



Saint Paul Preparatory School
Student Handbook

Yangjae-dong, Seocho-gu, Seoul, Korea

Fall '11

Mission Statement

Saint Paul Preparatory Academy provides its students with the knowledge and skills they need to be ethically responsible leaders who think critically, act wisely, and work effectively to advance the common good in their higher education and in the global community.

Vision Statement

We seek to become a leader among international secondary schools by inspiring students to be lifelong learners who are able, confident, and creative global citizens.

Academic Policy

The Saint Paul Preparatory Academy curriculum is designed to provide a solid, broad-based education that will prepare students to become successful, contributing members of a global society. Parents are encouraged to contact school administration or teachers whenever they wish to discuss their student's performance or any other school-related issue.

Graduation Requirements

Saint Paul Preparatory Academy's graduation requirements are designed to meet American accreditation standards and entry requirements for a wide range of colleges and universities. Students are required to attend eight semesters of high school in ninth through twelfth grades and complete a minimum of **48 semester credits for graduation**. These 48 semester credits must also satisfy the specific departmental requirements described below. Students must take a minimum of 6 courses per semester to be a full time student.

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

Subject area graduation requirements are as follows:

Language Arts	8 semester credits (1 must be in Speech)
Math	6 semester credits
Social Studies	7 semester credits (including courses in government, U.S. & world history, and economics)
Science	6 semester credits (2 in Biology, and 2 in Chemistry or Physics)
Physical Education	2 semester credits
Health	1 semester credit
Fine Arts/Performing Arts	2 semester credits
Technology	1 semester credit
Foreign Language	6 semester credits (4 must be in the same language)
Elective	9 semester credits

Add/Drop/Change Classes

All changes to a class schedule must be approved by the counseling department. Any and all changes must be completed prior to the deadline of 1 week after the first day of the semester. Students are also reminded that if they are allowed to retake a failed course, both the old grade of F and the new grade will be added to the transcript. Class changes may be made for students with documented health issues after the deadline with the approval of the counselor or principal. In this case a grade of Incomplete will be given until the work is completed.

Students who take an online course will be subjected to the same guidelines. The principal and counselor will determine if a student is in need of an online course.

In order to receive credit for a course, the student must enroll prior to the midterm of the semester. The student must also take and pass any unit/chapter tests and/or the midterm from the previous quarter in order to gain credit for the semester.

Skipped Grades or Classes

All high school students must take 8 semesters of work except as provided by the early graduation policy. If middle school students desire to skip a grade, they must have the approval of the counselor, principal, and director of the school. Teacher input will be an important factor in making this decision.

If a student wishes to skip a level of a particular course, he/she must have the approval of the previous teacher in that subject, and must then have the approval of the counselor.

Homework

Homework is an extension of classroom learning; it reinforces classroom instruction and it is important for academic success. Students are expected to complete homework properly and on time. The amount of homework will vary with grade and subject. We attempt to assign an average of 30 minutes of homework per class for middle school students, and an average of 45 minutes per class for high school students. Parents are encouraged to communicate with their student to ensure that homework is manageable and up to date. Ultimately, the responsibility for meeting homework demands rests with the student.

Final Exams

Final exams will take place at the end of each semester. All students are required to participate in final exams. Students with conflicts must meet with the teacher.

Honors/AP Course Guidelines

The following are required for admittance to an Honors or AP course:

1. B in a prerequisite or previous class in the department
2. 3.0 overall high school GPA
3. teacher's recommendation

Honors and AP courses consist of an elevated curriculum involving higher expectations in the quality of the work, additional assignments, connection to real life scenarios and problems, and more advanced critical thinking skills. Students in an Honors or AP course are expected to demonstrate exemplary classroom behavior, academic responsibility, and the motivation to attempt challenging material.

Grades in an Honors or AP course will be based on a 5.0 scale (5.0 for an A, 4.0 for a B, etc.).

Grading System

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

A+	=	97-100%	=	4.0
A	=	93-96%	=	4.0
A-	=	90-92%	=	3.7
B+	=	87-89%	=	3.3
B	=	83-86%	=	3.0
B-	=	80-82%	=	2.7
C+	=	77-79%	=	2.3
C	=	73-76%	=	2.0
C-	=	70-72%	=	1.7
D+	=	67-69%	=	1.3
D	=	63-66%	=	1.0
D-	=	60-62%	=	0.7
F	=	0-59%	=	0.0

Saint Paul uses a 5.0 point grading scale for Honors and AP courses only.

Percentages are rounded to the nearest point in the calculation of grades.

During the first week of school teachers will hand out a summary of the grading scale they use and how grades are calculated.

Progress reports are issued at mid-quarter, but may be sent out at any time at the request of a student, parent, or to serve as notification of a deficiency that needs to be addressed. Cumulative grades, in the form of a report card, are issued at the end of each semester to students and parents.

Athletic Eligibility

We highly encourage students to be involved in extra-curricular activities. Participating in extra-curricular athletics, however, is a privilege that must be earned. To be eligible for extra-curricular athletics a student must fulfill the following requirements:

- Have no D's or F's in any 1 class at any time
- Receive permission from the homeroom teacher once a week (Eligibility Forms)

If a student receives a single D or F from one of his/her teachers, the student will be held out of extra-curricular athletics for a minimum of one week. If the student receives passing grades the following Friday, the student will again be eligible to participate in extra-curricular athletics.

School Activities

Field Trips/Activity Days

The school endeavors to provide at least one fun, engaging school activity each month. Our school calendar includes an overnight field trip in the fall, several seasonal activities, and a day trip in the spring. We hope that these activities will help provide a feeling of unity among our school family.

Performance Day/Graduation

At the end of the school year our school will have a full day of activities. The day will start with our end of the year school performance, followed by the 8th grade graduation, and culminating with the high school graduation.

School Clubs

Saint Paul has a wide variety of clubs for students. We offer many academic clubs that the school provides. Students are also reminded that if there is a club they are interested in putting together, they may see the Academic Counselor for further information.

Support Programs

Homeroom occurs every day after 1st/5th period and is a time for students to get their attendance taken, hear about important school announcements, and get quick homework help or make an appointment with their teachers. This daily period ensures that no student is unaccounted for and that all students can find time to get help from their teachers.

Structured Study Hall (SSH) is available as a resource Tuesday, Wednesday, and Friday from 4:10-5:30 (with the option of finishing early at 5:10) for students who need extra time or help to complete work or failed to adhere to classroom expectations. This is an opportunity for students to complete schoolwork individually, in groups, or with the supervising teacher's help. Teachers are responsible for scheduling SSH with the student he/she refers. Likewise, teachers are encouraged to treat their SSH block (if he/she volunteered for SSH supervision overtime pay) as office hours, and may therefore, assign students to their own supervision day.

Mandatory Tutorial is available 8th period on "B" days. It is for students whom teachers identify as requiring extra review or further instruction. During this time, teachers will reteach lessons, review units, or practice specific skills with students.

Peer Mentoring is available 8th period on "B" days and is a time for students who excel in their studies to help their classmates and schoolmates with their work.

The **Accelerated Reader (AR)** program is a coordinated reading program that helps to improve student's reading comprehension and ability in English. Students will read books of their own choosing at their level through their English classes, and will then take AR quizzes to verify their comprehension of the book. Research has shown that the AR program not only improves student's reading ability but improves their enjoyment of reading as well.

Student Success Teams (SST) involve a student, his parents, each of his teachers and mentor, the Academic Counselor, the Dean of Students, and the School Therapist. As a group, they analyze the student's attendance, grades, and classroom and at-home behavior so that they can develop a plan for improvement and closely monitor progress.

The Dean of Students is available to those who are struggling to adhere to the SPPS Code of Conduct, have peer or student-teacher conflicts, or are considered truant. He works closely with the Academic Counselor, School Therapist, administration, teachers, parents, and students to find the most effective approaches to ensuring the emotional, physical, and academic safety of the SPPS community.

The academic counselor's office at Saint Paul Preparatory School works to find the best post-secondary education option for each student. The academic counselor will help students organize their plans; give guidance on making knowledgeable decisions; seek the most up-to-date information; present information as fairly, ethically and clearly as possible; and give advice about academic problems or questions that may arise.

A school therapist is dedicated to assuring the health and educational well-being of students through specialized therapeutic, educational and peer support services. We will offer growth experiences in many forms such as teenage issues (peer pressure), anger management, Asperger's issues, PTSD, communication issues, anxiety, learning disabilities, parenting issues (children of divorcing parents, domestic violence), traumatic backgrounds, and smoking issues. The school therapist will provide short-term and long-term therapy to students, parents and families and also will facilitate parenting skills groups as well as

therapy and psycho-educational groups. Additionally, we will do intakes and work with an interdisciplinary team composed of psychiatrists, psychologists, and social workers.

School Rewards/Incentives

White Cards

In order to reward students for standing out during class, teachers at SPPS regularly give out white cards. Some give them out to students who volunteer for activities, answer difficult content questions, or finish an activity first. Other teachers give them out to students who perform random acts of kindness. As students collect white cards, they can redeem them for snacks, homework passes, lunch with a teacher of their choice, or gift certificates. Talk to your teachers to find out how you can earn white cards!

Students of the Month

Each month, 3 students at SPPS will have the opportunity to win Student of the Month for 1 of 3 categories.

Categories:

4. Citizenship (helpfulness, manners, school clean-up/orderliness, etc.)
5. Improvement (academic/behavioral)
6. English usage (in non-classroom settings, excellent usage, etc.)

Process:

- Teachers can nominate 1 student for any of the 3 categories at Weekly Faculty Meetings. Each teacher will be invited to share who stood out for the previous week and why. Nominations will be noted and compiled for the end of the month.
- At the end of the month, a list of the top 3 students and number of votes by category will be shared with the full time faculty/staff and student council members.

Ex)

	Citizenship	Improvement	English Usage
Benjamin Franklin	25		
George Washington	20		
Thomas Edison	19		
Bill Clinton		19	
George Bush		18	
Jim Carrey		15	
Louis C.K.			30
Albert Einstein			20
Bear Grills			16

- Faculty/staff will vote on the winners for the “Improvement” and “English Usage” categories, and Student Council will vote for the “Citizenship” category.
- The winners will receive a gift certificate and have their pictures displayed on the wall in the main office until the next voting round.

Student of the Year

Winners of any of the 3 student of the month awards will be invited to create a permanent record of their efforts by submitting a 3-5 minute Multimedia Portfolio (slideshow, video, etc.) showing their perspective on why these categories are important and demonstrating their own commitment to them. Full time faculty and staff, along with 5 members of student council will preview all submitted the portfolios and vote on one student of the year. Additionally, the top 3 portfolios will be presented during the school performance at the end of the year to classmates and parents.

Prizes:

1. Students of the Month
 - A. 50,000 ₩ budget out of supply catalogue (has school supplies, snacks, etc.) or Amazon.com certificate
 - B. Homework Pass
 - C. End of the year pizza party
2. Student of the Year
 - A. 450,000 ₩ gift certificate to amazon.com or scholarship to SPPS or towards college tuition
 - B. Portfolio celebrated by SPPS community
 - C. Pizza party with all other students' of the month

Senior Privilege

Seniors who demonstrate responsibility and maintain satisfactory academic achievement have the privilege of opting for a free period. During their free period, students will be allowed to relax on the 4th floor, visit teachers/staff during prep periods, or leave campus. Some may choose to get work done, some may decide to chat with friends or use their personal notebooks, while others may opt to leave campus. As long as other students, teachers, and classes are not disturbed, students will have the freedom to do as they choose. In order to ensure an atmosphere of learning, students who have a free period should stay off of the 3rd floor. Students are responsible for being punctual to their next class. It is recommended that all students save time to be buzzed into the building, go to their lockers/bathroom, and get to class on time. In the event of school-wide assemblies, events, or appointments with faculty/staff, all students are responsible for being in school and at the designated location.

To qualify for Senior Privilege, students must fulfill the following requirements:

1. Maintain at least a B- in each of his/her classes
2. Take all required courses needed to graduate
3. Be enrolled in at least 6 classes

4. Have no excessive disciplinary or truancy issues
5. Have written parent consent

In the unlikely event that students are tardy to their next class or temporarily fail to maintain a B- in any class, they will be referred to Mr. Burke. This will result in a loss of privileges (building restriction or Mandatory Study Hall with Mr. Burke) for a certain amount of time or until the student raises his/her grade.

Honor Roll

To reward and encourage academic excellence among Saint Paul Preparatory Academy students, an honor roll is published at the end of each semester. This honor is extended to students in grades nine through twelve with a semester GPA of 3.7 to 4.0. Students who qualify for the honor roll must also have no unexcused absences, no unexcused tardies, and no Level 3 offenses.

Valedictorian and Salutatorian

Saint Paul Preparatory School honors the top students in these categories at the graduation ceremony.

Scholarships

Saint Paul Preparatory School offers the following scholarships:

- Perfect GPA (W3,500,000), All A's (W1,000,000), GPA 3.7 & above (certificate & gift) / semester
- W10,000,000 for admittance to a Top 20 USNWR ranked college.
- Most Improved (GPA) : one student per grade (certificate + gift) / quarter
- Student of the Year : Best Student chosen by teachers per grade (certificate + gift)
- Achievement for Best Graduate (Trophy + Certificate/Reward)

Course Schedule Map

The following schedules are recommended schedules for students. Some schedules will need to be altered due to the student's list of previous classes taken. All of the courses are year long (2 semesters).

Grade 7 Schedule

English 7
World History/Geography
Life Science
Math III
ESL or Elective
P.E., Health, or Elective
World Language or Elective

Grade 9 Schedule

English 9
World History
Physical Science or Biology
Algebra I or Geometry
World Language
Art or Elective
Elective

Grade 11 Schedule

American Lit or American Lit (H)
American Government

Chemistry or Physics
Algebra II, Pre-Calc, or Pre-Calc (H)
World Language
2 Electives

Grade 8 Schedule

English 8
U.S. History
Earth Science
Alg I/Integrated Math
ESL or Elective
P.E., Health, or Elective
World Language or Elective

Grade 10 Schedule

English 10
U.S. History
Biology or Chemistry/Physics
Geometry, Alg II, or Alg II (H)
World Language
P.E., Health, or Elective
Elective

Grade 12 Schedule

English 12 or English 12 (H)
Economics (1 semester)
Social Science elective (1 semester)
Science Elective
Pre-Calc., Calc, or Calc (H)
3 Electives

Attendance Policy

The mission of Saint Paul Preparatory School is to provide a global educational environment that encourages the highest level of intellectual, physical, social, and emotional development of each student. To achieve our mission, students must regularly attend classes.

The entire process of education requires continuity of instruction, classroom participation, learning experiences and study in order to reach the goal of maximum educational development for each student. The regular contact of pupils with one another in the classroom and their participation in well-planned instructional activities, under the tutelage of a competent teacher, are vital to this purpose. Many in-class learning experiences cannot be duplicated by make-up activities. A pattern of good school attendance benefits the learner now and transfers to future success in higher education and in the workplace and heightens the student's sense of self-worth and increases one's autonomy.

Attendance shall be uniformly and regularly taken in all classes and monitored by teachers and other appropriate staff members so that it can be used as an early warning sign of imminent academic difficulty. Unexcused absences shall be reported to parents. When absences are excessive, parent assistance and support shall be enlisted to remedy the problem. It is expected that the school will intervene with instructional alternatives when a student's absenteeism contributes substantially to unsatisfactory academic achievement and progress toward a high school diploma.

Attendance Procedures

The following guidelines must be adhered to in the event of any student absence. Failure to adhere to proper procedure may result in disciplinary action.

3. **Excused Absences** - These include family-authorized absences and school-authorized absences.
 - A. **Family-authorized absences** - A parent authorizes an absence with a phone call or note to the office prior to the absence or, in cases of illness, no later than 9:30 am on the date of the absence. These include:
 - Personal illness
 - Family emergency or death in the family
 - Medical/dental appointments
 - Prearranged family trips/vacations
 - B. **School-authorized absences** - The school authorizes students to miss regular classes in order to participate in alternative activities which include:
 - a. Interscholastic athletic competitions and events
 - b. Approved field trips
 - c. Student recognition and award ceremonies

After an excused absence, the student assumes responsibility for obtaining assignments and completing make-up work within the time specified by the teacher. The school expects the student and parent/guardian to make every effort to schedule appointments that do not conflict with class attendance. It is the student's/parent's responsibility to consult with administrators and teachers about the consequences of voluntary absences, especially extended vacations, prior to the absence. The consequences of voluntary absences should be weighed by the student and parents ahead of time.

- 4. Unexcused Absences** - These are absences which are not authorized by the parent/guardian or the school. Unexcused absences include:
- a. Class "cuts" or "skips"
 - b. An unauthorized departure from campus (if school officials are not notified before such a leave takes place, the student will receive an unexcused absence for each class missed)
 - c. Family trips/vacations for which no prior arrangements have been made
 - d. Suspension at home

A student must attend the class for at least 80% of the classes in order to receive the full credit.

Technology Resources

Acceptable Student Internet Use and Network Policy

The following procedures are applicable to all student use of network and internet systems while using Saint Paul Preparatory School property at any location or during school activities at any location.

All use of educational technology must be in support of education and research and be consistent with the mission of the school. In addition, educational technology may only be used in a manner consistent with federal and state law, license agreements and school policy.

Access

Network and Internet access is a privilege that requires a high level of personal responsibility and may be denied due to inappropriate use. Inappropriate use shall include but not be limited to:

1. Using the school system for commercial and/or personal purposes.
2. Using the system to transmit inaccurate information.
3. Using the system to send, receive or view objectionable material.
4. Damaging the security system.
5. Using another individual's system account.
6. Forging or attempting to forge electronic mail messages.
7. Attempting to read, delete, copy or modify electronic mail of other system users.
8. Misusing electronic mail retention guidelines.
9. Exceeding resource quotas or disk usage quotas.
10. Failing to conduct virus checks on downloaded material.
11. Vandalizing the system.
12. Violating copyright laws.
13. Failing to follow network etiquette procedures.
14. Submitting false or misleading information to obtain or retain access to the system.

15. Accessing the system in any manner inconsistent with the mission of the school.
16. Interfering with official school communications
17. Students shall not download and install any program of any kind on school computers, except when specifically instructed to do so by a teacher or staff member.
18. Students shall not change the settings on school computers. This includes making changes to the screen display.
19. When using computers, it is important to stay on task. Surfing the net in off-topic areas and playing online games may result in the suspension of computer privileges and other disciplinary actions.

The network administrators may withdraw access at any time as required. The administration, faculty and staff of the school may request the network administrator to deny, revoke or suspend specific system user access.

Security and Usage Guidelines

1. Appropriate language will be used in electronic mail and other electronic communications.
2. System users will be respectful of others' opinions.
3. System users will not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other system users, or misrepresent other system users, or attempt to gain unauthorized access to the system.
4. Communications may not be encrypted so as to avoid security review.
5. Personal information such as addresses and telephone numbers will remain confidential when communicating on the system. Students will never reveal such information without permission from their teacher or other adult.
6. Students will never make appointments to meet people in person that they have contacted on the system without school and parent permission.
7. Students will notify their teacher or other adult whenever they come across information or messages that are dangerous, inappropriate or make them feel uncomfortable.
8. All Internet account holders are responsible to notify a system administrator or building administrator promptly upon discovery of any suspected security breach.
9. The school unconditionally reserves the right for authorized personnel to review system use and file content. The school reserves the right to remove a system user account on the system or to disconnect any system user to prevent unauthorized activity.

Liability

Access by the school to the system will be through the establishment of individual accounts. The use of the accounts constitutes acceptance of the account and agreement by the system user to abide by the rules of conduct and to assume responsibility for the content of that account.

The school does not warrant that the functions and services performed by or the information or software contained in the educational technology resources will meet the system user's requirements or that the system will be uninterrupted or error-free, or that defects will be corrected. The school's system is provided on an "as is, as available" basis. The school does not make any warranties, whether expressed or implied including, without limitation, those

of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein.

Student permission forms shall include a provision that the student and his/her parents or guardians will hold the school harmless from student violations of copyright laws, software licensing requirements, student access of inappropriate materials, violations by the student of others' rights to confidentiality, free speech and privacy, and damage to systems accessed by the student.

Internet and Network Discipline

Appropriate discipline for student violations will be determined by the building principal or the principal's designee. Violations of the acceptable use guidelines, any school policy or procedure, or any federal or state law, rule or regulation may result in disciplinary action up to and including expulsion. Disciplinary action will be taken in a manner consistent with the student discipline policy. Violations which may be criminal will be referred to appropriate law enforcement officials.

Behavioral Guidelines for Students

Introduction and Objectives

SPPS fully supports the principles of fair discipline as used to prevent further occurrences of unacceptable behavior. The following procedure indicates the broad **standards of behavior** that are expected of all learners at SPPS. The procedure and code are documented and issued to ensure that corrective action and discipline are administered consistently, promptly, and fairly. The behavioral guidelines detailed below encourage a **responsible and self-disciplined approach**, rather than a punitive one based on fear. Please note that this procedure is not intended as an exhaustive guideline to cope with any disciplinary-related issue. It is merely meant to indicate the fundamental values of the SPPS community according to which corrective action is to be implemented.

Code of Conduct:

SPPS community members (students, parents, faculty, administration, and staff) pledge to:

1. Protect a commitment to learning
2. Ensure a positive and safe community

Below are some examples of how specific behaviors fit into the Code of Conduct

Learning	Community
Be punctual	Use electronic devices appropriately
Be prepared	Practice speaking English
Follow instructions from staff/faculty	Encourage and allow peers to focus in class
Complete all assigned work to the best of your ability	Tell the truth
Participate	Ask for help, not answers
Listen carefully and take notes	Use the stairs
Listen to each other and work as a team	Remain on campus
Cite work and write bibliographies	Refrain from all tobacco
Do your own work	Speak respectfully to all members of the SPPS community
Make appointments with teachers for extra help	Keep your hands to yourself and your own property
Sleep at home, not in class	Help each other feel safe
	Report bullying
	Keep the school clean
	Speak respectfully to all members of the SPPS community
	Use appropriate language at all times
	Wear the uniform with pride
	Only use student bathrooms
	Keep your hands to yourself and your own property
	Food/Beverages are for the cafeteria

10 School Rules:

Be Safe

Move calmly and safely through the hallways, in classrooms and the cafeteria, and on the stairs.

Speak English

SPPS is an English immersion type school, so students are required to speak English during all classes, study halls, and homerooms.

Be Polite

“Please,” “Thank you,” and “Excuse me” go a long way. Students are expected to use appropriate language at all times. This includes on school property, in school vehicles, and at school-sponsored events/activities.

Food/Beverages are for the Cafeteria

Food and drinks (other than water in a water bottle) may only be consumed in the cafeteria on the 4th floor. Gum should be saved for activities outside of school.

Follow the Dress Code

1. Students must wear a white shirt and tie and/or any combination of **school-issued clothing**:
 - i. Khaki pants
 - ii. Skirts
 - iii. Blazer
 - iv. Hoodie (The hood may NOT be worn up while inside the SPPS building)
 - v. Cardigan
 - vi. Turtleneck
 - vii. Vest
 - viii. Polo
2. Leggings must be black, white, or a neutral color.
3. Shoes must be school-appropriate
4. School issued t-shirt may only be worn during gym class
5. The school blazer is the only coat/jacket that can be worn in classrooms, the office, library, or cafeteria

Ask Permission to Use Personal Electronic Devices

Personal electronic devices (with the exception of cellular phones) may be used during lunch. Likewise, during school hours (8:30am-4:00pm), **teachers may give students permission** to use electronic devices as mp3 players in their classes or study halls so long as the devices do not become a distraction. Other than the above cases, cellular telephones should not be visible **in or out of the classroom**.

Teachers and staff are encouraged to confiscate electronic items if they are used inappropriately

- i. Confiscated items will be kept in the administration office.
- ii. Any confiscated items will be held according to the following level of consequences:

First offense:	The item will be returned to the student at the end of the school day .
Second offense:	The item will only be returned to a parent .
Third offense:	The item must be turned into the office every day before 8:30 am and may be picked up after 4:00 pm . This will continue until the end of the semester (at a minimum of 20 school days)

Remain on Campus

Students are expected to remain on campus throughout the school day. Students leaving or re-entering campus during school hours must sign out and in at the front desk.

Respect School Property

Students should maintain a clean environment in all areas of the SPPS campus. They should also respect the privacy and property of faculty, by refraining to use the staff elevator, bathrooms, computers, and desks.

Avoid Tobacco Products

Students shall not possess or use tobacco in any form on school property, in school vehicles, or at any school-sponsored events/activities. This applies to all students, regardless of age.

Follow Instructions

Teachers provide guidance for students in order to ensure a safe and positive community that is dedicated to learning. It is important that students understand and follow these instructions so that their classmates and they may take full advantage of their time at SPPS.

Possible Consequences:

Referring faculty, staff, or administration is encouraged to work with students to prescribe a fair consequence (or combination of consequences) that will best prevent further occurrences of unacceptable behavior. To help with this process, some suggested consequences are given. This is by no means an exhaustive or binding list.

Learning	Community
Conference with teacher	Conference with teacher
Loss of privileges (lunch in the cafeteria, field trips, mp3, enrichment activities, etc.)	Loss of privileges (lunch in the cafeteria, field trips, clubs, events, mp3, enrichment activities, etc.)
Practice proper behavior after school	Practice proper behavior after school
Loss of Hall Pass	Reflective writing assignment
Reflective writing assignment	Written/verbal apology
Written/verbal apology	Formal detention
Structured Study Hall	School service (cleaning)
Sent to hall for time out	Plan to change behavior
Plan to change behavior	Parent contact
Parent contact	Parent conference
Parent conference	Referral to Dean of Students
Referral to Dean of Students	Restitution
	Community service (outside of school)
	Referral to School Therapist
	Referral to outside agencies for assessment
	In-school suspension
	Out-of-school suspension
	Referral to police
	Expulsion hearing

Structured Study Hall/Formal Detention

Structured Study Hall:

Structured Study Hall (SSH) is available as a resource **Tuesday, Wednesday, and Friday from 4:10-5:30** (with the option of finishing early at 5:10) for referring students who need extra time or help to complete work or failed to adhere to classroom expectations. Teachers are responsible for scheduling SSH with the student he/she refers. Likewise, teachers are encouraged to treat their SSH block (if he/she volunteered for SSH supervision overtime pay) as office hours, and may therefore, assign students to their own supervision day.

This is an opportunity for students to complete schoolwork individually, in groups, or with the supervising teacher's help. They may enjoy a more relaxed environment than FD Students, as it is simply an afterschool study hall period. Students are still expected to be punctual, prepared with something to work on (may be designated by referring teacher), and to maintain an environment conducive to learning.

Supervising SSH:

1. Arrive 5 minutes early with the SSH attendance sheet for the day
2. Actively help students to complete work (they're here because they need help!)

Formal Detention:

In order to encourage responsible behavior by students Formal Detention periods are available **Monday and Thursday from 4:10-5:30** (with the option of finishing early at 5:10). Detention periods will be supervised by teachers on a rotating basis, during which time students will be assigned a writing activity, with the possibility of Quiet Study time.

Formal Detention (FD) is reserved for Level 2 Offenses. After being referred to FD, Mr. Burke will meet with each student individually to discuss the reason for being referred and to schedule their detention.

Supervising FD:

- A. Arrive 5 minutes early with the following materials:
 - ✓ Detention binder (with attendance sheet, lined paper, outline sheet, essay topics, blank write up forms)
 - The attendance sheet for the day will already be prepared by staff
 - Please make sure that there are enough copies of materials in the binder
 - B. Take attendance
 - A. Record absences (to serve D2) on write-up forms
 - C. Distribute lined paper and outline sheet
 - D. Write the topic on the board and date it in the detention folder
 - E. Briefly evaluate assigned essays
 - F. Return Detention folder/binder
1. FD/SSH Expectations
 - ✓ Be punctual
 - ✓ Be prepared
 - ✓ Work quietly to complete assigned work
 - ✓ No food, drink, bathroom, or locker (SSH students may be allowed to do so by the supervisor's discretion)
 2. Failure to Meet Expectations
 - A. Any student who fails to meet expectations shall:
 - ✓ Be immediately excused from detention
 - ✓ Be referred to Mr. Burke for Formal Detention or Double Detention (See Section 4)
 3. Detention Activity
 - A. Students are required to:
 - ✓ Write an outline and
 - ✓ A standard 5 paragraph essay (introduction, 3 body paragraphs, and conclusion)
- *Essays should be at least 300 words
*Topics will be drawn from TOEFL/SAT or teacher's choice

*All students, regardless of level, must attempt this essay. If the teacher feels that a particular student is not able to write the essay, the teacher may allow the student to write a 300 word journal about a topic of the student's choice.

- B. As a reward for successfully completing (as evaluated by detention teacher) the detention activity, students may have Quiet Study

Quiet Study activities may include:

- ✓ Homework
- ✓ Reading
- ✓ Studying vocabulary

*Students **MAY NOT** go to their lockers for any reason

4. Double Detention (seen as D2 on referral form)

In order to hold students accountable for meeting detention expectations, any failure to do so will **result in the student being referred to the Dean of Students and serving TWO extra detention periods.**

Field Trip Conduct

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

Personal Property

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

Student Searches

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

School Lockers

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

Signature Page

I have read and understand the contents of this handbook. I promise to ask the school should I have any questions or need any clarification on any part of the handbook.

Student Name (please print)

Student Signature

Parent Name (please print)

Parent Signature

Date