



Student-Parent Handbook

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1: WELCOME TO SAIPAN INTERNATIONAL SCHOOL

Dear Parents and Students:

As a school founded by parents to help provide the finest education possible for their children our mission is to do our best to help each child reach his/her fullest potential. That is our pledge to you and one that we take very seriously. Our common goal is to provide an environment that enables each child develop academically, socially, and emotionally.

In order to help you understand philosophy, policy and procedures of SIS, the Student Council, Faculty and Administration have developed this handbook. We hope that this book will give parents the information you need to better understand and participate in their child's educational experience and provide students with the means to self-advocate for their own educational experience.

While we have made every effort to make this handbook as comprehensive as possible, no book can answer every question or anticipate every possibility. Also, this book is a living document and may need revisions that reflect actual events in the school. If changes are made you will be informed through the email. Please consider the headmaster as your contact person regarding questions about SIS. You are welcome to either call, email or come by the office to discuss your questions, concerns, and suggestions. We firmly believe that by working together in a cooperative manner we will be best able to deliver the finest education possible for the children of Saipan International School.

We have an outstanding group of educators ready to devote their energies to provide the finest educational opportunity for every student at the school. We urge you to take advantage of this chance to help us make this year one of positive growth and change, both for your child and the school as a whole. Through all our combined efforts I know that we will make this school year the best year ever.

Welcome to Saipan International School!

Saipan International School is committed to helping each child reach his or her full potential by providing a positive environment that fosters academic, emotional, and social growth.

1.1 MISSION AND PHILOSOPHY STATEMENT

The mission of SIS is to help each child reach his or her full potential by providing a positive environment that fosters academic, emotional, and social growth. This environment is created when trust, respect, and acceptance are values shared by students, parents, and school staff.

Saipan International School is committed to creating an educational environment that affirms a wide variety of learning styles, experiences, skill levels, and interests. SIS maintains the highest academic standards, and challenges students to perform at the peak of their potential. Each child is encouraged to develop creativity, enhance problem solving and critical thinking skills, and build a feeling of self-worth. Small class sizes, averaging 18 students, give teachers an opportunity to meet the needs of a diverse student population in a secular, nondiscriminatory environment.

Students explore multiculturalism both in theory and practice. Our students originate from locations around the world, including the Pacific Islands, Asia, Australia, Europe, Africa, North America, and South America. Daily interactions give knowledge that leads to a deeper appreciation and respect for all people.

At the elementary level, students work in a close, family environment in which older students mentor their younger peers. In the Middle School, SIS recognizes the special needs of this unique population by providing ubiquitous access to outdoor education opportunities and special advisory groups. In the High School, SIS builds off of its strong academic programs in previous years to deliver a strong, university preparatory education with more Advanced Placement opportunities than any other school in the CNMI and the possibility of earning an AP Capstone Diploma. SIS is the only school authorized to offer the AP Capstone Diploma in Micronesia.

Saipan International School is a private, non-profit organization that offers instruction in preschool through twelfth grade. SIS is fully accredited by the Western Association of Schools and Colleges (WASC) through the year 2022.

1.2 SCHOOL HISTORY

In the early 1990's, a group of parents desiring a quality educational program for their children combined efforts to form a new school. They wanted to create an environment that fostered academic, emotional, and social growth in each child. On September 18, 1994 this dream became a reality. The school year started with 45 students, preschool through sixth grade.

Enrollment increased the following year. The original building in San Jose would not accommodate the children for the 1995-1996 school year. Members of the school leased a site in As Lito from Victoria Vaughan to build a new school. In August of 1995, classes started with 114 students, preschool through seventh grade.

In 1998, a new four-classroom building was constructed to accommodate the ever-growing student population. To provide the students of SIS with the best resources possible, a new science lab and media center were added to this building in the spring of 2001. An additional

classroom was built in the summer of 2002 to meet the needs of the growing student population. A new building to house grades 9 through 12 containing a library and classrooms was completed in January of 2008. The school presently has a population of approximately 270 students, K3 through twelfth grade.

1.3 SCHOOL-WIDE LEARNING OUTCOMES

Saipan International School has identified six goals that form the foundation of our school. This determination was made by a thorough examination of our school Mission Statement and Philosophy. Following is a statement of our School Wide Learning Outcomes.

SCHOOL-WIDE LEARNER OUTCOMES

SIS has adapted the 4Cs of 21st Century Learning as our School-wider learner outcomes (SLOs). The 4Cs will be embedded in everything we do at SIS in order to prepare students for career and college readiness.

At SIS, Students Engage in...

Communication by o *Effectively articulating thoughts and ideas effectively using oral, written, and nonverbal communication skills in a variety of forms and contexts*

- o Listening effectively to decipher meaning, including knowledge, values, attitudes, and intentions*
- o Using communication for a range of purposes*
- o Using multiple media and technologies, and know how to assess impact and their effectiveness a priori*
- o Participating effectively in diverse environments (including multilingual and multicultural)*
- Critical thinking by* o *Analyzing how parts of a whole interact with each other to produce overall outcomes in complex systems;*
- o Effectively analyzing and evaluating evidence, arguments, claims, and beliefs; o Analyzing and evaluating major alternative points of view o Synthesizing and making connections between information and arguments o Interpreting information and drawing conclusions based on the best analysis o Reflecting critically on learning experiences and processes o Solving different kinds of unfamiliar problems in both conventional and innovative ways o Identifying and asking significant questions that clarify various points of view and lead to better solutions*
- Collaboration by* o *Demonstrating ability to work effectively and respectfully with diverse teams*
- o Exercise flexibility and willingness to be o helpful in making necessary compromises to o accomplish a common goal*
- o Assume shared responsibility for collaborative work, and value the individual contributions made by each team member*
- Creativity by* o *Using a wide range of idea creation techniques (such as brainstorming) o Creating new and worthwhile ideas (both incremental and radical concepts) o Elaborating, refining, analyzing, and evaluating original ideas to improve and maximize creative efforts*

- o *Developing, implementing, and communicating new ideas to others effectively* o *Being open and responsive to new and diverse perspectives; incorporate group input and feedback into the work*
- o *Demonstrating originality and inventiveness in work and understanding the real world limits to adopting new ideas*
- o *Viewing failure as an opportunity to learn; understanding that creativity and innovation are part of a long-term, cyclical process of small successes and frequent mistakes*
- o *Acting on creative ideas to make a tangible and useful contribution to the field in which the innovation will occur*

1.4 SCHOOL VIRTUES

We also hold these virtues to be an important part of the SIS experience. We want all members of our community to incorporate them into their being.

Respect: The learner will listen objectively, seek conflict resolutions, and understand the value of working cooperatively and independently with regard for diverse cultures and viewpoints by developing the following skills.

- Treat self and others with dignity and courtesy.
- Accept and value different ideas and belief systems in others
- Use school and personal equipment appropriately

Initiative: The learner will set, pursue, and accomplish challenging personal goals in his or her education or career, and obtain personal independence through self-confidence by developing the following skills.

- Have a realistic and positive view of oneself.
- Develop skills to maintain a healthy lifestyle.
- Be willing to take risks in creating and developing ideas.

Perseverance: The learner will continuously develop recommendations and solutions to individual problems and apply learned skills to resolve each situation by developing the following skills.

- Adjust to and overcome obstacles in life.
- Choose commitments wisely and stick with them until they are completed.
- Continue to work on problems until they are resolved.

Compassion: The learner will identify and develop personal values such as fairness, honesty, caring, tolerance, and self-control by developing the following skills.

- Be sensitive to the feelings and needs of others.
- Empathize with others holding differing values or opinions.
- Show care for others in need.
- Perform service for others.

Integrity: The learner will be open and honest in all interactions with all people.

- Honestly evaluate the information being learned
- Use the work of others only when they are given proper credit.
- Be honest in our interactions with all people.

Responsibility: The learner will meet his or her responsibilities in a timely and orderly manner.

- Act without needing strict supervision.
- Be accountable for own behavior
- Meet deadlines including turning in homework and being to class on time
- Respects and maintains school and personal equipment

Leadership: The learner demonstrates exemplary standards and is a role model for other SIS learners.

- Motivate self and others to achieve goals.
- Expect the best of self and peers.
- Be a follower when the situation calls for it.

2. BEHAVIORAL EXPECTATIONS AND CONSEQUENCES

The parents, students, faculty, and staff of SIS are expected to conduct themselves in a respectful and virtuous manner at all times. Teachers are responsible for the development and implementation of classroom discipline guidelines that reflect SIS's philosophy and are the key to an effective discipline policy. Classroom discipline plans are designed to promote and encourage the positive development of every student. Teachers will communicate regularly with parents regarding their child's behavior, describing both areas of strength and areas where growth is needed.

2.1 RIGHTS AND RESPONSIBILITIES

As a student at SIS, I have the responsibility to:

- Continually challenge myself to learn as much as I can every day.
- Have a positive attitude, be enthusiastic, and have fun in my school environment.
- Give my best effort at everything I attempt.
- Actively participate in classes and activities organized by the school.
- Be respectful of others and myself at all times.
- Be respectful of personal, school, and community property.
- Help in maintaining the cleanliness of the school and its grounds.
- Arrive to school and class on time.
- Be prepared for class.

As a student at SIS, I have the right to:

- Grow, learn, and change every day.
- Feel safe at all times.
- Have the respect of all students, parents, and school staff.
- Take pride in my work.

As a parent at SIS, I have the responsibility to:

- Enthusiastically support and be a part of my child's school education.
- Attend parent/teacher conferences and communicate with SIS educators whenever I have a question or issue regarding my child.
- Ensure that my child follows rules and procedures as set forth in the Parent Student Handbook
- Ensure that my child upholds the Student Code of Conduct
- Ensure that my child attends school except in cases of illness or previously excused trips.
- Treat SIS employees, educators, students, and other parents with respect at all times.
- Support the rules, programs, and decisions made by SIS and help my child abide by them.
- Provide a place at home that encourages good study habits.
- Support and help my child with homework.
- Insure that my child arrives to school on time.
- Check the Student Planner and the home/school correspondence.

2.2 ACADEMIC INTEGRITY

In all assignments, students are expected to submit their own **original** work and/or acknowledge the contributions of others' work or ideas in their writings using APA format.

Definitions:

Malpractice - Behavior that results in, or may result in, the student or any other student gaining an unfair advantage in a course or assessment. Malpractice includes:

- **plagiarism:** the representation of the ideas or work of another person as the student's own.
- **collusion:** supporting malpractice by another student, as in allowing one's work to be copied or submitted for assessment by another.
- **self-plagiarism:** the presentation of the same work for different assessments and/or course requirements.
- any other behavior that gains an unfair advantage for a student or that affects the results of another student (for example, bringing unauthorized materials into exams)'

Student Practices to ensure Academic Honesty encouraged at SIS

Plan ahead so that you are not completing assignments or preparation for assessments at the last minute.

Practices to Avoid Plagiarism:

- Properly paraphrase or use direct quotes with proper quotation marks and citations in all notes, rough and final draft materials.
- Acknowledge sources using proper quotation marks, citations and Works Cited pages in proper APA.
- Avoid copying and pasting text directly from the internet or other sources into your notes or rough drafts.
- Keep notes and rough drafts in a secure location in case you are asked to show them.

Practices to Avoid Collusion:

- Read, understand and comply with all directions given by the teacher for each assignment. Ask for assistance from your teacher if you are unsure.
- Inform the teacher if you have worked closely with another student.
- Avoid copying directly from another student's work.
- Avoid sharing electronic copies of your work via email, social media or other methods. If there is any doubt, do not share.

Practices to Avoid Other behavior leading to malpractice:

- Read, understand and comply with all directions given by the teacher for each assignment. Ask for assistance from your teacher if you are unsure.
- Do not bring unapproved devices and/or technologies into a testing location.
- Do not bring any written material unless authorized into a testing location.
- Do not discuss assessment questions or answers with other students, especially those yet to complete the assessment, after testing.
- Ensure that work is not done by tutors, parents, or other students.

Consequences of Academic Malpractice

Learning from mistakes is a part of the SIS culture and therefore our consequences are based on the premise that students learn from their mistakes and avoid future malpractice. Every case of academic dishonesty is dealt with on a case-by-case basis. Consequences outlined below are a minimum with individual circumstances considered.

First Official Offence

- Serve a detention.
- Dishonest work will be not assessed.
- Work will be rewritten and resubmitted, possibly as an alternative assignment, in an appropriate timeframe.
- Students will participate in an online Academic Malpractice Awareness course.
- Parents will be informed in writing and a note placed on the student file.
- Possible recommendation for removal from Honor Rolls and/or membership in Honor Societies.
- Additional AP specific consequences for AP courses.

Second Official Offence

- Recommendation for in school suspension.
- Dishonest work will not be assessed.
- Work will be rewritten and resubmitted, possibly as an alternative assignment, in an appropriate timeframe.
- Parents will be informed in person and a note placed on the student file.
- Second Offense in the same course: Student would typically not be able to earn course credit in this course.
- Students in positions of responsibility will be required to stand down from their leadership position.
- Student is not eligible for the SIS Honor's Diploma
- Additional AP specific consequences.
- Universities will be informed by both the student and school (applies only to G11 or 12).
- Students not in good standing may not be allowed to participate in graduation activities.

Third Official Offence

- Recommended expulsion from school.
- Dishonest work will not be assessed.
- No grade will be awarded in that course.
- Universities will be informed by both the student and school.
- Additional AP specific consequences.

2.3 ENGLISH USE POLICY

One of our primary tasks at Saipan International School is to help our students develop their English language skills. **To help them improve speaking English we ask all students to use only English while speaking with others during school hours.** While this may be difficult for new language learners, SIS believes that it will lead to a speedier mastery of the English language and greater academic success.

We make some allowance for translations and assistance when necessary, but the school rule is to speak English. Our emphasis is for all students to speak English while in class or at school functions.

We want to provide each student with the best education possible and learning to speak English is an important part of that education. Therefore, students may speak English only while in class unless specifically authorized by a teacher to provide assistance to other students struggling with language.

We feel it is important for a variety of reasons including, promoting the friendships of children of all cultures, and creating a culture of open communication among all members of the school community. Therefore, while it is permissible for students to speak in their mother tongue during non-academic times, students should do their best to speak English and not exclude others. If

students are being excluded from community based on lack of a common language, SIS staff may require the use of English during non-academic times as well.

2.4 ATTENDANCE

It is the goal of the Saipan International School to ensure that each student attend the maximum number of days possible in order to afford each student the maximum opportunity to meet his/her learning potential.

It is well documented that good attendance and class participation are essential ingredients for academic success. Absence from any class is detrimental to the learning and teaching process. Classroom lessons foster and require social interaction, development of effective communication skills, critical thinking, skill mastery, and the learning and practice of the SIS Virtues. Text book and/or make-up assignments are not an adequate substitute for classroom attendance and participation.

In order to achieve educational goals and to maintain a true educational environment, students are required to attend classes at least the required number of times. Tardiness is discouraged. At the discretion and decision of the Headmaster, students who fail to meet the minimum attendance and course work requirements may receive no credit for that course.

Guidelines

SIS recognizes the important relationship between class attendance, punctuality, participation, and class performance. Consequently, each teacher will consider classroom participation as well as the student's performance on homework, tests, papers, projects, etc., when determining grades. When/if a student is absent, with or without an excuse; he/she misses the opportunity for class participation. Any absence from class that is not made up shall result in a loss of points from the student's participation grade. Attendance records are included as part of the student's permanent transcript.

A) Minimum Attendance Requirements

All SIS students are expected to attend all classes as scheduled. Specifically, each student must attend a minimum of 90% of all classes per course. Students must not exceed 20 absences in a full-year course or 10 absences in a half-year course. Absences exceeding this amount are examined on a case-by-case basis by school administration and may result in loss of course credit for the semester. Parents should seek approval from the office **before** the absence occurs, if at all possible.

All absences (excused or unexcused, school-related or not, – e.g. doctor's appointments, sports' tournaments) are counted as time away from school.

Additionally, if a student misses a class during the day or are more than 30 minutes late for a class, they may not participate in extracurricular activities on that day. Students who arrive to class more than 30 minutes after the start of class will be marked absent from that class.

B) Make-up Policy

1. It is the student's responsibility to complete work missed on days of absences. Students should contact teachers as soon as possible and complete the work for submission immediately upon return.

If a student misses a class during the day, but comes to school for other periods in the day, the student **MUST** meet with the teacher to make up the missed work, submit due assignments, and/or complete assessments missed as required by the teacher.

Students **MAY NOT** miss class to avoid a test/quiz/assignment that day and then attend the rest of school. If this happens, students must still turn in work or take the test/quiz when they are school.

Repeated patterns of missed class when major assignments or assessments are due will result in students being placed on behavioral contracts.

Make-up time for school-sponsored activities

When students miss school due to school-sponsored and/or sports activities, we make every attempt to honor the student's participation. As students cannot be expected to maintain schoolwork during these immersive experiences, virtual participation is encouraged and make-up time is provided to students in order for them to catch up. Students may receive an incomplete (I) on their report cards until missing work is complete.

Students need to communicate as early as possible with teachers about coming dates when they will miss class. In particular, long-term assignments that have been assigned well in advance can and should be completed before travel in order to eliminate the stress of trying to do too much upon students' return. Extended absences must be coordinated with the office.

Make-up assignments must be completed by the date specified by the student's teacher for the particular class. Upon satisfactory and timely completion of the make-up assignment, any earned points will be included when calculating the student's final grade.

FINAL EXAMS MAY NOT BE GIVEN EARLY. Students who leave before Final Exams are given will receive an incomplete for the subject(s) they miss and must complete the exam upon return. They will be ineligible for Headmasters List or Honors List for the semester in which they miss exams.

C) Consequences for Exceeding Minimum Attendance Requirements

Any student who does not meet the course requirements of 80% attendance AND does not make up class work pursuant to section B 2 (above) will:

- a. Receive an F (failing) grade for the course (Grades 5-12); and an N for the course (grades K3-4).
- b. Receive no credit for the course

Responsibilities regarding attendance

Successful implementation of any attendance policy requires cooperation among all members of the educational community including parents, students, teachers, administration, and support staff.

Students' Responsibilities

- Students must attend school daily and arrive on time.
- Students must attend all classes.
- Students who are absent must make arrangements with their teacher(s) to make up missed instruction.
- Students are responsible for their own possessions.
- Students are responsible for their own conduct.

Parent Responsibilities

- Parents must contact the school at 288-9660 between 7:00 – 8:30 A.M., or notify the school in writing or email beforehand if you know that your child will be absent, late, or will need to leave early. Your cooperation helps us assure the safety and whereabouts of our students.
- Parents must make every effort to ensure that their child attends school daily.

Teacher's Responsibilities

- Teachers must provide make-up assignments for students in a timely manner whenever possible.
- Notify the Office of student absences of three consecutive days.
- Forward to the Headmaster the required documentation for any students that are in non-compliance with the attendance requirements as set forth in the Attendance Guidelines.

Questions and /or concerns regarding the SIS Attendance Guidelines can be addressed to the Headmaster.

Absence will be deemed “excused” if due to:

- Personal illness
- Family emergency
- National observance
- Religious observance
- School sponsored activity
- University related interviews or entrance exams

Students who anticipate a prolonged absence should provide the Office with a written request from parents.

Tardiness

Students arriving late to school (after 8:00am) must check in with the office BEFORE proceeding to class. Tardiness to class is a disruption to learning both for the student and for the class of students who are already in class. Consequences for tardiness are listed in the table of sanctions for behaviors demonstrating disrespect, apathy, or indifference. Tardies may be excused by Headmaster if due to:

- Illness
- Family emergency
- Religious observance

Tardies are counted throughout the semester.

2.5 DRESS CODE

The school administration reserve final judgment on issues related to dress code and appropriateness and **reserves the right to require students to modify their appearance to conform to the school expectations of personal appearance in a professional environment.**

Consequences for dress code violations are listed in the Recommended Consequences for Behaviors Demonstrating Disrespect, Apathy, or Indifference.

Making value judgments or placing limits on students' freedom of expression is not easy and getting the balance right is important. However, SIS is a multi-cultural school with young children on campus. This comes with different expectations amongst the diverse community. When making decisions on dress code and other student behavior, projecting a positive school image will be considered.

SIS believes that neat and proper dress contributes to desirable attitudes and behavior. Parents are asked to cooperate in checking the clothing that children wear to school. The students of SIS are expected to show respect and appropriateness of dress through their attire. The guiding principle is that the student presents a neat and well-groomed appearance and that personal appearance does not become a distracting influence to other members of the school community.

The following guidelines are to be followed:

- Hats are not allowed in classroom but are **encouraged outside** to avoid prolonged exposure to the sun.
- No showing of underwear for either gender (sports bra is underwear)
- No part of torso should show when standing and hands are down at side
- Sleeveless shirts and tank tops are allowed for both genders
- Nothing see through
- Short pants are allowed unless the cheeks of the buttocks are visible. Students should use appropriate undergarments, e.g. spandex running shorts, when shorts have extreme cuts. • No clothing with offensive or suggestive slogans is prohibited. This includes but is not limited to references to violence, sexism, racism, sexual innuendo, drugs, and alcohol.

2.6 CLOSED CAMPUS

SIS is a closed campus. Students in grades preK-11 must be at school attending their classes from 7:45 am.

In the case of emergency, the parent or guardian will be contacted before the student leaves campus.

In all cases, students who leave campus during the day or after the school ends are not covered by school's insurance as they are unsupervised.

Campus Visitors

Parents, alumni, and visitors to the school are welcome. Students who wish to have a friend visit school must apply to Headmaster for permission with a letter from parents, at least one day in advance.

Transportation

High School students who bring themselves to school are allowed to ride bicycles. Bicycles may be parked behind the HS building and may not be used inside the school. Students **MUST** wear a helmet that is strapped under the chin at all times when riding a bicycle to campus. Failure to do so will result in removal of this privilege.

Only students with a valid driver's license may drive themselves to school. In order to drive themselves, students must submit to the office a copy of their driver's license, valid registration, valid insurance and permission from the owner of the vehicle that the student is allowed to drive it. Students will be issued a "Student Driver" badge which must be displayed on the dashboard of the vehicle.

2.7 HARASSMENT POLICY AND PROCEDURES

Harassment is prohibited in our school. Each of us is responsible for helping to create a positive educational environment. A positive educational environment is free of harassment or intimidation based on any criteria including, but not restricted to, age, race, religion, disability, creed, color,

ethnic origin or ancestry, gender or sexual orientation. Harassment of any employee or student by any other employee or student or by anyone with whom a student or employee may interact in order to fulfill job or school responsibilities is a violation of SIS policy, whether this harassment occurs on campus or off campus.

Students are to report acts of sexual or other harassment to their teachers or office personnel. Once informed, the adult will refer the student to the appropriate school authority who will take action in accordance with school policy. Acts of harassment by adults should be referred to the Headmaster. Students and their parents may also choose to file a formal grievance. CNMI laws regarding harassment will be followed.

Depending on the type of harassment and whether or not the harassment is a repeat offense, disciplinary action up to and including expulsion will be taken.

Harassment includes:

- **Physical contact** - hitting punching, kicking, or invading another's personal space. Any act of violence against a person is the ultimate form of harassment.
- **Verbal harassment** - being aggressive, intolerant, teasing and taunting, making denigrating comments (racial, sexual, religious, or personal), swearing, spreading rumors, or bullying (a conscious effort to hurt, threaten, or frighten someone).
- **Body language** - using unacceptable body gestures and mannerisms towards others.
- **Sexual Overtures** - jokes, unwanted contact, leering, gestures, or drawings.
- **Cyberbullying** – sending via any form of electronic device, be it while at school or from outside of ISB, messages that are aggressive, hurtful, intolerant, teasing, denigrating (racial, sexual, religious, or personal), rumors, or threatening.

SIS becomes involved when student's offline or online activities impact at-school life and community. In other words, if the actions of students outside of school have an effect on students feeling unsafe or uncomfortable at school, then SIS administration will act and remedy this. Additionally, if members of SIS staff or its community are targeted, then the school administration gets involved. Bullying is not tolerated at SIS in any format.

If anyone feels harassed, SIS urges the student to inform a teacher, a coach, an advisor, or the Office. SIS will do everything in its power to ensure the school is a safe environment for everyone.

2.8 CONSEQUENCES

Minor disciplinary Actions

Minor disciplinary problems are usually handled by the classroom teacher. Students in grades 612 found in consistent violation of school rules concerning discipline may be required to meet with the school counselor and/or the headmaster in conjunction with their parents/guardians.

Further action by the school will depend on the outcome of that meeting.

Minor Discipline Behavior Problems

- Refusing to participate in class activities when assigned.
- Showing lack of respect to classmates, staff, or school volunteers.
- Habitually using negative body language, hateful words, or demeaning comments.
- Refusing to complete class or homework assignments.
- Habitually disrupting the learning of classmates.

Minor discipline actions :

Teacher will implement classroom discipline procedures in the following progression and move on to the next higher level if the procedure does not work:

- Time out.
- Loss of privileges.
- Detention with parent notification of the problem.
- Student referral to the Headmaster's Office.
- Student conference with the teacher, parents, and/or Headmaster.
- Student/Parent Contract.

Detention

Teachers may assign detentions to students after school for infractions in their class. In such cases, students will be given 24 hour notice. Students may not participate in school sponsored sports or activities until the detention is served.

Suspension

In some disciplinary cases the teacher may remove a student from class and send the student to the office. This is called a Suspension from Class. The student may be kept out of class for one class period or up to the remainder of that school day. The teacher must immediately complete an incident report of the suspension for the Headmaster while sending the student to the office. During the period of suspension, the student is required to complete all test and assignments missed during the period of suspension. The parent or guardian will be notified of the suspension from class by use of an incident report.

In-school suspension is the temporary barring of a student from class and integration with peers during non-class time. Students in this situation, must complete all classwork silently and independently but receive credit for the work they do.

Out of school suspension is the temporary barring of a student from campus and activities. The Headmaster may suspend a student from school for no more than ten (10) consecutive school days. When suspension from school is imposed, the Headmaster will meet with the student regarding

the reason for suspension and will allow the student the opportunity to explain his or her actions. The Headmaster must make a reasonable effort to inform the parent or guardian immediately of the suspension. The Headmaster must also notify the parent or guardian in writing of the suspension. A student who has been suspended is not allowed to participate in any school activities including co-curricular programs such as athletic, academic, or social events during the period of suspension.

Suspensions will be initiated according to the following procedures once a student has been referred to the Headmaster for a violation of major rules or repeated violations of minor rules:

1. **Informal Conference:** Suspension shall be preceded by an informal conference conducted by the Headmaster with the student and his or her parent or guardian, and if practical the teacher, or school employee who referred the student to the Headmaster. This conference can be omitted if the Headmaster determines that an emergency situation exists. If the conference is omitted, the student will be informed of his or her right to return to school for the purpose of the conference. At the conference the student will be informed of the reason for the disciplinary action and the evidence against him or her. The student will be given the opportunity to present his or her version and evidence in his or her defense. At the conclusion of the conference the Headmaster will determine if suspension is warranted and if so, the length and terms of suspension.

2. **Notice to Parents:** At the time of the determination that suspension is to be imposed the Headmaster must make a reasonable attempt to contact the parent or guardian if they were not present at the Informal conference. Whenever a student is suspended the parent or guardian will be notified in writing of the suspension. The notice must include the reason for suspension, the terms of the suspension, as well as the time and date that the student may return to school. Participation in co-curricular events may be affected even after the student returns to school.

3. **Make up work:** Arrangements will be made to provide the student with class material and assignments to be completed at home during the length of the suspension. Suspended students may also contact teachers by email to obtain assignments to assist them in completing coursework during their suspension. All work due during the suspension must be turned in on the day of return from the suspension. Work that is submitted that day will be graded and the grade earned, multiplied by .70 to determine the final grade for each assignment. Work not submitted on the day of return will receive no credit.

Social Probation

Students consistently or significantly unable to meet their responsibilities and/or respect the rights of others may be placed on Social Probation. Students and parents will be informed in writing and through a conference of the terms and reasons for this placement.

Permanent Dismissal

Dismissal is the removal of a student from the school for a period of a minimum of the remainder of the school year. Dismissal can be for a serious infraction of a major rule(s) or repeated violations of major rules or repeated suspensions.

Dismissals will be initiated according to the following procedures

1. Informal Conference: Dismissal shall be preceded by an informal conference conducted by the Headmaster with the student and his or her parent(s) or guardian(s), and if practical the teacher, or school employee who referred the student to the Headmaster. This conference can be omitted if the Headmaster determines that an emergency situation exists. If the conference is omitted, the student will be informed of his or her right to return to school for the purpose of the conference. At the conference the student will be informed of the reason for the disciplinary action and the evidence against him or her. The student will be given the opportunity to present his or her version and evidence in his or her defense. At the conclusion of the conference the Headmaster will determine if dismissal is warranted. The Headmaster may determine that the student's continued presence in the class or activity poses an immediate and on-going danger or threat of substantial disruption of the class or activity. In that case the Headmaster can declare an Emergency Dismissal that is an immediate and complete restriction of a student from school attendance. Emergency Dismissal remains in effect until it is rescinded by the Headmaster or reversed by the Board of Directors after an appeal hearing.

2. Notice to Parents: At the time of the determination that dismissal is to be imposed the Headmaster must make a reasonable attempt to contact the parent or guardian if they were not present at the Informal conference. Whenever a student is to be dismissed the parent or guardian will be notified in writing of the dismissal. This notification must contain the following:

- a. The charges that necessitate a dismissal.
- b. The statement of dismissal.
- c. The notice of the right to appeal the dismissal, the place and time of an appeal hearing if an appeal is made.
- d. Notification that the student has the right to legal counsel at his/her own expense and/or other adult representation at the appeal hearing.
- e. The student will be given the opportunity to present witnesses and other evidence at the hearing.
- f. The Headmaster will present his findings of the dismissal.

3. Appeal of Dismissal: Students who are dismissed may appeal the dismissal by requesting an appeal hearing in writing and signed by the student and parents or guardians. The request must be presented to the Headmaster within 3 school days of delivery of the notice of dismissal. The headmaster may call an appeal board to address the dismissal comprised of members of the faculty and/or Board of Directors. Parents or guardians will be notified if the student is granted a hearing within 7 school days of the receipt of the appeal request. If a hearing is granted, the student and/or parents/legal representation will be allowed to present their case including the reason for the appeal. The Headmaster will present his findings. Within two days after the hearing the appeal body will present a written decision on the appeal.

The decision may be one of the following:

- a. Reject the Headmaster's decision of dismissal and return the student to school with no conditions.
- b. Reject the Headmaster's decision of dismissal and return the student to school with specific conditions that must be met in order to return.
- c. Support the Headmaster's decision of dismissal so the student is dismissed from school.

Students engaged in dismissal or the appeal process are considered suspended pending the completion of the process.

The following tables provides a quick reference of the recommended sanctions for behavior not meeting SIS expectations

Recommended sanctions for behavior not meeting SIS expectations

People learn better in a safe supportive environment. It is our priority to provide a learning environment for students, teachers, staff, and the community, which fosters honesty, mutual respect, self-discipline, and responsibility. When behavior harms this environment, school administration will determine consequences that we hope deter this behavior. The school administration endeavors to make disciplinary decisions based on the best interest of individual students and all students.

The consequences below represent standard response to some inappropriate behaviors. Each situation may require a different response depending on circumstances. The High School administration determines the degree to which sanctions are implemented and may need to implement appropriate consequences on behaviors not listed below. Where appropriate, counseling will be recommended.

In the case of negative behavior that is not listed below, school administration will determine appropriate consequences.

To participate in Graduation and end of year activities, seniors must be in good standing with the school as determined by Administration.

Behaviors demonstrating a lack of integrity

BEHAVIOR	1ST OFFENSE	2ND OFFENSE	3RD + OFFENSE
<i>Theft</i>	Suspension Recommendation for removal from membership in Honor Societies. Possible recommendation for expulsion. Possible referral to DPS.	Recommendation for expulsion	
<i>Falsification of information or misrepresenting the truth on documents</i>	Correction of the behavior in class	Suspension - possible recommendation for expulsion	Recommendation for expulsion
<i>Academic Honesty: Plagiarism, collusion, cheating, testing malpractice</i>	Note: <u>Reference policy</u>	Note: <u>Reference policy</u>	Note: Reference policy
<i>Unapproved entry of school facilities</i>	Detention Possible suspension Parents notified	Suspension - possible recommendation for expulsion	Recommendation for expulsion
<i>Unapproved access of faculty desks, files, computer, etc.</i>	Suspension Parents notified	Possible recommendation for expulsion	

Behaviors demonstrating disrespect, apathy, or indifference

BEHAVIOR	1 ST OFFENSE	2 ND OFFENSE	3 RD + OFFENSE
<i>Disrespectful behavior toward a staff member or failure to follow reasonable instructions</i>	Detention Possible referral to office Parents notified	Referral to office Possible suspension Possible Social Probation	Suspension Possible recommendation for expulsion
<i>Dress code violation</i>	Student made to change or wear covering.	Student made to change or wear covering. Parent notification	Student made to change or wear covering. Parent on notificati
<i>Tardiness (Consequences are for each 6-week cycle)</i>	3-4 tardies = warning 5-9 tardies = 1 hour detention Parents notified	10+ tardies Additional consequences assigned by office. Parents notified	
<i>Absence from class or school without permission (i.e. skipping class, sleeping in, leaving campus without permission, etc.)</i>	No participation in after school activities Parents notified	Suspension Student must make up work missed on the same day, if at school No participation in after school activities	Suspension Student must make up work missed on the same day, if a school No participation in after school activities

<i>Littering or leaving a mess for others to clean</i>	Pick up all mess in the area	Case-by-case consequences	
<i>Inappropriate Public Displays of Affection</i>	Warning	Letter to parents	Social Probation
<i>Disrespectful behavior toward another student</i>	Detention Parents notified	Suspension Social Probation	Recommendation for expulsion
<i>Vulgar language or use of obscenities</i>	Warning	Detention Parents notified	Referral to office. Possible social probation.
<i>Vandalism</i>	Restitution Letter to parents and file Additional consequences as assigned by office.	Suspension – possible recommendation for expulsion Possible referral to DPS	
<i>Inappropriate use of technology</i>	Warning, Possible suspension of user account or confiscation of device Parents notified	Suspension Suspension of user account or ban of device	Suspension – possible recommendation for expulsion

Dangerous or socially irresponsible behavior

BEHAVIOR	1ST OFFENSE	2ND OFFENSE	3RD +OFFENSE
<i>Possession, consumption, or under the influence of controlled narcotic substances</i>	Suspension	Recommendation for expulsion	
<i>Possession or use of Tobacco, Vaping and/or alcohol while on campus or at a school event.</i>	Suspension	Recommendation for expulsion	
<i>Fighting</i>	Detention Possible suspension Parents notified	Suspension – possible recommendation for expulsion	Suspension – possible recommendation for expulsion
<i>Bullying, abuse, harassment or intimidation (physical, verbal, or electronic)</i>	Detention Letter to parents (Case by case evaluation of behavior)	Suspension – possible recommendation for expulsion	Recommendation for expulsion
<i>Possession of dangerous articles (weapons, chemicals, etc)</i>	Confiscation of article– possible recommendation for suspension/expulsion	Recommendation for expulsion	

2.9 PERSONAL ITEMS

All personal belongings are to be marked with the student's name. Students are responsible for ensuring that their lockers are locked at all times. Personal items may be searched if there is a suspicion of prohibited items on campus.

Lost and Found

The school is not responsible for articles left or lost on the campus. However, as a service to the students and parents, the school collects lost and found items and also provides lockers for students in grades 6-12.

Money and Valuables

Students should not bring any money except as needed for the day. Large sums of money or valuables should be given to the classroom teacher at the beginning of the day for safekeeping. The school is not responsible for the loss of money or valuables if protective measures are not taken.

Mobile Devices

Mobile device usage is allowed before and after school. From 7:45am-2:45pm mobile device usage is not allowed and mobile devices should remain at home, in lockers, backpacks or teacher-controlled storage areas.

2.10 DISCLOSURE POLICY

The School's policy regarding disclosure of disciplinary records is that we will notify colleges/schools that request such information of infractions resulting in probation, suspension, or dismissal from this school. We do not report disciplinary actions that occurred at previous schools attended. Nor do we report academic probation to the colleges because these are internal measures students use to improve their performance. The performance is reflected on their transcripts. An exception to this is listed below.

If a student's disciplinary standing changes substantially at any time after the college admissions process has begun, we will notify the colleges. We counsel students to provide colleges with further information, or extenuating circumstances, and the effects of the action upon them. If a student withdraws from the school to avoid disciplinary action, we reserve the right to report the infractions to the colleges.

2.11 SEARCH AND SEIZURE

The student's individual right to privacy and freedom from unreasonable search and seizure is balanced by the school's responsibility to protect the health, safety, and welfare of all persons within the school community. To maintain order and discipline in the schools and to protect the health, safety and welfare of students and school personnel, school administrators may search a student, student lockers and other storage facilities, or student and may seize any illegal, unauthorized, or contraband materials discovered in the search.

As used in this policy, the term "unauthorized" means any item considered a danger to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school, or any item described as unauthorized in school rules.

The locations at which searches of students and student property may be conducted are not limited to the school premises and transportation, but may be conducted wherever the student is involved in a school-sponsored activities or functions.

PERSONAL SEARCHES

School administrators have the right to search any student's person and/or personal effects (e.g., purse, book bag, etc.) when there is suspicion to believe that any student possesses an item which violates the law, school policies and regulations, or which may be harmful to the school or its students.

If a pat down search of a student's person is conducted, it will be conducted in private by a school administrator of the same sex and with an adult witness of the same sex present.

LOCKER SEARCHES

Student desks, lockers and other storage facilities are the property of and remain under the control of Saipan International School. The school administration has the right to search lockers, desks and other storage facilities for items which violate the law, school policies and regulations, or which may be harmful to the school or its students, and any such items which are found may be confiscated. Items which violate the law may be turned over to law enforcement officials. Students are responsible for the content of their assigned locker at all times.

AUTOMOBILE SEARCHES

Students are permitted to drive to school as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking and inspections of the exteriors of student automobiles on school property. Such patrols and inspections may be conducted without notice and without student consent. The interiors of student vehicles may be inspected by a school administrator with the student present or at any time whenever a school administrator has suspicion that it contains an item which may be harmful to the school or its students.

COMPUTER SEARCHES

School administrators, with the assistance of technical support employees, may search school computers, software and Internet access records at any time for any reason and without student consent.

SEIZURE OF ILLEGAL MATERIALS

If a search yields illegal or contraband materials, such items may be confiscated.

3. ADMISSION REQUIREMENTS AND PROCEDURES

Saipan International School shall not discriminate on the basis of race, color, creed, nationality, or ethnic origin in the administration of the school's educational policies, privileges, admission policies, athletic programs, and other school administered programs made available at Saipan International School.

3.1 ENROLLMENT PROCESS

All students wishing to attend SIS must complete all requirements outlined in the Application for Enrollment. Application packets are available at the school office. Filling out the application does not guarantee a child's attendance at Saipan International School. Acceptance to SIS is based on the evaluation of the student's academic and social development. If a class is at the maximum capacity, a fully completed Application for Enrollment and payment of the Application Fee may be submitted to secure a place on the waiting list for consideration if a space becomes available. Additionally, international students must apply for an F1 Student Visa. This process can take a month or more and includes an interview at the US Embassy or Consulate in the student's home country.

The admissions packet can be found on the school website at <https://www.saipaninternationalschool.com/> or by stopping by the Office.

3.2 EVALUATION PERIOD

Saipan International School may not be the appropriate or ideal learning environment for every student accepted. All students are subject to an evaluation period during their first few weeks of school attendance. If a child repeatedly contributes negatively to the school community, or does not fulfill the academic responsibilities outlined in the SIS Code of Conduct, he/she may be asked to seek another school.

3.3 FINANCIAL OBLIGATIONS

Monthly tuition is due on or before the 5th of each month from August to May. SIS accepts Visa, Master Card, Diners Club and JCB. If tuition is overdue, parents will receive a reminder from the school. A \$15.00 late fee will be added after the 5th of the month. If payment is not received by the 30th, the student will not be allowed to return to school until the account is paid in full.

Parents who wish to pay tuition annually or quarterly may make arrangements to do so in the office.

Returned Checks

A fee of \$45.00 will be charged on all returned checks.

Transcript Fee

A fee of \$15.00 is required for the processing of transcripts. Please allow 5 days for the transcript to be processed. Transcript request forms are available in the school office.

Unpaid Fees

If a fee is left unpaid for more than two weeks (14 days), the student will not be allowed to attend school until the fee is paid. If it becomes necessary for SIS to collect past due tuition, all expenses, including reasonable attorney fees, court costs, and collection agencies shall be the responsibility of the parents or guardians.

Discounts

A discount is applied when the tuition and/or fees are paid in cash.

Withdrawal of Students

In the event that a parent withdraws their child from Saipan International School, they will give the school a minimum of 30 days advanced notice in writing. Failure to provide this 30-day written notification will result in a charge equal to a full month's tuition for the month after the child was in attendance.

3.4 MERIT SCHOLARSHIPS

SIS offers a limited number of competitive scholarships to new students in grades 2-9. The Karen King Merit scholarship is offered based on proven excellence in academics, athletics and/or activities (such as music, art or drama). Please call the office at 288-9660 for more details or visit the campus in As Lito.

3.5. FINANCIAL AID

SIS also offers assistance to families with a proven financial need. Appropriate tax forms are required with an application for financial aid.

4.0 ACADEMIC PROGRAMS

SIS endeavors to employ highly qualified and experienced teachers for all of our academic programs. Our teaching staff has a wide variety of personal and professional experiences, creating a diverse and unique learning environment.

DAILY SCHEDULE

K5 – Twelfth Grade:	7:45 - 2:00
Enrichment and Support	2:00-2:45
Pickup	2:45-3:00

Lunch Schedule

Elementary School:	10:30-11:15
Middle School	12:10-12:55
High School	11:20-12:05
Sixth - Twelfth Grade:	12:25-1:00

4.1 DIVISIONAL PROGRAMS

Saipan International School offers the following academic programs:

Elementary School: SIS elementary school includes Early Childhood through fifth grade students. These classes are primarily self-contained. Elementary grade students also have classes with special subject teachers such as Art, Music, Mandarin, and Physical Education.

The curriculum for elementary students is primarily based on the recognized levels and materials developed for the student developmental levels and the school's adopted standards and benchmarks. The courses each have a detailed outline of specific content to be taught in language arts, history, geography, mathematics, science, and modern language. As the core of a school's curriculum, it can provide a solid, coherent foundation of learning, designed to encourage steady academic progress as children build their knowledge and skills from one year to the next.

SIS emphasizes a hands-on approach to learning at every level through the use of manipulatives, experiments, field trips, guest speakers, etc. In the classroom, students work both individually and in cooperative groups, and apply what they have learned to real situations.

Middle School: The SIS middle school includes sixth through eighth grade students. At this level, students rotate through classes taught by teachers who are specialists in their subject areas.

The curriculum for middle school students builds upon the elementary course and is designed to prepare students for entry into an academically advanced high school. Courses are offered in language arts, history, geography, mathematics, science, modern languages, fine arts, and physical education. As the core of a school's curriculum, it can provide a solid, coherent foundation of learning, designed to encourage steady academic progress as children build their knowledge and skills from one year to the next.

SIS emphasizes a hands-on approach to learning at every level through the use of manipulatives, experiments, field trips, guest speakers, etc. In the classroom, students work both individually and in cooperative groups, and apply what they have learned to real situations.

High School: The SIS high school is college preparatory for students in grade nine through twelve. Advanced Placement courses are offered to provide a challenging curriculum recognized by colleges and universities in the United States and around the world. Students attend classes taught by teachers who are specialists in their subject areas and in secondary education.

All students are required to maintain a full course load for each year of enrollment at SIS. Graduation credit may, in certain cases be awarded for appropriate courses taken in the eighth grade or at other schools prior to enrolling at SIS.

4.2 DIPLOMA REQUIREMENTS

The minimum requirements for the standard **SIS Diploma** include:

- 4 credits of English/ English as a Second Language
- 3 credits of Science
- 3 credits of Math
- 4 credits of Social Science
- 3 credits of Modern Language
- 1 credit of Fine Arts
- 2 credits of Physical Education (this includes Health)

SIS Honors Diploma: Beginning in the 2017-18, SIS will award the SIS Honors Diploma to distinguish academic achievement that far exceeds the high school level. Requirements for an SIS Honors diploma include all the requirements for the SIS Diploma as well as:

- Minimum 3.25 GPA
- 5 Advanced Placement Courses to include:
 - AP Macroeconomics or AP Human Geography Course
 - 1 AP English Course
 - 1 Math or Science AP Course
 - 2 Additional AP Courses

SIS ESL Diploma: Intended for students entering high school with significant English Language needs. An SIS ESL diploma requires 20 credits and must include:

- 4 credits of English/ English as a Second Language
- 2 credits of Science
- 2 credits of Math
- 2 credits of Social Science
- 1 credit of Fine Arts
- 2 credits of Physical Education (this includes Health)

Advanced Placement International Diploma: Students receiving an SIS Honors diploma may also be eligible for an Advanced Placement International Diploma, awarded by College Board, provided that they:

- Pass the AP exams for each course with at least a 3 out of 5
- Pass an exam in a World Language other than English (e.g. AP Chinese Language and Culture or AP Spanish Language and Culture). Students who speak a World Language that is not tested by College Board, can request a letter from the headmaster to this effect. In this case, they will be exempt from the additional World Language exam but must replace it with an additional exam.

Detailed requirements for the AP International Diploma can be found at:

http://apcentral.collegeboard.com/apc/public/score_reports_data/awards/232781.html

Advanced Placement Capstone Diploma: SIS is the only school in Micronesia authorized to award this distinction. **AP Capstone** is a 2-year high school pilot program developed by the College Board, which consists of two courses: the AP Seminar and AP Research. Students who successfully complete the program and obtain scores of 3 or higher on at least four other AP exams receive either an AP Capstone Diploma or an AP Capstone Certificate. SIS will begin offering AP Seminar during the 2018-19 school year. The Class of 2020 will be the first eligible to receive this distinction.

Common Application Course Selection Level of Demand

Most Demanding: AP Capstone Diploma and/or 8 or more AP courses

Very Demanding: 5-7 AP Courses

Demanding: 1-4 AP Courses

Average: No AP Courses or failure to maintain a full course load

Less than Demanding: Unable to meet the requirements for a standard SIS diploma

CAS Program: SIS recognizes the importance of developing all abilities within each student. The CAS Program is designed to do just that. CAS stands for CREATIVITY, ACTION, and SERVICE. Students are provided opportunities to develop their abilities in each of these areas. Those activities are to be done *outside* of class or work. They may take a variety of forms, but must have the following characteristics. They must be done for no monetary compensation, they must be done for people from outside of the students' immediate family, they may be done individually or with a school, community or church group, and completion of each activity must be certified by an adult supervisor. In order to be recognized by the school each activity must have a CAS form submitted by the end of the school quarter and approved by the Headmaster or delegate.

All students must complete a *minimum* of 100 hours of CAS projects during their high school years to satisfy the CAS graduation requirement.

4.3 EARNING CREDITS

Students entering as freshmen (9th grade) must earn a total of 20 SIS credits.

Transfer students entering as sophomores (10th grade) must meet all SIS graduation requirements and earn a total of 14.5 SIS credits.

Transfer students entering as juniors (11th grade) must meet all SIS graduation requirements and earn a total of 10 SIS credits.

Transfer students entering as seniors (12th grade) must meet all SIS graduation requirements and earn a total of 6 SIS credits.

All transfer students must meet all SIS graduation requirements and have a total of 20 credits earned from grades 9-12 in order to graduate.

4.4 LENGTH OF STUDY

High School at SIS normally students require eight semesters of work in order to qualify for graduation. An accumulation of credits alone does not qualify a student for early graduation, nor does financial hardship. In order to complete their degree in fewer than eight semesters, the student must submit a petition which addresses how they will meet the school's standards for an Academic Diploma with Honors, including how they will meet the goals of their Plan and achieve advanced work. Exceptions will be issued only in extreme circumstances.

The earliest possible date at which early graduation can be granted is at the end of their final semester of their eleventh-grade year; in some instances, the decision will not be made until the final semester. An Endorsement Committee must review the petition.

4.5 ADDITIONAL CURRICULAR AREAS

Technology

Use of technology in learning is integrated throughout the curriculum at all grade levels. Students are encouraged to use technology in all areas of learning including research, development and presentation of projects and assignments. Children learn through exploring the Internet, as well as using educational programs that are integrated into the curriculum. Students wishing to bring their own device to school may do so at their own risk.

Modern Languages

All students take modern language classes while attending SIS. SIS offers Mandarin for students in grades 1-12.

Specialty Classes

SIS ensures that children receive a well-rounded education. Students are involved in physical education, technology, art, music, and several other specialty classes. Professionals are often invited into the classroom to share their knowledge in these areas as part of the curriculum.

Tutoring

Individual and group tutoring is available for an additional fee. Schedules for tutoring should be arranged between the tutor and the family and payment can be made in the office.

4.6 ASSESSMENT

Homework is a way of reinforcing and enriching the concepts that have been learned at school each day. It may include practice activities to reinforce concepts or skills taught in class, activities to review previously taught concepts or skills, content distribution of new material, or enrichment activities for students. Homework can have a positive effect on achievement and developing student responsibility. It can also serve as a communication link between the school and the home.

Parental guidance and support are needed for students to develop successful homework patterns from an early age. Several suggestions follow:

- Show an interest in what your child is learning.
- Agree upon a quiet study area.
- Agree upon a nightly time for studying.
- Foster independent learning.
- Be a good listener.
- Give encouragement.

It is the policy of SIS to give daily homework to students based on grade level. Students should expect to receive an average of 10 minutes homework per day per grade level, e.g. a 6th grader could expect an average of 60 minutes of homework per day. Students are expected to complete all homework assignments and turn them in on the date they are due. Middle and high school students who fail to complete their homework on the day its due will be required to attend an after-school work session to complete missing assignments and get a head start on current homework assignments. Students in Middle School are expected to have and use planners.

Report Cards

Report cards are given out at the end of each semester either by accessing the student information system, OpenSIS, or printed at parent request.

Early childhood students receive narrative comments in lieu of grades and students in kindergarten through twelfth grade use the following scale to calculate academic grades and grade point averages:

A	(100-94%)	4.00	C	(76-74%)	2.00
A-	(93-90%)	3.70	C-	(73-70%)	1.70
B+	(89-87%)	3.40	D+	(69-67%)	1.40
B	(86-84%)	3.00	D	(66- 64%)	1.00
B-	(83-80%)	2.70	D-	(63-60%)	0.70
C+	(79-77%)	2.40	F	(59-00%)	0.00

(Advanced Placement courses are weighted at 1.25 or a maximum 5.0 to reflect the AP grading scale and the level of complexity in these university-level courses)

Grade Correction

If a student or parent feels that an error has been made in a grade, they should contact the teacher. If the matter cannot be resolved with the teacher, then the next step is to contact the Headmaster. The Headmaster will investigate the situation and make a decision based on the facts of the investigation. The Headmaster has the final decision on whether a grade is changed or not.

Parent/Teacher Conferences

There are days set aside for conferences at the end of first quarter and during the third quarter. The elementary classroom teacher will notify parents or guardians of their conference time and middle and high school parents can sign up for an appointment online. At the teacher's request, students may be encouraged to come and actively participate in the conference. In the event that more time is needed, the teacher will schedule another conference.

Progress Reports

Progress are issued at Parent Teacher Conferences approximately in the middle of each semester.

Retention

SIS is committed to providing an educational environment that fosters success for each student. In the event that a student does not master the skills needed to be promoted to the next grade level, it may be in his/her best interests to repeat the grade. Such action will occur after frequent communication between parents, teachers, and the school administration.

4.6 RECOGNITION AND AWARDS

Student recognition is part of the school program. The purpose of student recognition is to acknowledge a student's intellectual, social, or physical accomplishments.

Virtue of the Month

One student from each grade level (K-12) is recognized each month for demonstrating mastery of the school virtues: Respect, Initiative, Compassion, Perseverance and Leadership.

Class of the Month

On a monthly basis, each class in grades K-5 is evaluated as to their behavioral and academic success. A class with the highest evaluation is named the "Class of the Month".

Headmaster's List

Recognizes outstanding academic achievement of all students in grades 6-12 who have a semester grade point average of 3.70-4.00. Grade point averages are rounded to the hundredth place only. Therefore, an average of 3.68 does **not** round up to a 3.70.

Honor's List

Recognizes outstanding academic achievement of all students in grades 6-12 who have a semester grade point average of 3.40-3.69. Grade point averages are rounded to the hundredth place only. Therefore, an average of 3.38 does **not** round up to a 3.40.

5. ACCEPTABLE USE POLICY FOR TECHNOLOGY

Saipan International School provides employees and students (referred to collectively as "Users") with access to technology. This technology (hereafter referred to as "the System") includes but is not limited to computers, networks and storage devices, printers, scanners, mobile devices and other equipment, the Internet and other remote systems, software, email and other remote applications, and future technology. This Acceptable Use Policy (AUP) governs use of the system by all employees and students.

The System has a limited educational purpose (hereafter referred to as "the Educational Purpose"). The Educational Purpose of the System as it relates to students is to assist in preparing them for success in life and work in the 21st century. It provides many benefits, including access to a wide range of information and the ability to communicate with people throughout the world. Students' use of the System is a privilege, not a right, as governed by the Student AUP set forth below.

Additionally, the System will be used to increase teachers' and students' intercommunication opportunities, enhance productivity, promote the exchange of information with peers, and assist employees in professional learning and career development. The System will also assist employees in sharing information with the local community, including parents, social service agencies, government agencies, and businesses.

The AUP provides understandable guidelines and benchmarks to promote the safe, beneficial use of technology by SIS employees, students, and their families, that can be practically applied day to day, given that technology is inherently changing and unpredictable.

Students may be assigned emails or other online accounts required to accomplish their learning outcomes. Photographs of your student may appear in publications and documents, or media reports about SIS if a media release was signed.

Please contact your headmaster if you have concerns about this or any other requirement below.

5.1 ACCEPTABLE USE

1. Technology is to be used in a responsible, ethical, and legal manner. Some information and activities are not appropriate for school.
2. All technology use must support SIS's educational objectives and be in accordance with SIS Virtues.
3. Use for student self-discovery may be allowed, but the teacher in cooperation with the headmaster will decide what usage is acceptable.
4. The headmaster may suspend or permanently end technology access for any student who violates this AUP.
5. The use of technology on the SIS campus is a privilege, not a right.
6. The cost of willful damage will be billed to the parent or guardian of the abusing student.

5.2 UNACCEPTABLE USE

1. Downloading, copying or adding any unauthorized software, applications or files to or from the System.
2. Plagiarizing others' work. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the student. This includes direct copying as well as paraphrasing ideas without giving credit to the author (see Academic Honesty).
3. Violating copyright, trade or service marks, or intellectual property rights. This includes peer to peer file sharing of copyrighted files. If the student is unsure whether or they can use a work, they should not use it without permission from the owner.
4. Using any username, password, or resource (within or beyond SIS) that a student is not authorized to use.
5. Participating in illegal activities. Activities on Internet accessible computers may be governed by the laws of several countries and jurisdictions.
6. Using harmful, threatening, abusive, or obscene language or imagery at any time.
7. Vandalizing computers, the school network, technology, equipment, drives, files, software, or Internet resources. Vandalizing includes, but is not limited to any attempt to modify, erase, or destroy another person's documents or files, or to defame or vandalize someone's digital profiles.

8. Using technology that is explicitly prohibited. Each teacher will set policies for technology use within the classroom to ensure that technology assists and does not hinder educational goals.
9. Attempting to fix, repair, or enhance any equipment, device, software or other SIS resources without teacher approval.
10. Wasting resources, including file storage, network and Internet bandwidth, or paper, by unauthorized gaming, downloading, video or audio streaming, or other unauthorized activities.
11. Playing tricks or pranks on other people. Examples may include moving files, adding unauthorized content to a document or e-mail, or otherwise distorting information.
12. Engaging in any activity that might imperil the student or others. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate.

6. EXTRACURRICULAR PROGRAMS

SIS offers after extracurricular activities starting at 3:00pm. The purpose of the SIS extracurricular program is to develop students' skills, allow them to explore areas they are passionate about, build teamwork capacity and develop a sense of school/team spirit.

At the end of the extracurricular year, SIS holds an Athletics and Activities Banquette. High School Students will be recognized for exemplary participation on teams and varsity letters will be awarded to students competing at Varsity level. Teams will have different requirements for varsity letters based on the nature of the sport/activity.

6.1 ELIGIBILITY

Students at SIS are encouraged to be active members of the community. We offer a variety of extracurricular programs in athletics and academic activities for the students. However, in order to participate in any co-curricular program students must maintain an acceptable level of achievement in their academic courses. Any student receiving a grade of F or two Ds on a semester report card, will not be eligible for participation in extracurricular after school programs for the next semester unless a specific plan with learning targets is developed between the school and home and the student meets the conditions of the plan. Students may also be restricted from extracurricular activities due to behavioral concerns (see social probation above).

6.2 ATHLETICS

SIS offers a rich, competitive sports program that includes Volleyball, Cross Country, Basketball, Track and Field, Soccer, Swimming, Badminton, etc. Practices take place after school and games may be on the weekends as well. Students must participate in a minimum number of practices, as set by the coach, to be a part of the team and to take place in team competitions and tournaments.

6.3 ACTIVITIES

SIS also offers non-athletic extracurricular programs such as Math Court, Speech and Debate, Mock Trial, Science Fairs, Model United Nations, Art and Writing groups. These teams, like their athletic counterparts, challenge students to better themselves and improve skills that will aid them in their future lives.

7. PARENT PARTICIPATION AND COMMUNICATION

A successful school needs the cooperation of the students, teachers, and the parents. Two-way communication is valued. Teachers are available to respond to your questions. Feel free to call school or make arrangements for a special conference if the need arises. We encourage you to ask any questions or share any concerns about your child. The school staff will also call you if problems arise in which your support is needed. We strongly encourage communication via email and ask that all parents maintain a current e-mail address with the school.

If a problem arises, students or parents should seek to solve the problem with the teacher. If a resolution cannot be reached, the student or parent should then address the matter to the Headmaster. The Headmaster will listen to all concerned parties and if necessary conduct an investigation.

7.1 MEANS OF COMMUNICATION

Direct Email Correspondence

When it is deemed necessary, the Office will send out formal email correspondence to the parent community, detailing important information.

Class Communication

All teachers have established practices for contacting parents/guardians with information about what the students are engaged in. Class Dojo, email, OpenSIS and social media are all used to keep the community informed about school happenings.

Grade Reports

The school prints interim progress reports the mid-point of each semester. These reports are designed to inform parents about your child's academic progress and indicate any missing assignments. Report cards are sent home at the end of each semester and indicate final grades for the semester. Students are encouraged to use our online reporting system OpenSIS to keep track of their progress and advocate for their own education.

Classroom and School Visits

SIS encourages parents to visit the school. Parents are welcome to visit their child's classroom teacher. Please call your child's teacher in advance to schedule a classroom visit. Please do not stop by your child's room or engage the teacher in conversation during instructional hours. This can be disruptive to the learning process. Parents should sign in at the Office before visiting the classroom. Parent/Teacher Conferences are also scheduled twice during the school year.

Birthday Parties

Parents who wish to celebrate their child's birthday in class may do so after making arrangements with the classroom teacher. Presents for students celebrating birthdays at school are not allowed to be brought or presented at school.

Volunteer Program

Parents who wish to volunteer at SIS may do so anytime! We have many volunteer opportunities for parents who want to help in the classroom or office. Please contact the school office if you are interested in volunteering.

School Contact Information:

Saipan International School
P.O. Box 503121
Saipan, MP 96950

Telephone: 1 670 288 9660
Facsimile: 1 670 288 8847

Webpage: www.saipaninternationalschool.com

7.2 REPORTING ACCIDENTS AND ILLNESS

The emergency form completed as part of the enrollment procedure will serve as a guide for the school in the event of illness or injury to students during school hours. Students who become ill during the school day will be evaluated and if warranted, the parents will be called to pick their child up. For minor problems, any staff member certified to administer first aid will provide general care. In case of injuries occurring while the child is under school supervision, the school will contact the parents or emergency contact person. In the event of a serious injury to any child, if the parents or contact person cannot be reached in a timely manner, the school reserves the right to transport a child to a medical treatment facility by either ambulance or private vehicle. An accident report will be completed.

Communicable illnesses should be reported to the school as soon as possible. Guidelines for re-admittance to school for the following communicable diseases are:

COVID-19: Students may return to school no earlier than five days after onset of symptoms or a positive test. After five days, if a student tests negative, students may return to school provided they wear a fitted mask as all times. After ten days, a student is no longer required to wear a mask.

Chicken Pox: Students may be readmitted no sooner than 7 days from onset of the rash. No fever should be present and pox must be dry.

Strep Throat: Students may be readmitted after having been on antibiotics for at least 24 hours. No fever should be present.

Scarletina: Students may be readmitted after having been on antibiotics for at least 24 hours. No fever should be present.

Impetigo: Students may be readmitted after adequate medical treatment or all lesions are healed.

Pink Eye: Students may be readmitted after eyes are clear with no drainage present.

Head Lice: Students may be readmitted after treatment with a pediculocide shampoo and clothes have been laundered.

Dispensing of Medication

Recognizing that there are occasions whereby it is necessary for SIS to administer medication, the Headmaster or office manager will dispense medication to students only with the written authorization of the parents and order of the physician. Medication must be in its original container. Medication forms may be obtained from the school office.

7.3 INCLEMENT WEATHER

In the event of an approaching typhoon, the office may close the campus. Instruction will then be moved online. We will endeavor to keep the campus open as long as it is safe to do so, giving parents time to prepare for an oncoming storm.

In the event that school is completely canceled due to weather conditions, school days may be added to the end of the school year or to a scheduled holiday. All scheduled dates are subject to change. Any changes to the calendar will be noted in official correspondence.

7.4 EMERGENCY PROCEDURES

The school has developed procedures designed to protect the well-being of our students in the event of emergencies, both natural and man-made, that may threaten them. A complete listing of these procedures is found in the faculty handbook and is available to parents upon request. In the event of a student injury or illness the school will make every effort to contact the parents to come to the school and take their child to the appropriate facility. In the event of a serious injury/illness or inability to contact the parents the school reserves the right to transport the child to a medical facility by either ambulance or private vehicle.

8. PARENTAL AND STUDENT ACCEPTANCE OF POLICIES AND PROCEDURES

Student:

I, _____, have read and understand the policies and procedures of Saipan International School. By signing this document, I am agreeing to support, follow, and respect the SIS community rules and regulations.

Student Name (print): _____

Student Signature: _____

Date: _____

Parent or Guardian:

I, _____, have read and understand the policies and procedures of Saipan International School. By signing this document, I am agreeing to support, follow, and respect the SIS community rules and regulations.

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____

Date: _____