

ASL High School

Code of Conduct

2017-18

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High School Code of Conduct 2017-18

ASL's mission is to develop the intellect and character of each student by providing an outstanding American education with a global perspective. In conjunction with the Mission Statement, the aim of the High School Code of Conduct is to foster student equity, academic excellence and effective learning by emphasizing personal integrity, cultural diversity and hard work. As such, ASL students seek success within an accepting, welcoming community. We can serve this community by avoiding those behaviors that are inconsistent with the community's values, and upholding the principles addressed in each clause of the Code of Conduct.

1. Respect for people

Students are expected to be sensitive to the diversity of ASL's community, and to be respectful of others by being mindful of their physical and verbal actions. They must exemplify ASL's core values of kindness and respect at all times, and to act with compassion and thoughtfulness. The verbal, physical, emotional harm, or harassment of any individual or group will not be tolerated.

a) **Awareness:** The High School community expects its students to exhibit sensitivity to and awareness of the environment in which they work. Students must understand that ASL has a diverse makeup of K-12 students and must treat all members of the community with respect.

Respect for people includes being aware of one's words and actions, as well as how they may affect other members of the community. Rude or obscene language and excessive public displays of affection are not considered appropriate at ASL.

b) **Intentional harm:** Interpersonal relationships should be based on principles of kindness, care, respect, and generosity. Inappropriate behavior, including but not limited to the following, will not be tolerated.

- Insulting, degrading, or hurting another person through verbal or written words
- Abusing email/Internet technology to hurt or insult another member of the ASL community
- Prejudiced, disrespectful comments
- Harmful or reckless behavior
- Unwelcome sexual advances, requests for sexual favors, and other offensive conduct of a sexual nature
- The sale of illegal substances to any member of the school community

The guidelines for appropriate relationships extend to electronic communication, such as Facebook, Twitter, Instagram, and others.

c) **Bullying:** Bullying is strictly not tolerated, and is defined as any type of intentional verbal or physical abuse directed towards another student. Bullying may occur in person, online, or on the phone and may include verbal abuse, threatening behavior, social exclusion, physical harassment, vandalism, extortion, or theft.

d) **Lying:** It is inappropriate and disrespectful to lie to or deceive another person. ASL values both personal and academic integrity, as they are both essential to the success of the school.

2. Academic integrity

Respect for ASL's learning environment, as well as teachers and peers, is exhibited through maintaining academic integrity. Because the ASL community believes that the learning process is dependent upon academic honesty, students and teachers must work together to create an honest and trusting atmosphere. Communicating with teachers about deadlines or difficult assignments and seeking aid during academic struggles can help students avoid making poor choices which may get them in trouble. Students are responsible for exhibiting integrity in all facets of their studies, including but not limited to:

- Conducting all group work in an appropriate manner, ensuring individual integrity within a collaborative project
- Exhibiting appropriate test-taking conduct
- Completing daily assignments, including homework
- Seeking clarity about expectations, procedures and processes

Teachers set guidelines as to what is expected regarding classroom procedures or processes. Students are responsible for making sure that they fully understand and comply with what is expected of them.

a) **Cheating:** Cheating may involve giving or receiving unauthorized assistance or using unauthorized materials during a test or assignment; receiving assistance from another student or an adult without acknowledgment of the assistance; copying parts of or an entire assignment; and collaboration with another student, unless authorized to do so by the teacher. It is subject to a teacher's discretion whether a student's work violates the guidelines set forth for the class. In addition, use of Internet translators as a substitute for a student's own work in language study is considered academic dishonesty.

b) **Plagiarism:** Plagiarism is the representation of another person's ideas, words, or information without proper citation, as if they were one's own. Ideas, words or information are not restricted to written text, but include images and material from oral interviews, lectures, or discussions.

3. Substance use and abuse

Alcohol, drugs, tobacco, and nicotine are all potential dangers to the health and safety of the individual, as well as to a sound learning environment. These substances do not have a place in the school.

a) **Drugs:** Students must never be in the possession or under the influence of illegal or nonprescription drugs of any sort, nor should they use or distribute prescription drugs which aren't prescribed specifically for them. In addition, ASL will not tolerate student involvement in the use, sale, or distribution of such substances and paraphernalia. ASL's drug policy remains in effect at all times.

b) **Alcohol:** Students may not be in the possession of, nor under the influence of, alcohol on campus or at any school-sponsored activity.

c) **Smoking:** Students may never smoke (real or e-cigarettes) on school grounds or at any school sponsored activity.

4. Weapons

All students are expected to refrain from using or possessing weapons. Both real and fake weapons of any nature (e.g. knives, blades, guns) are prohibited in the school and will be confiscated if found. Any student that possesses harmful or threatening weaponry will be held fully responsible for his or her actions.

5. Respect for property

A key aspect of being a member of any community is exhibiting respect and kindness for others. Members of the ASL community are expected to show respect for the property of individuals and the school. This includes using school equipment responsibly and acting in accordance with the rules governing certain areas of the campus.

a) **Theft:** Students must not steal the property of other students, faculty, staff, or the school. This includes borrowing items from others without prior consent.

b) **Vandalism:** Students are prohibited from vandalizing the property of other students, faculty, staff or the school. Vandalism is defined as the purposeful damage, marring, or destruction of any property.

c) **Care of the campus:** High School students are expected to treat the campus with care and responsibility. Students should:

- Clean up after themselves in community spaces and classrooms.
- Not litter.
- Respect the importance the ASL community places on environmental awareness and the recycling program by disposing of waste in the appropriate bins and not wasting paper.
- Respect the regulations regarding specific areas of the school, especially ones we share with other divisions (e.g., the Library, the studios, the Gym, locker rooms and the technology labs), as well as the classrooms and hallways.
- Respect all school property, including books, team uniforms and equipment, as well as the actual building and its furniture and fittings.
- Control volume and tone so that the work or reflection of others is not disturbed.
- Consume food only in areas where it is appropriate to do so.

6. Decorum

As ASL is a K-12 school and supports a multicultural community, each of us must be aware of the varying sensibilities required in order to make the campus a comfortable place for everyone.

Thoughtfulness, common sense, and the knowledge that school is primarily a place for serious endeavor, both academic and extracurricular, should provide sufficient guidelines for what is and is not appropriate. Students must act with integrity and respect for the community when considering their decorum.

a) **Dress:** Students are expected to make responsible choices regarding dress, including dressing neatly and appropriately.

Clothing that is inappropriate or distracting is not acceptable.

Examples of inappropriate clothing include T-shirts or any other item of clothing or jewelry that makes reference to anything that is illegal, possibly offensive, or carries a crude slogan; clothing that is excessively revealing; or attire that may cause injury or damage to the wearer or others. Students are expected to wear shoes at all times.

b) **Language:** Students should respect other students and act with kindness. Language requires thoughtfulness and sensitivity. Crude language, obscenities, slurs of any sort, and turns of phrase that are likely to offend, are prohibited. Also, the school does not tolerate rude hand gestures.

School-sponsored activities

Expectations of student conduct during a regular school day also apply to school-sponsored activities, such as dances and trips inside and outside of the U.K., including Alternatives. On trips outside the U.K., both the laws of the host nation and the Code of Conduct apply.

The following regulations for school-sponsored activities are necessary in order to provide an appropriate, safe, and pleasant atmosphere for all.

- A student may not enter a school-sponsored event under the influence of alcohol/drugs. The use, possession, or influence of alcohol/drugs will result in a request that the student leave immediately, and the incident will be reported to the Director of Student Life for further action, as well as being reported to the student's parents.
- The regulations concerning the use of drugs and alcohol apply to all ASL-sponsored activities.
- Entrance and access to school-sponsored events is at the discretion of the teacher or member of staff in charge.
- Excessive or inappropriate displays of affection are unacceptable.
- Invited guests must be signed in by an ASL student, and will be admitted at the discretion of the chaperones. The ASL student sponsor must assume responsibility for his/her guests, who are obliged to follow the Code of Conduct.

Computers and Technology

The Code of Conduct applies to technology use. Students are expected to use technology on school property responsibly, appropriately, and purposefully.

All technology resources of and relating to ASL may be monitored. Therefore, the activities of some users may come to the attention of the technology staff if they exceed normal parameters. Upon notice by a school administrator, network files and emails may be monitored if inappropriate use is suspected.

Please see the full guidelines of use as outlined in the HS Responsible Use Agreement (RUA) at the end of this document.

Off-Campus Conduct

While the Code of Conduct does not strictly apply to actions outside of school, students are always expected to act in a manner consistent with the standards of respect and responsibility herein. Respectful and responsible action are expected of students, as outlined in “respect for people” and “respect for property.”

The Board defines out-of-school cases of student misconduct that may result in disciplinary action as acts that include, but are not limited to:

- Bullying, whether in person or on the Internet
- Physical harassment (e.g. fighting, damage to personal property)
- Conspiring to commit a deliberate act of academic dishonesty (e.g. cheating, plagiarizing), whether in-person or on the Internet
- Inappropriate conduct on social networking sites
- Breaking the law
- Other actions that might harm or jeopardize the reputation of the school.

All out-of-school cases of student misconduct that come to the attention of the school will be reviewed by the SFDB's Co-Presidents and the administration to determine the following:

- Whether a student's actions constitute an out-of-school infraction of the Code of Conduct
- The severity of the infraction and whether it poses serious implications for the school, students, and the learning environment
- Whether the infraction and its implications merit further action by the administration and/or the SFDB

Procedure for violations of the Code of Conduct

If someone believes an infraction of the Code of Conduct has occurred, they should report the incident to the Director of Student Life. Once the Director of Student Life has reviewed the information, they will contact the student to arrange a meeting. After the meeting, and in some cases the collection of more information from other parties, the Director of Student Life will determine if there is a violation.

When a student has been charged with a violation, his/her parents will be contacted and the student will be asked to appear before the Student-Faculty Disciplinary Board (SFDB). Together, the SFDB and the administration will determine the appropriate consequences based on the facts of the case, the unique circumstances of the student(s) involved, and precedent.

The following are examples of consequences the SFDB might recommend and the HS administration might enforce:

Parental meeting: A student along with his/her parents will meet with the Director of Student Life to discuss the student's behavior. Working together, the family and school arrive at a resolution that meets the School's as well as the student's needs.

Closed campus: In some cases of violations of the Code of Conduct, students will lose their open-campus privileges for an extended period of time.

After School Study Hall: These take place Tuesdays and Thursdays from 3:15 to 4:45 and offer students the chance to catch up on work or reflect on their actions in a quiet, supervised environment.

Probation: Behavioral probation may be given to students who comes before the SFDB. Probation, which is usually accompanied by a contract stipulating desired changes in behavior, means that a student's behavior will be under greater scrutiny than normal. Any further violation of the Code for a student who is on probation may result in harsher consequences than for a student's first offense.

Day-of-Reflection: A Day-of-Reflection usually involves students being separated from the school community to reflect on their offense(s). Students might use the day to, where appropriate, write letters of apology and research college-level consequences for their actions. Days-of-Reflection are treated as excused absences, and the number of days recommended will vary according to the nature of the offense. Sometimes a student whose grades would suffer if he or she were to miss a day of school will have an in-school Day-of-Reflection, during which he or she attends all of his classes, but may spend his or her conference time, lunchtime, free periods and possibly after school with a designated adult who will monitor his or her work on a letter of apology, research paper, etc.

Suspension: A suspension, whether in or out of school, is defined as a separation from the school for the betterment the student and/or the community. The amount of time away from school will vary according to the nature of the offense. Suspension is meant to be an intervention designed to change the student's behavior. Days of suspension are treated as excused absences.

Report to authorities: Depending on the nature of the incident, ASL may be required to inform local authorities of incidents that happen on or off campus.

Withdrawal from school/expulsion: In some situations a student's behavior is so contrary to the school's values that the student can no longer remain at ASL. When this occurs, the student is subject to expulsion. On occasion, the family may be given the option to withdraw their child from the school; if they refuse, the student will be expelled.

Full disclosure: Full disclosure is the reporting of a student's violation to those colleges or universities to which the student is applying, in either the application process or after the student's acceptance. Full disclosure is required for all suspensions (whether they take place in or out of school) and expulsions.

Reflective processes: The Board may recommend a process to ensure that a student has properly reflected on their offense. Examples include writing letters of apology, writing research papers on their offense, undergoing internal and/or external counseling, and restorative meetings with those who may have been affected by the students' actions..

The High School Responsible Use Agreement (RUA)

Information and Communication Technology (ICT) is the electronic means of capturing, processing, storing and communicating information. The primary purpose of ICT at the American School in London is to support and enhance learning. Although limited personal use is authorized, the primary use of ASL's ICT resources must be in support of learning and consistent with the ethos and curriculum of ASL.

The use of ICT at ASL is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. Based upon the terms in this agreement, the TILM (Technology, Information, Literacy, and Media) Department in collaboration with the HS Administration will determine inappropriate use. Your account may be closed at any time without warning if such use is determined. In addition, the ASL administration may request the system administrators to deny, revoke, or suspend specific user accounts.

In using ASL ICT resources, I accept the following statements:

Respect & Protect Myself

- ☐ I will take responsibility for my actions when posting or viewing online information and images.
- ☐ I will use appropriate online etiquette and represent myself as an ASL ambassador.
- ☐ I will only use my account(s) and will use strong, secure passwords.
- ☐ I will not reveal private information about myself with any online service or person.

- ☐ I will follow school and ASL procedures and behavior standards.
- ☐ I will not access inappropriate material.
- ☐ I will be responsible for backing up my data regularly.

Respect & Protect Others

- ☐ I will not degrade or defame others.
- ☐ I will not reveal private or personal information of other individuals with any online service or person.
- ☐ I will obtain permission of individual(s) before sharing photographs, video, or any information about them.
- ☐ I will obtain permission from individuals before sharing commonly created electronic data.
- ☐ I will not forward inappropriate materials or communications.
- ☐ I will not attempt to gain access to any parts of the network or to files and data that I am not authorized to use.

Respect & Protect Intellectual Property

- ☐ I will follow copyright laws and fair use guidelines.
- ☐ I will learn and use citation and proper attribution correctly.
- ☐ I will respect information owned by ASL.
- ☐ I will not install or distribute pirated software.

Respect & Protect Property

- ☐ I will take full responsibility for, and respectfully use, any digital resources available to me within ASL.
- ☐ I will report abuse of digital resources to a school administrator.
- ☐ I will report security or network problems to a school administrator.

- ☐ I will not use ASL ICT resources for personal entertainment during the instructional time in class.
- ☐ I will not use ASL ICT resources for commercial or personal financial gain.
- ☐ I will not use ASL ICT resources for transmission, use, or storage of inappropriate material such as political propaganda, threats, personal abuse, obscene materials, spam, viruses or any other harmful files.

Personal Technology

Students may bring personal technology to school for learning purposes. When using personal technology at ASL, all of the above conditions apply, in addition to the following:

- ☐ I will turn off any and all peer-to-peer (music/video/file-sharing) software or web-hosting services on my technology.
- ☐ I understand that security, care, connectivity, and maintenance of my technology is my responsibility.
- ☐ I understand that I am fully responsible for my ICT resources while at school.
- ☐ I understand that ASL is not responsible for the loss, theft or damage of my ICT resources.

The Constitution of the Student-Faculty Disciplinary Board

Article I: *Composition*

- A. The SFDB consists of 10 student members.
 - i. Two from Grade 9; two from Grade 10; two from Grade 11; four from Grade 12.
 - a. Grade 11 students serve terms of two years; i.e., they are not required to run for reelection in Grade 12, as they become presidents of the Board in their senior year.
- B. The SFDB also consists of two faculty members, who are elected by their colleagues and serve terms of two years in duration. One new member is elected each year unless circumstances dictate.
- C. Extraordinary circumstances, such as the event of a tie between multiple candidates in the student elections, may necessitate changes to the composition of the Board. These changes will be considered at the discretion of the Board's serving co-presidents and the Director of Student Life.

Article II: *Student elections*

- A. All ASL students are eligible for SFDB nomination except:
 - i. Those who are on academic or behavioral probation at the time of election.
 - ii. Those who have been removed from the Board in previous years.
- B. All eligible students interested in running for election submit an application to the Director of Student Life.
 - i. The Director of Student Life submits this application to the two senior SFDB members.
- C. Candidates for nomination may be called to interview in front of the existing SFDB co-presidents and one of the faculty members
- D. The existing SFDB co-presidents produce a shortlist of

candidates for election.

- i. This shortlist consists of no more than two possible candidates for each available position: i.e., four Grade 10 students for two positions.
 - a. In cases of increased numbers of qualified applicants, the shortlist can be extended to three candidates for each available position at the discretion of the co-presidents of the Board.

E. The student body votes for members in grade-specific elections.

- i. Each student may vote once, and for two candidates only.
- ii. No campaigning is allowed as these elections are character based.

The full SFDB consists of two elected representatives from each grade plus two seniors from the previous year's board. Each representative serves a one year term which begins from the moment elections conclude in early Fall until a new board is elected a year later. The eight elected student representatives are joined by the the two junior representatives from the previous year, who automatically become senior co-presidents the next year. Two faculty moderators attend every hearing, offering guidance and their own questions and opinions through the course of any investigation. Faculty moderators serve on the board for two years.

The SFDB's purpose is:

- 1) To promote the core values and expectations for behavior within the ASL HS Community.
- 2) To educate the community on the disciplinary process, including how to report offenses and what happens when a student is found guilty of a violation of the code of conduct.
- 3) To run hearings with students found guilty of violations and, upon reflection and deliberation, make recommendations to the

HS Administration as to appropriate consequences for each student.

Note that the SFDB is not a fact finding committee, nor is their job to determine guilt or innocence. While there may be questions asked in hearings that help the board members better understand each case and each perspective, the DoSL is charged with investigating the details of each case and determining whether or not a violation of the code of conduct has occurred.

Article III: *Administration*

A. The presidents call hearings and general meetings of the SFDB regularly.

i. Meetings may be called at any time in urgent cases.

Article IV: *Procedure for hearings*

A. Hearings are strictly confidential and closed to the students and faculty of the School.

B. Those present at the hearing are: the SFDB, the offending student, and the student's chosen advocate (the student's advisor is their default advocate, but a student may also request another faculty member to represent them in this capacity).

i. In rare cases, the Director of Student Life or another member of HS Administration may be present if deemed necessary by the administration and the SFDB.

ii. 2/3 of the current board has to be present for a case to proceed, where the 2/3 is comprised of at least one person representing each grade and the faculty. The only exception to this rule is if the student in violation has been suspended by the administration. Then, the case will continue with the number of board members present. Note that if a case is heard at the beginning of a school year, before a new board is selected, the 2/3 rule above will still be applied but to the ad-hoc board,

which consists of any student who has returned to ASL from the previous year's board.

C. The Director of Student Life is requested by one of the presidents to make a primary statement, summarizing the incident for the board. The student is then asked if they are in agreement with the statement made by the DoSL. If so, the DoSL leaves the student and their advocate alone with the board.

i. All statements are followed by questions posed by the SFDB. If a case involves multiple students, the SFDB will try to ensure the same questions are asked of each student.

D. Faculty members are not allowed to testify in front of the board.

E. After questioning, the SFDB will deliberate. The goal of the deliberation is to come to a consensus on what it thinks are appropriate consequences and next steps for conduct violations. If a consensus among board members is not reached, the board will do its best to come up with a simple majority.

i. All consequences are decided on a case-by-case basis; however, precedents (learned in SFDB training) serve as a point of reference for the SFDB.

iii. The presidents of the Board publish an abstract, which ensures confidentiality, at their discretion.

F. In addition to conducting disciplinary hearings of a primary order, the SFDB retains the right to entertain appeals on its own decisions. However, the SFDB is not obligated to entertain any such appeals.

G. At the conclusion of a deliberation, the Co-Presidents of the SFDB will meet with the DoSL and inform them of their recommendations, as well as how strong the consensus was. In the rare case when the group was divided on appropriate consequences, multiple recommendations may be given to the

DoSL

G. The Director of Student Life meet then with the HS Principal to discuss the SFDB's recommendations and ultimately determine consequences. These consequences are the responsibility of the Principal and DoSL. The SFDB only makes recommendations to DoSL.

H. The DoSL will notify the SFDB of their ultimate decisions.

Article V: *Infractions involving board members*

A. Each member of the SFDB must maintain confidentiality at all times with regard to hearings and policy discussions. Conversation about the disciplinary record of individual students is only permissible within closed sessions of the SFDB.

Any inappropriate discussion of an individual student's disciplinary record will itself be a disciplinary offense.

If, at any point during an SFDB member's term of office, an offense regarding the inappropriate discussion of a student's disciplinary record comes to light, the member in question's position on the board will be suspended and the member subjected to a hearing by the SFDB.

ii. In order to permanently remove the suspended member, all remaining members must vote in favor of said action or abstain; otherwise the member is tentatively reinstated.

B. Members must act at all times with maturity and respect for the seriousness of the task at hand. They must, regardless of personal conviction, uphold the rules and policies of the School. Board members are expected to be honest, responsible and trustworthy.

If the administration or any SFDB members find that another member is not behaving in an appropriate manner, they will report this problem to the Director of Student Life, who will determine the level of violation.

A reinstatement hearing for this member will happen immediately, before any other case. The board will meet, without the Director of Student Life, and will hear the member's case. The board will then determine how long the student should remain off the board.

C. Meeting attendance is mandatory; however, it is understood that, from time to time, other obligations can interfere. For that reason, members of the SFDB are allowed to miss no more than four meetings annually, though the initiation of removal procedures is at the discretion of the presidents.

D. Members who have been removed from the board at any time will not be allowed to run again in future years.

Article VI: *Elasticity clause*

A. This Constitution is a living document, which may be amended at any time to ensure the efficient and orderly conduct of the affairs of the SFDB. All changes to the Constitution must be agreed upon by a consensus of the SFDB or by at least seven of the 12 members of the board. All changes to the Constitution must become a matter of public record.