

# SECONDARY HANDBOOK 2025-26

SHANGHAI LIVINGSTON AMERICAN SCHOOL



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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.

The SLAS Code of Conduct and Student Handbook are designed to provide a resource 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 pay particular 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 throughout the school year. If you have any questions about any material in the handbook, contact your child's teacher, counselor or Head of Schools.

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## Student/Parent Acknowledgement Receipt Form

Please complete and return the required Student/Parent Acknowledgement form in the handbook to your child's wildcat 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



## ACADEMICS AND GUIDANCE

The guidance counselor is available to help students with educational, personal, and career planning needs. Students may come to the guidance office before or after school, during lunch or with permission of a teacher, to request a conference with the counselor. Both students and their parents are encouraged to contact the counselor throughout the year. Information regarding career and educational opportunities, college admissions, financial aid, curriculum offerings, testing dates, and personal assistance is available.

It is the function and goal of the Guidance Department to help the student to reach his/her highest potential in school and help the student plan intelligently for his/her adult life.

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### Add/Drop Period

The time frame for official add/drop is prior to the start of the beginning of the semester. Students who sign up for Advanced Placement (AP) courses have till quarter 1 progress report to drop the course. Students who have signed up for courses too hard may drop the class at the teachers' recommendation if this is done prior to the 3rd class. The students must obtain relevant forms from the Guidance Office, fill in the information and have the required parent's, teacher's, and Guidance Counselor's signatures. No adding or dropping of courses will be given after the deadline.

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### Graduation Requirements

Graduation requirements for Shanghai Livingston American School include attendance, completion of required courses (or their equivalents) with passing grades, senior projects, and 25 community service hours.

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### Transcripts

Shanghai Livingston American School students will receive a high school transcript for courses completed at SLAS. It is the student's responsibility to obtain transcripts from previous school(s) for all courses taken prior to entering SLAS. In previous years students were able to pass a course due to a hard average of the class grade. Going forward SLAS will no longer allow students to use hard average to pass the course. Students must receive a 65% or higher in each semester to successfully complete the course.

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## Programs of Study

**Advanced Studies Diploma** – an advanced academic program which meets the requirements for the SLAS Diploma and can also lead students to Advanced Placement credits. Requirements for the Advanced Studies Diploma exceed those set for the SLAS Diploma and do not impact a student’s ability to earn the SLAS Diploma.

**SLAS Diploma** – a program of study requiring a minimum of 26 course credits. Completion of this program is signified by a High School Diploma with the endorsement of the Western Association of Schools and Colleges.

Group	Advanced	SLAS	ELD
<b>English or ESL Credits</b> Advanced Studies Diploma candidates must take AP English Language and Composition or AP English Literature and Composition  *ELD -Minimum 2 years of HS ELD. (On level English isn’t required)	4	4	4
<b>Mathematics Credits</b>	4	3	3
<b>Social Studies Credits</b> Advanced Diploma candidates must include one credit of any of the following AP courses: Art History, European History, Government and Politics: Comparative, Government and Politics: U.S., Human Geography, U.S. History, or World History. SLAS Diploma and ELD candidates must include one credit in U.S History and Government and Economics.	4	3	3
<b>Science Credits</b> Advanced Diploma candidates must include one	4	3	3

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credit of Biology and one credit of any of the following AP courses: Biology, Chemistry, Environmental Science or Physics B, SLAS Diploma and ELD candidates must include one credit of Biology.			
<b>Foreign Language Credits</b>			
Advanced Diploma, SLAS Diploma, and ELD candidates must take at least two years of the same language.	4	3	3
<b>Health and Physical Education Credits</b>	2	4	4
<b>Fine Arts Credits</b>	2	2	2
<b>Elective Credits</b>	4	3	3
<b>Career/Technology</b>	1	1	1
<b>Senior Project</b>	1	1	NA
<b>Community Service</b>	25 hours per year	25 hours per year	25 hours per year
<b>Total Units (minimum)</b>	30	27	26

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# GRADING

Shanghai Livingston American School provides grades in four marking periods each year. The semester grade is considered the final grade for each semester. Students receive two semester grades for year-long courses. To recognize the extra effort put into AP and Honors courses, SLAS awards an extra additional 0.75 for each AP course in which a student earns a class grade of at least 70%. This weighted credit is reflected in a student's grade point average, not in the course grade itself. Grade point averages (GPAs) are calculated by averaging the total quality points earned for all courses, excluding credit transferred to SLAS from other schools. Quality points are awarded as indicated below:

Letter Grade	Percent Grade	Weighted Points (Quality Points)	Weighted Points (Honors)	Weighted Points (AP)
A+	97-100%	4.000	4.500	4.750
A	93-96%	4.000	4.500	4.750
A-	90-92%	3.667	4.167	4.417
B+	87-89%	3.333	3.833	4.083
B	83-86%	3.000	3.500	3.750
B-	80-82%	2.667	3.167	3.417
C+	77-79%	2.333	2.833	3.083
C	73-76%	2.000	2.500	2.750
C-	70-72%	1.677	2.167	2.417
D+	67-69%	1.333	1.333	1.583
D	65-66%	1.000	1.000	1.250
F	Below 65%	-	-	-

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## SLAS GRADING SCALE

Please refer to the teacher's syllabus for specific details regarding the weight of assignments, projects, quizzes and tests. Quarter grades are 80% of the final grade. Final exams are weighted as 20% of the final semester grade. Only seniors may be exempt from the semester 2 final exam if they have a 93 or higher. Students who are enrolled in AP courses will not have a final exam in semester 2.

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### Valedictorian and Salutatorian (Highest Ranking Students)

Students must be enrolled in their graduating school the last four semesters prior to graduation, exclusive of summer and evening school, in order to be considered for valedictorian or salutatorian. Valedictorian and salutatorian shall be those eligible students completing the Recommended High School Diploma Program or Advanced Diploma Program with the highest and second highest class rank in high school. The graduating school must award every nine weeks grade in the final four semesters. Students entering after the third week of the first six weeks of the initial semester will not be eligible for consideration.

## CLASS SCHEDULES

Many hours go into the planning of student and school schedules. Course offerings and teacher assignments are based on the choices students make during spring scheduling each year. Nevertheless, some schedule adjustments are necessary due to courses having been taken in summer school, omission of a required course, course conflicts, or other circumstances that warrant a schedule change. The school will make every effort to place each student in the classes indicated on the student's choice sheet. Student requests for changes other than meeting graduation requirements or correcting an error will not be approved, and no schedule change will be made after the first ten days of each semester except at the direction of the Head of Schools. In accordance with State Board curriculum requirements, students in grades 9-12 shall be scheduled for a full day of classes, including a minimum of 2 1/2 graduation units or five credit-earning courses per semester, plus PE or equivalent and Health. With parent approval and signature, seniors who have passed all sections of the exit exam and will complete graduation requirements with less than five credit earning courses per semester may modify their course schedule, but to no less than 1/2 day of instruction daily, under the following conditions:

1. The student is enrolled in post-secondary courses being taken on a college / technical school campus (courses may or may not be for dual credit), or

2. The student is employed for more than 20 hours per week, or
3. The student has parenting responsibilities, or
4. Other circumstances as approved by the Head of Schools, and
5. The student arrives late or leaves early and does not remain on campus when other students are in classes. Courses are to be scheduled consecutively, without allowing students to leave and return to the campus on the same day.

## COLLEGE CREDIT COURSES

SLAS students are offered several opportunities to earn college credit for courses taken while still in high school. Opportunities include the following:

The College Board Advanced Placement Program: Students may enroll in a variety of Advanced Placement (AP) courses during grades 9-12. Each spring, students are encouraged to take the AP examination for the course(s) taken during the year. Colleges and universities award credit based on the score earned on each exam. Scores required for credit vary from college to college.

### Attendance for Credit

To receive credit or a final grade in a class, a student in kindergarten-grade12 must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered and earns a passing grade, may receive credit or a final grade for the class if the student completes a plan approved by the Head of Schools that provides for the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case is also required before the student receives credit or a final grade for the class.

If a student attends less than 75 percent of the days a class is offered or has not completed a plan approved by the Head of Schools, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade lost because of absences.

If the student fails to successfully complete the Head of School's plan or when a student's attendance drops below 75 percent of the days the class is offered and earns a passing grade, the student, parent, or representative, may request award of credit by submitting a written petition to the attendance committee. The petition may be filed immediately but no later than 30 days after the last day of the first semester or the last day of the school year of the second semester for secondary schools.

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The actual number of days a student must be in attendance in order to receive class credit will depend on the number of instructional days and whether the class is for a full semester (secondary) or for a full year (most elementary and middle school classes).

## **PROMOTION AND RETENTION**

Promotion is based on mastery of the curriculum. Expectations and standards for mastery are established for each grade level, content area, and are coordinated with compensatory/accelerated services. Kinder through 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 upon 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.

Any student in grades 6-8 who does not meet the criteria outlined above for promotion to the next grade level may attend extended-year program(s) provided by the school in applicable content areas. Students, who attend at least 90% of the extended-year program days in the applicable content area will be promoted to the next grade level at the beginning of the school year, 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 Schools asking that the student not be promoted.

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.

High school students are promoted or retained according to semesters completed and the number of state credits earned in grades 9-12. Classification is based on the following:

<b>Grade 10 (Sophomore)</b>	6 or more credits and two full semesters in grades 9-12
<b>Grade 11 (Junior)</b>	12 or more credits and four full semesters in grades 9-12
<b>Grade 12 (Senior)</b>	19 or more credits and five or more full semesters in grades 9-12

Classification is established at the beginning of the fall semester only. Exceptions are made for junior students who become eligible for spring graduation based on credits earned during the fall semester.

The Head of Schools is responsible for the classification of students. Information regarding promotion/retention is found in Policy EIE (LOCAL).

## SUMMER SCHOOL/EXTENDED YEAR PROGRAMS

### Grades 6-8

Any student in grades 6–8 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 on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level.

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.

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## Grades 9-12

Summer school/extended year courses are available to students in grades 9-12. Each year prior to the dates scheduled for summer registration, counselors distribute information regarding locations, course offerings, tuition, and dates for the summer program may take courses to recover credit for one-semester or two semesters.

The parents or guardians of each student who has not successfully completed a subject or course for any semester shall be notified by the school as soon as practical of any available summer program that may permit the student to successfully complete the failed subjects or courses.

- ✓ Courses will be offered depending upon sufficient enrollment. (5 students per course) and “highly qualified” teacher availability.
- ✓ One and half credits are the maximum number that can be earned during the summer.
- ✓ Students may take courses to gain (advance) or recover credit for one-semester courses.
- ✓ Student progress shall be evaluated according to the same standards as those used during the regular term. All school policies and guidelines are in effect during the summer school program.

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## English Language Development (ELD)

A student may be eligible to receive specialized language support if his or her primary language is not English, and the student is identified as limited English proficient. If the student meets eligibility criteria administration will determine the types of services the student needs, including language accommodations related to classroom instruction and local assessments. 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.

In ELD 1, the 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 level that will enable them to participate effectively in all regular classroom lessons, especially Language Arts. 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 6-

12 grade whose language proficiency is not sufficient to function satisfactorily in academic subjects.

## **ACADEMIC PROBATION**

Students who continue to fail to meet minimum academic standards by SLAS will be placed on academic probation. The purpose of academic probation is to provide motivation for students to seek the assistance they need. Students placed on academic probation are reviewed at each marking period. Students who fail to meet designated academic criteria may be requested to pursue their educational careers in an institution other than SLAS. Any student receiving two grades of F or three or more grades of D+ or D will automatically be placed on academic probation through the subsequent marking period. Students on academic probation will have the following conditions imposed:

1. Enrollment contingent on significant improvement in grades, attendance, and/or attitude.
2. Loss of participation in optional extracurricular activities such as sports teams or dances.
3. Mandatory attendance at weekly study sessions.
4. Intensive monitoring by SLAS faculty to include daily assignment and class notebook checks.

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## **CLASSROOM VISITS**

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

## **COMMUNICATION/NEWSLETTERS**

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)

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	Translation services/ Admissions	japanese@laschina.org
Rachel Lee		korean@laschina.org
Daisy Xie		info@laschina.org
Cherel Pineda		cherelpineda@laschina.org
Samjhana Sapkota	Student leave forms/ Head of School appointments	sam@laschina.org

## 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.

It is absolutely essential that the school have accurate phone numbers, emergency contact information, and email addresses for all children!

## 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

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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 school nurse directly~~. 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.

## **LIBRARY**

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure.

Your child can check out books from the school library and you are responsible in case your child does not return or loses the books. Fines will apply and you will be notified. 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.

## **PTA**

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 in order to provide additional financial support for academic needs. Your support is greatly appreciated.

## 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 conference time. Teachers can meet with you before and after school if both of you are in agreement. We want to continue to promote a strong school-home relationship. Should your concern not be resolved to your satisfaction please contact Administration.

In general, the student or parent should submit a written complaint and request a conference with Administration.

## 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.

## 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.

## TUTORING

Homework is an important part of overall academic success, and we have instituted a plan to support students. Tutoring 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 for tutoring. Failure to report to Home tutoring will result in a lunch detention.

## 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 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.

## COMMUNITY SERVICE GRADES 6-12

Students in grades 6-12 are required to earn a minimum of 25 hours of community service per year as a part of their learning experience at SLAS. The guidance office is available to provide support in finding appropriate service opportunities. Community Service completion is notated on the transcript and report card yearly.

## FIRE DRILL AND EVACUATION PROCEDURES

Evacuation drills are vital in order 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.

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## 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.

## **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. Assignments and supervision for non-participating students will be the responsibility of teachers. PERMISSION FORMS: Details of the trip and its justification will be sent via a letter from the sponsoring teacher or from the Head of Schools. 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 the campus.

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

## **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.

### **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 Schools.
- 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 be worn at all times. (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 which 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.

- In order 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 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 bus teacher to see if it is simply late. Please understand that the 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.

## **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.

# ATTENDANCE POLICY

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. Middle school and high school students who miss more than 8 days a semester will lose course credit.

Students with excused absences are expected to make arrangements, whenever possible beforehand, with their teachers to make up all assignments and assessments. A maximum of one day per absence will be granted to complete missed assignments once the student resumes attendance in class. Work completed after this period may be denied credit. Students who miss class for unexcused reasons may receive zero (0) credit for any missed work.

## Make-Up Work Timeframe Breakdown:

Our school operates on a rotating block schedule with A Days and B Days. The timeframe to complete makeup work corresponds to the number of missed class sessions for that specific subject. For example, if a student misses two A Days, upon their return on the first A Day, they will receive all missed assignments and assessments. The student then has until the very beginning of the third A Day of the class period in which the work is due after their return (i.e., two full A Days to complete the work) to submit all makeup work for that subject. Work submitted after this deadline 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 class work, 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.

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## Steps to Follow When Absent

1.	Have parent/guardian call the school prior to 8:00 a.m. on the day of the absence.
2.	If a call is not received, the school will attempt to contact the parent/guardian at home or work.

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3. Upon return to school, bring a signed note from a doctor, parent/guardian, etc. giving your name, date(s) of absence(s), and a specific reason for the absence(s).  
Present this note when you check in and you will be issued a class admit slip.
4. Present this admit slip to each teacher.
5. It is your responsibility to ask teachers for make-up assignments.

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## TARDIES

Number of Tardies	Actions
1	Warning
2	Referral to Detention
3	Referral to Detention Teacher Contacts Parent
4	Count as absence Referral to Detention
5	Meeting with Parents Administrator Discretion

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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 to class with a tardy pass.

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### 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 doing what they are always supposed to be doing. Any student not in their assigned classroom at the tardy bell (without a note from the office or a pass) will be tardy. In order to protect the value of the instructional block; students should be in their seats when the tardy bell rings.

## EXTRACURRICULAR ATTENDANCE REQUIREMENTS

All participants in extracurricular activities (including, but not limited to student government, athletics, clubs) must be present for one-half of the academic school day in

order to participate in school-sponsored activities. Prior approval for extenuating or truly unusual circumstances will be considered on an individual basis.

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

## **ATHLETIC ELIGIBILITY**

In order to be eligible to participate on a sports team or in another activity, a student must maintain a minimum 2.00 Grade Point Average (G.P.A) for the current season and must not have a failing grade in more than one class.

Student progress will be checked twice during the season or quarter, whichever applies, and if the conditions are not met, they will not be eligible 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.

## **LOCKERS**

a.	Each student 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.

# SECONDARY SCHOOL BEHAVIOR MANAGEMENT POLICY

## 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.

## 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.

## DETENTION

Depending on the offense, students may receive a lunch or after school detention. It will be the responsibility of the student and parent to arrange transportation home for after school detention.

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## **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.

## **IN-SCHOOL SUSPENSION (ISS)**

Depending on the offense, in-school suspension (ISS) are for 1 to 5 days. All students will report to Administration during the day's assigned in-school suspension (ISS). Students will be placed in a designated room to do schoolwork. All students will be removed from normal routines and school activities during in-school suspension (ISS). Failure to attend in-school suspension (ISS) or refusal to cooperate while attending in-school suspension will result in an automatic Out of School Suspension.

## **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.

## **ACADEMIC INTEGRITY**

### **Honor Statement**

"SLAS Wildcats Respect and Honor Honest Work and Have a Duty to Impel Others to Do the Same."

### **Purpose of the Honor Code**

Because SLAS values creative thinking and originality and is committed to cultivating independent thought and fostering compassionate citizenship, a zero-tolerance policy for plagiarizing or cheating is integral to the framework of our knowledge-building community.

## **Honor Code**

Plagiarism is the “act or instance of using or closely imitating the language and thoughts of another without authorization and the representation of that author’s work as one’s own, as by not crediting the original author” (Dictionary.com). When you use, submit, or attempt to acquire information or answers dishonestly, by deceit, or by means other than those authorized by the teacher, you are cheating or plagiarizing.

Students are expected to use their original ideas and own work when completing and submitting assignments and not circumvent learning by using unfair and unethical means of development. The use of Artificial Intelligence (AI) programs and websites (i.e. ChatGPT), Generative AI tools (i.e. Grammarly or other writing assistants and computer or browser plugins), language translation devices, applications, or online programs is strictly prohibited in all classes. Any discrepancy in style (word choice and sentence structure) or voice gives the teacher the right to suspect students of plagiarism. Teachers have the right to also compare “plagiarized” student work with previous work submitted by the student.

## **Process for Reporting Suspected Plagiarism**

Students suspected of cheating will receive an “Incomplete (IC)” on the assignment (i.e., test, project, etc.), the parent will be notified via Gradelink, and the teacher will submit a Student Discipline form to the Dean of Secondary Students. The Secondary Dean of Students will refer the student to the Honor Board, which is a panel of teachers who will review student work for authenticity and then present the findings and evidence to the administration for further investigation. Finally, the administration will assign consequences, if the student is guilty of plagiarism.

## **Consequences For Violating The Honor Code**

If students are guilty of plagiarism, they will receive an academic consequence and disciplinary action. Academic consequences can include but are not limited to receiving a “0” on the assignment OR re-doing the assignment in the presence of a teacher. Disciplinary actions can include but are not limited to receiving lunch or after-school detention, in-school suspension, out-of-school suspension, etc.

## **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 using 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.

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### **1. Prohibition against Bullying and Harassment**

Bullying and harassment are prohibited in Shanghai Livingston American School.

### **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 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.

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## **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.

## **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.

## **Schedule-based Mobile Phone and Electronics Device Policy**

The mobile phone policy outlines when and how mobile devices may be used on the school campus. This policy aims to balance students' safety, well-being, and the need for a productive academic environment.

### **1. Bringing Devices to School**

- Students are permitted to bring mobile phones and other personal electronic devices (including smartwatches and headphones) to and from school for safety and communication purposes.
- The school is not responsible for any loss, damage, or theft of mobile phones or other personal devices brought onto school property. Devices are brought to school at the owner's risk.

### **2. When Devices Can't Be Used**

- Mobile phones and related devices must be switched off or on silent mode during all instructional time. Device setting cannot be on vibrate.
- Mobile phones and other electronics devices that help gain an unfair advantage are not permitted during instructional or exam time.

### **3. Acceptable storage locations during class and exam time include:**

- Student's school bag
- Lockers
- Designated phone station in the classroom

### **4. When Devices Can Be Used**

Students may use their mobile phones:

- Before and after school hours
- During break and lunch periods, unless otherwise directed by staff

### **5. Student Responsibilities**

- Students are responsible for managing their devices securely at all times.
- Devices must be turned off/on silent mode and out of sight during all unauthorized times.
- Students must comply immediately with staff instructions regarding device use.

### **6. If the Rules Are Broken**

Unauthorized use of mobile devices will result in disciplinary action, which may include:

- Confiscation of the device (returned at the end of the day to the student or parent/guardian)
- A fine will apply
- Referral to school administration and documented as a minor disciplinary offense
- Exam or test will be invalid and given a zero.

Repeated violations may lead to stricter consequences, including restrictions on bringing a device to school.

## MINOR OFFENSES

Behavior	Definition
Absenteeism/Tuancy	Lack of regular attendance to 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, talking out of turn in class.

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*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. School Uniform components consist of:*

*Students must always be wearing the uniform.*

- *School Polo*
- *House shirt Friday only*
- *Change into PE uniform at the school*
- *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*

<b>Dress Code</b>	<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 (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"/> Shorts shorter than the tips of fingers when hands are placed down at one's side.</li> <li><input checked="" type="checkbox"/> Skirts no shorter than fingertip length 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 which 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 jewellery that displays, depicts or promotes alcohol, drug or tobacco products, violence or sexual innuendo, is prohibited during the school day and at school sponsored activities.</li> </ul>
<b>Failure to Report</b>	Failure to stay after class for a teacher.
<b>Inappropriate Displays of Affection</b>	To ensure the proper conduct between students and to avoid possible embarrassment for some, it has been determined there will be "no body contact" between students, beyond holding hands.

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<b>No Pass</b>	Being out of class without a hall pass or unassigned wildcat class.
<b>Unsupervised Areas</b>	Being in areas that are unsupervised such as: the area behind the school or the potting shed; in the halls without a pass.
<b>Tardiness</b>	Arriving at school or class after the designated time.
<b>Electronics</b>	The use of electronic devices, including but not limited to, cell or satellite phones, MP3 players of any kind and electronic dictionaries are prohibited on campus during school hours (during instructional or exam time)

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### 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 parent by phone or letter of student's misbehavior, conference with student/parent, 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

Behavior	Definition
<b>Cutting Classes</b>	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.
<b>Failure to Follow Directions of the Staff</b>	Failure to follow the reasonable directive of school personnel.
<b>Failure to Report</b>	Failure to report to After School Detention/Homework Club. Failure to check in with the attendance clerk when arriving late to school.

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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).
Forgery/Falsification	Writing the name of another person or altering times, dates, grades, passes, or permits. Knowingly giving false information
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. cigarette, chewing tobacco, creamy snuff (tobacco paste) etc.
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 which 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 which are destructive to the computers 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; this includes computers, printers, scanners, network</li> </ul>

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<b>Insubordination</b>	Knowingly refusing to comply with reasonable school rules/refusal to identify self, or to follow reasonable directions of any school personnel.
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### Disciplinary Options

Examples of disciplinary actions for Serious Misconduct which will be used at Shanghai Livingston American School to correct misbehaviors include, 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.

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

Behavior	Definition
<b>Abuse/Hazing/Ethnic Slurs (Bullying)</b>	Wilfully intimidating, beating, harassing, insulting, or verbally abusing other students.
<b>Cyber Bullying</b>	Wilfully intimidating, harassing, insulting, or verbally abusing other students 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.
<b>Disrespect/Profanity Directed at Staff</b>	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.
<b>Fighting</b>	Physical conflict between pupils on school property, school buses, or at any school-sponsored activity. Fighting is not an acceptable way to settle conflicts at SLAS and students can expect 5days OSS for first offense and long-term suspension for any other.

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<b>Theft</b>	Stealing or attempting to steal money or property of another.
<b>Vandalism</b>	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.
<b>Possession or Use of Weapons or Dangerous Instruments</b>	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.
<b>Sale, Use, Possession, Distribution of Drugs and/or Alcohol</b>	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.
<b>Assault/Battery</b>	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.
<b>Sexual Harassment</b>	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 shall be understood to include (but not be limited to) unwelcome sexual 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 be limited to) referring to persons by gender-based derogatory terms, limiting or denying persons of one gender access to certain educational or sport opportunities.

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<b>Arson</b>	Setting fire, or attempting to set fire, to school building or property located on school grounds or belonging to Shanghai Livingston American School, or property or persons employed by Shanghai Livingston American School.
<b>Volatile Acts and/or Disorderly Conduct</b>	Disruption of school by use of violence, force, coercion, and threats to students, staff, or demonstrations. This shall include use of same to incite others toward disruption (individual or group related).
<b>Other Illegal or Inappropriate Conduct</b>	Any other offenses which constitute criminal conduct under law, and which is life threatening.

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### 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, long-term 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 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 assignments, students are responsible for having class work to complete.
- \* Students should arrange to have transportation from SLAS immediately after any type of detention assignments has been completed.

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Students should notify the Administrative Assistant's Office if they are scheduled for detention and must check-out for health reasons. They should reschedule the detention with the Administrative Assistant's Office before leaving.

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## **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.

# COMMITMENT TO EXCELLENCE

## Teacher 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.

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

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## Parent/Guardian Commitment

We fully commit to Shanghai Livingston American School (SLAS) 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 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 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 an active member 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, parent conferences, 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 we as parents must follow the rules to protect the safety, interests, and rights of all individuals in the classroom. We also understand that our child must follow the rules 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 Shanghai 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.

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

Date: \_\_\_\_\_

## Student 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 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 towards 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.

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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.

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

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## SLAS CORE VALUES

### PROFICIENT COMMUNICATOR

Skilled at reading, writing, 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.



**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 USE OF TECHNOLOGY – ACCEPTABLE USE AGREEMENT

The mission of Shanghai Livingston American School is to provide students with an exceptional learning experience that focuses on intellectual, physical, cultural, and social development. By utilizing a balanced approach that stresses independent thinking, problem solving, collaboration, and experimentation we encourage our students to fully realize their scholarly potentials.

## Rights & Responsibilities:

SLAS will be connected to the Internet through the SLAS Server. This connection will provide access to local national and international sources of information and collaboration vital to intellectual inquiry in a school. In return for this access, every Digital Library and technology user has the responsibility to respect and protect the rights of every other user in our community and on the Internet. Students are expected to act in a responsible, ethical and legal manner, in accordance with SLAS rules, the missions and purposes of the other networks they use on the Internet, and the laws of the United States and China.

## SLAS Internet Code of Conduct:

The Internet Code of Conduct applies to all users of the SLAS network. It reads: "I will strive to act in all situations with honesty, integrity, and respect for the rights of others and to help others to behave in a similar fashion. I will make a conscious effort to be of service to others and to the community. I agree to follow the access, usage, and content rules as stated below." Users are restricted from:

1. Using the network for any illegal activity, including violation of copyright or other contracts.
2. Using the network for financial or commercial gain.
3. Degrading or disrupting equipment, software or system performance.
4. Vandalizing the data of another user.
5. Wastefully using finite resources.
6. Gaining unauthorized access to resources or entities.
7. Invading the privacy of individuals.
8. Use of an account owned by another user.
9. Posting personal communications without the original author's consent.
10. Posting anonymous messages.
11. Downloading, storing or printing files or messages that are profane, obscene, or that use language that offends or tends to degrade others.

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12. Violating the Content Guidelines as outlined below.
13. Any type of video streaming by students that is unrelated to the curriculum.

### **Content Guidelines:**

Students will be allowed to produce materials for electronic publication on the Internet. Network administrators will monitor these materials to ensure compliance with content standards. The content of student materials is constrained by the following restrictions:

1. No personal information about a student will be allowed. This includes home telephone numbers and addresses, as well as information regarding the specific location of any student at any given time.
2. All student works must be signed with the student's full name.
3. Individuals in pictures, movies or sound recordings may be identified only by initials (e.g. JQP for John Q. Public). Absolutely no first or last names may appear in reference to individuals in any image, movie, or sound recording.
4. No text, image, movie or sound that contains pornography, profanity, obscenity, or language that offends or tends to degrade others will be allowed.
5. NETiquette - Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
  - a. Be polite. Do not get abusive in your messages to others.
  - b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
  - c. Do not reveal personal addresses, phone numbers, or passwords of students, teachers, administrators, and yourself.
  - d. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities. Illegal activities are strictly forbidden.
  - e. Do not use the network in such a way that you would disrupt the use of the network by other users.
  - f. All communications and information accessible via the network should be assumed to be private Exhibit 4040S property (i.e., copyrighted).
  - g. Hate mail, harassment, discriminatory remarks and other anti-social behavior are prohibited on the network. Therefore, any messages should not contain profanity, obscene comments, sexually explicit material, and expressions of bigotry or hate.
  - h. Student subscriptions to List serves are not allowed.
  - i. From time to time, SLAS systems administrators will make determinations on whether specific

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uses of the network are consistent with the acceptable use practice.

**SLAS Consent & Waiver Form:**

By signing the SLAS Acceptable Use Agreement, the requester and his/her parent(s) or guardian(s) agree to abide by the restrictions outlined in this Agreement policy. The student and his/her parent(s) or guardian(s) should discuss these rights and responsibilities. Ultimately, parent(s) and guardian(s) of minors are responsible for setting and conveying the standards that their child or ward should follow. To that end, SLAS supports and respects each family's right to decide whether to apply for Internet access.

The specific conditions and services being offered may change from time to time. SLAS makes no warranties with respect to

Internet service or content. Further, the requester and his/her parent(s) or guardian(s) should be aware that SLAS does not have control of the information on the Internet, nor can it provide barriers to account holders accessing the full range of information available. Other sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate or potentially offensive to some people. Similarly, while SLAS supports the privacy of electronic mail, account users must assume that this cannot be guaranteed. SLAS believes that the benefits to educators and students from access to the Internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access. We hope you and your student will join us on the Internet.

## TECHNOLOGY REGULATIONS AND POLICIES FOR COMPUTER LABS

### ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES

#### Possession and Use of Personal Telecommunications Devices, including Cellular Phones

For safety purposes, the school permits students to possess personal cellular phones; however, these devices must remain turned off during instructional class time, including all testing, unless they are being used for approved instructional purposes. A student must have approval to possess other telecommunication devices such as netbooks, laptops, tablets, or other personal computers.

The use of cellular phones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event. If a student uses a cellular phone without authorization during the school day, the device will be confiscated. The cellular phone may be picked up from the Principal's office for a fee 25-100 RMB, depending on the number of times it has been confiscated. Confiscated telecommunications devices that are not retrieved by the student or the student's parents will be disposed of at the end of the school year.

In limited circumstances and in accordance with law, a student's personal

telecommunications device may be searched by authorized personnel.

Any disciplinary action will be in accordance with the *Student Code of Conduct*. The school will not be responsible for damaged, lost, or stolen telecommunication devices.

#### Possession and Use of Other Personal Electronic Devices

Except as described below, students are not permitted to possess or use personal electronic devices such as MP3 players, video or audio recorders, DVD players, cameras, games, e-readers, or other electronic devices at school, unless prior permission has been obtained. Without such permission, teachers will collect the items and turn them into the Principal's office. The Head of Schools will determine whether to return items to students at the end of the day or to contact parents to pick up the items. In limited circumstances and in accordance with law, a student's personal electronic device may be searched by authorized personnel. Any disciplinary action will be in accordance with the *Student Code of Conduct*. The school will not be responsible for any damaged, lost, or stolen electronic device.

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### **Instructional Use of Personal Telecommunications and Other Electronic Devices**

In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must obtain prior approval before using personal telecommunications or other personal electronic devices for instructional use. Students must also sign a user agreement that contains applicable rules for use (separate from this handbook). When students are not using the devices for approved instructional purposes, all devices must be turned off during instructional class time. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

### **Acceptable Use of School Technology Resources**

To prepare students for an increasingly technological society, the school has made an investment in the use of school-owned technology resources for instructional purposes; specific resources may be issued individually to students. Use of these technological resources, which include the school's network systems and use of school equipment, is restricted to approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these school resources. Violations of the user may result in withdrawal of privileges and

other disciplinary action. Students and their parents should be aware that student access and use of the school network is monitored by school staff. All Internet access is filtered in accordance with regulations of People's Republic of China.

Efforts to bypass the school's filter or engage in unauthorized acts may result in withdrawal of privileges and other disciplinary action.

### **Unacceptable and Inappropriate Use of Technology Resources**

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct on or off school property, regardless of whether the equipment used to send such messages is school or personally owned, if it results in a substantial disruption to the educational environment.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually-oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the *Student Code of Conduct* and may, in certain circumstances, be reported to law enforcement.

## PERSONAL EQUIPMENT

### (Cell phones, other electronics)

For safety purposes, the School permits students to possess personal cellular phones and pagers. However, these devices must remain turned off during the instructional day, including during all testing, unless they are being used for approved instructional purposes. A student must have approval to possess other telecommunication devices such as netbooks, laptops, tablets,, or other personal computers.

School administrators have the discretion to determine the appropriate use of cellular phones during the instructional day and for students participating in extracurricular activities while on school property or while attending school-sponsored or school-related activities on or off school property. However, all cellular phones must be turned off during instructional class time. **The use of cellular phones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school sponsored event.**

The School is not liable for lost or stolen cell phones. All confiscated phones must be turned in to the Principal's office immediately, if possible, or as soon as practicable the day the phone is confiscated. All staff members must place confiscated cell phones in a secure location. Once the cell phone has been confiscated, the following procedure will be used to return the device:

1. The **first time** a cell phone is confiscated, it can be picked up by the student or parent at the end of the school day. An administrative fee of 25 RMB will be charged before the device can be returned.
2. The **second time** a cell phone is confiscated; it can be picked up by the student or parent no earlier than the end of school day. An administrative fee of 50 RMB will be charged before the device can be returned. Parents will be notified that the student's device has been confiscated for the second time.
3. If a cell phone is confiscated a **third time**, it will be a lunch detention. An administrative fee of 75 RMB will be charged before the device can be returned.
4. If a cell phone is confiscated a **fourth time**, it will be a lunch detention. An administrative fee of 100 RMB will be charged before the device can be returned.
5. Any student refusing to give the device to school personnel will be subject to Level I disciplinary consequences.

Except as described below, students are not permitted to possess or use personal electronic devices such as MP3 players, video or audio recorders, DVD players, cameras, games, e-readers, or other electronic devices at school unless prior permission has been obtained. Without such permission, teachers will collect the

items and turn them in to the Assistant Principal's office. The Head of Schools will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

## Discipline Procedures

When a student exhibits disruptive behavior, the teachers are expected to implement and document the following:

A. **1st offense:** Conference with the student in private. Explain the rule that was violated, what is expected to correct the student's behavior, and what the consequences will be if another violation occurs.

B. **2nd offense:** Call the student's parent(s)/guardian(s), explain the rule and provide a description of the student's behavior, explain the consequences of continued disruptive behavior.

C. **3rd offense:** Request and hold a conference with student's parent(s)/guardian(s) to review the student's behavior and the consequences of continued rules violations.

D. **4th offense:** Refer student to school Counselor or the Student Support Team (SST) for counseling or other appropriate action.

E. **5th offense:** Refer student to the administration. If a student needs to be removed from class immediately, the administration or designee is to be contacted.



**SLAS WILDCATS**  
**ATHLETICS HANDBOOK**  
**Code of Conduct**  
**For Parents, Athletes, and Coaches**

*“Go Wildcats”*

Charmaine Collins  
Athletic Director  
[athletic\\_director@laschina.org](mailto:athletic_director@laschina.org)

# SLAS ATHLETICS

## SLAS Mission Statement

Shanghai Livingston American School has developed an interscholastic athletic program with educational value for all middle and high school students. It focuses on the development of self-esteem and individual skills as well as fostering an atmosphere of teamwork, citizenship, and sportsmanship. In addition, we believe our athletic program emphasizes discipline, leadership, respect, loyalty, and cooperation. The athletic program does emphasize lifelong activities where participation by as many students as possible is a goal. **Our program strives to be both, competitive at the high school level, as well as, developmental, supportive, and equitable at the middle school level.** Winning is neither the most important nor only outcome desired of the program but does have a greater focus at the high school level. SLAS has set high goals and standards and all personnel and students are encouraged to strive to achieve them while maintaining a proper perspective on sports, education, and life.

Our programs are governed by the rules, regulations, and procedures prescribed by the Shanghai International Schools Activities Conference (SISAC is for high school athletics) and the China International Schools Sports Association (CISSA is for middle school athletics).

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## SISAC Mission Statement

To provide season-based sports competition and activity events in a well-chaperoned environment for the students of international schools in the greater Shanghai area.

The SISAC conference is intended to service the needs of students who attend member schools. SISAC operates for the sole benefit of the international schools who serve the needs for dependents of foreign personnel in the greater Shanghai area. Its constitution is independent from any other governing body and may be influenced only by the collective consensus of Administrators and Activity/Athletic Directors of member schools.

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## SISAC full-member schools include:

- British International School Shanghai (BISS) both Puxi and Pudong campuses
- Concordia International School Shanghai (CISS)
- Deutsche (German) School of Shanghai (DSS)
- Dulwich College Shanghai (DCS)
- Shanghai Livingston American School (SLAS)

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- Shanghai American School (SAS) both Puxi and Pudong campuses
- Shanghai Community International School (SCIS) both Puxi and Pudong campuses
- SMIC Private School (SMIC)
- Suzhou Singapore International School (SzSIS)
- Yew Cheng International School (YCIS) both Puxi and Pudong campuses

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**SISAC probationary-member schools include:**

- Lycee Francaise (French) de Shanghai (LFS) Qingpu Euro campus
- Shanghai Singapore International School (ShSIS) Minhang campus

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**SISAC associate-member schools include:**

- Shanghai Community International School (HIS) Hangzhou campus
- Nanjing International School (NIS)
- Dulwich College Suzhou (DCSZ)

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**CISSA Mission Statement**

CISSA is a multi-inclusive sports organization that emphasizes involvement for all international schools and fosters individual and team development in a co-operative, friendly and enjoyable environment between all participating students.

**CISSA full-member schools include:**

- British International School Shanghai (BISS) both Puxi and Pudong campuses
- Concordia International School Shanghai (CISS)
- Deutsche (German) School of Shanghai (DSS)
- Dulwich College Shanghai (DCS)
- Dulwich College Suzhou (DCSZ)
- Lycee Francaise (French) de Shanghai (LFS) Pudong and Qingpu Euro campus
- Shanghai Livingston American School (SLAS)
- Nanjing International School (NIS)

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- Shanghai American School (SAS) both Puxi and Pudong campuses
- Shanghai Community International School (HIS) Hangzhou campus
- Shanghai Community International School (SCIS) both Puxi and Pudong campuses
- Shanghai Korean School (SKS)
- Shanghai Singapore International School (ShSIS) both Minhang and Xu Hui campuses
- SMIC Private School (SMIC)
- Suzhou Singapore International School (SzSIS)
- Yew Cheng International School (YCIS) both Puxi and Pudong campuses
- Western International School Shanghai (WISS)

### **Athletics Participation Requirements**

The requirements for participation are the student must be a bona fide student fully registered as such with Shanghai Livingston American School.

Each student must follow, adhere and abide by the regulations set forth by the Shanghai Livingston American School Student Code of Conduct.

Each student must provide a parental consent to participate in athletics. Additionally, an accompanying waiver of liability must also be provided - in case of accidental injury due to their participation, whether on campus, in transit, or off-campus at another area international school.

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### **Student Athlete Academic Eligibility**

The primary focus for all student-athletes is their work in the area of academics. All students must maintain satisfactory progress to remain eligible to participate in after school athletics. Per the student handbook, a student may not be eligible with more than 1 failing grade or below a 2.0 grade point average for a quarterly interim report or report card period. Additionally, any student cutting a class, arriving late to school (unexcused), in detention, ISS, or OSS may not participate in practice or games on that day.

Students that have eligibility to participate but also have assigned after-school homework club for their core-subject studies are required to forego practice sessions for homework club, but not actual league games. The effect of having to attend homework club prevents an eligible student from going to practices after school, but not team games. This rule is in place because the absence of a student for a game can affect our school's ability to put a team on the court/field for an already scheduled game with

another school. As a member school to our athletic conferences, we have a responsibility to the leagues, the other participating schools, and to the other participating students to never forfeit or simply not show up to events.

Once sports seasons begin, participating students will have to do weekly updates during the season with their core-subject teachers regarding their classroom progress. Teachers will evaluate and sign-off on the student's progress as satisfactory (passing 75% or above), cautionary (70-74%), or currently failing (Below 70%). Even though a student is eligible to participate per the above handbook rules, we will endeavor to assist the students with additional class support through the network of teacher assistants, classroom peers, and even the subject teachers in order to try to maintain eligibility throughout the season and grading periods for those that are in the cautionary or failing stage mid-season.

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### **Tryouts and Selection of Teams**

As an athletic department, we try to keep as many students on our teams as possible. The leagues we participate in often determine maximum quantity of players as well as age/grade levels of a team. Unfortunately, some teams have been forced to make "selections" or "cuts". This is a decision that is one of the most difficult decisions a coach must make. While skill factors are often used in this procedure, coaches will also subjectively look at a student's ability to positively contribute to a team and/or the possible academic deficiencies of a student prior to the "selection" process when making the final determination.

Shanghai Livingston American School can apply for an age waiver for those students above the 18-year old limit (as of every September 1<sup>st</sup>) in high school athletics through a procedure within SISAC. SLAS is also open to middle school students "stepping up" and participating in high school athletics if it is determined that the student's contribution and skill levels will benefit both the team and the individual while also not having an increased risk (other than considered normal within sports) of injury.

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### **Practice Sessions**

Generally, practice sessions for all sports are held from 3:45–5:00 pm, weekdays after school. As our school does not have an indoor gymnasium, most practices are outdoors regardless of weather. Coaches have the ability to determine if the weather would prohibit a successful practice. This is usually done in heavy rains, snow, thunderstorms, or freezing temperatures. Being a member of a team is a responsibility to not only the coach, but also to teammates, the league, and its other league teams. As a team member, students have the individual responsibility to attend all scheduled practice sessions. If you must miss a scheduled practice (or a league event or game), it is the

student's responsibility to give prior notice to your coach, preferably in writing (via text message, e-mail, etc.) and with a 24-hour notice. Failure to do so may result in disciplinary action by the coach. Interscholastic athletics are an extension of the physical education curriculum. Participating in after-school athletics is a privilege, not a right. If you are not prepared to be a part of the family of SLAS Wildcats athletics under these rules, you should not join a school team.

### **SLAS Athletics Schedule**

<b>High School SISAC Teams/Events</b>	<b>Middle School CISSA Teams/Events</b>
<b>1st SEMESTER</b> Volleyball Cross Country Tennis Basketball Table Tennis	<b>1st SEMESTER</b> Soccer Cross Country Table Tennis
<b>2nd SEMESTER</b> Soccer Track & Field Badminton	<b>2nd SEMESTER</b> Volleyball Badminton Basketball Track & Field

With enough future interest, we will consider adding new activities such as MS Touch Rugby, HS/MS Swimming, and even exhibition games in HS Boys Baseball.

CISSA Middle School teams are sometimes divided by Senior division (G7/8) and Junior division (G5/6) when there are enough interested students.

With demand growing for MS Tennis, CISSA is considering adding an event similar to table tennis and badminton at some point in the calendar. Since this is not agreed upon by member schools for the calendar year, we can only hope to have some friendly competition at some point during the school year for interested students.

### **History Of Success For SLAS Athletics!**

In the spring of 2008, then Athletic Director, Travis Washko successfully entered the first ever SLAS team into friendly exhibitions in soccer against the West Division schools of SISAC Division 2. SLAS began with a 5-5 draw versus Shanghai Rego International School on February 28, 2008. That SLAS team went on to post a 6-1-1 record including a 1-0 win

versus the eventual league champions, the Deutsch School of Shanghai. Our 3-year probationary member status in SISAC had begun.

### Other notable highlights of the SLAS Athletics Program

- ACAMIS Division 5 Volleyball Invitational Boys Champions
- SISAC D2 Volleyball Cup Tournament Boys 2<sup>nd</sup> Place
- SISAC Table Tennis Tournament Girls 2<sup>nd</sup> Place
- SISAC D2 Basketball Cup Tournament Boys 2<sup>nd</sup> Place
- Boys baseball defeats SAS-Puxi JV (exhibition)
- SISAC Table Tennis Tournament Boys Singles Champion
- SISAC D2 Basketball Cup Tournament Boys 2<sup>nd</sup> Place
- CISSA C2 Girls Volleyball completes an undefeated season
- SISAC D2 Volleyball Girls West Division 2<sup>nd</sup> Place
- SISAC D2 Volleyball Plate Tournament Boys Champion
- SISAC D2 Volleyball Cup Tournament Girls 3<sup>rd</sup> Place
- CISSA Cross Country CRE Senior Girls Champion
- CISSA C2 Girls Volleyball goes undefeated 2 years in a row
- CISSA Badminton Tournament Junior Boys Singles Champion
- SISAC D2 Badminton Tournament Boys Singles Champion
- SISAC Table Tennis Tournament Girls Singles Champion
- SISAC D2 Basketball Cup Tournament Girls Champion
- SISAC D2 Basketball Girls West Division Champion

### Off Campus Related Activities

It is recognized that many times, a student may have numerous additional commitments outside of those as a Shanghai Livingston American School student. Some of these may include outside club sports, other educational pursuits (including academies, testing – TOEFL, etc.), part-time employment, etc. **It is important that students and their parents understand that as a member of an interscholastic team, their primary commitment is**

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to their Shanghai Livingston American School team. Our coaches and Athletic Director will do what we can to accommodate reasonable requests to leave practices early or even miss one (if necessary), but **100% effort to attend all league scheduled games should be a priority and that off campus related activities as noted above, should be re-scheduled or simply missed to support your membership of our teams.**

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### **Sports Specialization**

Shanghai Livingston American School encourages our students to play sports year-round. It has been our experience that a well-rounded athlete is one who can exhibit a variety of athletic skills which multi-sport involvement fosters. Students are encouraged to sign up to participate in any of several challenging activities, both team-oriented and individual athletics.

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### **Family Vacations**

When parents and student-athletes choose to take their family vacations during sports seasons, it must be understood that the time missed by the student will likely affect team chemistry and game preparation for all involved. At the high school level, family vacations or trips abroad for testing can negatively impact a team, not to mention may cause academic deficiencies for their schoolwork at SLAS. The school calendar, coaches, and even this document make every effort to inform parents and students of the season schedules as far in advance as possible. Please be considerate to your teammates and plan your vacations to not interfere with the team's posted schedules.

### **Responsibility For Uniforms And Equipment**

All team uniforms and school equipment must be returned to the coach at the end of the season, or when requested to do so. Students must pay a 200rmb fully refundable jersey security deposit to the SLAS Athletic Director for each uniform top. All students must also pay a 200rmb fee to purchase the PE uniform from the SLAS Finance Office if they do not have PE classes on their school schedule. The PE shorts are part of the team uniform and the T-shirt is the only shirt allowed under tank top jerseys. Students who lose equipment or uniforms will be billed for the replacement costs. In the case of lost uniforms, the difference in cost will be billed or taken from the deposit monies. Be aware that replacement costs of a team jersey or shorts can be very costly because of special order pricing with a vendor. Students who have not returned school-issued equipment or uniforms will not be issued another during or in the next season until the previous uniform and/or compensation has been received. Payments must be made to the SLAS Athletic Director in cash. Receipts for replacement costs will be provided to the student once the special order arrives at school. If a student wishes to purchase a school uniform

(customized or not), they can make this request with the Athletic Director for a special order to be placed, and at higher pricing per the vendor order. SLAS and/or the Athletic Director will not make any profit from sale or replacement costs of athletic uniforms.

### **Team, Coaches, Fans, And School Sportsmanship**

Be aware that some games and events are rated for sportsmanship by coaches and event officials. Ratings are collected after select games and events and discussed at league meetings when reviewing a season. Fortunately, we at SLAS have usually received good reports. It is important to maintain quality sportsmanship, even in the usually heated competition of high school sports. Fighting, abuse of officials, and/or poor language (no matter what language is used) is grounds for disciplinary action from the coach, SLAS Athletic Director, league, and Shanghai Livingston American School.

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### **Returning To Participation Following An Injury**

You must report every injury or illness to your parent(s)/guardian(s) and to your coach. If you receive any medical attention for any injury or illness, you may not return to practice or games until you receive a written medical release from a doctor or healthcare facility where you were treated. The note must include the date of the injury/illness, a diagnosis, any restrictions, and a date to return to participation. This must be supplied to your coach or the SLAS Athletic Director.

### **Transportation**

Student athletes will be transported to and from away contests and occasional practice sites by school authorized vehicles. Parents are not permitted to transport student's home from away contests without prior knowledge and approval of the coach on site. On practice days, there is a 5pm late bus the school provides for a nominal fee per use and must be negotiated with the SLAS Transportation Department and SLAS Financial Office. Away contests will always arrive later than the 5pm bus, so on these dates, students are given the choice of three locations to be dropped off at.

They are:

- In front of Shanghai Livingston American School on Ganxi Rd.
- One of the four Tianshan Rd. corner locations of Songhong Metro Line #2, or
- Near Gubei's Carrefour store, on Shuicheng Rd.

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Parents must be aware that all **middle school weekday away games will conclude at about 5pm** at the host school's campus. From most Puxi area schools, students should be

at one of the 3 locations prior to 6pm for middle school students. This always depends on Shanghai area traffic of course. If a team is scheduled to play in Suzhou, generally another hour will be added to travel time. **For high school students, some games will conclude as late as 6:30pm, causing later arrivals.**

## PARENT-COACH COMMUNICATION/RELATIONSHIP

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each role, we are better able to accept the actions of the other and provide greater benefit to the student. As parents, when your children become involved in our program, you have the right to understand what expectations are placed upon your child. This begins with your clear understanding of all aspects of this handbook and is closely followed by clear communication from your child's coach.

### What You Should Expect from Your Child's Coach:

- Expectations the coach has for your child as well as all players on the team.
- Locations and times of all practices and games/events.
- Team requirements, team rules, special equipment to purchase.
- Procedure should your child be injured during participation.
- Discipline, that results in denial of your child's participation.

### Communication Coaches Expect From Parents:

- All concerns expressed directly to the coach at the earliest convenience.
- Notification of any schedule conflicts well in advance.

### Appropriate Concerns to Discuss With Coaches:

- Treatment of your child, mentally and/or physically.
- Ways to help your child improve.
- Concerns about your child's behavior.

### Issues Not Appropriate To Discuss With Coaches:

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- Playing time
- Team strategy
- Play calling
- Other student-athletes

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Coaches are making decisions that are in the best interest of all members of the team or the Shanghai Livingston American School athletic program. Please be supportive of their decisions.

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### **Procedures For Discussing A Concern With A Coach**

1. Call to set-up an appointment to meet with the coach. You may elect to use one of the school's foreign language liaisons if you desire.
2. If you have difficulty arranging to meet a coach, you may elect to meet with the SLAS Athletic Director.
3. Please do not attempt to confront a coach before or after a practice or event. These can be emotional times and may not benefit either party to attempt to resolve concerns at this time. Additionally, the coach may have other academic issues to look after as a member of the school's teaching staff. Coaches also have their personal lives to attend to after events.
4. If you cannot resolve your concerns after a meeting with the coach, you may meet the Athletic Director and/or the SLAS Head of Schools by arranging another meeting.

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## **ATHLETICS BEHAVIORAL CODE OF CONDUCT**

Shanghai Livingston American School heartily embraces the stated missions of CISSA, SISAC, and ACAMIS.

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### **Behavior Violations**

1. SLAS students are to avoid taking, selling, consuming any type of alcohol or drug not prescribed by a physician including cigarettes or tobacco products. This is further represented as the **Prohibited Chemicals Health Code of Conduct**. Students found in violation of this policy may be suspended from participation for the remainder of the academic calendar year.

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2. SLAS students are not to engage in any behavior inside or outside the school that is illegal or an embarrassment to the team. Students that violate this clause are subject to the SLAS Student Code of Conduct and may be suspended or eliminated from athletic participation.
3. It is our goal at SLAS to learn and teach in a healthy, vibrant, and safe environment where all are valued, welcomed, and accepted. To that end, all adults are expected to: (1) To always model acceptable behavior with other students and adults. (2) To be diligent in identifying unacceptable behavior. (3) To bring to the attention of school officials those who violate these rules.

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### **What Does Unacceptable Behavior Look Like?**

Specific examples/terms that we wish to prevent are found below. Please understand that some of these may belong to other categories of infractions/offenses. Additionally, this list is not fixed or complete. Here are some terms that we at Shanghai Livingston American School have discussed and identified as bullying, hazing, or harassment:

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**Verbal Infractions:** Mocking, name called, coercion, taunting, negatively teasing, threats (verbal, written, or electronic).

**Physical Infractions:** Pushing, shoving, kicking, hitting, spitting, extortion, stalking, restraining, humiliating acts, defacing property, demeaning, use of violence or threats.

**Social Alienation and Shunning:** Gossiping, rumor spreading, ridicule, slurs (ethnic, religious, sexual orientation), social rejection, grudge carrying, threatening looks, public humiliation, and maliciously excluding.

*Students are asked to report all inappropriate actions to a teacher, coach, administrator or parent.*

*Instances that violate the Athletics Behavioral Code of Conduct are considered to be a part of the school's Behavioral Code of Conduct in the Shanghai Livingston American School Student Handbook and thus, remediation is handled through the school's appropriate administrative channels outlined within this handbook.*

## ATHLETICS CONTRACT: PARENT

As a parent who is also committed to the education, maturity, and athletic success of your child, we encourage you to make a formal commitment as described below. Our partnership together will increase the likelihood of a successful season for Shanghai Livingston American School athletics, regardless of the final win/loss records of our teams.

### Parent's Commitment

I understand that as a parent I play a vital role in the development of my child's athletic ability and character, and therefore in the success of the Shanghai Livingston American School's Athletic Program. Recognizing this role, I therefore commit to the following as a parent of a student interested in participating in SLAS Athletics.

- i. Be a positive role model so that through my own actions I can help to make sure that my child has the best athletic experience possible.
- ii. Be a "Wildcats team" fan, not only a "my child" fan.
- iii. Weigh what my child says in any controversy, and work with coaches and/or the athletic department to gather all the facts before rushing to judgment.
- iv. Show respect for the opposing player, coaches, spectators, and support groups,
- v. Be respectful of all official's decisions.
- vi. Not instruct my child before or after a game, because it may conflict with the coach's plans and strategies.
- vii. Praise student-athletes in their attempts to improve themselves as students, as athletes, and as people.
- viii. Gain an understanding and appreciation for the rules of the sport within the convening leagues.
- ix. Recognize and show appreciation for an outstanding play by either team.
- x. Help my child learn that success is experience in the development of his/her skills, and that he/she can feel positive about their skill development during the season, regardless of the team's record.
- xi. Take time to talk to coaches in an appropriate manner, including proper time and place, if I have a concern. I will respect the coach by following the designated chain of command.
- xii. Support the alcohol, tobacco, and other drug-free policies of the school by refraining from the use of any such substances before, during, and immediately after athletic

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contests. I will also support my child and hold him/her accountable for their commitment to non-use of substances per the Prohibited Chemicals Health Code of Conduct, improper behavior inside and outside of school including hazing, harassment, and bullying as outlined in the Athletic Code.

- xiii. I understand and agree to provide for the financial commitment regarding responsibility for school uniforms and equipment used by my child.
- xiv. I fully understand the "Off campus related activities" section of this handbook and will try to accommodate the prioritization of SLAS team schedules wherever possible.
- xv. I will make every effort to communicate any scheduling conflicts as early as possible to assist the coach and team in their preparations for practices and games.
- xvi. I fully understand the transportation issues and accept the need to support my child for certain drop-off locations after away games/events.
- xvii. I fully understand that my child's participation in athletics is 100% voluntary,
- xviii. I fully understand the fact that all sports and athletics have an inherent danger and may cause various forms of physical bodily injury and have approved my child's participation and have freely signed the SHANGHAI LIVINGSTON AMERICAN SCHOOL WAIVER SHEET, RELEASE, WAIVER, AND INDEMNITY AGREEMENT. Shanghai Livingston American School

## Athletics Agreement

I have read all of the materials in the Shanghai Livingston American School Athletic Handbook for Parents, Student Athletes, and Coaches. I approve of my child's participation in all after-school athletics (unless noted specifically below). I am aware of the expectations set forth in the handbook including academics and behavior inside and outside of school including, bullying, harassment, and hazing in addition to the Prohibited Chemicals Health Code of Conduct.

I agree to support the athletic department in its enforcement of these expectations of conduct and understand the consequences of my son/daughter's failure to do so.

I have also provided the initial single uniform jersey deposit of 200RMB for my child to participate in the following team sport(s) checked below.

Parent/Guardian Signature	Cell Phone	Date
Student-Athlete's Name/Grade	Cell Phone	Date
SLAS Athletic Director Signature	Document Received	Date

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RETURN THIS PAGE SIGNED BY ALL PARTIES TO Ms. Charmaine Collins - SLAS ATHLETIC DIRECTOR

## SHANGHAI LIVINGSTON AMERICAN SCHOOL Waiver Sheet, Release, Waiver And Indemnity Agreement

In consideration of my child being allowed to participate in Shanghai Livingston American School Athletics events and activities as outlined in the *Athletics Handbook and Code of Conduct for Parents, Athletes, and Coaches*, I HEREBY AGREE AS FOLLOWS;

I HEREBY ASSUME ALL RISKS INVOLVED IN MY CHILD'S PARTICIPATION IN SHANGHAI LIVINGSTON AMERICAN SCHOOL ATHLETICS EVENTS AND ACTIVITIES.

I HEREBY RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE the school, its officers, participants, promoters, sanctioning organizations or any subdivision thereof, owners and leases of the premises used to conduct said events, and each of them, all for the purposes herein referred to as 'releases' from all liability to the undersigned child, his/her personal representatives, assignees, heirs, and next of kin for any loss or damage on account of injury to person (including death) or property.

I HEREBY AGREE TO INDEMNIFY, SAVE AND HOLD HARMLESS the releases, and each of them, from any loss, liability, damage or cost they may incur due the presence of the undersigned child in anyway while participating in any event and whether caused by the negligence of releases or otherwise for losses, damages (including attorney's fees) which may be brought against me or against any of them by anyone claiming to be injured (including death) as a result of any injury caused by my child or injury to my child's or the claimant's property which may occur as a result of my child's participation.

EACH OF THE UNDERSIGNED FURTHER EXPRESSLY AGREES that the foregoing release, waiver and indemnity agreement is intended to be as broad and inclusive as is permitted by law in the People's Republic of China in which the events are conducted and that if any portion thereof is held invalid it is agreed that the balance shall continue in full force and effect.

THE UNDERSIGNED HAS READ AND VOLUNTARILY SIGNS THIS RELEASE, WAIVER AND INDEMNITY AGREEMENT and further agrees no oral representations and inducements apart from the foregoing have been made.

**I HAVE READ THIS RELEASE AND AGREE TO ALL CONDITIONS CONTAINED THEREIN.**

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Parent/Guardian Signature	Cell Phone	Date
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Student-Athlete's Name/Grade	Cell Phone	Date
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## SHANGHAI LIVINGSTON AMERICAN SCHOOL

### Emergency Contact Form

In the unfortunate incidence of my child \_\_\_\_\_ being injured while participating in Shanghai Livingston American School Athletics events and activities, please attempt to contact the following immediately;



## SECONDARY SCHEDULE

8:10 – 8:15	P a s s i n g
8:15 – 9:45	B l o c k 1
9:45 – 9:50	P a s s i n g
9:50-11:20	B l o c k 2
11:20-11:25	P a s s i n g
11:25-12:20	B l o c k 3
12:20-1:00	L u n c h
1:00-1:05	P a s s i n g
1:05 – 1:40	B l o c k 3
1:40-1:45	P a s s i n g
1:45-3:15	B l o c k 4
3:15-3:20	P a s s i n g
3:20 – 3:45	W i l d c a t T i m e

SECONDARY  
ASSEMBLY /SPECIAL EVENT SCHEDULE

8:10 – 8:15	P a s s i n g
8:15 – 9:30	B l o c k 1
9:30 – 9:35	P a s s i n g
9:35 – 10:50	B l o c k 2
10:50 – 10:55	P a s s i n g
10:55 – 12:15	B l o c k 3
12:15 – 12:50	L u n c h
12:50 - 12:55	P a s s i n g
12:55 -2:10	B l o c k 4
2:10– 2:15	P a s s i n g
2:15- 2:20	W i l d c a t T i m e
2:20 – 2:25	P a s s i n g
2:25 -2:50	H o u s e M e e t i n g
2:50 – 3:45	S L A S H o u s e A c t i v i t y

**SECONDARY  
EARLY DISMISSAL (PD) SCHEDULE**

8:10 – 8:15	P a s s i n g
8:15 – 9:30	B l o c k 1
9:30 – 9:35	P a s s i n g
9:35 – 10:50	B l o c k 2
10:50-10:55	P a s s i n g
10:55 –12:15	B l o c k 3
12:15 – 12:50	L u n c h
12:50 – 12:55	P a s s i n g
12:55 – 2:10	B l o c k 4
2:10 – 2:15	P a s s i n g
2:15 - 2:20	W i l d c a t T i m e

PARENT TEACHER CONFERENCE SECONDARY  
SCHEDULE

8:10–8:15	P a s s i n g
8:15 – 9:10	B l o c k 1
9:10 – 9:15	P a s s i n g
9:15 – 10:10	B l o c k 2
10:10 – 10:15	P a s s i n g
10:15 -11:15	B l o c k 3
11:15 – 11:20	P a s s i n g
11:20 -12:15	B l o c k 4
12:15-12:45	L U N C H
12:45 – 12:50	P a s s i n g
12:50-12:55	W i l d c a t T i m e

**SECONDARY  
CLUB ACTIVITY SCHEDULE**

8:10 – 8:15	<b>P a s s i n g</b>
8:15 – 9:30	<b>B l o c k 1</b>
9:30 – 9:35	<b>P a s s i n g</b>
9:35 – 10:50	<b>B l o c k 2</b>
10:50 – 10:55	<b>P a s s i n g</b>
10:55 – 12:15	<b>B l o c k 3</b>
12:15 – 12:50	<b>L u n c h</b>
12:50 - 12:55	<b>P a s s i n g</b>
12:55 - 2:10	<b>B l o c k 4</b>
2:10– 2:15	<b>P a s s i n g</b>
2:15- 2:40	<b>W i l d c a t T i m e</b>
2:40 – 2:45	<b>P a s s i n g</b>
2:45 – 3:45	<b>S L A S C l u b A c t i v i t y</b>

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# MY CLASS SCHEDULE

## SLAS Semester Final Exam Schedule

A-Day 1 & 2		B-Day 1 & 2		A-Day 3 & 4		B-Day 3 & 4	
Time	Class	Time	Class	Time	Class	Time	Class
8:10 – 8:15	Passing	8:10 – 8:15	Passing	8:10 – 8:15	Passing	8:10 – 8:15	Passing
8:15-9:15	Block 1 Review / Extra Exam Time	8:15-9:15	Block 1 Review / Extra Exam Time	8:15-9:15	Block 3 Review / Extra Exam Time	8:15-9:15	Block 3 Review / Extra Exam Time
9:15-11:15	Block 1 Exam	9:15-11:15	Block 1 Exam	9:15-11:15	Block 3 Exam	9:15-11:15	Block 3 Exam
11:15-11:20	Passing	11:15-11:20	Passing	11:15-11:20	Passing	11:15-11:20	Passing
11:20-12:20	Block 2 Review / Extra Exam Time	11:20-12:20	Block 2 Review / Extra Exam Time	11:20-12:20	Block 4 Review / Extra Exam Time	11:20-12:20	Block 4 Review / Extra Exam Time
12:20-1:05	Lunch	12:20-1:05	Lunch	12:20-1:05	Lunch	12:20-1:05	Lunch
1:05- 1:10	Passing	1:05- 1:10	Passing	1:05- 1:10	Passing	1:05- 1:10	Passing
1:10- 3:10	Block 2 Exam	1:10- 3:10	Block 2 Exam	1:10- 3:10	Block 4 Exam	1:10- 3:10	Block 4 Exam
3:10-3:15	Passing	3:10-3:15	Passing	3:10-3:15	Passing	3:10-3:15	Passing
3:15-3:45	Wildcat Time	3:15-3:45	Wildcat Time	3:15-3:45	Wildcat Time	3:15-3:45	Wildcat Time

<b>TIME</b>	<b>A-Day</b>	<b>B-Day</b>
<b>8:10 – 8:15 AM PASSING</b>		
<b>Block 1</b>		
<b>PASSING</b>		
<b>Block 2</b>		
<b>LUNCH</b>		
<b>PASSING</b>		
<b>Block 3</b>		
<b>PASSING</b>		
<b>Block 4</b>		

# AUGUST

MONDAY 18

TUESDAY 19

WEDNESDAY 20

BLOCK 1

First day of school

BLOCK 2

BLOCK 3

BLOCK 4

Parent/Teacher Comments:

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# AUGUST

	THURSDAY 21	FRIDAY 22	Notes
BLOCK 1			
BLOCK 2			
BLOCK 3			
BLOCK 4			
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# AUGUST

MONDAY 25

TUESDAY 26

WEDNESDAY 27

BLOCK 1

BLOCK 2

BLOCK 3

BLOCK 4

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# AUGUST

	THURSDAY 28	FRIDAY 29	Notes
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BLOCK 2			
BLOCK 3			
BLOCK 4			
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# SEPTEMBER

	MONDAY 1	TUESDAY 2	WEDNESDAY 3
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BLOCK 1			
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BLOCK 2			
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BLOCK 3			
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BLOCK 4			
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Parent/Teacher Comments:			
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# SEPTEMBER

	THURSDAY 4	FRIDAY 5	Notes
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BLOCK 2			
BLOCK 3			
BLOCK 4			
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# SEPTEMBER

	MONDAY 8	TUESDAY 9	WEDNESDAY 10
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BLOCK 1			
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BLOCK 2			
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BLOCK 3			
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BLOCK 4			
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Parent/Teacher Comments:			
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# SEPTEMBER

	MONDAY 15	TUESDAY 16	WEDNESDAY 17
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BLOCK 1			
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BLOCK 2			
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BLOCK 3			
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BLOCK 4			
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Parent/Teacher Comments:			
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# SEPTEMBER

	THURSDAY 18	FRIDAY 19	Notes
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BLOCK 4			
Parent/Teacher Comments:			

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# SEPTEMBER

	MONDAY 22	TUESDAY 23	WEDNESDAY 24
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Parent/Teacher Comments:			

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# SEPTEMBER

	THURSDAY 25	FRIDAY 26	Notes
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Parent/Teacher Comments:			

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# SEPT-OCT

	<b>MONDAY 29</b>	<b>TUESDAY 30</b>	<b>WEDNESDAY 1</b>
<b>BLOCK 1</b>	National Day	National Day	National Day
<b>BLOCK 2</b>			
<b>BLOCK 3</b>			
<b>BLOCK 4</b>			
<b>Parent/Teacher Comments:</b>			

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# OCTOBER

	<b>THURSDAY 2</b>	<b>FRIDAY 3</b>	<i>Notes</i>
<b>BLOCK 1</b>	National Day	National Day	
<b>BLOCK 2</b>			
<b>BLOCK 3</b>			
<b>BLOCK 4</b>			
<b>Parent/Teacher Comments:</b>			

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# OCTOBER

	<b>MONDAY 6</b>	<b>TUESDAY 7</b>	<b>WEDNESDAY 8</b>
<b>BLOCK 1</b>	National Day		
<b>BLOCK 2</b>			
<b>BLOCK 3</b>			
<b>BLOCK 4</b>			
<b>Parent/Teacher Comments:</b>			

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# OCTOBER

	THURSDAY 9	FRIDAY 10
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**Parent/Teacher Comments:**

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# OCTOBER

**MONDAY 13**

**TUESDAY 14**

**WEDNESDAY 15**

**BLOCK 1**

**BLOCK 2**

**BLOCK 3**

**BLOCK 4**

**Parent/Teacher Comments:**

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# OCTOBER

	THURSDAY 16	FRIDAY 17	Notes
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Parent/Teacher Comments:			

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# OCTOBER

**MONDAY 20**      **TUESDAY 21**      **WEDNESDAY 22**

	MONDAY 20	TUESDAY 21	WEDNESDAY 22
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BLOCK 3			
BLOCK 4			

**Parent/Teacher Comments:**

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# OCTOBER

THURSDAY 23_		FRIDAY 24	Notes
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BLOCK 4			
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# OCTOBER

	MONDAY 27	TUESDAY 28	WEDNESDAY 29
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BLOCK 4			
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Parent/Teacher Comments:			
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# NOVEMBER

	MONDAY 3	TUESDAY 4	WEDNESDAY 5
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Parent/Teacher Comments:			

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# OCT-NOV

THURSDAY 6		FRIDAY 7	<i>Notes</i>
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BLOCK 4			
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# NOVEMBER

	MONDAY 10	TUESDAY 11	WEDNESDAY 12
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Parent/Teacher Comments:			

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# NOVEMBER

	THURSDAY 13	FRIDAY 14	Notes
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Parent/Teacher Comments:			

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# NOVEMBER

MONDAY 17

TUESDAY 18

WEDNESDAY 19

BLOCK 1

BLOCK 2

BLOCK 3

BLOCK 4

Parent/Teacher Comments:

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# NOVEMBER

	THURSDAY 20	FRIDAY 21	Notes
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Parent/Teacher Comments:			

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# NOVEMBER

**MONDAY 24**

**TUESDAY 25**

**WEDNESDAY 26**

**BLOCK 1**

**BLOCK 2**

**BLOCK 3**

**BLOCK 4**

**Parent/Teacher Comments:**

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# NOVEMBER

THURSDAY 27		FRIDAY 28	Notes
BLOCK 1		Thanksgiving	
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BLOCK 3			
BLOCK 4			
Parent/Teacher Comments:			

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# DECEMBER

	MONDAY 1	TUESDAY 2	WEDNESDAY 3
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BLOCK 3			
BLOCK 4			
Parent/Teacher Comments:			

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# DECEMBER

	THURSDAY 4	FRIDAY 5	Notes
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BLOCK 4			_____
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# DECEMBER

	MONDAY 8	TUESDAY 9	WEDNESDAY 10
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Parent/Teacher Comments:			

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# DECEMBER

	THURSDAY 11	FRIDAY 12	Notes
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BLOCK 4			
Parent/Teacher Comments:			

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# DECEMBER

	MONDAY 15	TUESDAY 16	WEDNESDAY 17
BLOCK 1		Grade 6-12 Exams	Grade 6-12 Exams
BLOCK 2			
BLOCK 3			
BLOCK 4			
Parent/Teacher Comments:			

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# DECEMBER

	<b>MONDAY 22</b>	<b>TUESDAY 23</b>	<b>WEDNESDAY 24</b>
<b>BLOCK 1</b>	Winter Holiday	Winter Holiday	Winter Holiday
<b>BLOCK 2</b>			
<b>BLOCK 3</b>			
<b>BLOCK 4</b>			
<b>Parent/Teacher Comments:</b>			

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# DECEMBER

<b>THURSDAY 25</b>		<b>FRIDAY 26</b>	<i>Notes</i>
<b>BLOCK 1</b>	Winter Holiday	Winter Holiday	
<b>BLOCK 2</b>			
<b>BLOCK 3</b>			
<b>BLOCK 4</b>			
<b>Parent/Teacher Comments:</b>			

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# DECEMBER

	<b>MONDAY 29</b>	<b>TUESDAY 30</b>	<b>WEDNESDAY 31</b>
<b>BLOCK 1</b>	Winter Holiday	Winter Holiday	Winter Holiday
<b>BLOCK 2</b>			
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<b>BLOCK 4</b>			
<b>Parent/Teacher Comments:</b>			

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# JANUARY

	<b>THURSDAY 1</b>	<b>FRIDAY 2</b>	<b>Notes</b>
<b>BLOCK 1</b>	Winter Holiday	Winter Holiday	
<b>BLOCK 2</b>			
<b>BLOCK 3</b>			
<b>BLOCK 4</b>			
<b>Parent/Teacher Comments:</b>			

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# JANUARY

	<b>MONDAY 5</b>	<b>TUESDAY 6</b>	<b>WEDNESDAY 7</b>
<b>BLOCK 1</b>	Winter Holiday	Winter Holiday	Winter Holiday
<b>BLOCK 2</b>			
<b>BLOCK 3</b>			
<b>BLOCK 4</b>			
<b>Parent/Teacher Comments:</b>			

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# JANUARY

	<b>THURSDAY 8</b>	<b>FRIDAY 9</b>	<i>Notes</i>
<b>BLOCK 1</b>	Winter Holiday	Winter Holiday	
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<b>BLOCK 3</b>			
<b>BLOCK 4</b>			
<b>Parent/Teacher Comments:</b>			

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# JANUARY

	MONDAY 12	TUESDAY 13	WEDNESDAY 14
BLOCK 1	Winter Holiday (students)  Teachers return to school	Students return to school	
BLOCK 2			
BLOCK 3			
BLOCK 4			
Parent/Teacher Comments:			

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# JANUARY

	THURSDAY 15	FRIDAY 16	Notes
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Parent/Teacher Comments:			

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# JANUARY

	MONDAY 19	TUESDAY 20	WEDNESDAY 21
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Parent/Teacher Comments:			

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# JANUARY

	THURSDAY 22	FRIDAY 23	Notes
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BLOCK 4			_____
Parent/Teacher Comments:			_____

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# JANUARY

	MONDAY 26	TUESDAY 27	WEDNESDAY 28
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Parent/Teacher Comments:			

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# JANUARY

	THURSDAY 29	FRIDAY 30	Notes
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# FEBRUARY

	MONDAY 2	TUESDAY 3	WEDNESDAY 4
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Parent/Teacher Comments:			

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# FEBRUARY

	THURSDAY 5	FRIDAY 6	Notes
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# FEBRUARY

	MONDAY 9	TUESDAY 10	WEDNESDAY 11
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Parent/Teacher Comments:			

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# FEBRUARY

	THURSDAY 12	FRIDAY 13	Notes
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# FEBRUARY

	<b>MONDAY 16</b>	<b>TUESDAY 17</b>	<b>WEDNESDAY 18</b>
<b>BLOCK 1</b>	<b>CNY Break</b>	<b>CNY Break</b>	<b>CNY Break</b>
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<b>BLOCK 4</b>			
<b>Parent/Teacher Comments:</b>			

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# FEBRUARY

	<b>THURSDAY 19</b>	<b>FRIDAY 20</b>	<i>Notes</i>
<b>BLOCK 1</b>	<b>CNY Break</b>	<b>CNY Break</b>	
<b>BLOCK 2</b>			
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<b>Parent/Teacher Comments:</b>			

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# FEBRUARY

	MONDAY 23	TUESDAY 24	WEDNESDAY 25
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Parent/Teacher Comments:			

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# FEBRUARY

	THURSDAY 26	FRIDAY 27	Notes
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# MARCH

	MONDAY 2	TUESDAY 3	WEDNESDAY 4
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# MARCH

THURSDAY 5		FRIDAY 6	Notes
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# MARCH

	MONDAY 9	TUESDAY 10	WEDNESDAY 11
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# MARCH

	THURSDAY 12	FRIDAY 13	Notes
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# MARCH

	MONDAY 16	TUESDAY 17	WEDNESDAY 18
BLOCK 1			
BLOCK 2			
BLOCK 3			
BLOCK 4			
Parent/Teacher Comments:			

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# MARCH

	THURSDAY 19	FRIDAY 20	Notes
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BLOCK 4			
Parent/Teacher Comments:			

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# MARCH

	MONDAY 23	TUESDAY 24	WEDNESDAY 25
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BLOCK 2			
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BLOCK 4			
Parent/Teacher Comments:			

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# MARCH

	THURSDAY 26	FRIDAY 27	Notes
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BLOCK 4			
Parent/Teacher Comments:			

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# MAR-APR

	<b>MONDAY 30</b>	<b>TUESDAY 31</b>	<b>WEDNESDAY 1</b>
<b>BLOCK 1</b>	<b>Tomb Sweeping Spring Break</b>	<b>Tomb Sweeping Spring Break</b>	<b>Tomb Sweeping Spring Break</b>
<b>BLOCK 2</b>			
<b>BLOCK 3</b>			
<b>BLOCK 4</b>			
<b>Parent/Teacher Comments:</b>			

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# APRIL

	<b>THURSDAY 2</b>	<b>FRIDAY 3</b>	<i>Notes</i>
<b>BLOCK 1</b>	<b>Tomb Sweeping Spring Break</b>	<b>Tomb Sweeping Spring Break</b>	_____
<b>BLOCK 2</b>			_____
<b>BLOCK 3</b>			_____
<b>BLOCK 4</b>			_____
<b>Parent/Teacher Comments:</b>			_____
			_____
			_____

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# APRIL

	MONDAY 6	TUESDAY 7	WEDNESDAY 8
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BLOCK 2			
BLOCK 3			
BLOCK 4			
Parent/Teacher Comments:			

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# APRIL

	THURSDAY 9	FRIDAY 10	Notes
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BLOCK 2			
BLOCK 3			
BLOCK 4			
Parent/Teacher Comments:			

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# APRIL

	MONDAY 13	TUESDAY 14	WEDNESDAY 15
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BLOCK 2			
BLOCK 3			
BLOCK 4			
Parent/Teacher Comments:			

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# APRIL

	THURSDAY 16	FRIDAY 17	Notes
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BLOCK 2			
BLOCK 3			
BLOCK 4			
Parent/Teacher Comments:			

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# APRIL

	MONDAY 20	TUESDAY 21	WEDNESDAY 22
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BLOCK 2			
BLOCK 3			
BLOCK 4			
Parent/Teacher Comments:			

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# APRIL

	THURSDAY 23	FRIDAY 24	Notes
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BLOCK 2			
BLOCK 3			
BLOCK 4			
Parent/Teacher Comments:			

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# APRIL

	MONDAY 27	TUESDAY 28	WEDNESDAY 29
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BLOCK 2			
BLOCK 3			
BLOCK 4			
Parent/Teacher Comments:			

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# APR-MAY

**THURSDAY 30**      **FRIDAY 1**

*Notes*

**BLOCK 1**

Labor Day

**BLOCK 2**

**BLOCK 3**

**BLOCK 4**

**Parent/Teacher Comments:**

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# MAY

	MONDAY 4	TUESDAY 5	WEDNESDAY 6
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BLOCK 2			
BLOCK 3			
BLOCK 4			
Parent/Teacher Comments:			

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# MAY

	THURSDAY 7	FRIDAY 8	Notes
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BLOCK 2			
BLOCK 3			
BLOCK 4			
Parent/Teacher Comments:			

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# MAY

	MONDAY 11	TUESDAY 12	WEDNESDAY 13
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BLOCK 2			
BLOCK 3			
BLOCK 4			
Parent/Teacher Comments:			

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# MAY

	MONDAY 18	TUESDAY 19	WEDNESDAY 20
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BLOCK 2			
BLOCK 3			
BLOCK 4			
Parent/Teacher Comments:			

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# MAY

THURSDAY 21		FRIDAY 22	<i>Notes</i>
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BLOCK 2			
BLOCK 3			
BLOCK 4			
Parent/Teacher Comments:			

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# MAY

	MONDAY 25	TUESDAY 26	WEDNESDAY 27
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BLOCK 2			
BLOCK 3			
BLOCK 4			
Parent/Teacher Comments:			

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# MAY

	THURSDAY 28	FRIDAY 29	Notes
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BLOCK 2			
BLOCK 3			
BLOCK 4			

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# JUNE

	MONDAY 1	TUESDAY 2	WEDNESDAY 3
BLOCK 1			
BLOCK 2			
BLOCK 3			
BLOCK 4			
Parent/Teacher Comment			

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# JUNE

	MONDAY 8	TUESDAY 9	WEDNESDAY 10
BLOCK 1	Grade 12 Exams	Grade 12 Exams	Grade 6-11 Exams
BLOCK 2			
BLOCK 3			
BLOCK 4			
Parent/Teacher Comments:			

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# JUNE

	THURSDAY 11	FRIDAY 12	Notes
BLOCK 1	Grade 6-11 Exams	Grade 6-11 Exams	_____
BLOCK 2			_____
BLOCK 3			_____
BLOCK 4			_____
Parent/Teacher Comments:			_____
			_____
			_____

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# JUNE

	MONDAY 15	TUESDAY 16	WEDNESDAY 17
BLOCK 1	Grade 6-11 Exams		Last Day of School
BLOCK 2			
BLOCK 3			
BLOCK 4			
Parent/Teacher Comments:			

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# JUNE

	THURSDAY 18	FRIDAY 19	Notes
BLOCK 1		Dragon Boat Festival	_____
BLOCK 2			_____
BLOCK 3			_____
BLOCK 4			_____
<b>Parent/Teacher Comments:</b> Sunday 17 Father's Day			_____
			_____

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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 5 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 2025-2026 school year.

---

Date

---

Grade

---

Name of Student

---

Student's Signature

---

Name of Parent

---

Parent's/Guardian's Signature





Designed By:  
Maximilian Popowitz