



# Shanghai Livingston American School

2025-2026

This book belongs to

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## INTRODUCTION

Dear Students and Parents,

The faculty and staff here at Shanghai Livingston American School (SLAS) want to welcome you to the 2025-2026 school year! Education is a team effort and we know that students, parents, teachers, and other staff members working together can make this a wonderfully successful year for our students.

SLAS Code of Conduct and Student Handbook is designed to provide a resource for some of the basic information that you will need during the school year. The information contained in this handbook is meant to highlight items that are important to everyday procedures at our campus. We will continuously update the handbook when we see that certain topics affect the entire campus and need clarification. We invite your input.

Parents and students should also pay close attention to the SLAS **Student Code of Conduct**, intended to promote school safety and an atmosphere for learning. After reading through the entire handbook with your child, please continue to use it as a reference during the school year. If you have any questions about any material in this handbook, contact your child's teacher, counselor, or Head of School.

### Student/Parent Acknowledgement Receipt Form

Please complete and return the required Student/Parent Acknowledgement form in the handbook to your child's homeroom teacher within five days.

We thank you in advance for your cooperation regarding the education and safety of your child.

*Welcome to the 2025-26 school year!*

Respectfully Yours,

SLAS Administration and Faculty



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## CURRICULUM - A BRIEF OVERVIEW

The curriculum at SLAS has been devised by our administration and our teachers. The academic program is based predominantly on the California Common Core Standards and is enhanced by the latest curriculum materials, resources, and teaching practices from the U.S.A. Students engage in a wide range of interactive learning experiences, both on and off campus. These activities assist each student to develop a sound core of knowledge, a sense of logic, intellectual confidence, and lifelong learning skills. SLAS also takes advantage of the many learning opportunities unique to an international school setting and our location in China. Most importantly, the school aims to foster a lasting love of learning.

### THE TAUGHT CURRICULUM

Students from Kindergarten to Grade 5 study several mandatory subjects. The subjects are:

- ✓ Reading
- ✓ Writing
- ✓ Mathematics
- ✓ Science
- ✓ Social Studies
- ✓ Mandarin Language and Culture
- ✓ Japanese Language and Culture
- ✓ Physical Education & Gymnastics
- ✓ Computer Education
- ✓ Music
- ✓ Library
- ✓ Art
- ✓ Dance

### Subject Descriptions

The following paragraphs provide brief descriptions of subjects offered at SLAS.

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## PRIMARY CURRICULUM

### READING

Encouraging the love of reading is a major goal for the primary. In all classrooms, teachers regularly read aloud to the students. Materials for reading instruction include leveled readers as well as the literature textbook. Examples of reading materials include phonics, books, or games.

Teachers assign reading materials according to student skill level, using centers for ongoing instruction and assessment. Teacher instruction is geared to make students of all levels feel empowered as readers while stretching their abilities and updating reading goals. At the earliest grades, teachers model reading and help students acquire reading skills and attitudes through phonics, phonemic awareness, fluency, and vocabulary with a strong emphasis on comprehension. In reading for the lower school, the focus is on the Houghton Mifflin Harcourt Journeys and a variety of children's literature texts. By the time students enter higher grades, they are engaging in novel studies and extensive research reading.

### WRITING

Like reading, writing is an integral part of the entire primary school curriculum; it is taught as a subject and as a tool for thinking critically in other subjects. Students are encouraged to approach writing as a process with definable stages and techniques. They learn that the process of writing has intrinsic value as a means of generating, developing, and refining their thoughts. The goal of writing instruction at SLAS is to develop not only skilled, expressive writers but also thinkers who use their writing skills to enhance learning. Writing experiences permeate the primary classroom, and their frequency makes writing a natural and comfortable activity for most children.

### MATH

For math instruction, SLAS will introduce GO Math this year. The SLAS Mathematics curriculum provides students with opportunities to participate in a variety of individual, small-group, and whole-class learning situations. The typical lesson is set up to encourage interest in and exploration of mathematical concepts and problems using a variety of problem-solving strategies and encourages students to apply their work to real-life situations. Our students are learning above-level math concepts with extra assistance provided for students as needed. Elements of literacy are woven into the introduction of each new math concept in Kindergarten through 5<sup>th</sup> grade. Activities are planned to help students experience success and develop a positive attitude towards Math and to themselves as mathematicians.

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## **SCIENCE**

Through investigation of the major strands of Biology, Earth Science, Physical Science, Chemistry, and Health, the SLAS Science course assists students in developing an understanding of natural phenomena, scientific method, and in acquiring the skills, critical thinking processes, knowledge, and attitudes relevant to science and scientific investigation. At every grade level, developmentally appropriate topics from each strand of Science are covered in a progressive manner. The course features the use of hands-on activities, research, field trips, lab work, guest speakers, audiovisual materials, and computer use to promote scientific learning.

## **SOCIAL STUDIES**

Social studies units, like other curricular areas at SLAS, encompass formal and informal learning and interdisciplinary study when feasible. For example, a study of North and South America might include elements of history, anthropology, music, cooking, geography, and art. Activity and independent inquiry characterize the social studies curriculum no matter what area of the world or time period is studied.

Each grade level develops a social studies curriculum for the class that includes large and small units of study. Regular faculty discussion of these curricula assures a balanced and varied overall approach so that the child who goes through primary school will be sure to study an exciting range of countries, cultures, and peoples, using a variety of social science skills and methods.

## **MODERN LANGUAGES**

The study of Mandarin Language and Chinese Language Culture is offered to students at SLAS starting in Nursery. Native speakers of Japanese, starting in Kindergarten are offered a chance to continue developing reading and character writing skills. The school's goal with the Modern Language and Culture Program is to expose students to the language and assist them in learning enough spoken language to achieve a minimum conversational level for beginners and foster native-like reading and character writing skills for the more advanced student. At SLAS, we do offer four levels of Mandarin, in order to accommodate students just learning to those who are native speakers. The cultural aspect of the program is designed to promote cultural insight and understanding of Chinese culture.

## **MUSIC**

In an international school setting, Music can serve as a window to other cultures. It also offers a channel for self-expression that is not dependent on English language proficiency. At SLAS, a music specialist teacher offers students a rich Music program that seeks to foster in students an appreciation of musical concepts and traditions. The Music curriculum uses the cultural diversity of SLAS as a springboard for studying different

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musical styles and forms, past and present, including those of our host country. A range of musical resources enhances the learning activities at all levels of instruction.

Students in Grades 1-2 will learn various instruments to reinforce the concepts of rhythm, beats, and percussion. Students in Grades 3 will learn the 8-key recorder. Students in Grade 4 will learn the ukulele. Fourth Students will also learn how to read music and tune their instruments to develop their oral abilities and prepare them for instruments in 5th Grade. The recorder and ukulele may be purchased from the school if assistance is needed. Students in Grade 5 will choose to take lessons in either strings, percussion, or wind/brass instruments. Our music teachers will work with grade 5 students twice a week. We do require students to also sign up for private lessons to further develop their skills. Students may sign up for extra tutoring with their music instrument teacher in our after-school program.

### **VISUAL ARTS**

Art activities may be related to topics being covered in other disciplines, made as a response to a specific experience, or inspired by a particular style, technique, or culture. Students are given opportunities to use a range of processes and media and also study the techniques and style of famous artists. In addition, students are encouraged to develop an appreciation of Art from different periods and cultural heritages.

### **PHYSICAL EDUCATION**

The SLAS Physical Education program offers all students opportunities to improve their physical fitness, well-being, and motor skills. For this purpose, each SLAS campus is equipped with a gym, a hardtop area, and a playfield. Students engage in fitness and major games such as soccer, badminton, basketball, volleyball, floor hockey, gymnastics, aerobics, and group problem-solving activities. At the lower grades, a particular emphasis is placed on the development of fine and gross motor coordination and sportsmanship.

### **COMPUTER EDUCATION**

Computer Studies are pursued under the guidance of both classroom and specialist teachers. The computer labs house PC computers, allowing all students regular, hands-on experience. Lab sets of laptop computers are increasingly utilized as students move to upper grade levels. At all levels, students become familiar with the components and workings of a personal computer and the importance of computers in our daily lives. Technology is integrated at all grade levels and is used to promote and extend student learning daily. Students learn proper operational and safety procedures, as well as new terminology related to computers. Generally, the school follows the expectations and standards that are published by the International Society for Technology Education.

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## **LIBRARY**

The SLAS Library functions as a center of learning and enjoyment for students daily. The Library also serves as a resource center with written, audio-visual, computer-based, and graphic resources. The Library program encourages students to use the library for both learning and leisure. Students become familiar with the proper use and care of the library systems and resources. They are taught to select appropriate reference materials and to collect, organize, and present information effectively for research assignments. Through literary appreciation, students build awareness and appreciation of different literary forms.

If a book is damaged or lost, the librarian will impose a fine. The librarian is always available to review the details in case you have questions.

## **ENGLISH LANGUAGE DEVELOPMENT (ELD)**

ELD support is provided to students whose first language is not English. This is provided through ELD classes taught by ELD teachers. In addition, there are opportunities for the ELD teachers to also work with the students within the regular classroom.

The ELD program concentrates on equipping students with the vocabulary and structures for meeting immediate school needs and assisting in the settling process. As students gain confidence, they move onto broader themes designed to develop speaking, listening, reading, and writing skills to a level that will enable them to participate effectively in all regular classroom lessons, especially Language Arts. Handwriting and phonics lessons are included for students who have not previously used the Roman Script. Students with limited English proficiency, or transferring from non-English speaking schools, will be tested for placement in the ELD program. ELD classes are required for any student in 1st-5th grade whose language proficiency is insufficient to function satisfactorily in academic subjects.

## **AFTERSCHOOL ACTIVITIES PROGRAM**

In addition to the academic program, SLAS also runs a comprehensive Activities Program for all students from Preschool to Grade 5.

## **HOURS OF OPERATION**

The school day starts at 8:00 AM and ends at 3:45 PM. Students are expected to arrive at school between 8:00 – 8:15 AM so that they are prepared to begin classes promptly at 8:20 AM. Buses leave school at approximately 3:55 PM. After-school activities run on a schedule that varies according to grade level and activity. The school is generally open from 8:00-5:00, Monday-Friday. All children and parents, drivers, and ays are expected to leave the campus by 3:50 PM unless they have specific school-related business or are involved in a school activity.

# PROCEDURES AND SYSTEMS

## ATTENDANCE POLICY

There is no substitute for uninterrupted personal contact between teachers and students in a classroom environment where learning experiences are carefully planned. Attendance on a consistent basis is critical to your child's success in school. We ask that you do not plan vacations during the regular school year as this will cause your child to lose valuable academic time. Students are expected to attend all classes every day. Primary years students who miss more than 5 days per trimester will be in danger of having to repeat the same grade if they are failing two or more core classes. Students who miss greater than 16 days in one school year may be required to attend summer school in order to be promoted to the next grade. Retention will be determined based on the student's report card grades, level of academic progress, and teacher's recommendation. Any student failing to complete the required summer school class will forfeit credit for that subject.

Students with absences are expected to make arrangements (beforehand when possible) with their teachers to make up all assignments, assessments, and tests. A student will be given a day for each day absent to complete missed assignments once they resume attendance to class; for example, if a student misses three days, they will have three days to make up the missed work. Work completed after this time may be denied credit.

When a student is absent:

(1)	All class work missed due to absences will be made up
(2)	Make-up time, if needed for classwork, will be scheduled by the teachers and/or administration
(3)	A student will be given one absence when he/she has accumulated four (4) tardies.

If your child is absent, please contact the teacher via WeChat. You can also call or email the school office in the morning. If your child rides the bus, please contact the bus teacher as early as possible.

See sick policy for school missed due to sickness.

Students may get make-up homework assignments from a friend in the class or can request that the teacher send any assignments through email.

## TARDY

No. of Tardies	Actions
1	Warning
2	Referral to Detention
3	Referral to Detention Teacher Contacts Parent
4	Counts as an absence Referral to Detention
5	One-Day In-School Suspension Meeting with Parents Administrator Discretion

If a student is over 5 minutes late, they are considered tardy, after the first tardy the student can be subject to disciplinary actions. Please follow the above chart to understand the consequences that can be given if your child is tardy.

Students who check in late to school without a valid excuse (*a note or call from a parent with a valid reason for the tardy*) will be sent directly to class.

### TARDY/CHECK-IN POLICY TO SCHOOL

It is the student's job and responsibility to be in class on time. Students should be where they are supposed to be and do what they are supposed to be doing at all times. Oversleeping is not an "excused" check-in. If the student has no valid reason for being late, it will be noted. Any student not in their assigned classroom at the tardy bell (without a note from the office or a pass) will be tardy. To protect the value of the instructional block; students should be in their seats when the tardy bell rings.

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## **CHANGE OF CONTACT INFORMATION**

Please advise the school office of any change of address as soon as you can. One simple change of address can set a complex chain of route changes into motion for the bus system, and it may take more than just a day or two to confirm new pick-up times. We use email as a primary means of communication, so please make sure we have the correct address on file in the main office.

The school must have accurate phone numbers, emergency contact information, and email addresses for all children! Passport And Visa Requirements

By Chinese law, international schools may accept children of expatriates residing temporarily in China and traveling on a foreign passport. The school must see the original passport and visa of the student at the time of registration and will maintain photocopies in the student's file.

## **COMMUNICATION/NEWSLETTERS/WECHAT**

We strive to maintain strong communication between home and school. With many social media and electronic venues available we utilize them to capitalize on the need of our stakeholders. We will be providing a newsletter weekly with pertinent information and dates of events. Always check our school website page for constant updates. If you have questions or concerns email us at [info@laschina.org](mailto:info@laschina.org).

We have found the class WeChat to be very effective in communicating with parents and students. All Early Years and Primary Years homerooms will have class WeChat. It will be required for all parents to sign up and monitor for announcements and reminders from the teacher. The class WeChat is only to be used for school-related business, not for promoting personal beliefs, or issues, or to inform teachers of information pertaining solely to their child. Weekly class updates, sent through Gradelink, are used in Early Years to 5<sup>th</sup> grade to communicate and inform parents.

In order to help parents to get the necessary and accurate information please follow the chart below to make sure you are contacting the correct person or department.

Contact Person		Platform
Classroom Teacher	Classroom questions	Wechat/Email/Gradelink
Mila (Finance)	Tuition Payment	mila@laschina.org
Amy Song	Uniforms	amysong@laschina.org
Hazel Banares	After school/dance/misc payments	hazel@laschina.org
Naomi Kadowaki Rachel Lee Daisy Xie Cherel Pineda	Translation services/ Admissions	<a href="mailto:japanese@laschina.org">japanese@laschina.org</a> korean@laschina.org info@laschina.org cherelpineda@laschina.org
Samjhana Sapkota	Student leave forms/ Head of School appointments	sam@laschina.org

## STUDENT OR PARENT CONCERNS

Usually, student or parent concerns can be addressed simply—by a phone call or a conference with the teacher. We invite you to stay in contact with the teacher at all times. Teachers are available to meet with you during their planning time. Teachers can also meet with you before and after school if both of you agree. We want to continue to promote a strong school-home relationship. Should your concern not be resolved to your satisfaction, please contact the Assistant Principal.

Any concerns about a student's progress at school should first be communicated to the teacher involved. If after such communication, a parent feels that further attention is advisable the parent should contact the Assistant Principal to discuss the matter further.

## GRADE LEVEL PLACEMENT

Upon enrollment, students are placed in a grade or section based upon their previous academic history and their chronological age. For younger grades, greater emphasis is placed upon age. Students who will turn two years old by 31 September of the school

year starting in August will be eligible to enter the Nursery program. In some cases, students will be considered for placement ahead of their chronological peers if they have had previous academic history which justifies such placement. However, even in such cases, it is the policy of SLAS for the new student to begin with placement with his or her chronological peers.

After a period of teacher assessment this placement may be reviewed. Social, developmental, and academic progress and status are equal factors in this assessment. In some cases, the SLAS staff will recommend that a student be retained at a grade level for the next school year. Teachers are fully cognizant of the various social and psychological ramifications of retention and make this recommendation when they feel it is in the best overall academic and social interests of the child.

When a teacher makes a recommendation for retention, a Grade Placement Committee (GPC) will meet to discuss the student's social and language development as well as the academic progress to make the final recommendation to Administration. Grade placement is the purview of the school administration. While parent input will be considered, the school determination will be final.

## GRADING

Shanghai Livingston American School provides grades in three marking periods each year. The trimester grade is considered the final grade for each trimester. Students receive two grades per week in each core subject. Letter grades below a D are considered a failing grade and a notification email is automatically sent to parents through GradeLink.

Letter grades are as indicated in the table:

Letter Grade	Percentage Grade	Letter Grade	Percentage Grade
A+	97-100%	C+	77-79%
A	93-96%	C	73-76%
A-	90-92%	C-	70-72%
B+	87-89%	D+	67-69%
B	83-86%	D	65-66%
B-	80-82%	F	Below 65%

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## **SLAS GRADING SCALE**

Please refer to the teacher's welcome letter for more specific detail regarding the weight of assignments, projects, quizzes, and tests.

The grading policy established for the Primary Department for the 2025-26 academic school year is as follows:

Classwork 25%

Homework 15%

Projects and Papers 25%

Tests/Quizzes 25%

Class Participation 10%

## **PROGRESS REPORTS, REPORT CARDS, AND RECORDS**

Progress Reports are issued at the half-trimester mark and are a component of student assessment. Report Cards are issued three times a year as well, during reporting periods which are established at the end of each trimester. The Report Card is primarily a form of communication from teacher to student and parent. It also serves as communication between SLAS and another school to which the student might transfer. SLAS considers the first more important but must be aware of the differing systems to which its students will transfer, and thus the Report Card must ensure a high degree of clarity. Additional means of home-school communication includes parent-teacher conferences, held in the fall and spring, informal meetings between teachers and parents, and letters and notes. Weekly class updates are used in Kindergarten to Grade 5 to communicate homework and information to parents.

## **PROMOTION AND RETENTION**

### **KINDERGARTEN-GRADE 5**

Promotion is based on mastery of the curriculum. Expectations and standards for mastery are established for each grade level, and content area, and are coordinated with compensatory/accelerated services. Kindergarten and first-grade students are considered for retention if mastery of grade-level objectives is not reflected by assessment methods, especially in language arts and mathematics. In grades 2-8, promotion to the next grade level is based on an overall average of 65 on a scale of 100 based on course level, grade-level standards for all subject areas and a grade of 70 or above in three of the following areas: language arts, mathematics, science, and social studies.

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Any student in Kindergarten through grade 5 who does not meet the criteria for promotion to the next grade level may attend extended year program(s) provided by the school in applicable content areas. A student who attends at least 90 percent of the extended year program days in the applicable content area(s) shall be promoted to the next grade level at the beginning of the school year but only based on academic achievement or demonstrated proficiency of the subject matter of the course or grade level.

Retention of students is not shown to be an effective strategy for improving student achievement. The school and individual campuses have established procedures designed to reduce the numbers of students retained. A parent, however, may present a written request to the Head of School asking that the student not be promoted.

#### **SUMMER SCHOOL/EXTENDED YEAR PROGRAMS**

Any student who attends optional extended-year programs with the required 90 percent attendance rate and meets the academic achievement requirements but still experiences difficulty, or is defined as at-risk, will be required to participate the following year in additional strategic intervention strategies/programs designed to provide accelerated instructional services. In assessing students who are speakers of languages other than English for mastery of essential knowledge and skills, the school will be flexible in determining methods to allow the students to demonstrate knowledge or competency independent of their English language skills.

A student who has failed three foundation courses may attend summer school and shall be eligible for promotion if his or her summer school grades enable him or her to meet the promotion criteria. A student who attends 90 percent of the summer school session in one or two failed foundation courses may be exempted from the mandatory accelerated instruction program. A student who has failed more than three foundation courses may attend summer school if he or she so chooses but shall not be eligible for promotion.

#### **TEXTBOOKS**

Books are tools; they are expensive tools. To assist students with the expense of having the necessary books for their education, the Shanghai Livingston American School has purchased textbooks for student use. It is the student's responsibility to see that the textbooks are not damaged or lost.

Lost books must be paid for before a permanent replacement can be issued. Students are also responsible for paying for any damaged books that are issued to them.

#### **HOMEWORK ASSIGNMENTS**

Homework is an important part of the educational program at SLAS. It provides students with opportunities for independent practice, skills reinforcement, and research and

promotes good time management and responsibility. To prevent students from being over-loaded with homework the following guidelines have been developed:

- No individual subject should require more than two and a half hours of homework per calendar week (seven days) for Primary School students.
- Total homework time for any given night will vary. Some children will find some assignments more time-consuming than other children, and sometimes this divergence will vary according to the subject (One child might complete math homework in less than the average time, but social studies in more than the average time). Roughly, however:
  - ✓ Kindergarten and Grades 1-3 should spend 30 to 60 minutes on homework
  - ✓ Grades 4-5 should spend 45 to 90 minutes on Homework
- Students are also expected to engage in independent reading or reading with family members for at least twenty minutes a night in addition to assigned homework. This valuable time spent reading is important in the development of all students.

If homework is consistently taking considerably more or less than the time suggested above, or if the student insists that "we never have any homework in that subject," then there could be a communication problem. The parent should contact the teacher to address this misunderstanding or any problems which may exist in the way the student is addressing the assignments.

## **EXTRACURRICULAR ATTENDANCE REQUIREMENTS**

All participants in extracurricular activities (including, but not limited to student government, athletics, and clubs) must be present for one-half of the academic school day to participate in school-sponsored activities. Prior approval for extenuating or truly unusual circumstances will be considered on an individual basis.

School comes before extracurricular activities! All extra-curricular participants will be required to attend after-school detention, after-school make-up, or tutoring before being allowed to attend practice.

## **ATHLETIC ELIGIBILITY**

To be eligible to participate on a sports team or in another activity, a student must maintain a minimum of 70% in all core subjects for the current season.

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Student progress will be checked twice during the season or trimester, whichever applies, and if the conditions are not met, they will not be able to practice or participate in the activity until the eligibility requirements are met. For purposes of traveling to a tournament or other activity, final eligibility will be determined no later than two weeks prior to the date of travel to the activity.

The Head of Schools shall make the final decision in questions of eligibility.

## **LEAVING CAMPUS**

Students are not allowed to leave campus before the end of the school day without permission from the Head of Schools. Parents, who know that a child will have to leave school before the end of the school day, should send a note to the office in advance. In an unplanned situation, parents should report to Room 310 offices to gain assistance from the school staff for the dismissal of their child.

**Children who are being collected during the school day must sign their children out with the school secretaries before they are picked up from the classroom or lobby.**

## **CAMPUS SAFETY AND SUPERVISION**

While on campus, it is imperative parents and guardians monitor their child at all times. Students are not to wander around campus unaccompanied and are not to be inside the building after dismissal unless they are with a responsible adult. When supervising children on the play equipment and field area, it is an expectation that all parents and guardians are monitoring their child without distraction to ensure safe and appropriate behavior.

## **LUNCHROOM ETIQUETTE**

Students will be supervised while at lunch. Students can wash their hands before entering the cafeteria to ensure cleanliness and are expected to use manners that are appropriate for their age level. They are expected to remain seated at all times during lunch. Things such as playing with their food, touching other students' food, or making inappropriate comments about other students' food are not allowed. Students are expected to clean up all their trash at the end of the lunch period and take their trays to the return area. Teachers will dismiss students by tables to exit and go out to recess.

## **RECESS ETIQUETTE**

Students will be supervised while at recess. Students are expected to avoid pushing, pulling, hitting, shoving, or tackling and to keep their feet, and objects to themselves. They will stay in the designated areas for recess (field, playground, or basketball courts), and avoid playing on top of the stage or flagpole area. Students are expected to be

compassionate citizens, speak kindly to each other, and avoid teasing, name-calling, or bullying. Items taken to recess should be taken away when leaving, with all personal garbage thrown in the waste disposal areas that have been provided. All balls used during recess should be returned to the cage in front of the PE office by those who have used them. Students should listen to all instruction provided by teachers and report to teachers if there are issues during recess.

## **LOCKERS**

a.	Each student in grades four and five will be assigned a locker. These will be assigned after the first day of school. Lockers should be locked if valuables are inside. Students should not share lockers at any time.
b.	Students are reminded that lockers are school property and are subject to inspection at any time.
c.	Students should get study materials for the morning classes when they arrive in the morning, and materials for the afternoon classes during the lunch period. No one should leave classes to go to his/her locker except with special permission.
d.	Students will be responsible for the locker assigned to them and may be assessed for any damage done to that locker.
e.	Students will be given a key for their locker. If the key is lost or broken, a second key will be given to the student. The student will be charged a fee if the second key is lost or broken which must be paid prior to receiving a replacement key.

## **BUS TRANSPORTATION**

Shanghai Livingston American School, through a contracted bus service, provides bus service to many parts of Shanghai (Puxi and Pudong). The school reserves the right to refuse service to any part of the city which is impractical because of its location relative to other pick-up points. In the event a school bus is not available to your area, you will be offered the option of a private car at an added expense without a bus teacher. The school also reserves the right to suspend or remove students from the bus service should they not adhere to the rules.

## **BUS DISCIPLINE**

Students shall obey the rules of conduct while on a school bus, as well as established safety rules and regulations. Students shall not delay the bus schedule, damage the bus, distract the driver, or get off at an unauthorized stop. Riding a bus is a privilege. A rider who fails to follow the rules may have his/her riding privileges removed.

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## RULES OF CONDUCT FOR SCHOOL TRANSPORTATION

- The school offers a bus service as an option for those who desire transport to and from school.
- Parents are asked to review with students the regulations governing the bus service. Students who do not adhere to these rules are subject to suspension and ultimately expulsion from the bus service.
- Misconduct on the buses will be reported by the Bus Monitor, a student, or a parent to the Office, and may also be reported to the Head of School.
- Of primary concern to parents and the school administration is the safety of each child. Rude or disruptive behavior which might distract the driver cannot be tolerated.

***THE BASIC RULE: There is one basic rule which supersedes all others in importance and simplicity - REMAIN IN YOUR SEAT WITH THE SEAT BELT FASTENED AND DO NOTHING WHICH MIGHT DISTRACT THE DRIVER.***

The basic rule can be expanded upon as follows:

- Remain in your seat. All movement on a moving bus is forbidden.
- Seat belts must always be worn. (If you follow this rule, it will be easy to avoid breaking rule #1!)
- Do not do anything which might distract your driver. The actions which might distract the driver include the following:
  - ✓ Loud noises.
  - ✓ Throwing any item inside the bus.
  - ✓ Fighting or otherwise inappropriate behavior.
- Music shall not be played on the bus, either via the van's radio/cassette or via your own device UNLESS it is a personal iPod- type appliance that will not bother others.
- Eating and drinking are not permitted on the bus.
- Windows stay closed at all times (unless there is a breakdown in the AC). No purchase from or communication of any kind with street vendors or other pedestrians is allowed.
- To minimize distraction to the driver, students are requested to leave the front seats vacant unless there is no other seat available in the rear. If no space is available, only older children can sit in the front, as they are less

likely to distract the driver. Younger students are required to sit nearest to the bus monitor and the door of the bus.

- The bus driver is the "Captain of the Ship." His/her primary responsibility is the safety of the passengers. Children must be respectful towards and obey any requests made by the driver and the bus monitor.
- If there is an accident or the bus breaks down, students should listen for instruction from the driver or monitor. If you are told to leave the bus, stay together with the other students as far from the road as possible until a service vehicle and another bus arrives. The preceding nine rules, and of course, The Basic Rule, are the ones we are most concerned with as they affect safety. Here are a few additional rules, which are more procedural in nature.

**Be on time.** The driver will not wait until after the scheduled pickup time. After that, the driver has been instructed to leave as scheduled. If your bus is often late or very early, please report this to the transportation coordinator so that the driver can be reminded to move along to the next house on schedule. Also, please check with the office if there is any doubt about your pick-up time. If your bus comes too early, it will wait until your scheduled pick-up time, but check to make sure of that time.

Schedules change every time a new student is added to the bus system! If your bus does not arrive, please telephone the school to see if it is simply late. Please understand that drivers cannot control unusual traffic conditions such as weather, road work, or accidents. If the bus has missed your house due to a substitute driver unfamiliar with the route or some such reason, the office can make other arrangements to come and collect your child. Due to limited space, you may not join a different bus than your regular scheduled bus.

## SCHOOL BEHAVIOR MANAGEMENT POLICY

### PRIMARY SCHOOL BEHAVIOR MANAGEMENT

#### DEFINITION

It is a primary aim of our school that every member of the school community feels valued and respected, and that each person is treated fairly. We are a caring community, whose values are built on mutual trust and respect for all. The school's behavior policy is therefore designed to support the way in which all members of the school can live and work together in a supportive way. It aims to promote an environment in which everyone feels happy, safe, and secure. Active behavior management endeavors, to instill a sense of responsible behavior, occurs when clear and consistent expectations and consequences are in shared partnership with home and school.

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Most aspects of our School Discipline Policy are encompassed in the following statement.

At SLAS, We Respect:

- ✓ Learning
- ✓ All People
- ✓ Property
- ✓ Language
- ✓ Personal Space

#### **RATIONALE**

Students can learn from the earliest age how to behave appropriately in any given situation. This learning is a vital part of their personal, social, and emotional development. *Shanghai Livingston American School*, in the development and safety of all its students, has high expectations of each individual child and his/her behavior.

#### **VALUES**

We here at *Shanghai Livingston American School* hold these values with the utmost regard: Responsibility, Empathy, Assertiveness, Cooperation, Honesty, Dignity, Respect, Compassion, Understanding, and Self-Worth.

#### **POLICY STATEMENT**

All behavior is purposeful and has consequences. Appropriate behavior is an expectation. All students have the right to learn and work in a secure, empowering, success-orientated environment and should feel safe, confident, and supported. Any student not following the rules by being unsafe or disruptive is taking away from not only their own education but the education of their peers as well. Taking responsibility for behavior builds respect, self-worth and builds a positive happy environment, which reflects *Shanghai Livingston American School's* standards.

#### **DISCIPLINE PROCESS**

All adults who are working in the school are expected to support the discipline process. This is to say that teachers are not responsible only for the students in their class. As an example, if a particular staff member happens to see inappropriate behavior occur by a student, it will be that staff member's responsibility to address that behavior. If it is of a serious nature, the homeroom teacher should be involved, but most of the behaviors that staff will experience with our students can be handled with friendly reminders and clarification of our expectations. We expect that teachers will try a variety of progressive interventions and consequences before they involve the Administration in their discipline

process. Warnings, withholding of privileges (such as recess), and parent contacts, are all examples of interventions that a teacher might try before involving the Assistant Principal. If after these attempts have been tried the student is still having difficulties making good behavioral choices the involvement of the Administration for discipline will be encouraged. When the Administration conducts a discipline conference with a student, this is the general process that will be used.

### **STEP 1: IDENTIFY THE PROBLEM**

Why are you here?

What choices did you make that got you in trouble?

Do you understand why this behavior is inappropriate?

### **STEP 2: CLARIFICATION OF EXPECTATIONS AND PROBLEM SOLVING**

At SLAS, we expect students to . . .

The reason we expect this is . . .

How do you think you might handle this same situation in the future?

Would this course of action result in keeping you out of trouble?

### **STEP 3: ASSIGNING OF CONSEQUENCES**

Because of your choice today, your consequences will be as follows:

**NOTE:** Assigning of consequences will be progressive and, except in cases where severe misbehavior is involved, generally be:

**First Time:** Warning and clarification of expectations

**Second Time:** Withdraw privileges and contact parents

**Third Time:** Withdraw more privileges and contact parents

**Fourth Time:** Possible short-term in school and out of school suspension

Consequences will be assigned based on the seriousness of the offense, the frequency of the student's inappropriate behavior, and the student's attitude during the discipline process. In the case of serious misbehavior, the Administration and parent will be notified immediately.

All interventions for discipline by Administration will be documented in the Guidance office for possible future reference. Teachers are required to also document any interventions with students.

## MINOR OFFENSES

Behavior	Definition
Above First Floor during Lunch	There is no reason for students to be above the first floor during lunch unless given a pass by a teacher.
Absenteeism/Tuancy	Lack of regular attendance at school or individual classes
Disturbances/Disorders	Actions that disrupt the classroom/school environment and the day-to-day operations of the school. Examples include but are not limited to, breaking in line, horseplay/ roughhousing, and talking out of turn in class.
Electronics	The use of electronic devices, including but not limited to, cell or satellite phones, smart watches or other smart devices, MP3 players of any kind, and electronic dictionaries are prohibited on campus during school hours (8:20 a.m. – 4:00 p.m.).  Failure to adhere to the above policy will result in confiscation of the device. The device will be placed in the student's backpack and sent home at the end of the day.
Failure to Report	Failure to stay after class for a teacher
Tardiness	Arriving at school or class after the designated time.
Unsupervised Areas	Being in areas that are unsupervised such as: the area behind the school or the potting shed; in the halls without a pass or being above the first floor during lunch without expressed permission.

***Students must be in uniform daily. Students not in uniform will be required to purchase the missing uniform piece from the uniform shop immediately. No exceptions. Refer to the web page for information on what are appropriate pieces for the student uniform (<http://www.laschina.org/uniform/>). School Uniform components consist of:***

***Students must always be wearing the uniform.***

- ***School Polo***
- ***House shirt Friday only***
- ***PE uniform on PE days only***

- **Extra layers; school sweater, school warm-up jacket, or school hoodie**
- **Heavy jackets of any color when outside**
- **Solid color navy, beige khaki, black or blue jean trousers, shorts or skirts**
- **Laced shoes or sturdy sandals**

Dress Code	<p>Shanghai Livingston American School specifies that each student must come to school appropriately dressed according to the school Dress Code.</p> <p>Personal appearance directly affects student's self-respect, conduct, and pride in their school; therefore, dress should be appropriate for the learning environment. Students who are inappropriately dressed will be referred to the Administration and dealt with on an individual basis. Students with repeated or extreme dress code violations will be subject to Detention.</p> <p><b>Examples of unacceptable attire include:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Pants with holes, tears, or rips.</li> <li><input checked="" type="checkbox"/> Halter/tube-tops, tank tops (or dresses of like nature).</li> <li><input checked="" type="checkbox"/> Any head apparel including hats, scarves, etc. (exception being religious purposes).</li> <li><input checked="" type="checkbox"/> Skirts shorter than the tips of fingers when hands are placed down at one's side.</li> <li><input checked="" type="checkbox"/> Shorts shorter than the tips of fingers when hands are placed down at one's side.</li> <li><input checked="" type="checkbox"/> Strapless tops or dresses, muscle shirts, or tank tops with straps that are narrower than three of your fingers.</li> <li><input checked="" type="checkbox"/> Sunglasses.</li> <li><input checked="" type="checkbox"/> Flip flops or shower shoes</li> <li><input checked="" type="checkbox"/> Unbuttoned shirts and or bare midriffs.</li> <li><input checked="" type="checkbox"/> Mesh, fishnet, low-cut, or see-through tops.</li> <li><input checked="" type="checkbox"/> Unsafe laboratory clothes and jewelry.</li> <li><input checked="" type="checkbox"/> Any visible undergarments and any ill-fitting attire.</li> <li><input checked="" type="checkbox"/> Excessive makeup or hair color that could be distracting. Natural hair color only.</li> <li><input checked="" type="checkbox"/> Any article of clothing or jewelry that displays, depicts, or promotes alcohol, drug or tobacco products, violence, or sexual innuendo, is prohibited during</li> </ul>
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the school day and at school-sponsored activities.

### DISCIPLINARY OPTIONS

The following are examples of disciplinary actions for the above behaviors: lunch detention, after-school detention, Saturday school, verbal reprimand, special assignments, school community service, notifying parents, contracts; after-school-teacher detention; restitution, Administrative Detention; confiscation of devices; loss of school privileges. **Please note:** *The above actions are to be used at the discretion of the teacher and/or administrator.*

## SERIOUS MISCONDUCT

Behaviour	Definition
Cutting Classes	Failure to report to class upon arriving on campus or failure to report to class later than five (5) minutes after the Tardy Bell. This includes failure to report back to class after fire drills, tornado drills, or student assemblies.
Failure to Follow Directions of the Staff	Failure to follow the reasonable directive of school personnel.
Failure to Report	Failure to report to After School Detention/Homework Club Failure to check in with the attendance clerk when arriving late to school.
Cheating/Plagiarism/ Scholastic Dishonesty	Using, submitting, or attempting to obtain data or answers dishonestly, by deceit, or by means other than those authorized by the teacher. Plagiarism is taking the work of others and claiming it as your own (copying from the internet). A grade of zero "0" will be given on the assignment (i.e., test, project, etc.), the parent will be notified, and the teacher will refer the student to the administration.
Forgery/Falsification	Writing the name of another person or altering times, dates, grades, passes, or permits. Knowingly giving false information to staff.
Profanity	Swearing, cursing, or making obscene gestures (Automatic Administrative Detention).
School Disruptions	Acting in a disorderly manner that disrupts the peace of the school, or any school-sponsored activity. Conduct not specially listed, that interferes with the orderly operation of the education environment.

Excessive Tardiness	Excessive late arrivals to class.
Use of Tobacco Products	The use or possession of any tobacco product i.e. cigarettes, chewing tobacco, creamy snuff (tobacco paste) etc.
Insubordination	Knowingly refusing to comply with reasonable school rules/refusal to identify self, or to follow reasonable directions of any school personnel
Misuse of Technology	<p>Unauthorized use or abuse of any school-owned technology.</p> <p><b>Examples include but are not limited to the following:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Using technology without permission.</li> <li><input checked="" type="checkbox"/> Actions that hamper normal computer functions.</li> <li><input checked="" type="checkbox"/> Installing software games, viruses, or any other software.</li> <li><input checked="" type="checkbox"/> Removing software without permission.</li> <li><input checked="" type="checkbox"/> Copying software without permission.</li> <li><input checked="" type="checkbox"/> Possessing software or files which contain graphics of a sexual nature.</li> <li><input checked="" type="checkbox"/> Any type of video streaming by students that is unrelated to the curriculum.</li> <li><input checked="" type="checkbox"/> Actions that are destructive to the computer's case, hardware, or software.</li> <li><input checked="" type="checkbox"/> Viewing, changing, or modifying any configuration on any computer without permission.</li> <li><input checked="" type="checkbox"/> Misusing a computer or its peripheral equipment; including computers, printers, scanners, network devices, etc.</li> <li><input checked="" type="checkbox"/> Using the internet for non-educational purposes like visiting chatrooms.</li> </ul>

### DISCIPLINARY OPTIONS

Examples of disciplinary actions for Serious Misconduct that will be used at *Shanghai Livingston American School* to correct misbehaviors included, but are not limited to: Administrative Detention, Saturday school, Restitution, Suspensions of one (1) to ten (10) days, recommendations for term suspensions, possible legal action, as well as those listed under Minor Misconduct, depending on the serious nature of the infraction and the student's conduct history; **issued at administrator's discretion.**

## ILLEGAL AND/OR SERIOUS MISCONDUCT WHICH IS LIFE OR HEALTH-THREATENING

Behavior	Definition
Abuse/Hazing/Ethnic Slurs (Bullying)	Willfully intimidating, beating, harassing, insulting, or verbally abusing other students.
Cyber Bullying	Willfully intimidating, harassing, insulting, or verbally abusing other students or staff members by any electronic act including messages posted to social networking/Internet Web sites, text, sound or images, by means of an electronic device, including but not limited to a wireless telephone or other wireless communication device, computer or pager.
Disrespect/Profanity Directed at Staff	Profanity or obscene language, written or verbal, directed toward school personnel or any member of the school community, including the use of obscene gestures/signs and lying to staff or providing false information
Fighting	Physical conflict between pupils on school property, on school buses, or at any school-sponsored activity. Fighting is not an acceptable way to settle conflicts at SLAS and students can expect 5 days OSS for the first offense and long-term suspension for any other.
Theft	Stealing or attempting to steal money or property of another
Vandalism	Destruction or defacing of school property, staff property, or equipment. Student will be required to pay for damages and may be subject to expulsion or court action
Possession or Use of Weapons or Dangerous Instruments	No student shall possess or carry (whether openly or concealed) any gun, knife, pistol, dynamite cartridge, bomb, grenade, mine, power explosive, or any other weapon of like kind, not used solely for instructional or school-sanctioned ceremonial purposes, in the school building or bus.
Sale, Use, Possession, Distribution of Drugs and/or Alcohol	No student shall manufacture, distribute, dispense, possess, or use any alcoholic beverage or any narcotic drug, hallucinogenic drug, amphetamines, barbiturates, marijuana, or any other controlled substance or paraphernalia.
Assault/Battery	Intentionally accusing or attempting to cause physical injury or intentionally behaving in such a manner as could reasonably cause

	physical injury to a student, staff member, or any other person. Such behavior shall include but is not limited to, occurrences on school property, school buses, or at school-sponsored activities. Any assault on a school employee will result in permanent expulsion and court action.
Sexual Harassment	Shanghai Livingston American School strictly prohibits all forms of sexual harassment and harassment based on gender, whether perpetrated by a school employee or a student. Generally, sexual harassment includes advances, unwelcome requests for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature. Generally, harassment based on gender shall be understood to include conduct carried out because a person is of a particular gender. Examples would include (but are not limited to) referring to persons by gender-based derogatory terms, limiting or denying persons of one gender access to certain educational or sport opportunities.
Arson	Setting fire, or attempting to set fire, to the school building or property located on school grounds or belonging to Shanghai Livingston American School, or property or persons employed by Livingston American School
Volatile Acts and/or Disorderly Conduct	Disruption of school by use of violence, force, coercion, and threats to students, staff, or demonstrations.  This shall include the use of the same to incite others toward disruption (individual or group related)
Other Illegal or Inappropriate Conduct	Any other offenses which constitute criminal conduct under the law and which are life-threatening.

### DISCIPLINARY OPTIONS

Examples of disciplinary actions for illegal and/or serious misconduct that will be used at *Shanghai Livingston American School* to correct misbehaviors include but are not limited to, suspensions, recommendations for expulsion, and legal action.

- \* Failure to attend an assigned Detention will result in additional detention or OSS or other discipline decided by the administration. *Whether or not parents receive notification, it is the student's responsibility to attend assigned detention.*
- \* Any detention assignments (ASD, Tardy School, Administrative Detention, etc.) must be served on the day assigned. No reschedules will be made for sports or extracurricular activities. If a student makes the choice to not follow the rules, then he/she has made the choice to miss the activity.

- \* During any type of detention assignment, students are responsible for having classwork to complete.
- \* Students should arrange to have transportation from SLAS immediately after any type of detention assignment has been completed.

### **DETENTION**

Depending on the offense, students may receive an afterschool detention. It will be the responsibility of the student and parent to arrange transportation home after detention.

### **HOMEWORK DETENTION**

Homework is an important part of overall academic success, consequently, we have instituted a plan we refer to as "Homework Detention." Homework Detention is for those students who choose not to complete assignments or who are not being successful academically. Students will report for one hour after school to complete late assignments. Failure to report to Homework Detention will result in an added day in addition to making up the day missed.

### **OUT-OF-SCHOOL SUSPENSION**

Depending on the offense, out-of-school suspensions (OSS) are for 1 to 10 days. Expulsion is possible for certain offenses. Any student suspended must arrange a parent conference with Administration before returning to school. Students may not be on school property during the suspension period nor may they participate in any school-related activity during this period such as athletics, school dances, etc. Students who are suspended may make up their academic work as stated in the make-up policy.

### **SATURDAY SCHOOL**

Depending on the offense, Saturday school may be given rather than OSS. Saturday school will be mandatory and will be from 9:00 a.m. – 12:00 p.m. Failure to attend Saturday school or refusal to cooperate while attending Saturday school will result in an automatic Out of School Suspension for the following week.

Parents and students will be responsible for transportation to and from school as well as lunch.

### **ILLEGAL ACTIVITY INSIDE AND OUT OF SCHOOL**

Regardless if the action occurs on school grounds, at a school-sponsored activity, or off-campus, students are required to follow all laws of the Peoples Republic of China. If a student is arrested, they will be expelled from the school.

# ANTI-BULLYING AND HARASSMENT POLICY

This document represents our Shanghai Livingston American School Anti-Bullying and Harassment Policy, which is meant to be readily accessible to administrators, students, teachers, and parents.

## THE SCHOOL PROHIBITS THE BULLYING OF ANY STUDENT:

- During any educational program or activity conducted by the school;
- During any school-related or school-sponsored program or activity or on a school bus;
- Using any electronic device or data while on school grounds or on a school bus or through the use of computer software that is accessed through a computer, computer system, or computer network of the school. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated,
- Through threats, using any of the above methods, to be carried out on school grounds, which includes threats made outside of school hours that are intended to be carried out during any school-related or school-sponsored program or activity, or on a school bus.
- Though an incident of alleged bullying may occur off campus and may not entail threats of acts to occur during school hours, if a student's ability to receive an education or a school's ability to provide an education is significantly impaired, as determined by the school administration, disciplinary sanctions may be imposed. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

## 1. Prohibition against Bullying and Harassment

Bullying and harassment are prohibited in Shanghai Livingston American School.

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## **2. Definition of Bullying**

"Bullying" means written, verbal or physical conduct that adversely affects the ability of one or more students to participate in or benefit from the school's educational programs or activities by placing the student (or students) in reasonable fear of physical harm. This includes conduct that is based on a student's actual or perceived race, color, national origin, sex, disability, sexual orientation, gender identity or expression, religion or any other distinguishing characteristics. This also includes association with a person or group with one or more of the above-mentioned characteristics, whether actual or perceived.

## **3. Definition of Harassment**

Harassment means written, verbal or physical conduct that adversely affects the ability of one or more students to participate in or benefit from the school's educational programs or activities because the conduct is so severe and persistent. This includes conduct that is based on a student's actual or perceived race, color, national origin, sex, disability, sexual orientation, gender identity or expression, religion or any other distinguishing characteristics. This also includes association with a person or group with one or more of the abovementioned characteristics, whether actual or perceived.

## **4. Scope**

This policy covers conduct that takes place in the school, on school property, at school-sponsored functions and activities, on school buses or vehicles, and at bus stops. This policy also pertains to usage of electronic technology and electronic communication that occurs in the school, on school property, at school-sponsored functions and activities, on school buses or vehicles, at bus stops, and on school computers, networks, forums, and mailing lists. This policy applies to the entire school community, including educators, and school staff, students, parents and volunteers.

## **5. Notice**

This policy will be distributed annually and will also be included in any student codes of conduct, disciplinary policies, and parent/student handbooks.

## **6. Reporting Bullying and Harassment**

All allegations of bullying or harassment shall be reported to a teacher, counselor, administrator, or staff member. Prior to notification of any parent or guardian

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regarding any incident of bullying, harassment or cyber-bullying, school authorities must consider the issue of notification as they would any other educationally relevant decision, considering the health, well-being, and safety of any students involved in the incident. The Principal will receive complaints and also be responsible for investigating the allegation in a timely manner and determining appropriate disciplinary action. The administration, teachers, counselors and staff members will be held accountable for doing everything possible, within reason, to resolve the situation.

### **7. Anonymous Reports**

Reports may be filed anonymously. However, disciplinary action cannot be taken solely based on an anonymous report. Anonymous reports will be investigated with the same procedure, timeliness and vigor as other reports and disciplinary action can occur based on the results of the investigation.

### **8. False Reports**

Students who file false reports of bullying or harassment will be subject to disciplinary action.

### **9. Parental Reports**

Reports alleging bullying or harassment may be filed with a teacher, counselor, administrator, or staff member by parents and school volunteers.

### **10. Responsibility of Students**

Any student who observes an act of bullying or harassment should report the bullying or harassment to a teacher, counselor, administrator, or staff member.

### **11. Responsibility of Staff**

All staff members will take reasonable measures to prevent bullying and harassment and are obligated to report any such acts that come to their attention.

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## 12. Retaliation

Retaliation or threats of retaliation meant to intimidate the victim of bullying or harassment or toward those investigating the incident will not be tolerated.

## 13. Investigation of Bullying and Harassment

Once reported, any allegation of bullying or harassment will be promptly investigated by an Administrator or a designated staff member. Proper disciplinary action will be taken immediately following the conclusion of the investigation.

## 14. Discipline and Remediation

Disciplinary actions for bullying and harassment may include but are not limited to warnings; counseling; detention, loss of opportunity to participate in extracurricular activities, school social events or graduation exercises; loss of school bus transportation; community service; in-school suspension; short term suspension; or expulsion. The specific consequences should be consistent, reasonable, fair, age appropriate and match the severity of the incident.

If necessary, counseling will be recommended for the target and/or the student perpetrating the bullying or harassment.

## 15. Training and Prevention

Students and staff will be given instruction on how to prevent bullying and harassment. This will also include instruction on the process for filing complaints and the process/ consequences that will result from the complaint.

## **FIRE DRILL AND EVACUATION PROCEDURES**

Evacuation drills are vital to ensure the safety of the students entrusted to the school's care. At least two drills will be held annually. The cooperation of all adults on campus is needed and will be appreciated. Teachers will review these procedures and the evacuation routes (available from facilities) with their classes and stress the seriousness of emergency evacuation drills. Teachers are to ensure that an evacuation map is posted in their classrooms.

- In the case of a fire, the office will call the fire department and notify the local education authorities.

- Silence must be maintained during the evacuation. Teachers are responsible for reminding students to be quiet.

## **SICKNESS/ACCIDENT**

School office staff and our qualified, on-campus nurses are responsible for caring for children who become ill at school, and for dealing with accidents. Students who are ill should not be sent to school, as they pose a health risk to other students. If a child comes to school sick, the office staff will telephone the parent and request that a parent/guardian/ driver is sent to return the child home. If your child is absent, please contact the teacher via private WeChat. You can also call or email the school office in the morning. If your child rides the bus, please contact the bus teacher as early as possible. If your child is absent due to fever or is sent home from school with a fever (temperature over 37.3C), your child must rest at home and may return to school after 24 hours of no fever or other symptoms presenting. In certain cases students may be required to bring a doctor's note stating any concerns of which the school should be made aware of, to school with them, when they return and submit the note to their classroom teacher. The doctor's note requirement includes but is not limited to contagious illnesses, for example influenza and hand foot and mouth disease. If a note is not sent to school on the returning day after the parents have been informed it is required, the student will be kept in the nurses' office until a note can be provided or the student is picked up by the parent. This strict policy is set to protect the other students in the class. This policy is subject to change based on any updated information released by the local government. Please refer to the attendance policy for information about days missed during the school year.

## **EMERGENCY MEDICAL TREATMENT**

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, etc. Therefore, parents are asked each year to complete an insurance form and Emergency Contact form. Parents should keep emergency care information up to date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the Registrar to update any information.

## **HEAD LICE**

Parents should be advised that it is not uncommon during any school year to have cases of head lice at school. Head Lice, which are not considered a serious condition, is quite common in schools. Students who are detected as having head lice will not be able to remain at school until they are free of any lice or nits. The more menacing aspect of head lice is the nits or eggs. These are small darker colored hard casings, which attach themselves to the hair shaft. The best way to rid the head of nits is to carefully pull them

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free from the hair shaft one by one. Very fine-toothed combs, available locally, can be effective in the removal of the nits as well. Unless the hair is free from the nits, it is highly likely that an infestation of lice will continue to reoccur. If live head lice are detected, the hair should be treated with shampoo products designed for the treatment of head lice. When Head Lice is detected in the classroom, we send out a notice informing parents and involve our nurse in diagnosing and checking.

## **OPEN HOUSE**

This is an annual event at the beginning of each school year when teachers can introduce themselves and their classroom to you. Parents are invited to attend through a letter from the Head of Schools.

## **BACK TO SCHOOL BASH & INTERNATIONAL FESTIVAL**

All students and families are required to attend and participate in these two school-wide events. These two events are held annually with the intention of building a school community among all families and staff members. We request that each family participate in as many games as possible at the events to build school spirit. Students who do not attend will be marked absent. Both days count as a part of our school calendar assigned days.

## **BIRTHDAYS AND CLASSROOM CELEBRATIONS**

Classroom celebrations, although fun for students, can distract a great deal from the academic program, and take undue time away from the main mission of the school. Classroom teachers are asked to plan no more than a total of three class parties per school year and to structure them around educationally relevant themes. Birthday celebrations may be held in addition to classroom parties, but for the same reason class parties are restricted to celebrations to no more than 30 minutes time and in conjunction with the snack period or the end of the school day. [We celebrate birthdays on the last Friday of the month.](#) Parents are asked to keep celebrations simple and to first clear all plans with the classroom teacher in advance. Teachers will recognize student birthdays as appropriate for the age in question. Invitations to private parties may be distributed at school ONLY if all children in the class are to be invited.

## **CLASSROOM VISITS**

Parents and/or guardians wishing to visit a classroom during instruction or for a conference must make arrangements in advance. Please obtain a visitor's pass in the front entrance of the building. An ID is required.

## **PTA**

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Join us in collaborating as a school community and become a member of PTA. It takes all of us to provide the best learning environment for our students. Periodically our PTA will conduct fundraisers along with the school to provide additional financial support for academic needs. Your support is greatly appreciated.

## **FIELD TRIPS**

Field trips are an important part of our school program. Field trip goals include exposure to the culture and geography of this country and learning experiences for the students.

All class/grade members are encouraged to participate in field trips. Students not attending a field trip must stay home on that day as there is no care provided on campus. PERMISSION FORMS: Details of the trip and its justification will be sent via a letter from the sponsoring staff member. This letter will include a permission form which must be signed by the parent and returned to the teacher if the student is to participate in the trip. The school uniform is required on field trips unless expressly indicated otherwise on the permission slip. SLAS expectations and understood codes of behavior are in effect on all field trips, just as they would be on campus.

The school will provide transportation for approved local trips in the general Shanghai area. Parents will pay any entry fees or other related costs necessary for your child to attend the field trip. All field trips are tied to curricular and grade-level goals.

## **REQUESTING PROFESSIONAL QUALIFICATIONS OF TEACHERS AND STAFF**

You may request information about your child's teachers' state qualifications, license status, degree major(s), and certification of undergraduate and graduate degrees, including fields of study. You also have the right to request information about the qualifications of any paraprofessional who provides services to your child. This information may be obtained by making a request to the Head of Schools.

## CORE VALUES

We here at SLAS hold these values with the utmost regard:

### PROFICIENT COMMUNICATOR

Skilled at reading, writing, and speaking, able to think and communicate clearly and express concepts and ideas in a variety of forms.



### CONFIDENT INDIVIDUAL

Self-confident and able to demonstrate the assertive characteristics necessary to succeed in a competitive global community.



### COMPASSIONATE CITIZENS OF THE WORLD

Responsible and act with integrity, empathy, and dignity, and exhibit international understanding by bridging cultures and having respect for and tolerance of others.



### CREATIVE THINKER

Creative and open-minded in developing a passion for learning.



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# COMMITMENT TO EXCELLENCE

## TEACHER'S COMMITMENT

I fully commit to Shanghai Livingston American School in the following ways:

- I will arrive at school every day by 8:00 A.M.
- I will always teach using educational best practices and will do whatever it takes to meet individual student needs.
- I will attend and participate in all staff meetings and professional development so that there is continuous improvement.
- I will always make myself available to work with students and parents and to address any concerns they might have including off-hours communication.
- I will respond to communications from colleagues, administration, students, and parents within 24 hours.
- I will uphold school and organizational values as I work with members of the SLAS team.
- I will actively seek and utilize data on student achievement and school improvement.
- I will always protect the safety, interests, and rights of all individuals in the classroom.
- I will model and enforce all codes, policies, and Core Values of Shanghai Livingston American School.

Failure to adhere to these commitments can lead to my removal from the SLAS Family.

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## PARENT'S/GUARDIAN'S COMMITMENT

We fully commit to Shanghai Livingston American School in the following ways:

- We will make sure our student arrives every day on time and is there until the end of the instructional day on the school calendar unless my student is sick or there is an emergency.
- We will make arrangements so our child can remain at school past the school day for tutoring, detention, or other after-school support services.
- We will always help our child in the best way we know how, and we will do whatever it takes for him/her to learn. This also means that we will check our child's homework every night.
- We will support all codes, policies, and Core Values of SLAS.
- We will always make ourselves available to our children, the school, and any concerns they might have.
- We will notify the school when our child is absent or call in advance when we know our child will be absent.
- We will read carefully all the papers that the school sends home to us and sign them if necessary and return them within two school days.
- We will attend all parent meetings and conferences related to our child.
- We will support the school as it administers consequences in response to student behavior in accordance with the school policy.
- We will allow our child to go on school field trips, including out-of-town field trips.
- We will support SLAS's mission, values, and strategic objectives toward their achievement, as described on SLAS's website.
- We will assume the best intentions of the actions of teachers, staff, students, and other parents.
- We will use the proper channels of communication established by SLAS when seeking a resolution to a problem or concern. This includes making initial contact with the team or person closest to the issue, and then, if necessary, communicating the issue to the relevant Dean of Students, and finally, if needed, to the Head of Schools.
- We will be active members of the SLAS community by participating in school activities, events, and volunteerism.
- Our student's acceptance at Shanghai Livingston American School grants us membership in SLAS's Parent Teacher Association (PTA), and we understand there will be expectations of PTA members to support SLAS to the best of their ability.
- We will contribute to a positive school environment, promote understanding and harmony among the school community, and refrain from behavior or comments that may damage the image of the school, staff, or any member of the SLAS community.
- We will become familiar with and gain an understanding of the various academic, co-curricular, and athletic programs by attending parent events, and parent conferences,

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and by reading communications from SLAS, such as the weekly parent newsletter and school WeChat postings.

- We understand Shanghai Livingston American School encourages parents to set and maintain high ethical standards in their use of social networking, including but not limited to WeChat. Our posts and comments should help build and support the SLAS community. Our online behavior should reflect honesty, respect, and consideration. SLAS and support your student at home in order to assist the student to meet SLAS's academic and behavioral expectations.

We understand that our child must follow the rules so as to protect the safety, interests, and rights of all individuals in the classroom. Failure to adhere to these commitments can cause my child to lose various privileges and can lead to my child's removal from Livingston American School. As the student's parent, I have read, understood, and agreed to support the Shanghai Livingston American School values and expectations as stated in the Student Handbook.

Parent Signature: \_\_\_\_\_

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## STUDENT'S COMMITMENT

I fully commit to Shanghai Livingston American School in the following ways:

- I will arrive at school every day by 8:15 A.M.
- I will attend tutoring, detention, or any other support services that are needed as required by school officials.
- I will work and behave in accordance with the school's Core values.
- I will complete all my homework every night.
- I will be respectful and responsive to any parent's or teacher's concerns.
- If I make a poor choice, I will take ownership and accept responsibility for my actions.
- I will follow all school codes.
- I will always behave so as to protect the safety, interests, and rights of all individuals in the classroom and the school community.
- I will do whatever it takes for me and my fellow students to learn.
- I will be a caring member of my learning community who will show empathy, compassion, and respect toward my teammates.
- I will attend each day of the mandatory afterschool program and Saturday program if necessary, for my academic or behavior success.
- I will maintain academic honesty ensuring my work is my own.

Failure to adhere to these commitments can cause me to lose various Shanghai Livingston American School privileges and can lead to removal from Shanghai Livingston American School.

As the student, I have read, understood, and agreed to support the Shanghai Livingston American School values and expectations as stated in the Student Handbook.

Student's Signature: \_\_\_\_\_





AS A MEMBER OF THE SLAS COMMUNITY, I WILL STRIVE TO...

**W**ork

- with integrity, empathy and dignity.
- Have respect for and tolerance of others.
- Exhibit international understanding by bridging cultures.

**I**nnovative

- and informative.
- Be creative and open minded.
- Develop a passion for learning.

**L**earn

- Things I don't know.
- Responsibility for doing your own work.

**D**etermine

- to be the best I can be!
- Demonstrate what I have learned and what I can do.

**C**ommunicate

- constructively with each other and be polite.
- Have confidence in myself and others.
- Come together at hard times and use my problem solving skills to help.

**A**pply

- knowledge and use leadership skills,  
to build supportive relationships.
- To recognize the interests, aspirations, and needs of others.

**T**hink

- creatively and be open-minded in developing a passion for learning,
- Applying a variety of technology and internet-based research.

**S**ynergize

- cooperate and work together to create a better solution.
- Explore new ideas.

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# STUDENT CODE OF CONDUCT AND STUDENT HANDBOOK CONTRACT CAMPUS COPY

As the parent/guardian of the student listed below, I hereby confirm that I have been given a copy of the Shanghai Livingston American School Student Code of Conduct and that:

- I accept the responsibilities expected of me as a parent/guardian of a student.
- I acknowledge receipt of the policies, procedures, rules, regulations and practices as presented in this document.
- I have read the procedures listed in the appeal process.
- I accept the consequences should my child fail to abide by these provisions.

This form is to be signed and returned by the student within five days of the time this handbook is distributed and discussed. The signature sheet will be placed in the student's permanent record folder filed in the guidance office for the 2025-26 school year.

\_\_\_\_\_

Date

Grade

\_\_\_\_\_

Name of Student

Student's Signature

\_\_\_\_\_

Name of Parent

Parent's/Guardian's Signature



# SLAS Primary Handbook

2025-2026