questions to their teachers and to the administrators of Saint Paul American School for communication outside of the classroom. Students must be considerate of private boundaries and the personal preferences of the teacher/administrator they wish to contact. Some considerations include:

- Teachers have the right to refuse to divulge their personal social media accounts to students
- Students’ only avenue of electronic communication with teachers will be via school-registered email
- Students may contact teachers electronically, but at reasonable times of the day
- Content of the message sent to/from students must be academically professional

Administrative Access

Electronics: 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 reasonable suspicion and/or suspicion of a violation of the electronics policy, cheating or plagiarism, and/or any school policy prohibited by the Student Handbook, 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 of the student's electronic device to an administrator in any and all investigations that involve, but are not limited to: software, photos, apps, text messages, emails, social media posts, notes, websites, games, photo-vaults, videos, etc.

Locked Containers: Students are required to unlock and provide full access to administrators and Campus Life Staff concerning locked boxes, cabinets, drawers, containers, bags, or pouches upon the condition of reasonable suspicion and/or suspicion of a violation of the electronics policy, cheating or plagiarism, and/or any school policy prohibited by the Student Handbook.

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 of 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.

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 and there is a suitable educational basis for the request.
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 a 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.

Category 1 Infractions			
Offense	Title	Consequence	Discretionary Intervention
-Academic Dishonesty (minor) -Attendance/Tardy -Bullying -Curfew Violations -Damaging property-accidental (student pays for damage) -Failure to speak English (EOZ Violation) -Food and Beverages -Improper Uniform -Insubordination (minor) -Misuse of Electronics (3rd violation-Parents Contacted, 4th violation-Parents Retrieve Electronics from school, 5th Violation-Electronics Confiscated) -Near Fight -Off-Campus purchases -Profanity <i>Additional violations may be added by school administration</i>	Verbal Warning	Administrative Warning with Log Entry	Disciplinary consequences are coupled with interventions to help promote a positive change in behavior at administrative discretion: - Student and teacher conferences about behaviors - Parent contacted - Parent/teacher/student conference - Counselor/student conference - Administrator/Student conference - Parent/Administrator conference - Corrective Behavior Assignments - Behavior contract including incentives and
	1st Referral	1 Detention assigned by school administrator	
	2nd Referral	2 Detentions assigned by school administrator	
	3rd Referral	2 Detentions assigned by school administrator AND 1 Saturday Detention or a 3rd Detention (at administrative discretion)	
	4th Referral	4 Detentions assigned by school administrator AND 1 Saturday Detention or a 5th Detention (at administrative discretion)	
	5th Referral	6 Detentions assigned by school administrator AND 2 Saturday Detentions or a 7th & 8th Detention (at administrative discretion)	

			consequences -Loss of Privileges
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Category 2 Infractions			
Offense	Title	Consequence	Discretionary Intervention
- 6th+ Category I Referral -Academic Dishonesty (Major) -Bullying -Curfew Violations -Evacuation -Harassment -Insubordination (major) -Profanity (major) -Theft -Tobacco Use & Possession, (to include vaporizers, etc.) -Unauthorized Leave from Campus/ID fraud (Give ID, Attempted exit form Campus) <i>Additional violations may be added by school administration</i>	1st Referral / 6th Category 1 Referral	1-3 Day Suspension Potential Loss of Privileges (2 Weeks) Behavioral contract	Disciplinary consequences are coupled with interventions to help promote a positive change in behavior at administrative discretion: -Administrator/Student Conference -Counselor/Student Conference -Behavior contract including incentives and consequences -Referral to Community-based services / School Beautification Programs
	2nd Referral / 7th Category 1 Referral	2-5 Day Suspension Loss of Privileges (3 Weeks)	
	3rd Referral / 8th Category 1 Referral	Suspension pending an administrative meeting (1 Month / Semester)	
	If behavior continues, then the school has the ability to recommend out of school suspension or expulsion with secondary findings.		

Category 3 Infractions			
Offense	Title	Consequence	Discretionary Intervention
-10th+ Category I Referral -4th+ Category II Referral -Alcohol -Assault and Violence -Bullying -Curfew Violations -Drugs -Evacuation -Harassment -Insubordination (egregious) -Theft -Unauthorized Leave from Campus/ID Fraud (Major) (Fence Jumping, ID theft) -Vandalism-Intentional (Students pays for damages) -Weapons <i>Additional violations may be added by school administration</i>	1st Referral / 9th Category 1 Referral / 4th Category 2 Referral	1-5 Day Suspension Loss of Privileges (1 Month) Behavioral contract	Disciplinary consequences are coupled with interventions to help promote a positive change in behavior at administrative discretion: -Administrator/Student Conference -Counselor/Student Conference -Behavior contract including incentives and consequences -Referral to Community-based services/School Beautification Programs
	2nd Referral / 10th Category 1 Referral / 5th Category 2 Referral	5-10 Day Suspension Loss of Privileges (Administrative Discretion)	
	3rd Referral / 11th+ Category 1 Referral / 6th Category 2 Referral	Out of School Suspension pending an administrative meeting	
	If behavior continues, then the school has the ability to recommend out of school suspension or expulsion with secondary findings. 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.		

- Offenses against school policies and procedures may start with a verbal warning and referral, but consequences will be at the sole discretion of the school administration.
- The loss of privileges by a student may be lengthened or shortened at the sole discretion of school administration.
- 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 administration of Saint Paul American School.
- All Category III infractions resulting in OSS will be carried out immediately unless extenuating circumstances exist. A loss of privileges will also be incurred immediately. Any further violations of school policy may result in an OSS pending investigation with potential dismissal.

Academic Policies and Procedures

Diploma Requirements

American Diploma Requirements

To earn the diploma issued through Saint Paul Preparatory, students enrolled in our school will complete courses totaling a minimum of 48 credit hours. In addition, students are required to attend 2 after-school activities per week, each meeting 2 times. St. Paul American School's diploma requirements are split into 3 types; College Track Diploma, STEM Track Diploma, and STEM Diploma. Students are also required to attend eight semesters of high school in ninth through twelfth grades

Students are individually responsible for seeing that they are meeting the requirements necessary for graduation, but an advisor or administrator will monitor each student's records. The counselor will meet with individual students twice each year. Any student who has a question regarding graduation status should contact an advisor or administrator.

Subject area graduation requirements are as follows:

<i>Subject Area</i>	<i>College Track</i>	<i>STEM Track</i>	<i>STEM Diploma</i>
<i>Language Arts</i>	8-semester credits (1 must be in Speech)	Same as Regular Diploma	Same as Regular Diploma
<i>Math</i>	6-semester credits (including Algebra II)	8-Semester credits (including Algebra II & Pre-Calc)	8-Semester credits (including Algebra II & an AP Math)
<i>Social Studies</i>	7-semester credits (including courses in Geography, Government, U.S. & World History, and Economics)	Same as Regular Diploma	Same as Regular Diploma
<i>Science</i>	6-semester credits (2 must be in Biology)	Same as Regular Diploma	8-semester credits (including Biology & an AP Science)
<i>Physical Education</i>	2-semester credits	Same as Regular Diploma	Same as Regular Diploma
<i>Health</i>	1-semester credit	Same as Regular Diploma	Same as Regular Diploma
<i>Fine Arts/ Performing Arts</i>	2-semester credits	Same as Regular Diploma	Same as Regular Diploma
<i>Technology</i>	1-semester credit	2-semester credits (IT, Multimedia, Web-design)	3-semester credits (IT, Multimedia, Web-design)
<i>Engineering</i>	0-semester credit	2-semester credits (Robotics, Engineering, Programing)	3-semester credits (Robotics, Engineering, Programing, and Capstone)
<i>Foreign Language</i>	6-semester credits (4 must be in the same language)	Same as Regular Diploma	Same as Regular Diploma
<i>Elective</i>	9-semester credits (Any credits in the previous categories that exceed the requirements count as elective credits)	4-semester credits (Any credits in the previous categories that exceed the requirements count as elective credits)	0-semester credits – All credits are assigned to specific areas.

Grading Policy

Progress reports are issued at mid-semester but may be sent out at any time at the request of a student, parent or guardian, or to serve as notification of a deficiency that needs to be addressed; Cumulative grades, in the form of a report card, are issued at the end of each semester to students, and parents. Students and parents can monitor current grades on PowerSchool, our Student Information System (PowerSchool URL-<https://nacel.powerschool.com/public>).

Academic Grading System

Saint Paul American School grades on a four-point grading 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' academic work. The following letter grades will be used for regular classes:

A+	=	97-100%	=	4.0	C-	=	70-73%	=	1.7
A	=	94-96%	=	4.0	D+	=	67-69%	=	1.3
A-	=	90-93%	=	3.7	D	=	64-66%	=	1.0
B+	=	87-89%	=	3.3	D-	=	60-63%	=	0.7
B	=	84-86%	=	3.0	F	=	0-59%	=	0.0
B-	=	80-83%	=	2.7	P – Passing				
C+	=	77-79%	=	2.3	I – Incomplete				
C	=	74-76%	=	2.0	NG – No Grade				

Percentages are rounded to the hundredths place in the calculation of grades.

In classes marked as Honors or AP, students will receive a 5% increase for grades higher than a C.

Citizenship Grading Policy

Introduction

Saint Paul American School places great importance on the development of student citizenship. Part of our mission is to develop the traits necessary for students to find professional success in the global community. Citizenship is described as those traits that demonstrate a readiness to learn, responsibility, respect, and the ability to form positive interpersonal relationships. To that end, students will earn a citizenship grade in every class. Citizenship grades will be based on the following criteria:

- The student is on time, in class and ready to learn every day when not home due to an excused absence (Ready to Learn)
- The student follows all school and class rules as well as the laws of the greater Beijing community, and takes responsibility for their actions (Responsibility)
- The student shows respect for the ideas, opinions, property and diversity of others and contributes to a positive school culture (Respect)

Citizenship grades are separate from academic grades. Citizenship grades will be graded on a 4-point scale. The following standards are used to determine citizenship grades:

H = Honorable = 4.0

S = Satisfactory = 3.0

N = Needs Improvement = 2.0

U = Unsatisfactory = 1.0

Criteria

A citizenship grade will be assigned to each student in every class based on daily conduct and behavior.

- An 'H' (Honorable) citizenship grade will be assigned to those students who exhibit positive behavior on a daily basis. These students go the extra mile to help establish a cooperative classroom climate that goes beyond their own individual needs. They can always be depended upon to demonstrate a cooperative attitude, exemplary behavior and provide leadership in following classroom expectations and school rules and policies.
- An 'S' (Satisfactory) citizenship grade will be assigned to those students who routinely exhibit positive behavior and cooperate fully with all students and teachers. The majority of students generally receive a satisfactory citizenship grade. These students are aware of, and in compliance with classroom expectations and school rules and policies.
- An 'N' (Needs Improvement) citizenship grade will be assigned to those students, who exhibit inappropriate conduct/behavior in the classroom in one or more areas, i.e.:
 - Disruptive/disrespectful behavior
 - Inappropriate/unacceptable language
 - Unproductive/off-task in classroom
 - Unprepared with materials/homework
 - Three tardies
 - One Unexcused Absence
- A 'U' (Unsatisfactory) citizenship grade will be assigned to those students who exhibit on-going patterns of inappropriate behavior (refer to examples above). An unsatisfactory grade may also be given to students who exhibit extreme behavior on occasion which may be disruptive, hurtful, disrespectful, dangerous and/or threatening in nature. Five tardies or three unexcused absences in a class may also result in a "U" citizenship grade.

Citizenship Rubric

Expectations	Honorable (H)	Satisfactory (S)	Needs Improvement (N)	Unsatisfactory (U)
Follows all classroom procedures and adheres to all school rules.	Listens, follows directions, and adheres to all classroom and school rules.	Usually listens, follows directions, and adheres to all classroom and school rules.	Sometimes listens, follows directions, and adheres to all classroom and school rules. Needs reminders.	Consistently distracted and distracts others. Rarely adheres to classroom and school rules.
Be respectful to classmates and self. Uses appropriate language. Speaks in English.	Treats classmates in a respectful and caring way. Encourages and helps others. Uses appropriate language. Speaks in English.	Usually treats classmates respectfully and speaks appropriately in English.	Sometimes treats classmates disrespectfully. May need a reminder.	Consistently treats class members in a negative way with put-downs, tone of voice, refusals.
Be willing to work independently and in small and large groups.	Works well independently and cooperates with small and large groups.	Usually works well independently and usually participates in groups.	Sometimes works well independently or in groups. Needs coaching or reminding.	Consistently causes disruptions to group and/or independent activity.
Be an active participant.	Participates by asking questions, taking the initiative.	Usually participates actively in the lesson.	Sometimes participates in activities or discussion.	Consistently needs to be reminded to participate or to get started.
Bring materials to class. (including supplies, assignments & homework)	Brings all necessary materials and is prepared.	Usually brings all materials and is usually prepared.	Sometimes brings necessary materials, sometimes is prepared.	Consistently missing materials.
Be on time.	On time. (0 tardies)	Usually on time. (1- 2 tardies)	Sometimes on time. (3 – 4 tardies) Automatic	Consistently late. (5 or more tardies) Automatic
Be present.	Present Everyday. (including no excused absences)	0 unexcused absences	1-2 unexcused absences Automatic	3 or more unexcused absences Automatic

Honor Roll

To reward and encourage academic excellence among Saint Paul American School students, an honor roll is published at the end of each semester. Students earning a 4.0 GPA are placed on the Principal's List. High Honor Roll is extended to students with a semester GPA of 3.7 to 4.0. Honor Roll will be given to students who receive 3.3 to 3.69.

Citizenship Award

To reward and encourage citizenship among Saint Paul American School students, a citizenship roll is published at the end of each semester. Students earning a 4.0 CPA are placed on the Principal's Citizenship Award. High Citizenship Award is extended to students with a semester CPA of 3.7 to 4.0. Citizenship Award will be given to students who receive CPA of 3.3 to 3.69.

Independent Practice (Homework)

Independent Practice is an extension of classroom learning; it reinforces classroom instruction and it is important for academic success. Students are expected to complete independent practice properly and on time. The amount of independent practice will vary with grade, subject, and student work habits. Parents are encouraged to communicate with their student(s) to ensure that independent practice is being completed and up to date. Ultimately, the responsibility for meeting independent practice demands rests with the student.

Mid-Term & Final Assessments

Mid-Term Assessments will be scheduled at the approximate middle of each semester. Final Assessments will take place at the end of each semester. All students are required to participate. Students with conflicts must schedule an alternative exam time with the teacher. All mid-term and final assessments are administered at the discretion of individual teachers and may vary by class.

Late Enrollment Policy

Students who enroll after the add/drop set by the school will not be able to receive credit for the semester and their transcript will reflect that by displaying a No Grade (NG) for their courses.

Early Withdrawal & Grade Freezing Policy

Students who do not complete the semester will receive the grade of incomplete (I) for their semester coursework. An exception can be made for students in the last THIRTY-ONE (31) calendar days of the semester who supply documentation showing that they are enrolling in another school with a reporting date before the end of our semester. The student will be allowed to withdraw up to FOURTEEN (14) calendar days before the reporting date as travel days and the student's grades will be frozen on the day they withdraw from the school.

Reassessment Policy

Saint Paul American School believes that grades reflect content mastery. With this in mind, we allow students to complete re-assessments to demonstrate increased content mastery. Re-assessments opportunities are guided by the following policies:

Normal Reassessment	Excused Reassessment	Unexcused Absence
<ul style="list-style-type: none">• Only scores of 80% or lower are qualified for a reassessment• Scores above 80% are not qualified for a reassessment• Scores on these qualifying reassessments that have earned below an 80% may earn up to an 80% on the reassessment• Regardless of the student's assessment and reassessment scores, only the higher assessment grade will be recorded in the gradebook• Students may request a reassessment within 5 school days after the assessment or assignment has been graded and returned to the student	<ul style="list-style-type: none">• The student has the opportunity to make up the assessment for full credit• Students will be given a number of days to apply for and complete the reassessment equal to the number of school days missed<ul style="list-style-type: none">○ For example: if a student misses school for 3 days, the student has 3 school days upon their return to request/take the assessment• Students who receive an OSS forfeit their first assessment opportunity and will follow the normal reassessment procedures• Students from OSS may only receive up to an 80%	<ul style="list-style-type: none">• Students with unexcused absences will be required to request reassessments upon the day of their return to school• Students who receive an unexcused absence forfeit their first assessment opportunity and will follow the normal reassessment procedures• Students with an unexcused absence may only receive up to an 80% on their reassessment

Academic Transcripts

Academic transcripts are available at any time with the submission of a Transcript Request Form available on the school website or from the front desk; please allow two weeks for processing. Students are responsible to provide the administration with special instructions, payment, etc. regarding legalization of documents. No final transcript can be processed until the first day following teacher grade reporting days.

Academic Probation

A student may be placed on academic probation if the student's GPA falls below a 2.0 and/or when students receive grades below a C-. Students who are placed on academic probation must meet with teachers and advisors to address the deficiency and develop a success plan which may include the following:

1. Tutoring
2. Assignment of a mentor
3. Supervised study in lieu of free periods
4. Regular progress reports in all subjects
5. Elimination or limitation of participation in extracurricular activities/athletics

A student who remains on academic probation for two or more consecutive semesters may be subject to dismissal.

Academic Help Center

During the semester, students who are receiving 2 or more Fs' will be required to attend the help center 2 times a week at the times they are told to go. Students who stay on the Academic Help Center list for more than 3 weeks will lose privileges. These privileges include, but are not limited to, off-campus passes, participation in school sports (this includes attending games) and participation in after school activities. Loss of privilege applies to special senior privileges as well.

Academic Eligibility for Sports

Students will lose academic eligibility to compete in sports and could be placed on an athletic probation if he or she is on the Academic Help Center list or their current GPA falls below 2.0

Students who appear on the help center list for more than 3 consecutive weeks will be placed on athletic probation. These students will be ineligible for games and practices.

If a student cheats or plagiarizes in a class, the administration has the authority to suspend the student from participating in the next scheduled athletic contest.

If a student receives an excess of referrals, the administration has the authority to suspend the student from participating in the next scheduled athletic contest.

Students may not participate in scheduled contests during an ISS or OSS.

Students will not be allowed to participate in athletics upon return from an OSS for a period equal to the length of the OSS. This includes all athletic events, including tournaments.

Course Registration Procedures

Preregistration Information

The courses offered at Saint Paul American School will be those courses selected by students during spring registration. Generally speaking, the courses listed in the course descriptions will be only offered on the master schedule if TEN (10) or more students register for that course. If during the registration process, fewer than TEN (10) students request the course, it may be canceled and those students will be registered into an alternative course.

Selecting your Courses

Courses that students select this spring are the courses they will be required to attend next year. Choose your courses carefully, keeping in mind your post-secondary plans and chosen diploma track. Consult with your parents, counselors, and teachers prior to making your selections. Follow these guidelines:

1. **READ** the course descriptions, especially noting the pre-requisites, and the course and grade level requirements.
2. **DISCUSS** your course selection with your parents and teachers. Some courses will require a teacher recommendation or special applications.
3. **CHOOSE** courses that will challenge you and will also give you the best preparation to meet your post-secondary plans.
4. **MEET** with your counselor so you
5. **KNOW** what your credit options are and what you need to meet your goals.

Schedule Change and Add/Drop Policy

Requests for schedule changes are considered only before the add/drop deadline and are generally only granted for the following reasons:

- A. Successful completion of approved external coursework.
- B. To meet graduation requirements.
- C. Misplacement in a course according to ability. This will be considered only after a conference with the student, parent, teacher, counselor, and administrator.

Duplicate Course Work - Repeating A Class

Students may repeat courses in which they would like to improve their grade. A student will not receive additional credit for the repeated course. The student's academic history will reflect the higher grade, and the lower grade will be replaced with a "repeated course" notation.

Honors Courses

Saint Paul American School offers a variety of honors level courses (if student population allows). If your academic performance is strong, you can apply to enroll in honors courses. To be accepted into honors classes, you need two (2) of the following:

1. Your 1st semester GPA must be higher than 3.0.
2. A MAP score in the top 20% of your grade.
3. A recommendation from your current teachers.

Saint Paul Honors courses have two types. The first are honors versions of regular courses (example Honors General English 9) and are more intense and faster paced than the regular counterpart. The second are AP courses. AP Courses follow the curriculum established by the College Board and the content is similar to a freshman level college course.

Advantages of the Honors Course Offerings

- Most competitive colleges and universities consider not only students' grades, but also their academic background evidenced by courses listed on the transcript, letters of recommendation from teachers and counselors, and SAT or ACT scores.
- Enrollment in the Honors Program will assist students in their preparation for college entrance exams.
- Increases your work ethic, an applicable skill for college and career readiness.
- You will be inspired and pushed by your peers and instructors.

Matriculation

Matriculation to the next grade level is based on credits earned, not years in attendance. Students will be reclassified at the beginning of each academic school year.

In order to be classified as a:

Sophomore (10th grade)

Junior (11th grade)

Senior (12th grade)

A student must earn a minimum of:

12 credits

24 credits

36 credits

Parents should expect to receive correspondence regarding their child's academic status each year. Parents should contact their child's counselor if they have any questions about their grade level classification.

3 Types of Assessments Used at SPAS

Diagnostic Assessment:

Diagnostic assessment can help identify students' current knowledge of a subject, their skill sets, and capabilities, and to clarify misconceptions before teaching takes place. Knowing students' strengths and weaknesses can help better plan what to teach and how to teach it.

Types of Diagnostic Assessments:

1. Pre-tests (on content and abilities)
2. Self-assessments (identifying skills and competencies)
3. Discussion board responses (on content-specific prompts)
4. Interviews (brief, private, 10-minute interview of each student)

Formative Assessment:

Formative assessment provides feedback and information during the instructional process, while learning is taking place, and while learning is occurring. Formative assessment measures student progress but it can also assess progress as an instructor. For example, when implementing a new activity in class, through observation and/or surveying the students, determine whether or not the activity should be used again (or modified). A primary focus of formative assessment is to identify areas that may need improvement. These assessments typically are not graded for correctness, and act as a gauge to students' learning progress and to determine teaching effectiveness (implementing appropriate methods and activities).

Types of Formative Assessment:

1. Observations during in-class activities; of students' non-verbal feedback during lecture
2. Homework exercises as a review for exams and class discussions
3. Reflections journals that are reviewed periodically during the semester
4. Question and answer sessions, formal—planned and informal—spontaneous
5. Conferences between the instructor and student at various points in the semester
6. In-class activities where students informally present their results
7. Student feedback collected by periodically answering specific questions
8. Instruction and their self-evaluation of performance and progress

Summative Assessment:

Summative assessment takes place after the learning has been completed and provides information and feedback that sums up the teaching and learning process. Typically, no more formal learning is taking place at this stage, other than incidental learning which might take place through the completion of projects and assignments. Rubrics often developed around a set of standards or expectations, can be used for summative assessment. Rubrics can be given to students before they begin working on a particular project so they know what is expected of them (precisely what they have to do) for each of the criteria. Rubrics also can help to be more objective when deriving a final, summative grade by following the same criteria students used to complete the project.

High-stakes summative assessments typically are given to students at the end of a set point during or at the end of the semester to assess what has been learned and how well it was learned. Grades are usually an outcome of summative assessment: they indicate whether the student has an acceptable level of knowledge gain and is the student able to effectively progress to the next part of the class? To the next course in the curriculum? To the next level of academic standing? Summative assessment is more product-oriented and assesses the final product, whereas formative assessment focuses on the process of completing the product. Once the project is completed, no further revisions can be made. If, however, students are allowed to make revisions, the assessment becomes formative, where students can take advantage of the opportunity to improve.

Types of Summative Assessment:

1. Examinations (major, high-stakes exams)
2. Final examination (a truly summative assessment)
3. Term papers (drafts submitted would be a formative assessment)
4. Projects (draft submitted could be formatively assessed)
5. Portfolios (assessed during its development as a formative assessment)
6. Performances
7. Student evaluation of the course (teaching effectiveness)
8. Instructor self-evaluation

ESL Support Policy

Introduction

Saint Paul American School recognizes that we have students from a diverse background who come with equally varied abilities in the English language. It is our belief that all students have the right to learn, progress and succeed, which can only happen when students are met at their level. We believe that every student learns in their own way and at their own pace. With this in mind, SPAS has established multiple levels of support to meet each students' unique needs and learning styles. Students are placed at each level based on data gathered through diagnostic testing combined with teachers' formative assessment. We strive to meet each student where they are through our ESL services, which are designed to guide each student towards proficiency and provide a springboard for their success at SPAS.

Definitions

English Language Learners (ELL) - Students who are unable to communicate fluently or learn effectively in English, who often come from non-English-speaking homes and backgrounds, and who typically require specialized or modified instruction in both the English language and in their academic courses

Accommodations - Change how a student learns the material

Modifications - Changes what a student is taught or expected to learn

Description of Services

Depending on the age and English level as determined by the diagnostic testing, students are assigned to one of the following levels of service (RIT levels might vary based on course and grade averages; please see placement advisor for details) :

Level 4 (Basic/Beginner) - Students at this level will have specialized pull-out classes that are separated from other students with an intensive focus on gaining English fluency in core subject areas (Language Arts, Science, Social Studies, Fine Arts). These self-contained sheltered classrooms will allow teachers to integrate language acquisition with content instruction; providing access to appropriate grade level content in combination with promoting the development of English language proficiency. A student with Reading or Language Usage RIT scores of less than 200 on their MAP assessment will be enrolled at level 4. Because of graduation requirements, students may not remain in level 4 past the 1st semester of 10th grade. It will be recommended that they also enroll in the after school ESL Program for further support.

Level 3 (Intermediate) - Students at this level are enrolled in mainstream courses as well as one elective course that offers a sheltered transition from the full Level 4 pull-out program. A student with Reading or Language Usage RIT scores of less than 205 on their MAP test will be enrolled at level 3. Because of graduation requirements, students may not remain in level 3 past the 1st semester of 11th grade. It will be recommended that they also enroll in the after school ESL Program.

Level 2 (Intermediate/Advanced) - Students at this level are fully enrolled in traditional mainstream classes but teachers use modifications and accommodations to tailor and differentiate the lessons to each student. The student will also receive an additional time to meet with a teacher and receive assistance. A student with Reading or Language Usage RIT scores of less than 210 on their MAP test will be enrolled at level 2. Students may still enroll in the after school ESL Program.

Level 1 (Advanced) - Students remain in the traditional classroom but teachers use modifications and accommodations to tailor and differentiate the lessons to each student. A student with Reading or Language Usage RIT scores greater than 210 on their MAP test will be enrolled at level 1.

Regardless of level, all students will have Accommodations and Modifications available to them suitable for their situation.

Accommodations may include:

- Enrollment in Integrated Classes with more language support
- Take more time to complete a project
- Take frequent breaks, such as after completing a task
- Sit where he or she learns best
- Work or take a test in a different setting, such as a quiet room with few distractions
- Use a spelling dictionary or electronic spell-checker
- Capture responses on an audio recorder
- Dictate answers to a scribe
- Give responses in a form (oral or written) that's easier for him or her

Modifications may include:

- Complete fewer or different homework problems than peers
- Write shorter papers
- Answer fewer or different test questions
- Create alternate projects or assignments
- Learn different material (such as continuing to work on multiplication while classmates move on to fractions)
- Get graded or assessed using a different standard than the one for classmates
- Be excused from projects

Acknowledgement of Receipt and Understanding



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.

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: _____