



THE AMERICAN SCHOOL IN ENGLAND

THE UPPER SCHOOL

GRADES 9 - 12

HANDBOOK

2010-2011

TABLE OF CONTENTS

MISSION STATEMENT	1
WELCOME	2
CONTACT INFORMATION	3
GENERAL SCHOOL POLICIES AND STUDENT LIFE	4
CODE OF CONDUCT	14
UNIFORM	14
TARDINESS	17
ALCOHOL AND ILLEGAL DRUGS	17
DRUG/SOBRIETY TESTING	18
SMOKING.....	18
STUDENT LEADERS	18
REPORTING DISCIPLINARY INFRACTIONS TO OTHER EDUCATIONAL INSTITUTIONS	19
BEHAVIOR AWAY FROM CAMPUS.....	19
HARRASSMENT/BULLYING.....	20
ACCEPTABLE USE FOR SCHOOL COMPUTER TECHNOLOGY.....	20
BEHAVIORAL EXPECTATIONS FOR OVERNIGHT TRIPS, OFF-CAMPUS EVENTS AND FIELD TRIPS.....	21
THEFT.....	22
PROFANITY, INSOLENCES, AND DISOBEDIENCE	22
DISCIPLINARY PROCEDURE AND CONSEQUENCES.....	23
ACADEMIC PROGRAM.....	28
COLLEGE AND CAREER COUNSELING	35
UPPER SCHOOL LIBRARY.....	36
STUDENT ACTIVITIES PROGRAM.....	37
SPORTS ACTIVITIES.....	39
HEALTH CENTER AND MEDICAL PROCEDURES.....	41
BOARDING PROGRAM	45
CAMPUS EMERGENCY PLAN.....	50
COMPLAINT PROCEDURE.....	51
TASIS CALENDAR 2010-2011.....	52



MISSION STATEMENT

TASIS is a family of international schools that welcomes young people from all nationalities to an educational community which fosters a passion for excellence along with mutual respect and understanding. Consistent with the vision of its founder, M. Crist Fleming, TASIS is committed to transmitting the heritage of Western civilization and world cultures: the creations, achievements, traditions, and ideals from the past that offer purpose in the present and hope for the future. Seeking to balance the pursuit of knowledge with the love of wisdom, and promoting the skills of lifelong learning, an appreciation for beauty, and the development of character, each school combines a challenging academic program with opportunities for artistic endeavor, physical activity, and service to others. Believing in the worth of each individual and the importance of enduring relationships, TASIS seeks to embody and instill the values of personal responsibility, civility, compassion, justice, and truth.

GOVERNANCE STRUCTURE

The TASIS Schools and Summer Programs are owned by the TASIS Foundation, a non-profit educational trust based in Delémont, Switzerland. The Foundation Board is comprised of ten members who have extensive legal, financial, and educational expertise and are charged with the overall responsibility for ensuring that all TASIS schools and programs operate in a manner consistent with the objectives of the Swiss Foundation, as reflected in the vision and ethos of the TASIS Founder, Mrs. M. Crist Fleming. In addition, TASIS established nearly 40 years ago TASIS Foundation, Inc., a U.S. publicly supported, Section 501(c)(3) non-profit educational foundation.

The governance structure at TASIS England consists of a Board of Directors comprised of eleven members, which is responsible for all aspects of the School's management and has significant autonomy to direct the School's activities, consistent with the broad objectives of the TASIS Foundation. The School's Headmaster, as Chief Executive Officer, reports directly to the TASIS England Board of Directors and works closely with its Chairman.

Welcome to TASIS The American School in England

**Coldharbour Lane, Thorpe, Surrey, TW20 8TE, England
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www.tasis.com**

PURPOSE OF THIS HANDBOOK

This student/parent handbook is designed to answer most questions about the operation, policies, and procedures currently practiced at TASIS England. We encourage our students and parents to familiarize themselves as much as possible with the contents of this handbook, so that together we can maintain an efficient, safe, and educational school environment. For more information on our course offerings, we also publish an Upper School Course Offerings Handbook.

CONTACT INFORMATION

We would love to hear from you. Parents with concerns or questions are encouraged to contact the following administrators and/or support staff directly.

Mr. Michael McBrien <i>headmaster@tasisengland.org</i>	Headmaster
Mr. David Jepson <i>djepson@tasisengland.org</i>	Head of the Upper School
Ms. Michele Bett <i>micheleb@tasisengland.org</i>	Academic Dean
Mr. Michael Bett <i>mbett@tasisengland.org</i>	Dean of Residential Life
Mr. Jason Tait <i>jtait@tasisengland.org</i>	Dean of Student Life
Mr. Eddie Cross <i>ecross@tasisengland.org</i>	Director of Sports and Activities
Ms. Chantal Gordon <i>cgordon@tasisengland.org</i>	IB Coordinator
Ms. Anna Wright <i>awright@tasisengland.org</i>	Director of College Counseling
Dr. Gwen Martinez <i>gmartinez@tasisengland.org</i>	College Counselor
Dr. Maria Vasquez <i>mvasquez@tasisengland.org</i>	Upper School Counselor
Ms. Gretel Veryard-Arcay <i>gveryard@tasisengland.org</i>	Director of Learning Resource Center
Mr. Robert Clelland <i>rclelland@tasisengland.org</i>	College Counselor
Ms. Uta Reinikainen <i>uta@tasisengland.org</i>	Director of Student Activities
Ms. Jill Clements <i>jclements@tasisengland.org</i>	Registrar
Ms. Maureen Alldridge <i>malldrige@tasisengland.org</i>	Head of Music, Music Lesson Coordinator
Mr. Jim Davies <i>jamesDavies@TheStudentCenter.fsbusiness.co.uk</i>	School Busing Coordinator
Mr. Jeff Barton <i>jbarton@tasisengland.org</i>	Summer Programs Director
Mr. Ian McConnachie	Security

GENERAL SCHOOL POLICIES AND STUDENT LIFE

INTRODUCTION

The following guidelines have been designed to preserve and enhance the well being of our community as a whole and to encourage the qualities of responsibility and self-regulation. The school rules reflect the need to provide a well-ordered environment and underscore the values we wish to endorse as part of the education of a TESIS student. Individual behavior, governed by common sense, mutual respect, and common decency, should ideally eliminate the need for strict disciplinary measures. However, in the event that school rules are challenged, students need to be aware of the consequences for such infractions.

Students are encouraged to understand the rationale behind school rules and to ask for clarification if they do not understand a rule before making a choice to challenge a school regulation. Prefects and Student Council representatives at TESIS are encouraged to help shape school policy as it relates to our rules and to our responses to disciplinary infractions. It is understood that there are additional rules and procedures unique to dormitory life, field trips, and other on and off campus programs.

ADVISOR PROGRAM

All students are assigned an advisor on a yearly basis. The advisor serves as a student's mentor and is knowledgeable about his/her general welfare.

ALUMNI VISITORS AND STUDENT GUESTS

Alumni visitors and guests of students are welcome to come to the campus for one day during the lunch period or after the end of the academic day. Visitors must sign in and collect a visitor's pass from Reception or the Head of Upper School.

All alumni visitors and guests of students should be off campus by 7:00 p.m., with the exception of attendance at special events (theatre productions, concerts, etc. Because of space restrictions, we regret that visitors may not attend classes during the academic day.

ATTENDANCE

Attendance is a very important part of a student's success in school, and students are expected to attend and to be on time for all classes, activities, and school appointments. The academic program at TESIS England is rigorous, and a student should not miss a class, study hall, activity or other obligation. Missed classroom experiences, participation, and schoolwork are often a cause of academic difficulties. Research has shown a high correlation between a student's consistent attendance and success in school. A responsible attendance pattern and positive attitude toward attendance is an important part of a student's preparation for adult life and employment. The following guidelines and parameters are designed to provide a clear framework for students and parents:

Planned/Approved Absences: Students are required to secure a planned absence form from the Dean of Student Life's office one week in advance of the planned absence. It is the responsibility of the student to contact his/her teachers to obtain assignments and to schedule any make-up work. All missed work should be completed on the day of return to school. A failure to do so may jeopardize future eligibility to participate in school sponsored off-campus activities. Students

have the option to attend Saturday School in an effort to make-up missed work should the student and/or their teachers deem this to be an appropriate course of action. Planned and approved absences include:

- School sponsored activities
- Religious holidays
- Serious injury or long-term illness
- Suspension from school
- Bereavement of a family member
- For Juniors/Seniors: two college visitation days per school year

Unapproved Absences: Interrupting a student's educational program and class attendance for vacation-like activity is considered to be detrimental to learning. Family vacations and removing students prior to or returning late from School holidays is disruptive towards a student's academic success. Students will be required to attend Saturday School for the time that they have missed from school for these reasons.

Semester Exams: Absences from any semester exams will not be excused. (Students will receive a zero on any missed exam). Any absence due to illness will require a medical certificate.

Attendance Review: A committee made up from any or all of the following: Head of the Upper School, the Dean of Student Life, the Academic Dean, the School Counselor, the School Nurse, and the Attendance Secretary may meet as needed to review the attendance record of any student who exceeds 6 absences in a semester.

Day Student Absence From School: A parent/guardian must telephone the Upper School Office 01932 582311 in the morning on the day of the absence and inform the school of the reason for the absence. If no call is received by 9:00 a.m. (10:00 a.m. on Wednesday), the Attendance Secretary will contact the parent/guardian by telephone to verify the absence.

Students must be in school at least three (3) hours to be counted present. If the school nurse sends a Day Student home without meeting this requirement, he/she will be considered absent for the day.

Recurring patterns of absence will require a written statement from a parent/guardian. Absences of more than three consecutive days for illness will require a written statement from a physician.

Boarding Student Absence From School: When a boarding student is ill, the student is required to visit the Health Center. The school nurse will notify the Attendance Secretary of any absences accrued as a result of the illness. Students will be provided with a written pass, from the nurse, and are responsible for presenting this note to the teacher whose class is being missed indicating the date and time of absence. Students must be in school at least three (3) hours to be counted present. If the school nurse sends a Boarding Student to his/her dormitory room without meeting this requirement, he/she will be considered absent for the day.

Student Absence And The Sport/Activity Program: Students who are absent from school may not attend or participate in any extra-curricular activity or school function that day. This includes, but is not limited to, athletic practices and games, performing arts practices and performances, dances, prom, club or student government meetings. Extenuating needs and circumstances should be discussed with the Dean of Student Life.

Late Arrivals: Students arriving to school after the beginning of the school day must report to the Upper School Office where he/she will sign in and receive a pass in order to be admitted to class.

Early Dismissals And Leaving Campus During The Academic Day: Students leaving campus during the academic day require a written note from a parent or the school nurse. Notes must be submitted to the Attendance Secretary prior to departure and students must sign out from campus in the Upper School Office. Upon return, students must report to the Attendance Secretary, report their return, and receive a class admittance pass.

Students leaving campus for appointments must be picked up by their parent or present a note to the Attendance Secretary from their parent authorizing alternative transportation. Boarding students are only permitted to leave campus with the approval of the school nurse or the Dean of Student Life.

(Under no circumstances is a student to leave campus during the school day in another student's vehicle).

BOOK BAGS

Students are encouraged to keep their books and school supplies in an appropriate book bag or knapsack. Loose books and papers are not to be left in hallways or other public areas. There are shelves and lockers located around campus for storage of student bags. Students must not obstruct passage in corridors or on stairs with careless placement of personal property.

BUS REGULATIONS

The School provides a busing service for day students. Charges are announced shortly before the beginning of the school year. Only students whose parents have subscribed may use the busing service. Students must follow the rules and regulations for bus use. Violations may lead to suspension of the student's right to use the bus service or further disciplinary action.

DAY STUDENT HOURS

Day students are encouraged to make use of the School's library and art, theatre, and sports facilities, both after 5:00 p.m. and on weekends. Student Activities events are offered for day and boarding students alike. Day students who wish to study on campus Sunday through Thursday evenings may use the library to do so. They should check in with the duty team leader and plan to leave campus no later than 9:30 p.m.

DAILY AND WEEKLY COMMUNICATION

The Daily Bulletin is published each morning, posted throughout campus, posted on Studywiz and read during the Advisory Period. Information about meetings, activities, and appointments is distributed through the Bulletin. The Friday Divisional e-mail Bulletin contains information about academic matters, college counselling, activities, sports, special events or concerns, and parent events. Students are responsible for the information in the bulletin.

DIRECTORY INFORMATION

The TASIS Parents' Council publishes a Directory containing home addresses, telephone numbers and e-mail addresses of all TASIS families. It also contains e-mail addresses of faculty members, telephone numbers of administrators, and dorm locations for all boarders. The Directory is published early in the school year and is available at no additional cost to all TASIS families. Those families choosing not to appear in the directory for personal reasons should indicate their preference on the appropriate form. The Directory is not to be used for commercial purposes or solicitation of any kind.

ESL ADMISSIONS PROCESS

In addition to the full TASIS England application, Upper and Middle School candidates are also required to return the ESL Student Questionnaire and the ESL Teacher Recommendation. In order to assess a candidate's language skills for placement purposes, TASIS requires all non-native English-speaking students applying to grades 7–13 to complete a Secondary Level English Proficiency (SLEP) test as part of the application. Please note that the SLEP test is a preliminary step for admissions. Admissions requires a minimum SLEP score of 30 for applicants to grades 7–10, and 40 for Grade 11, and 50 for Grade 12. Mid year applicants must have significantly higher SLEP scores to enter the same grades.

The School has limited facilities for students with ESL needs in the Middle and Lower Schools. Admission is contingent upon a match between the student's and the family's needs, and the level of services available. Applications for Frog Hollow Nursery to Kindergarten are considered with beginner English language skills. Grades 1 and 2 require elementary to pre-intermediate English language skills. Applicants to grades 3–6 require a minimum intermediate level of English in order to complete subject work in their classes in addition to specific ESL support. An interview with Admissions may be required to determine a candidate's level of English, and if the student needs specific ESL support in the Middle and Lower Schools, it is at an additional cost to the TASIS England fees.

FIRE DRILLS AND CAMPUS EVACUATION

When the fire alarm sounds on campus, students are to leave immediately all buildings via the route posted in each campus building and corridor following the fire exit directions. Once outside of the building, students are to move to the designated area to meet their teachers; attendance will be taken. Driveways are to be kept clear for emergency and fire apparatus.

In the event of a catastrophic incident on campus, an emergency full-campus evacuation procedure will be implemented. All students and staff will be moved from the campus to a safe location away from the TASIS campus. Boarding residents will assume responsibility for the boarding community, and day student parents will be contacted via the school's emergency calling plan. **Emergency contact sheets are to be completed annually by parents and updated when information changes.**

FIRE HAZARDS

The danger of fire is ever-present in any institution. Smoking is never permitted on campus or in any campus building. Burning of incense or candles and use of firecrackers of any kind are also serious fire hazards and are strictly prohibited. Tampering with fire doors, fire extinguishers, fire exit signs, and fire alarms is a very serious offence, as it constitutes a danger and threat to the community. Infractions will lead to suspension from school and possible dismissal.

FOOD

Food, cutlery, glasses, and crockery must not be removed from the dining room. Food and drink provided by the catering service must be consumed in the dining room and not elsewhere on campus.

GENERAL COUNSELING

The Counseling Service is a resource for students and their families. It provides direct services to students by giving them the time and space to share concerns or problems in a setting that is non-judgemental and confidential. It also provides space where individuals can be who they are and discover their basic natures. Additionally, the Counseling Service supports families in the quest to adapt to change.

LOCKERS

Students who would like a school locker to store their books and coat should see the secretary in the Upper School Office.

LOST AND FOUND

Students who have lost personal items may check with the Upper School Office to see if the item has been turned in by Security. Notices regarding lost items will be placed in the Upper School Daily Bulletin.

MEALS

Lunch is served daily for all students in the dining room. Day students arriving early to school are requested not to eat breakfast in the dining room unless special arrangements have been made with the school business office. Similarly, arrangements for attending evening dinners should be pre-arranged. Exceptions may be made by contacting the appropriate administrator in advance and if there is a special event or reason for the student to remain on campus in the evening. On Friday and Saturday evenings, day students should plan to leave campus no later than 11 p.m. (except, of course, if they are returning later with a chaperoned school-sponsored trip). Day students are not permitted on campus during school vacations and at other times when the campus is officially closed.

MESSAGES

Communication between the Upper School and students is facilitated by the Daily Bulletin. Advisors will notify their advisees when a student has a message in the Upper School Office or must see another member of the TASIS staff. Additionally, special messages, including calls from home, parcels, and similar communications, will be posted on the student message board. E-mail and Studywiz, the School's virtual learning environment, are also used frequently for communication. **Students must check their e-mail, Studywiz, the daily bulletin, and message boards daily since these are the main vehicle of communication between the School and the student body.**

MOBILE TELEPHONES

Mobile phones must be switched off during class periods, evening study halls, and other school related meetings. In addition, mobile telephones may not be used in the dining room, library, theatre, study hall or computer room at any time. Boarding students are encouraged to bring mobile phones and all numbers must be registered with the School. Inappropriate mobile phone use will result in confiscation of the mobile phone by the Dean of Student Life, and/or other disciplinary consequences.

OFF-CAMPUS DURING THE ACADEMIC DAY

TASIS The American School in England is a closed campus. Students, day and boarding, are not to be off-campus during the academic day, except to visit the local Post Office store only using Village Road, and then only during lunch times. Seniors, however, may visit the Post Office during free periods, only using Village Road. Students are not to leave school grounds in private vehicles during the school day without the express permission of the school nurse or an administrator. The Red Lion pub and car-park in Thorpe is considered off limits to students at all times.

PERSONAL PROPERTY

It is expected that individual and school property will be respected in the TASIS community. Members of the boarding community are able to store and access their personal belongings and school-issued items in dormitory rooms. All students are responsible for their own personal property. This includes not leaving items unattended around campus and properly securing valuables in a dormitory lockbox. The School cannot be responsible for the loss of personal items.

PERSONAL BELONGINGS INSURANCE

Personal belongings are the responsibility of each student and insurance to cover their damage/loss should be undertaken personally.

PERSONAL STEREOS

Personal stereos, ipods, MP3 players or any other electronic devices may not be used during the academic day, during evening supervised study hall or detention.

PUBLIC DISPLAY OF AFFECTION

The School expects all students to conduct themselves with an appreciation for the sensitivities of others and the established values of modest and appropriate behavior. Demonstrative expressions of affection in public areas of the school can cause embarrassment and offense to others and are inappropriate in the context of a school environment.

RE-ENROLLMENT POLICY

Re-enrollment for the following year is not automatic. In February, families will receive a re-invitation letter indicating the likely status of their child's enrolment for the following year. By April 1st, all students are required, subject to enrollment status, to submit a re-enrollment form and deposit to re-enroll at TASIS The American School in England for the following academic year.

TASIS England reserves the right to rescind an offer of re-enrollment for academic and/or disciplinary reasons. The School also reserves the right to dismiss, at any time, a student who has proven to be an unsatisfactory member of the School community. If, in the School's judgment, a student's conduct on or away from the campus indicates that he or she is consistently out of sympathy with the ideals, objective and program of the School, parents will be required to withdraw the student at once, even though there may have been no infraction of a specific rule.

If TASIS feels that it can no longer meet the needs of the child or the family, it will give advance notice of the possibility of non-renewal of contract.

SCHOOL MEETINGS

Upper School community meetings are held regularly to share information and discuss issues of interest to the student body. Attendance is required. Regular class level meetings are also held in order to allow students at each grade level to meet with their advisors and class officers to conduct class business and plan class activities.

SECURITY

TASIS provides a full-time, year-round security presence. The campus security force is housed in the building beside the Ten Acre Lane entrance to campus and can be reached at 01932 582339 or 01932 582702 at any time. CCTV cameras also monitor the campus. The South Campus car park can be accessed by a key system that is made available to regular users. Those wishing to park vehicles on the North Campus must pass through Security. All those regularly parking on or driving through campus must obtain a disc made available through Reception. Parents, staff, and visitors are provided with identification badges which should be worn whenever they are on campus.

SENIOR CLASS POLICIES

Independent Study Hall: Members of the Senior Class who are in good standing are permitted to study independently during assigned Study Hall periods. Students on Academic Probation, Academic Monitoring, and/or Disciplinary Probation may be required to report to supervised Study Hall.

Attendance: Seniors who have Study Hall the first class period of the day are required to sign-in each morning at 8:30 a.m. in the library for daily attendance purposes. Day students with Independent Study are permitted to study in a location of their choosing. Day students are not allowed in dormitories. Boarding students may return to their room following library check-in or study in a location of their choosing within boarding guidelines. Students are required to be in dress code for library check-in and/or study.

SENIORS MUST REMAIN ON CAMPUS UNTIL THE END OF THE ACADEMIC DAY—3:15p.m.—AND ARE NOT PERMITTED TO SIGN-OUT OR LEAVE CAMPUS VIA A PRIVATE VEHICLE BEFORE 3:15p.m. However, Seniors who are in good standing are granted permission to leave campus and walk to the Thorpe Post Office (via Village Road only) during Study Hall periods. Other areas of the Village are off limits during the academic day.

Driving: Senior day students, with the written approval of their parents, are permitted to park in the TASIS South car park. Private vehicles must be registered with campus security and with the Dean of Student Life. Students are not to leave the TASIS campus in a private vehicle during the academic day without the advanced permission of an administrator, and at no time drive with a Boarding student with them. Failure to comply with rules regarding driving may result in loss of driving privileges.

Requests: Seniors are invited to make reasonable requests for privileges throughout the course of the senior year. Seniors are reminded that the granting of any request is, as the title implies, a privilege not a right. Privileges will be granted or denied based on various factors such as the cooperation, cost effectiveness, work ethic, respect and school spirit that a senior class has shown throughout the school year. Privileges will be granted, denied or revoked solely at the discretion of the Upper School administration.

SKATEBOARDS AND ROLLER BLADES

For reasons of safety, students are not permitted to skateboard on campus. Rollerblading is allowed for boarding students after 5:15 p.m. on weekdays and all day on weekends. Rollerblading is not permitted on school walkways and is restricted to hardtop recreation areas. Rollerbladers are encouraged to wear protective gear and to keep in mind the safety of others.

SPECIAL NEEDS POLICY FOR ADMISSIONS

The goal of the TASIS Learning Resource Center Program is to provide the academic, behavioral, and emotional support that

students require to reach their potential. TASIS recognizes the importance of including students, parents and guardians, classroom teachers, special services staff and administrators in a collaborative process for the delivery of special services to students with learning differences.

TASIS provides a range of support services at an additional cost to the family. Areas of support offered include initial assessment, speech and language services, academic support, classroom guidance, and individual counseling.

TASIS does not offer a full continuum of special education programs. Admission is contingent upon a match between the student's and the family's needs and the level of services available. For that reason, the admission of any special needs student is determined on a case-by-case basis using multiple sources of information such as school records, evaluations and interviews with students, parents and teachers.

It is very important that parents of students who have received special services or who believe they may need support contact the admissions office as soon as possible. Specific information relating to a child in need of special services will be considered by the administrators and special services personnel who make determinations about admissions

SPORTS, FIELD TRIPS, OFF-CAMPUS AND OVERNIGHT TRIPS

Participation in school-sponsored trips is a privilege. Each student is responsible for making up the work of the classes he/she has missed due to a school-sponsored trip. Students must secure a planned absence form from the trip sponsor a minimum of 3 days in advance of any school-sponsored trip. The student is responsible for informing teachers in advance of the trip that he/she will be absent and for completing his/her work in a timely manner as determined by the student's teacher(s).

Students who are on Academic Probation or Monitoring, Disciplinary Probation, or who have excessive school absences may be denied participation in school-sponsored trips at the sole discretion of the Upper School administration.

STUDENT LEADERS

The TASIS Upper School Student Leadership Team exists to promote cooperation, unity and spirit within the student body; to inform the faculty and administration of student opinions and concerns; to propose solutions to these concerns; to organize activities and encourage student participation; and to sponsor fund-raising events. The Leadership Team is comprised of both elected (Student Council) and selected (Prefects) leaders. All student leaders must be in good standing in the Upper School. No student may be on disciplinary probation.

In order to apply for a Student Leadership position at TASIS, candidates must meet the following criteria:

- GPA not below 2.0
- No failing grades on Semester grade reports for the year prior to election/selection
- No major rule infraction - including Saturday Suspension during the current year
- CSP obligation fulfilled at time of application/standing for office
- Excellent attendance record

STUDENT ORIENTATION

An orientation period is held at the beginning of the fall and winter terms. The orientation program helps students become acquainted with the faculty, their fellow students, and the school's environment. During these days, students and faculty focus on the needs and requirements of working together as a school community. Course registrations are finalized, and all aspects of school life at TASIS England are clarified.

SEXUALITY EDUCATION GUIDELINES

We believe that sexuality education is best dealt with within the family, especially given our multi-cultural population. However, we recognize that school and home are partners in all aspects of learning. We understand that children are naturally inquisitive and they are inescapably confronted with many topics of a sexual nature that they want to discuss. We realize that they also acquire misleading and inaccurate information from peers, older students, and the media. Our mission is to work with parents to ensure, through a cross-curricular approach, that our students' knowledge of sex and sexuality is based upon facts and strong moral grounding.

Therefore, we try to follow the practice found in many homes by sensitively answering questions as they arise naturally according to the appropriateness of the question, the child's age and his/her ability to comprehend. We promote abstinence until marriage, and TASIS England teachers will not give pupils advice on contraception and other aspects of sexual behavior not explicitly listed in the approved curriculum. The Health Center will refer students to their family or a physician for all questions concerning contraception.

Our goals are to:

- Foster self-esteem, self-awareness, a sense of moral responsibility;
- Emphasize the importance of relationships with, respect for, and responsibilities towards other people;
- Respond appropriately and sensitively to children's questions as they arise;
- Help children base their own decisions on understanding and accurate information, rather than on ignorance and misinformation, in order to develop the skills to avoid and resist unwanted sexual experience.

In addition to human growth and reproduction, other areas of sexuality education are discussed in age appropriate ways, including personal awareness and safety, the context of sexual relationships, body knowledge and family relationships.

Parents are welcome to talk with their teacher about what is being taught and the school's health education curriculum is available to parents. After reviewing the curriculum, parents may request that their child not participate in the aspects of the health education curriculum that discusses issues related to sexuality.

TRANSPORTATION

Transportation for TASIS day students within geographical boundaries is arranged at an additional cost through the TASIS Transportation office. Contact the busing coordinator for additional information about costs and scheduling.

VISITORS

All visitors to the campus must report to security or reception and wear a badge that identifies themselves and their purpose on campus. Regular visitors will receive a permanent badge; others will receive a temporary one from the Security Building or from Reception. Visitors should park their vehicles in the designated area outside the Arcade. Dormitories are out of bounds for all visitors unless special permission has been granted.

WITHDRAWAL POLICY

TASIS England completes a re-enrollment process every year. Re-invitation letters are sent to all eligible students every February. By April 1st, all returning students are required, subject to re-invitation status, to submit a re-enrollment form, and to lodge a deposit to re-entroll at TASIS England for the following academic year. If students do not intend to return for the following academic year, this should also be confirmed to the Admissions Office by April 1st.

Once enrollment or re-enrollment has been confirmed, no refund or reimbursement of fees is payable in the event of subsequent withdrawal. However, a refund of a student's second semester fees will be available (other than for students who have been suspended, dismissed, or expelled) if:

- a completed Withdrawal Form is received by the TASIS England Admissions Office **no less than 60 days prior to the end of the first semester**; and
- TASIS England has accepted a replacement student to take the place of the withdrawing student in the same grade and program, and that replacement student begins classes at the start of the second semester.

No reduction of fees will be granted in respect of a student's absence from school.

No records, recommendations, or reports will be released until all financial obligations have been met.

This policy includes transfers to TASIS Switzerland during the academic year and any transfers from boarding to day status. The School will also retain the enrollment deposit if the student withdraws during the academic year.

Withdrawal Procedure:

1. Request the Withdrawal Form from the TASIS England Admissions Office. (ukadmissions@tasisengland.org).
2. Return completed Withdrawal Form to the TASIS England Admissions Office.
3. Upper School Students: Return completed Upper School Transcript Request Form to the Academic Dean's Office.

Please note that all withdrawal information is strictly confidential.

UPPER SCHOOL CODE OF CONDUCT

Believing in the worth of each individual, TASIS seeks to embody and instill the value of personal responsibility. Central to this belief is that respect for oneself and for others grows from honesty and truth. The structures and standards of behavior at TASIS are designed to promote personal responsibility for actions taken. The policies, and subsequent disciplinary procedures and consequences that follow, reflect this philosophy and are intended to represent an educational process.

Honesty

Honesty is the basic value upon which this community rests. Truth builds trust. We expect honest behavior in all areas of school life, formal and informal, curricular and extra-curricular. In the event that initial errors in judgment and /or poor decisions are made our expectation is that students will be honest and forthright in discussions with faculty members and administrators. If policy infractions are further compounded by dishonest actions additional disciplinary, consequences may be applied.

The TASIS Crest

The Sun represents truth (veritas), which implies both honesty and integrity. The structure and standards of behavior at TASIS are designed to promote students' personal integrity and moral development. Truth builds trust, and when young people from different countries and backgrounds get to know each other in an atmosphere of loyalty and trust, as they do at TASIS, prejudices are broken down, lasting friendships are made, and a vibrant and caring community is created.

RESPECT FOR SELF

Respect grows from honesty and an intention to care sensibly for one's own appearance, time management, health and life beyond TASIS. The following Upper School Policies seek to promote a sense of self-respect within TASIS students.

UNIFORM

All upper school students, out of respect for themselves and the TASIS England community, are expected to dress in a neat, clean, and tailored manner, according to the uniform guidelines. It is an expectation that students will follow these guidelines in a spirit of cooperation and good will and that parents will support the uniform policy. Any questions concerning dress should be directed to the Head of Upper School or Dean of Student life. The uniform must be worn during the academic day. The academic day runs from 8:25 a.m. to 3:15p.m. Boarding students are to come to breakfast dressed in uniform and ready for their first period class.

NOTE: Students are required to purchase all uniform clothing/items from the designated TASIS vendor. Items purchased from other vendors will not be allowed. Photos of the TASIS Uniform can be viewed by going to www.tasis.com/england (go to Academics > Upper School)

Girls

The Upper School Uniform will consist of:

- A navy or light khaki skirt or navy or light khaki trousers

- A TASIS crested sweater or cardigan
- A TASIS crested light blue or white blouse
- A TASIS navy blazer (optional)
- A TASIS short and/or long sleeved polo shirt. (optional)

The above-mentioned items must be purchased from the designated TASIS vendor.

Conditions:

- The polo shirt may only be worn during the Fall and Spring Sports/ Activities Trimesters. (Please refer to the school calendar for exact dates.) The polo shirt, during this time, may be worn with a sweater, cardigan or blazer.
- During the Winter Sports/Activities Trimester girls must wear a TASIS blouse with a TASIS sweater, cardigan and /or a TASIS blazer.
- Blouses must be buttoned.
- Blouses and polo shirts must be tucked in when worn with a cardigan or sweater.
- A white camisole may be worn underneath the blouse and polo shirt. The camisole must not be visible below either shirt.
- Skirts must be of moderate length reaching at least to the knees.
- Trousers must be sized to fit the natural waistline.

Boys

- The Upper School Uniform will consist of:
- A TASIS navy blazer
- A navy or light khaki trousers
- A TASIS crested light blue or white dress shirt
- A tie
- A TASIS crested sweater (optional)

The above-mentioned items, excluding the tie, must be purchased from the designated TASIS vendor.

Conditions:

- The polo shirt may only be worn in the Fall and Spring Sports/Activities Trimesters. (Please refer to the school calendar for exact dates.) The polo shirt, during this time, may be worn with a sweater or blazer.
- During the Winter Sports/Activities Trimester boys must wear a TASIS blazer, TASIS crested dress shirt and tie.
- A conservative tie must always be worn with the dress shirt.
- A TASIS crested sweater may be worn over the light blue or white TASIS crested dress shirt. During the Winter Trimester a blazer must also be worn.
- Shirts must be fully tucked in.

- Trousers must be properly sized and belted at the natural waistline.
- Only a solid white, short sleeved undershirt may be worn under the polo or dress shirt.

Outerwear

- A plain, formal, dark colored dress coat, mid-thigh or below in length may be worn outside or in the dining hall. Brightly colored coats, ski jackets, denim jackets, and jackets with slogans, hooded sweatshirts, and fleeces are not acceptable as outdoor coats.
- A TASIS England letter jacket may be worn outside or in the dining hall.
- Outerwear is not to be worn in the classroom. Students are reminded that if they are cold in the classroom they should consider wearing the TASIS England blazer.
- A white, navy, or light blue TASIS England scarf or TASIS pashmina may be worn as part of the student uniform.
- Hats may not be worn in any school building

Shoes

- Plain black, brown, or navy leather dress shoes with rigid soles must be worn.
- Girls' shoe heels must be no higher than 5 cm (2 inches).
- Boys must wear plain black, navy, grey, white, or tan socks that rise above the ankle or higher.
- Girls may, but are not required, to wear socks. If girls choose to wear socks, they must wear plain black, navy, grey, white, or tan socks that rise above the ankle or higher.
- Girls may wear only plain black, navy, grey or tan nylons/tights.
- Shoes must be worn at all times.

Belts

- Boys must wear a black or brown leather dress belt inside of the belt loops.
- Girls, if they choose to wear a belt, must wear a black or brown leather dress belt inside of the belt loops.
- Belts are not to be worn over the sweater or cardigan.
- Suits & Formal Wear
- Boys are expected to wear suits and girls formal clothes for special occasions and formal school functions such as Homecoming and the Winter Ball.
- For the Community Meal, boys are expected to wear a suit or the TASIS blazer, TASIS dress shirt, and tie. Girls are expected to wear a dress, skirt with blouse, or, if they choose to wear dress trousers and blouse, they must also wear a blazer of their choice. Polo shirts and jeans are not allowed.

Jewelry

- Ostentatious jewelry and fashion accessories are not permitted.
- Face-piercing jewelry, including tongue piercing, is not permitted. Body piercing is strongly discouraged, and all body jewelry must be removed during participation in required P.E. classes or during after-school sports/activities.
- Boys are not to wear earrings.

Hair

- Ostentatious hairstyles and hair colors (i.e. outside of the 'natural' color range) are not permitted.
- Boys are to be clean-shaven, although neatly trimmed mustaches are permitted.
- Beards are not permitted and sideburns are not to extend beyond ear length.

Monitoring Of Uniform/ Dress Code

The following progressions of responses to students who do not follow the uniform policy will be applied:

Students reported to the Dean of Student Life for not following the uniform policy will be placed on a two-week probationary period. During this time, if the student is reported for not being in uniform they will be assigned a Friday detention. Students may also be required to meet with a member of the Upper School administration on a regular basis, during this time.

TARDINESS

A student is tardy to class when he/she arrives without an approved pass after the designated start time to that class. In instances of tardiness the following progressive steps will be implemented:

Once a student accumulates three tardies in the same class or the fourth accumulated tardy to any class during a semester, he/she will be assigned a Friday detention. Parents will be contacted via email informing them of the tardy issue and outlining the next disciplinary steps should the pattern of tardy behavior not be modified. Students may be required to complete a Responsible Thinking Plan (RTP).

Following this initial sanction, students are obliged to complete a two-week probationary period during which time students need to be punctual for all of their requirements. Any tardiness during this period will result in a Saturday detention being assigned. Students will continue to receive this sanction until they successfully complete a two-week probationary period. The Dean of Student Life will notify parents of the continued tardy issue and the student will be asked to complete a Responsible Thinking Plan.

Following the successful completion of the probationary period, students will revert to step one of the progressive stages.

In the cases of continued tardiness students may be asked to meet with the Dean of Student Life and members of the Upper School administration, further sanctions may be applied.

ALCOHOL AND ILLEGAL DRUGS

TASIS England believes that the use of any drugs/substances/alcohol which may alter behavior or states of mind, or may in any other way interfere with one's normal consciousness, is both seriously dangerous to one's physical and mental health and counter-productive to a meaningful community life and effective education. In addition, TASIS England respects the laws of the United Kingdom.

Possession, distribution, or use of alcoholic beverages, including beer and wine, is strictly prohibited. These rules apply at all times for TASIS England students while they are associated with the School. Students possessing alcohol or under the influence of alcohol on campus will be subject to disciplinary action which may include in-school suspension, out-of-

school suspension, or dismissal. The use, possession, and/or distribution of any illegal or unauthorized drugs, drug-related paraphernalia, or other mind-altering substances will result in immediate dismissal. In addition, students who are found to be under the influence of the afore-mentioned, will risk immediate dismissal. A student will be given an opportunity to attend a Disciplinary Board Hearing.

Narcotics, marijuana, hashish, ecstasy, and psychedelics are illegal drugs. Tranquillizers, sedatives, amphetamines, barbituates, and other prescription drugs may be used if authorized in writing by a physician and if the drug and the prescription are registered with the school nurse. The use or possession of these drugs without a prescription and/or without registering them with the school nurse constitutes “unauthorized” use or possession. Nitrous oxide and other inhalants, such as those found in glues, aerosols, and solvents, are considered illegal drugs.

To avoid any misunderstandings, students are required to register all prescription drugs and all medicines with the school nurse immediately upon arrival at school or receipt of the prescription. Any non-registered drug or medicine may be considered “illegal” or “unauthorized”. These items mentioned are not intended to be an exhaustive list but merely representative of illegal substances.

DRUG / SOBRIETY TESTING

If a student is suspected of using drugs or consuming alcohol, a drug or sobriety test will be used to make that determination. Drug and/or sobriety tests will be administered on campus or at school-sponsored events. Parents/guardians will be responsible for all fees incurred as a result of any tests.

Refusal to take either a drug or sobriety test on campus will result in the student’s immediate withdrawal or expulsion from TESIS England. The school reserves the right to bring in a third party to administer drugs tests and to search for drugs on campus at anytime.

The School encourages students to seek assistance from a faculty member if they feel they have a problem with drugs or alcohol. TESIS will seek to provide the most appropriate level of support to students who approach the School with any drug or alcohol related issues.

SMOKING

Smoking presents a significant threat to one’s health. Smoking is not permitted at any time for students in any grade. Repeated violations of this rule may lead to suspension. Smoking in a school building represents an extreme fire hazard. Students found smoking in any school building will be subject to suspension and Disciplinary Probation. Students exhibiting behaviors associated with smoking (i.e. smelling of smoke, returning from Monk’s walk etc.) will be referred to the Dean of Student Life. Students experiencing particular difficulty with smoking may be required to attend a smoking cessation course as part of the assigned sanctions for smoking.

Students have the option of self-disclosure and agreeing to follow a smoking cessation program. In this instance, disciplinary action is suspended pending the successful completion of the smoking cessation program. Any further smoking incidents would result in disciplinary action.

STUDENT LEADERS

Being a TESIS Student Leader is a privilege, which holds levels of behavior to a higher standard than the average student.

The actions of a TESIS Student Leader are an example that other students will follow. It is thus essential that our Student Leaders show utter respect for our rules and regulations.

A major violation of the Code of Conduct at any time of the year may lead to a termination of the leadership position. Infractions that warrant an in- or out-of-school suspension or disciplinary probation will result in students being asked to leave the Student Leadership program.

REPORTING DISCIPLINARY INFRACTIONS TO OTHER EDUCATIONAL INSTITUTIONS

Major violations of TESIS England rules may impact a student's applications to other secondary schools or future universities. In recent years, it has become more common for other educational institutions to ask about disciplinary infractions. TESIS England will report serious violations, which we define as a suspension (in-school or out-of-school) or a dismissal from school.

If disciplinary information is requested by an Educational Institution, suspensions and dismissals that occurred in 9th through 12th grade will be reported. Depending on the timing of the violation, reporting may happen when the application is initially submitted, during the time period when the application is being reviewed, or after the admission decision has been made. The Academic Dean or the College Counseling Office will work closely with each student to offer advice on how to report the incident.

RESPECT FOR OTHERS

Whether you are a day student or boarder, you are a member of the TESIS community, which offers unique opportunities for cooperation, collaboration and creating friendships with peers, faculty, and staff. We are a diverse school with a huge array of cultures and interests; respect for others is paramount to the integrity and fabric of our lives at TESIS. TESIS England expects that students will adhere to the following expectations:

- Conform to reasonable standards of speech and conduct.
- Refrain from violating or impairing the rights of others'.
- Refrain from conduct that deprives other students of an orderly and positive atmosphere for study.
- Show respect for the education offered to them and regard not a right their attendance at TESIS England as a privilege.

BEHAVIOR AWAY FROM CAMPUS – NON SCHOOL-SPONSORED ACTIVITIES

When students participate in private activities, which reflect negatively on the school, TESIS reserves the right to take necessary measures to curtail any misconduct outside the school environment. The determination of the type of conduct subject to discipline and the decisions regarding consequences are left to the sole discretion of the administration.

STUDENTS THAT ARE OUT OF SYMPATHY WITH THE ETHOS OF TESIS ENGLAND

Students are expected to actively support the School's standards of personal and academic honesty. The School reserves the right at any time to discipline a student who has proven to be an unsatisfactory member of the school community. If, in the School's judgment, the student's conduct indicates that he or she is out of sympathy with the ideals, objectives, and programs of the School, the student may be required to meet with the Disciplinary Advisory Group or Disciplinary Board, even though there may have been no infraction of a specific rule or policy.

HARASSMENT/BULLYING POLICY

Bullying and harassment is conduct that subjects a student to insults, taunts, or challenges, whether verbal, oral, written, or of a physical nature, which are likely to intimidate or provoke a violent or disorderly response from the student being treated in this manner. Each person attending TASIS The American School in England has a right to feel safe and valued. Harassment and bullying violate this right and create an atmosphere that is intimidating and demeaning to the parties involved. Conduct constituting bullying and harassment will not be tolerated, and is prohibited by law. Such behavior undermines the spirit of community and is considered a major violation of the School's policies; it will be reported to the appropriate school authorities if observed by any member of the community. Bullying and harassment are considered a major violation of the school's policies and will result in disciplinary action that may include dismissal. Counseling support will be provided to both the victim and perpetrator as the school administration may deem fit.

Neither the school's network, the broader Internet, nor mobile phone technology (whether accessed on campus or off campus, either during or after school hours) may be used for the purpose of harassment by TASIS England students, faculty or staff.

This includes: harassing, teasing, intimidating, or threatening another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or web site postings (including blogs).

Faculty, staff, or students who feel that they have been the victims of any misuse of technology should not erase the offending material from the system. They should print a copy of the material and immediately report the incident to a school administrator. This information may need to be shared with others and, in the most serious cases, the matter may need to be referred to police or social services for investigation.

ACCEPTABLE USE POLICY FOR SCHOOL COMPUTER TECHNOLOGY

The computer technology and network systems at TASIS England are meant to serve all students and faculty of the school. Those using computer equipment or intelligent mobile devices at TASIS England, whether owned by the school or themselves, must do so in ways acceptable to the school community. The general principles of honesty and respect for others apply in the use of technology as in so many other areas of conduct, and those using computer technology must also abide by the following specific guidelines:

No one without authorization may tamper with the disks, files, or settings of school computers. Existing files are not to be moved on the hard disk, files should not be copied onto the hard disk, cables and connections must not be altered, and operating system settings must not be changed. No one may use the school's network for port scanning or knowingly to transmit destructive software (e.g., computer viruses, Trojan horses, etc.).

E-mail messages of an offensive or disrespectful nature may not be sent by anyone at TASIS England. Those using the school's Internet connection are expected to learn and follow the etiquette that governs all citizens of the world's on-line community. Within the school community itself, language in e-mail that steps beyond the broad bounds of civility is unacceptable.

Computers used at school may not be used in a dishonest way. This includes using others' passwords or login names, and it also includes using material acquired via computer from another source and claiming that it is original work. The source for images or text downloaded from the Internet, CD-ROM, or disk should always be identified properly. Dishonest computer

use also includes violating laws through inappropriate copying of copyrighted text, images, music, video, etc.

Nothing should be loaded into any computer's memory, disks, or display that is potentially offensive or obscene.

Although individuals tastes and sensitivities may differ, everyone can recognize the kind of sexual or violent images or language that would be likely to cause an "18" or "R" rating to be given to a movie, and this kind of material is unacceptable on computers at TASIS England.

Students may not jeopardize themselves, their classmates, or their school by identifying themselves or divulging their e-mail addresses, home addresses, or personal information to unknown parties.

The School may allow students at certain times to use computers without direct faculty supervision, and the students in turn must use sensible discretion in their contacts with others so that they, and the rest of the community, are not subject to unwelcome communication.

Computer gaming is not permitted during the academic school day, unless authorized by a teacher.

These guidelines implicitly govern everyone's use of computer technology at TASIS England, and failure to follow them will result in appropriate disciplinary action.

BEHAVIORAL EXPECTATIONS FOR OVERNIGHT TRIPS, OFF-CAMPUS EVENTS & FIELD TRIPS

During off-campus events and travel opportunities students are representatives of the school, as well as ambassadors for their native countries and families. The highest standards of conduct and co-operation are expected at all times.

Students must adhere to the TASIS England Code of Conduct at all times.

If a student's actions break the Code of Conduct and/or pose a danger to self, or to others, or his/her behavior reflects negatively on TASIS England the student's participation in the trip/event may be terminated, at the sole discretion of the School.

Students who do not adhere to the Code of Conduct should be aware that immediate sanctions may be applied on the trip as well as disciplinary action upon return to campus. Furthermore, infractions during an off-campus trip or event by a student may jeopardize participation in future events and trips.

WEAPONS

The possession of knives, guns or any other weapons or potential weapons by any student, on or off campus, when under the jurisdiction of the School, is prohibited and will result in disciplinary action.

INSUBORDINATION

Students are expected to follow the rules, policies, procedures, and expectations as outlined in written policy guidelines, or as verbally requested by faculty members while on school property including grounds, school sponsored activities, and field trips. Failure to comply with written or verbal requests will be considered insubordination and will result in disciplinary action.

THEFT

There are few things that can destroy the trust requisite for an effective and productive community faster than lack of respect for the property of other people. TESIS England wishes to promote respect for the individual and his or her property. Theft of money or property from others either within or outside the TESIS England community, or from the school or other institutions, is absolutely unacceptable and may lead to immediate suspension or dismissal.

MIXED COMPANY

Boys are not allowed in areas designated for girls and vice-versa.

PROFANITY, INSOLENT, AND DISOBEDIENCE

Behavior of this type is considered anti-social and destructive to the spirit and morale essential to the community. Such behavior will not be tolerated at TESIS England.

VANDALISM

Individuals have the right to personal property that remains un-tampered by others. All TESIS England students, faculty, staff, and visitors have the right to enjoy the use of the School's equipment and property without having to be offended by the thoughtlessness or maliciousness of others. Defacing or destruction of the property of others, of the School, or of other institutions will result in both payments for the damage and disciplinary action.

RESPONSIBILITY FOR ACTIONS TAKEN

The focus of our disciplinary system is education; we believe that people should be given the opportunity to learn from their mistakes and show to themselves and our community that they can be positive, contributing members of TESIS England. When a student acts irresponsibly, the community attempts to respond to the student by encouraging personal growth and the acceptance of responsibility.

The information outlined in the table on pages 23–24 represents a guide to the minimal "Step" response to policy infractions; this is not an exhaustive list. TESIS reserves the right to modify the "Step" response, dependent upon: the integrity of the student and the severity and frequency of the policy infraction.

DISCIPLINARY PROCEDURE	CODE OF CONDUCT INFRACTION	AVAILABLE DISCIPLINARY CONSEQUENCES
<p>Step 1</p> <p>Suspected rule violation—Teacher/ Student discussion</p> <p>Due process is applied and the student is informed of the perceived infraction. Depending upon the nature of the suspected infraction the incident may be resolved at this stage.</p>	<p>Classroom policy violation</p>	<p>Teacher notifies Parent</p> <p>Student develops a Responsible Thinking Plan</p> <p>Teacher sanction, as per classroom management procedures</p> <p>Teacher detention</p>
<p>Step 2</p> <p>Student/Teacher reports incident to Dean of Students</p> <p>In the event that the issue is not resolved or the policy violation is more serious, the student and/or teacher will report the incident to the Dean of Students.</p> <p>Depending upon the nature of the infraction the incident may be resolved at this stage.</p> <p>The student’s parents and advisor are informed of the incident. In the case of boarding students, the Dean of Residential Life and Dorm. Parent will be included in the disciplinary process.</p>	<p>Absence from class</p> <p>Acceptable Use issues</p> <p>Smoking</p> <p>Mixed Company</p> <p>Behavior away from campus</p> <p>Public behavior</p> <p>Profanity</p> <p>Vandalism</p> <p>Bullying</p> <p>Insubordination</p> <p>Alcohol</p> <p>Out of Sympathy with the ethos of TESIS</p>	<p>Friday Detention</p> <p>Friday Detention & Responsible Thinking Plan</p> <p>Half-Day Saturday Detention</p> <p>Half-Day Saturday Detention & Responsible Thinking Plan</p> <p>Full Day Saturday Detention</p> <p>Disciplinary Probation & Responsible Thinking Plan</p>

DISCIPLINARY PROCEDURE	CODE OF CONDCUT INFRACTION	AVAILABLE DISCIPLINARY CONSEQUENCES
<p>Step 3</p> <p>Disciplinary Advisory Group</p> <p>If the rule infraction involves suspension as a possible consequence, then the student may be referred to the Disciplinary Advisory Group</p>	<p>Smoking – In a school building</p> <p>Possession of Weapons</p>	<p>All of the above</p> <p>In School Suspension, Disciplinary Probation & Develop Responsibility plan</p> <p>Out of school suspension, Disciplinary Probation & Develop Responsibility plan</p>
<p>Step 4</p> <p>Disciplinary Board Hearing</p> <p>For offences in which the consequences may involve dismissal from TESIS, the student will appear before a Disciplinary Board Hearing</p>	<p>Drugs</p> <p>Theft</p>	<p>All of the above</p> <p>Dismissal from TESIS</p>

DEFINITION OF - DISCIPLINARY PROCEDURE:

Confidentiality: All members of the TESIS community involved in the review and/or adjudication of infractions will maintain a high level of confidentiality regarding discussions held during closed proceedings.

Due process: TESIS will protect the rights of the individual providing students with appropriate Due Process protection. Prior to any disciplinary action, unless a student’s continued presence may endanger persons or property or threaten to disrupt the academic process, the student will be informed of the charges against him/her. The student will have the opportunity to present his/her version of the incident.

Advisor Notification: Advisors will be notified of disciplinary infractions and invited to participate during formal disciplinary proceedings. Copies of all Disciplinary Notices will be forwarded to Advisors.

Disciplinary Advisory Group – DAG: Once it is determined that a major rule violation has occurred the DAG will be convened to recommend an appropriate response. Prior to the meeting, the student will be informed of the rule violations under consideration and asked to give a full written and oral account to the Dean of Students. Dishonesty by a student during a disciplinary meeting, even if discovered at a later date, will lead to a recommendation for further disciplinary action.

The student meeting with the DAG will be represented by their advisor and dorm parent, if applicable. Students may request that a faculty member make a presentation on his or her behalf to members of the group.

The DAG will involve the following persons:

- Head of Upper School
- Dean of Students
- 2 faculty members
- Dean of Residential Life (in cases involving boarding students)
- Student Advisor
- Student's dorm parent (in cases involving boarding students)

Disciplinary Board Hearing: Once it is determined that a major rule violation has occurred and that dismissal may be a possible consequence, a Disciplinary Board Hearing will be convened to recommend an appropriate response. Prior to the meeting the student will be informed of the rule violations under consideration and asked to give a full written and oral account to the Dean of Students. Dishonesty by a student during a Disciplinary Board Hearing, even if discovered at a later date, will lead to a recommendation for further disciplinary action.

The student meeting with the Disciplinary Board Hearing will be represented by his/her advisor and dorm/parent, if applicable a Student may request that a faculty member make a presentation on his or her behalf to members of the hearing. TESIS is responsible for scheduling the date and time of the Disciplinary Board Hearing as soon after the disciplinary infraction as possible. If Parents can meet at this time they may attend the Disciplinary Board Hearing to support their son/daughter.

The Disciplinary Board Hearing will involve the following persons:

- Member of the Board
- Headmaster
- Head of Upper School
- Dean of Student Life
- Dean of Residential Life (if applicable)
- Student's Advisor
- Student's Dormitory Parents

DEFINITION OF - DISCIPLINARY CONSEQUENCES:

Responsible Thinking Plan - RTP: Responsible thinking is a method for helping students to look at their own behavior, evaluate their actions and develop a plan to correct their conduct. Students may be asked to develop such a plan at any and all stages of the disciplinary process. The plan will be created by the student concerned and approved by those members of the Faculty and Administration who are involved in that stage of the disciplinary process.

Warning: A warning may be applied when a teacher or administrator feels that an infraction was the result of a student not knowing, or incorrectly interpreting a school rule.

Loss of Privileges: If a student abuses a school privilege such as independent study, use of equipment, or a facility, telephone, etc., he/she may lose the privilege. Based on the seriousness of an infraction or in the event of continued abuse, the privilege may be permanently revoked.

Teacher Detention: A teacher detention is a period of time served by a student for minor classroom infractions. Teacher detentions are served with a classroom teacher, thus providing an opportunity for the teacher to discuss privately a classroom situation that has impacted student learning.

Friday Detention: Administrative detentions are held from 3:30 – 5:00 p.m. on Friday and are served by a student for minor infractions of school policies. A detention may be assigned when a student fails to serve an assigned teacher detention or by the Dean of Student Life. Students in detention will be required to sit in silence and engage in an academic assignment.

Friday Detention, develop Responsible Thinking Plan: As per a regular Friday detention with the caveat that students cannot complete any schoolwork until they have developed an appropriate Responsible Thinking Plan.

Half-Day Saturday Detention: is held from 9:00 a.m. – 12:00 noon and may be assigned for major infractions of school policies, repetitive minor infractions, truancies, and/or failure to serve Friday detention. Students in Saturday School will be required to sit in silence and engage in an academic assignment. Computers and/or electronic audio equipment are not permitted. Fees for hiring a proctor will be charged. (Unused money will go to a charity).

Half-Day Saturday Detention, develop Responsible Thinking Plan: As per a Half-Day Saturday School detention with the caveat that students cannot complete any schoolwork until they have developed an appropriate Responsible Thinking Plan.

Full-Day Saturday Detention: Full day detentions are held from 9:00 – 5:00 and may be assigned for major infractions of the Code of Conduct, repetitive minor infractions and for instances in which a student may have transgressed in one or more areas of the Code of Conduct. Students will be required to sit in silence and engage in an academic assignment. Computers and/or electronic equipment are not permitted. Fees for hiring a proctor will be charged, the cost of which will be £50 per student. (Unused money will be donated to charity). TASIS actively encourages parents to have their son/daughter pay these fees.

Saturday School: Saturday School is held from 9:00 a.m. – 12:00 noon and may be assigned to provide students with academic support. This is not a disciplinary sanction and students may volunteer to attend Saturday School or do so at the request of Faculty.

Disciplinary Probation: A student may be placed on Disciplinary Probation in addition to receiving a disciplinary consequence. The Disciplinary Advisory Group will determine the time a student will remain on Disciplinary Probation. Any further violation of a major school rule or repeated misconduct by a student on Disciplinary Probation may lead directly to a meeting with the Disciplinary Advisory Group or, in extreme, cases meeting with the Disciplinary Board of TASIS England.

Disciplinary Probation may be assigned after a period of suspension and occurs automatically after a suspension of one-week or more. In addition, a student who has been placed on Disciplinary Probation at any time during the school year will have his/her re-enrollment reviewed at the end of the school year. Students on Disciplinary Probation are not eligible to serve as

dormitory prefects, student leaders, class officers or student council members. A student placed on Disciplinary Probation must select a Faculty Advisor who will monitor the student's progress and with whom the student will be expected to discuss his or her progress. Failure to meet with the Faculty Advisor may lead to further disciplinary sanctions.

SUSPENSION

Suspension is the temporary separation of a student from the community for a specific number of days. During that time the student will be required to complete a Responsible Thinking Plan that seeks to address the behavior that led to the suspension. Upon his/her return to the TASIS community the student and, where possible, their parents will be required to meet with the Dean of Students, to implement the best course of action for future behavioral success at TASIS.

Suspension can be applied in the following two formats:

In-School suspension:

A student assigned to an In-School suspension will be required to be at school for the duration of the school day. The student will not attend classes, participate in any school activity or be allowed to go to the dining hall on the actual day of the suspension. During this time period the student will be required to complete a Responsible Thinking Plan and may be required to meet with relevant administrators, teachers and counselors to address behavioral issues. Prior to an In-School suspension, the student will receive a form for all subject teachers to sign and on which to record assignments. Students may be assigned a period of no more than five days for an In-School suspension. Daily fees for hiring an In-School supervisor will £50.00 per day. TASIS actively encourages parents to have their son/daughter pay these fees.

Out-of School suspension:

In the most serious of disciplinary infractions or persistent rules infractions, the School reserves the right to remove a student from the school community. In such cases Students must return to the parent's home and be under direct supervision of the parents. All costs for travel incurred as a result of the Out of School Suspension are the responsibility of the parent.

During the period of suspension a student may not take part in any TASIS sponsored activities.

Dismissal: The Disciplinary Board may decide to dismiss a student based on the seriousness of a major school rule infraction or when a student's behavior or disciplinary history compromises the good of the school community and is out of sympathy with the mission of the school.

ACADEMIC PROGRAM

THE ACADEMIC PROGRAM

The Academic Program is the heart of the TASIS England educational experience. Dedicated to helping lead young men and women into an increasing awareness of their individual capabilities, the program provides students with a balanced, liberal, college-preparatory education that is challenging and rewarding. Within this framework, the curriculum embraces the verbal disciplines of English, History, and Foreign Languages; the analytical rigor of Mathematics and Science; the aesthetic appeal of the Arts and Humanities; and the related challenges of Physical Education and Sports/Activities. The faculty is dedicated to providing an environment for learning that encourages all students to grow in body, mind, and spirit during their years at TASIS England.

TASIS ENGLAND GRADUATION REQUIREMENTS

The requirements for graduation from TASIS England reflect the school's commitment to a rigorous, balanced, college-preparatory education. These requirements are also based on the belief that within this structure students should gradually take more responsibility for decisions about their academic programs and post secondary plans. Appropriate guidance will be given through the academic advising system.

GENERAL REQUIREMENTS

Students normally take six credits each year and are expected to proceed through required courses as soon as appropriate and to work through requirements without interruption in areas where this is necessary (e.g., Foreign Language, Mathematics). Students must accumulate a total of 19 credits in college-preparatory courses (see "Grading" below), in order to graduate. The Academic Dean must approve each student's yearly course selection.

COLLEGE PREPARATORY DIPLOMA

English	4 credits
History	3 credits
	9th Grade: Ancient World
	10th Grade: Western Civilization
	11/12th Grade: U.S. History
Foreign Language	2 credits
	Third-level proficiency in a modern foreign language. If a student has completed the second-level proficiency in Latin, a further two levels of a modern language will satisfy this requirement. Students must satisfactorily complete at least two levels of their foreign language study in grades 9–12.
Mathematics	3 credits
	Algebra II or IB Math Studies Yr1 is a required course
Science	3 credits
	Including a biological and a physical science

Arts	1 credit
Humanities	1 credit Required in Grade 12; IB candidates in Grades 11/12
Physical Education	1 credit Required course in Grades 9 and 10
Sports/Activities	Students in Grades 9 through 12 are required to participate in the afternoon Sports/Activities Program a minimum of twice per week
Computer Science	.5 credit or demonstrate satisfactory proficiency
Community Service Program	Students in Grades 9 through 12 complete a CSP assignment on or off campus 9th and 10th Grade students must complete 10 hours 11th and 12th Grade students must complete 20 hours IB Candidates must successfully attain the eight stated learning outcomes of Creativity, Action, and Service (CAS)

INTERNATIONAL BACCALAUREATE DIPLOMA

The International Baccalaureate Diploma Programme (IB) is a comprehensive two-year program. IB Diploma candidates must take a total of 6 IB courses, one from each of the groups listed below. Students may, where appropriate, select a second course from group 1,2,3,4 in lieu of a group 6. Of these, at least 3 but no more than 4 are taken at Higher Level (HL) and the others at Standard Level (SL). Each course is taught over the two years of the 11th and 12th grades. In addition to the 6 courses, IB Diploma candidates must meet the requirements for Theory of Knowledge (TOK), the Extended Essay, and Creativity, Action, and Service (CAS).

Group 1	First Language/Mother Tongue (Literature Course)
Group 2	Second Language
Group 3	Individuals and Society
Group 4	Experimental Sciences
Group 5	Mathematics and Computer Science
Group 6	The Arts

IB CERTIFICATES

Students may elect to take individual IB courses leading to IB certificate examinations. Students who choose to take IB certificate courses will be expected to complete all internal and external assessments in each course. Priority in high demand IB courses will be given to full Diploma candidates if the need arises.

INTERNATIONAL SECTION DIPLOMA AND POLICIES

TASIS England welcomes international students, and students at various levels of ESL are eligible for admission. The Upper

School International Program is college-preparatory in nature and consists of full classes following a well-established curriculum. This program is included in the TASIS England fees. Department requirements are the same as those of the College Preparatory Diploma.

COURSE SELECTION AND SCHEDULING

Course registration for returning students will be completed in the spring. Students should plan to meet with the Academic Dean, IB Coordinator, or a College Counselor to discuss course/program selections.

A course application form will be sent to each new student. He/she should discuss course selection with his/her parents and return the Course Application Form with their parents' endorsement as soon as possible. New students will meet with the Academic Dean and IB coordinator upon their arrival in the fall to finalize their program of study. Students in grade 9 and 10 generally begin to fulfill their Arts requirement and are required to take PE.

PLACEMENT TESTS

In order to identify strengths and weaknesses and to place students in appropriate levels, all new students enrolled in Mathematics, English-as-a-Second Language courses, and Foreign Language courses will take placement tests during student orientation.

TOEFL TESTING

A comprehensive Test of English as a Foreign Language (TOEFL) is given to all new non-native English speaker Upper School students upon their arrival at TASIS England to confirm their level of English proficiency. The results of this test may require that we alter the grade level and class assignments for new international students.

For ESL students, the following English language levels are required for entry into Advanced Placement (AP) courses and the International Baccalaureate (IB) Program: SLEP score of 55 or above; TOEFL score of 550 (Computer-based TOEFL score of 213); or a score of 79–80 on the New Internet-based TOEFL. TASIS may recommend that the student enrolls for a thirteenth grade in order to complete AP courses or the IB Diploma in their twelfth and thirteenth grades, when the student's math, English, language or science background prevents participation in the program in the 11th Grade.

THE SECONDARY LEVEL ENGLISH PROFICIENCY (SLEP) TEST

Copies of the SLEP test are available from the Admissions Office and candidates can take the test in the TASIS England Admissions Office at a mutually agreed time. The purpose of the test is to determine the candidate's suitability for the TASIS England academic program, and we require the SLEP test procedures to be followed strictly in order to make the test valid. The test must be completed in the presence of an Admissions representative, teacher, or agent. The American Psychological Association requires that each person giving this test completes and signs a pledge of confidentiality and agreement, a copy of which is forwarded with each answer sheet.

COURSE CHANGE POLICY

After appropriate discussion with the Academic Dean, students may drop and add courses without penalty within the first two weeks from the beginning of the course. After the first two weeks and up until mid-semester, students may change courses only with the approval of the teacher, the advisor, Head of Department, and the Academic Dean and, in the case of seniors, the College Counselor. Changes in placement to a more appropriate level, as in mathematics and

foreign language, or changes recommended by a student's teacher will be considered separately by the Academic Dean and Head of Department.

CUM LAUDE

Established in 1906, the Cum Laude Society honors superior scholastic achievement in independent schools throughout the United States and several countries in Europe. TASIC England was granted a Cum Laude Chapter in 1987. Each Chapter may elect up to 20% of the members of the senior class and up to 10% of the junior class. Students who have demonstrated academic excellence and honesty are selected to the Chapter and are honored at an induction ceremony in late May.

EXAMS

Exams are given at the end of each semester. Each semester exam may constitute a maximum of 20% of the semester grade. Final course grades are an average of the two semester grades.

GRADING

TASIC England's college preparatory courses employ a traditional "A" through "F" grading system, with the grade of:

"A"	Superior
"B"	Commendable
"C"	Satisfactory
"D"	Passing
"F"	Failure

"A"	= 93%-100%	"B-"	= 80%-82%	"D+"	= 67%-69%
"A-"	= 90%-92%	"C+"	= 77%-79%	"D"	= 63%-66%
"B+"	= 87%-89%	"C"	= 73%-76%	"D-"	= 60%-62%
"B"	= 83%-86%	"C-"	= 70%-72%	"F"	below 60%

For purposes of computing the grade point average (GPA) used for Honors awards at the end of each semester, the following system is used:

1. Grades are assigned a numerical equivalent according to a "four point" system ("A" = 4.0, "A-" = 3.67, "B+" = 3.33, "B" = 3.0, etc.).
2. Half-credit and full-credit courses are weighted accordingly.

Effort marks are given in each subject to indicate the teacher's estimate of the attitude, co-operation, and effort of the student, regardless of his or her achievement. Effort marks are numerical, on a scale of '1' (outstanding) to '5' (unsatisfactory).

Honors lists are compiled at the end of each semester and are based on the semester's grades. The lists are determined as follows:

Highest Honors are awarded for superior academic achievement (3.7 GPA).

High Honors are awarded for outstanding academic achievement (3.4 GPA).

Honors are awarded for excellent academic achievement (3.1 GPA).

Effort Honors are awarded for excellent effort (1 and 2 effort marks only).

HOMWORK

Students are expected to keep up with daily homework assignments. Opportunities for extra help from teachers abound, but the final responsibility for completion of academic work on time rests with the student. Students excused from classes on account of illness, field trips, sports tournaments, etc. are responsible for all assignments, tests and quizzes missed and must make the work up immediately upon return to class. The student is always encouraged to seek guidance on studying and planning time from any of his or her teachers, or from his or her advisor.

Students are reminded that the timely completion of homework is their responsibility. Teachers are asked to review and examine periodically the quantity and quality of the homework they assign and to follow a rough guideline of 30 - 40 minutes of homework per night per subject for regular classes and 60 minutes per night per subject for AP and HL IB classes. However, if students feel they have an excessive amount of homework, they should not hesitate to contact their advisor and/or teachers to discuss the matter. Students should be given notice one week in advance of the due date for any major assignment. However, it is the students' responsibility to enter into their diary all major assignments the day they are assigned. They should, if they already have two major assignments due that day, immediately inform the teacher of that fact and the teacher will move the third major assignment to another day.

Parents of a student who is sick are encouraged to contact their child's teachers via e-mail to request homework.

ACADEMIC DISHONESTY

The School considers as very serious any incident of academic cheating or plagiarism. Copying another student's classwork or homework, cheating on a test, or turning in any material claimed as one's own but originating from another source are examples. These are both dishonest and non-educative.

- a) Cheating is defined as submitting someone else's work obtained either in or out of class for credit as one's own; giving or receiving (from another student) unauthorized assistance in the preparation of work for credit; using unauthorized materials in the preparation of work for credit.
- b) Plagiarism is defined as submission of work copied directly from any source, whatsoever which is not properly enclosed in quotation marks and acknowledged by citation, bibliography, or reference in the paper itself. This includes re-arrangements of phrases and sentences from outside sources.
- c) Unacknowledged paraphrasing and the mere restatement of an author's original idea are also considered to be plagiarism.
- d) Computer-related Academic Dishonesty, wherein a student submits for credit a program which he or she cannot explain, will also be considered to be plagiarism or cheating, as it will be assumed that he or she has copied the program or received unauthorized assistance.

Students found violating the above guidelines will appear first before the Academic Dean; if the Academic Dean deems

the case to be one of Academic Dishonesty, the following guidelines shall be followed: For the first offence, no credit will be given for the relevant work submitted, the student will re-do the assignment but not receive credit, a letter will be sent home explaining the situation to the parents, the student's teachers, dorm resident(s), advisor and coaches (if applicable), and the Dean of Student Life shall assign one Saturday School to the student. For the second offence, all of the above shall apply, in addition to which the student shall be assigned one day of In-School suspension; he/she will also be placed on Disciplinary Probation for a length of time to be determined by the Dean of Student Life. For future offences, the student may face the Disciplinary Board and possible dismissal. Offences will be cumulative throughout the student's TASIS career.

ACADEMIC PROBATION AND MONITORING

During the year, unsatisfactory work may result in a student being placed on Academic Probation or Academic Monitoring, with an advising letter to parents. Because of the seriousness of Academic Probation and Monitoring, a student's reinvasion for the following school year is automatically put on hold and will be subject to review after the third and/or fourth quarters. Any student who does not maintain an adequate level of academic achievement and effort may not be invited to return to TASIS England. If it is deemed that a student will be unable to fulfill the graduation requirements, he/she may not be re-invited. Less serious conditions may be set as well, such as a review of the student's extracurricular and sports activities, including participation in various tournaments.

REPORTS TO PARENTS

Grade Reports are sent to parents four times a year. At the end of each quarter and semester parents receive grades and effort marks. These are accompanied by specific and extensive comments from teachers and advisors.

Parents of students who are earning a grade of 'C-' or below in one or more courses will also receive **Progress Reports** at the mid-point of each quarter. These reports pinpoint the problem the student is experiencing and suggest a course of action to remedy the situation.

Academic Monitoring Reports will be sent electronically four times a year to parents of students who are placed on academic monitoring.

Dormitory Reports for boarders are forwarded at the end of the first and third quarters and **Community Service Program Reports** are written at the end of the first semester and final reports for seniors at the 3rd quarter and for underclassman at the end of the year.

STUDY HALLS

Periods in the day designated as Study Halls are to be used for this purpose. Seniors are granted independent study in free periods during the academic day. If their academic work declines, this privilege may be withdrawn.

TEXTBOOKS AND SCHOOL PROPERTY

Classroom teachers distribute books at the beginning of the year. Textbooks are the property of the school and are loaned to students. Students will be charged for textbooks that need to be replaced. The use of bookbags and writing one's name in the front of the book should help to prevent loss of textbooks.

TRANSCRIPTS

Official school transcripts are printed for all seniors who are applying to colleges and universities. These transcripts are

updated at the end of the first semester and at the end of the year to reflect final course grades. A copy of a student's record is kept on file in case a graduate needs to request a copy for employment or further educational purposes.

Transcripts for underclassmen are updated as needed throughout the school year. If a student is transferring to another school, the family must make a written request from the school Registrar that an official school transcript be prepared. Please allow at least one week's notice when making a request for a school transcript.

STUDENT SUPPORT AND SPECIAL LEARNING NEEDS

TASIS The American School in England provides support for students with various learning styles who have mild specific learning difficulties. These students are capable of functioning in the academic mainstream, but require small group or individual attention.

Students will be provided small group or individual academic support sessions set up within the school day. In some cases, the PE or Foreign Language requirement will be deferred to a later academic year in order to give a student the support he or she requires. Students participating in the upper school program take mainstream classes, although some students may have a reduced course load in order to schedule learning resource sessions. The support program emphasizes self-management, organization and the student's understanding of his or her learning styles. A supplemental tuition fee is charged according to the number of sessions required. All students scheduled for learning resource sessions may also supplement their instructional time by using the Learning Resource study area and its resources whenever they have available time.

Admission into the Upper School Learning Resource Program is based on recommendations made by the Upper School Learning Resource Team made up of the Head of the Upper School, Academic Dean, Dean of Student Life, and the Learning Resource faculty. All students considered for the Learning Resource Program must have **educational diagnostic assessments** that are current within three years. The Learning Resource faculty are able to assist and help coordinate this effort by providing referrals to various educational psychologists and diagnosticians in the London area.

The Upper School's Learning Resource Program is designed to provide structured academic support for students with specific learning difficulties, ensuring the most integrated experience possible in TASIS's college preparatory course of study. It is our hope that each and every one of our students will find success in his or her academic endeavors at TASIS; this program will assist in accomplishing that goal.

COLLEGE AND CAREER COUNSELING

COLLEGE ADMISSIONS

The college counselors work with the Upper School students through the planning and application stages of college admissions. During the fall orientation period, the college counselors meet with eleventh and twelfth grade students to discuss the college admissions process as it relates to academic achievement, academic planning, and, for Seniors, immediate goals and procedures. During the fall term, the college counselors meet with Seniors individually to help them finalize the list of colleges to which they will apply and to monitor the progress of individual students in the application process. In the winter, the college counselors begin to meet individually with Juniors and their parents to discuss college and career goals to begin formulating a list of suitable colleges. The college counselors will also assist in planning senior year course selection as well as summer activities. In small groups, Juniors attend an eight-week series of college search seminars that focus on such elements as size of university, location, academics, admission selectivity, and the various aspects of the application itself. Representatives from a wide variety of American colleges and universities, as well as a number of American colleges in Europe and a few British and Canadian universities visit the campus during the fall to meet with interested students. The schedule of these visits is published in the Upper School Daily and Weekly Bulletins. In addition, Seniors and Juniors have the opportunity to attend the London College Fair where they can meet with representatives of American colleges and universities. The college counselors also host a Case Study Night for Seniors and their families, College Night for Junior parents, and a "College 101" information session for parents of all grades during Parents' Weekend. The Director of College Counseling is also present at all parent coffees and grade level meetings. Additionally, the college counselors are always available to meet individually with parents.

COLLEGE ADMISSIONS TESTING

The following admissions tests for American colleges and universities are administered at TASIS:

PSAT-NMSQT, Grades 10 and 11: Preliminary SAT and National Merit Scholarship Qualifying Test. An aptitude test which measures critical reading, math, writing abilities, provides preparation for the SAT and enters junior students in an international scholarship competition.

SAT Reasoning Test, Grades 11 and 12. An aptitude test which measures critical reading, math, writing abilities and is required for application to most American colleges and universities. The SAT reasoning test is highly recommended for students applying to Canadian, Japanese, and some British universities.

SAT Subject Tests, Grades 11 and 12: Individual achievement tests in a wide range of subject areas which are often used in conjunction with the SAT Reasoning Test for application to American colleges and universities.

ACT, Grades 11 and 12: Achievement tests designed to evaluate acquisition of knowledge in English, mathematics, reading and science reasoning. Most U.S. colleges now give students the option of submitting SAT or ACT scores.

SAT PREPARATION COURSE

Interested Juniors have the opportunity to enroll in an on-campus SAT preparation course offered by Studyworks, a London-based test prep company. The course is designed to review basic verbal and math information and to familiarize students with the test format. Enrollment in this second semester course is optional, and detailed information is sent to parents of Juniors in the fall. There is a fee payable to Studyworks.

CAREER GUIDANCE

General information on career guidance is available from the college counselors and is used as appropriate in the college guidance process. Sophomore and Junior students are also offered the opportunity for consultation with Step One, an international company specializing in careers assessment and guidance. Students are not required to participate in this service, as it requires an additional fee.

UPPER SCHOOL LIBRARY

The Upper School Library provides a substantial collection of books, periodicals, and computer workstations to support student research and recreational reading. The librarian is available to help students during regular library hours:

Monday through Thursday 8:00 a.m.—5:00 p.m.

Friday 8:00 a.m.—3:30 p.m.

Evening and weekend supervision by the Duty Team :

Saturday 2:00 p.m.—4:00 p.m.

7:00 p.m.—8:30 p.m.

Sunday 1:00 p.m.—4:00 p.m.

Sunday through Thursday evening 7:30 p.m.—9:30 p.m.

Study Hall

CHECKING OUT BOOKS

Students may borrow library materials for two weeks, with renewals as necessary to complete an assignment. Students working on the same topic are asked to share the available resources. Overdue lists are posted outside the Library every week. Advisors are notified when books are overdue longer than two weeks. Students who do not respond to overdue notices will be assigned Friday afternoon detention. The Library does not charge overdue fines, but students will be expected to pay for lost or damaged books.

Teachers set aside reserved books when groups of students are working on major assignments and require the same materials. Reserve books can be used in the library or checked out overnight with teacher approval. Reference books may not be checked out.

RESOURCES FOR YOUR RESEARCH

The Upper School Library has a collection of over 12,000 books to support academic studies, 18 Mac computers with internet and database access, both a black & white and a color printer, and a range of magazines and weekday newspapers. The coin operated photocopy machine charges 10 pence per page.

At home or on laptops, students can access the catalogue on the internet (<http://destiny.tasis.com>), through StudyWiz under Resources, or through the school website.

The Library subscribes to several databases which can be accessed both on and off campus. Please see the Librarian for user IDs and passwords.

LIBRARY ETIQUETTE

- The Library is a quiet work area. Students are asked to be considerate of others.
- Students engaged in research have first use of the computer stations.
- Food, drink, and cell phones are prohibited.

EVENING AND WEEKEND STUDY

A Duty Team member opens the Library for Sunday through Thursday evening study halls and posted weekend times. Students must have a pass from a teacher to be admitted to the Library during these hours.

STUDENT ACTIVITIES PROGRAM

WEEKEND ACTIVITIES

Educating beyond the classroom is integral to the TASIS philosophy. We expect of all our young people to experience not only a rigorous academic program in the classroom and a diverse range of extracurricular activities, but also to spend their leisure time in a constructive way, to take full advantage of their time in the UK and Europe, and to experience the rich culture all around them. To facilitate this quest, the Student Activities Office arranges trips to theatres, museums, stately homes, and theme parks, outdoor activities, and more, through a program called GO CAT (Go Out Create A Trip). Each off campus trip starts with a student initiative and bookings are then made on behalf of the student groups. Most activities are free but if a student does not show for a place for which he/she had signed up, he/she will be charged for it. Both day students and boarders participate in all aspects of the Student Activities and GO CAT programs. In addition, many student initiated and sponsored activities take place on campus on the weekends. The School subsidizes two major off campus dinner dances each year: the Winter Ball in January for all Upper School students and the Junior Senior Prom in May for Upper Classmen. All Boarding students are required to attend the Winter Ball. Day students purchase subsidized tickets. The equivalent of this subsidized price is included in the boarding fee. All Juniors and Seniors attending the Junior Senior Prom must purchase their subsidized ticket.

SERVICE TO THE COMMUNITY

TASIS attaches high value to Service to others. Showing concern for those less fortunate, preserving and protecting our environment, giving back to the community and those in need are all actions that help us to grow as individuals and to appreciate the blessings bestowed on us. Each TASIS student is required to complete at least one Service Project each academic year. Time spent in community service is expected to be a minimum total of 10 hours per year in grades 9 and 10 and 20 hours in grades 11 and 12. Students may wish to pursue their service projects during the summer months for the following school year or during any of the other school breaks. Such projects must be for not-for-profit charity organizations and students may not receive payment for their work. This option may be especially suitable for students who have a particularly heavy schedule of extra-curricular and sports activities. Interim CSP reports are written at the end of the first semester. Final reports for Seniors are written at the end of the third quarter. Final reports for grades 9, 10, and 11 are issued at the end of the second semester.

A number of opportunities to serve others exist in the communities around Thorpe. Volunteer work in hospitals and

hospices, agencies for the disabled, conservation and ecology organizations, and service agencies and charity shops can be facilitated through the Student Activities Office, but students are strongly encouraged to seek out and schedule volunteer time independently from the school. The declared goal of the TASIS service program is for students to participate in a project containing a social justice, conservation, or education element, recognizing the value of service beyond self. The local Volunteer Bureau can help with placements and assist young people to find meaningful service opportunities. Two searchable databases exist at www.do-it.org.uk and www.timebank.org.uk.

A limited number of campus-based projects are also available. At the culmination of their service activity, students will write an essay reflecting on their contribution and its value. Projects undertaken during school breaks must be properly documented upon return to school in order to receive credit.

As part of the IB Diploma, IB students are required to complete a balanced CAS program over the two years of their diploma course. CAS stands for CREATIVITY-ACTION-SERVICE. Each student must reach the eight prescribed learning outcomes and invest 150 hours or more in the program. All CAS credit activities must be documented, evaluated, and reflected upon. All CAS documentation is filed with the CAS coordinator and retained until the end of the Diploma Course, when selected pieces will be sent to the IBO. Work to be counted towards CAS may be done during school breaks but cannot commence until the first day of classes of the Diploma Course.

TASIS TRAVEL OPPORTUNITIES

During October and February Breaks and on a number of weekends, the School offers travel opportunities in the UK and abroad. During October Break, all boarding students are required to participate in the travel program. October travel cost is included in boarding students' fees and is non-refundable. **(Exemptions from this obligation are granted for emergencies only and must be granted by the Headmaster. There will be no refunds of fees).** Day students pay for the trips they choose at the time of sign-up. In order to secure a place on the trip of their choice, all students, boarders, and day students must submit complete emergency and health information and parental travel permission form F6. Some trips relate directly to curriculum and participation is limited to students following the appropriate curriculum.

Some trips are service related and can count as the Community Service Project for the school year. Students participating in one of the service trips are selected from all applicants, based on their suitability for the service work undertaken and their service application dossier, which includes a special questionnaire and an essay. This dossier must be submitted in addition to regular travel applications by all students wishing to go on a service trip as their first, second, or third choice.

TRAVEL APPLICATION PROCESS

During the month of May, all returning students should submit their applications for trips leaving in October the following school year. All application packages must be addressed and delivered to the Travel Coordinator. Up to two thirds of all spaces can be allocated thus on a first come, first served basis. However, about one third of spaces on each trip will be reserved for new students joining TASIS in September. Spaces on Humanities trips will be allocated according to the Humanities class in which the student is enrolled. If a student's travel application is submitted after May 31st, it is advisable to indicate three choices for September consideration. All boarding students planning to return must sign up before leaving on their summer holiday. In September, priority of choice will be given to new students.

SPORTS/ACTIVITIES

Students are required to participate in a sport or activity for a minimum of two afternoons per week. Participation in varsity and junior varsity athletics, Model United Nations, drama productions, and the yearbook may involve a greater time commitment of three or four days per week. Sports and activities are scheduled to meet at the end of the academic day, although students who elect to play on a team or who are involved in the activities already mentioned may also have evening and weekend commitments. The Sports/Activities Program is separate from the Physical Education curriculum, which is required for students in grades 9 and 10 and is scheduled during the academic day.

The Sports/Activities Program is organized on a trimester basis, following the three seasons of interscholastic sports (fall, winter, spring). The trimester commences with team try-outs. Students who have not been selected for a team follow a sign-up procedure indicating their preferred recreational sport or activity for that trimester. In some instances the more popular recreational sports may be oversubscribed, and participation in the group is then decided by seniority. Most students are able to participate in their first choice of sport or activity.

Seniors have a two-term requirement in the Sports/Activities Program and may elect to take a third term off. Students in grades 9-11 have a three-term requirement. Attendance at sport/activity commitments is required. If a student is unable to participate in a sport or activity, a note from either parents or the school nurse must be presented to the sport/activity teacher, who will then excuse the student from the session on that day. A student who is absent from school will automatically be excused. An unexcused absence from the Registrar's Office for missing a sport/activity commitment may only be cleared through the Director of Sports/Activities. Failure to attend a sport/activity without an excuse will result in a detention.

There are three main components in the Sport/Activities Program: interscholastic sports, recreational sports, and activities. Students are encouraged to participate in the sport or activity of their choice. Although the program is required, there are typically 20-25 options from which to select in each of the three trimesters, and students should have little difficulty in finding an enjoyable assignment. The following sports and activities are generally offered over the course of a school year.

FALL

TEAM SPORTS

Varsity Girls' Soccer
Varsity Boys' Soccer
Varsity Girls' Volleyball
Varsity Boys' Volleyball
Varsity Girls' Cross-Country
Varsity Boys' Cross-Country
JV Girls' Soccer
JV Boys' Soccer
JV Girls' Volleyball
JV Boys' Volleyball
JV Girls' Cross-Country
JV Boys' Cross-Country

WINTER

TEAM SPORTS

Varsity Girls' Basketball
Varsity Boys' Basketball
Varsity Rugby
Varsity Cheerleading
JV Girls' Basketball
JV Boys' Basketball
JV Rugby

SPRING

TEAM SPORTS

Varsity Softball
Varsity Baseball
Varsity Girls' Tennis
Varsity Boys' Tennis
Varsity Golf
Varsity Dance Team
JV Softball
JV Baseball
JV Girls' Tennis
JV Boys' Tennis

REC. SPORTS

Squash
 Tennis
 Conditioning
 Riding
 Golf
 Basketball Club
 Swimming

REC. SPORTS

Squash
 Swimming
 Conditioning
 Riding
 Dance
 Badminton

REC. SPORTS

Lacrosse
 Soccer
 Swimming
 Conditioning
 Riding
 Golf
 Badminton
 Running Club
 Volleyball

ACTIVITIES

Art Club
 Yearbook
 Duke of Edinburgh Award

ACTIVITIES

Yearbook
 Model United Nations
 Theatre
 Duke of Edinburgh Award
 Art Club

ACTIVITIES

Art Club
 Duke of Edinburgh Award
 Drama Club

1. Upper School students are required to take a sport/activity commitment for a minimum of two afternoons per week.
2. Varsity and junior varsity teams practice 3-4 afternoons per week, recreational sports and activities normally meet on a Monday and Wednesday or Tuesday and Thursday.
3. The **Duke of Edinburgh** is a full year program that requires the student to be involved in a variety of extra-curricular activities. Each participant will develop an individual plan of activities after registration in September. The program allows students to improve their physical fitness, develop new skills and participate in Community Service as well as plan for an adventurous journey. There is flexibility in the time and commitment required depending on the level that is chosen, Bronze, Silver, or Gold.

HEALTH CENTER AND MEDICAL PROCEDURES

TASIS England has a team of four nurses located in the Health Center next to Thorpe House on the North Campus. The Health Center has four private sick bays, including one equipped for disabled use, disabled toilet facilities, a nurses' office, a doctor's office, and an overnight "on-call" room for nurses who give round-the-clock care for our boarding community. A fully equipped hospital is within a ten-minute drive from the school.

The Health Center is open daily at announced times, and the nurses are available to treat any injuries and illnesses which occur during the school day. The school doctor conducts a weekly clinic in the Health Center for boarding students. Day student medical appointments must be made by the day student parents/guardians with their local doctor.

The school nurse may be used as a resource to discuss a child's health, make home contact, and counsel children privately. The Health Center and School Nurse are not available during the school vacation periods.

UPPER SCHOOL PROCEDURE

If an Upper School student becomes ill during the day, he/she will be assessed by the nurse and either be allowed a period of rest, he or she will be treated, and /or parents will be asked to collect the student.

Please Note: No student will be allowed home without confirmation that a responsible adult will be present.

TASIS MEDICAL POLICY

All students are required to have current medical history information on file with the school's Health Center. TASIS reserves the right to withhold a student from classes and activities until all required medical forms are signed and completed in full and returned to the Health Center. All up-to-date medical information will be kept in the student's file.

RETURNING/NEW STUDENT MEDICAL HISTORY FORM

Parents/guardians are required to complete in full and sign the Returning/New Student Medical History Confidential Form each year. The "Consent to Treatment" must be signed annually and all families should verify and update the immunization and medical history on a yearly basis. The Health Center must receive this form before a student attends classes or participates in any school related activities. Please complete all sections of the Medical History Form including known allergies, medical conditions or problems that your child has or has had, as well as all medication currently being taken. Remember to sign the authorization section at the bottom of the form. It is vital that this form is signed annually by the parent/guardian, as we cannot legally undertake medical treatment for your child unless it is a "risk to life" emergency.

IMMUNIZATIONS

1. Guidelines

According to American, British, and EU school health guidelines, all students should have the following up-to-date immunizations before arriving at school in the UK.

At what age is the immunization due?	Which immunization?		
At two months	Polio	Hib, Diphtheria, Whooping Cough, Tetanus, [DPT] One Injection	
At three months	Polio	Hib, Diphtheria, Whooping Cough, Tetanus, [DPT] One Injection	
At four months	Polio	Hib, Diphtheria, Whooping Cough, Tetanus, [DPT] One Injection	
At 12 to 15 months	Measles, Mumps, Rubella [MMR] One Injection		
3 to 5 years	Polio	Measles, Mumps, Rubella [MMR] One Injection	Diphtheria, Tetanus [DT] One injection
13 to 18 years	Polio	Diphtheria, Tetanus [DT] One injection	

For up-to-date immunization information, please refer to the Department of Health website: www.dh.gov.uk

2. TESIS Immunization Requirements

All students are required to have the above immunizations up to date and complete the immunization information on the Returning/New Student Medical History Confidential Form each year.

It is also highly recommended the students be immunized against Measles, Mumps and Rubella, and Hepatitis A and Hepatitis B. From September 1999 in the UK, following a serious outbreak of the disease, all young people between the ages of 6 months and 24 years have been immunized against Meningitis C. This immunization is given to all boarding students and it is advised parents/guardians of day students make arrangements with their own doctors to have this done.

Only boarding students receive immunizations through the school. Day students must make appointments with their own doctors. There is a charge for all Hepatitis and Flu immunizations, as they are not covered under the NHS. In an effort to promote a healthier school population, the Health Center is also recommending annual Flu vaccinations for all boarding students. Whereas this immunization does not prevent flu completely, it can greatly decrease its affect if contracted.

DAY STUDENT MEDICATIONS

Day students who bring medication to school are required to complete the Student Controlled Medication Form identifying the prescription drug and explaining the need and expected duration of the treatment. Controlled medications such as those used in the treatment of ADD/ADHD, depression, etc. are dispensed daily by the Nurses in the Health Center.

BOARDING MEDICAL INFORMATION

All students are required to have current medical history information on file with the school's Health Center. TESIS reserves the right to withhold a student from classes and activities until all required medical forms are signed and completed in full and returned to the Health Center. All up-to-date medical information will be kept in the student's file.

The nurses are the only individuals on the faculty who may grant excused absences for boarding students from school commitments for medical reasons. The nurses may make boarding student referrals to other qualified medical personnel and facilities, and should be contacted for boarding student medical appointments.

BOARDING STUDENT MEDICATION

Boarding students are required to register all prescription drugs and all over-the-counter medicines with the school nurse immediately upon arrival at school or receipt of the prescription. Any non-registered drug or medicine may be considered "illegal" or "unauthorized". Boarding students of 16 years or over will be allowed to keep a small supply of over-the-counter medications in their dormitory rooms such as paracetamol, tylenol, ibuprofen, vitamins, cold remedies, antihistamines, etc., provided the **Boarding Student's Medications Form** is fully completed on entry to the school. We require that the parents/guardians are aware the student has these medications and are in agreement that they be kept by their child in their dormitory. Please do not send antibiotics, except for chronic conditions such as acne, Crohn's, etc. If your child requires occasional antibiotics, he/she will be seen by the school doctor so that the appropriate antibiotic may be prescribed. All medications are to be kept in the students locked cupboard at all times and must never be given to another student. If there is an infraction to any of the rules, all of the medications will be confiscated and kept in the Health Center.

CONTROLLED MEDICATIONS

Such as those used in the treatment of ADD/ADHD, depression, etc are dispensed daily by the nurses in the Health Center. Boarding students are not permitted to keep these medications in their dormitories.

BOARDING STUDENT MEDICAL EXAMINATION

The Boarders Report of Medical Examination is required for all boarding students every year. Boarding students must have these forms completed by their doctor prior to the opening of school. If this form is not received, the school nurse will arrange for the school doctor to carry out the examination, and charges will be billed to the parent/guardian.

BOARDING DENTAL EXAMINATION REPORT

The dental exam report should be completed annually for all boarding students. We strongly recommend that your child has an annual dental check before school commences as British dental fees are often considered high and this also saves your child losing class time. Dental care is extremely difficult to obtain under the NHS, therefore we strongly recommend that you take out private dental insurance.

ACCIDENT/MEDICAL/BELONGINGS INSURANCE

Accident Insurance is mandatory for Boarding Students and is the responsibility of the parents. The School requires that the policy details be kept on file so that in the event of an accident, the information is readily available should a claim be necessary. Parents must provide proof of their Accident Insurance cover including the company, contact address and telephone numbers on the medical history form each year **by Registration Day**. Failure to provide these details this will result in cover being arranged by the school's insurers and the parent/guardian will be billed accordingly.

TASIS offers Accident Insurance for boarding students without cover through ACE Europe, S.A. (formerly Cigna), an international insurance company which provides personal accident insurance at a cost of around £60 for the year. Information on this cover and the cost is forwarded to boarding families in the summer mailing.

MEDICAL INSURANCE

Medical insurance cover is mandatory for Boarding Students and is the responsibility of the parents. Parents must provide proof of their Medical Insurance cover including the company, contact address and telephone numbers on the medical history form each year by Registration Day. Failure to provide these details this will result in cover being arranged by the

school's insurers and the parent/guardian will be billed accordingly.

If you do not have family medical insurance cover, then medical insurance cover is available through BUPA who offer cover at a premium of around £180 for the school year. You can top up the benefits with your own insurance if you feel it necessary. Information on this cover and the cost is forwarded to boarding families in the summer mailing.

NATIONAL HEALTH SERVICE (NHS) ENTITLEMENT: TASIS ENGLAND POLICY

Any student who is already a NHS patient must register with the school's doctor and submit their NHS Registration Card. It is a parental responsibility to declare a student's entitlement to NHS benefits and to bring their NHS card to the school nurse so that the student can be registered with the school doctor. If you are not covered by the NHS, all medical expenses are deemed "Private" and patients are billed accordingly. As NHS patients, if specialist treatment is required, they are put on waiting lists and seen according to their deemed priority. Services such as physiotherapy are extremely difficult to obtain on the NHS and may differ from the service available in your own country, therefore we require **boarding students to take out appropriate private medical insurance to cover any costs.**

UK GUIDELINES

The current regulations and guidelines for NHS entitlement for students coming to the United Kingdom from abroad is available at www.dh.gov.uk/PolicyAndGuidance and www.avert.org/freenhs.htm If you are studying in the UK for six months or more, you will generally be entitled to free medical care on the NHS. Visits to the doctor or a hospital are free, but there is a charge for some drugs, dental, and optician (eye) services. If it is necessary for you to see a specialist you must first be seen by your local doctor who will arrange referral.

EU/EEA NATIONALS

EU/EEA nationals are generally entitled to NHS treatment for new health conditions but should obtain a European Health Insurance Card (from your own national health authority) before leaving home. Without this card you may find it hard to obtain NHS treatment for some health conditions.

ONE-SEMESTER STUDENTS

If you are studying in the UK for less than six months and normally reside in a country with a reciprocal healthcare arrangement, or are an EU national, you may also be able to get free NHS treatment. However, many countries, including the USA, do NOT have a reciprocal healthcare arrangement with the UK. Students from these countries are very welcome to see our doctors but will have to pay a private consultation fee.

THE BOARDING PROGRAM

Boarding at TASIS England provides a caring environment in which students can learn and grow both academically and socially. For a large number of students TASIS England is not only a school but also a home. The boarding program provides the nearest approximation to a home and family, while at the same time promoting responsibility, independence, and cooperation among students living in a close-knit environment. International understanding is fostered as students live with and learn from the culturally diverse population that constitutes the boarding community. The faculty and students who make up the boarding community provide an enriching and rewarding compliment to a student's challenging academic experience at TASIS.

INTRODUCTION

TASIS England boarding students are grouped in dormitories according to age and gender, and they profit from being exposed to the diverse backgrounds, languages, and cultures of their fellow boarders. All students are expected to contribute to the positive environment at TASIS by following established rules; cooperating with teachers, Student Prefects, and fellow boarders; respecting the needs and uniqueness of individuals; and being active and supportive members of the community.

Although many TASIS teachers are involved in the running of the boarding program, most of the responsibilities for boarders lies with Faculty Dorm Parents. Dorm Parents provide an adult presence in the dormitories; they are responsible for establishing and maintaining a positive and comfortable "home" for boarding students by setting and enforcing rules, completing room inspections, and resolving conflicts. Most importantly, Dorm Parents provide friendship, guidance, and support for boarding students as they progress through the school year.

In addition to their interaction with Faculty Dorm Parents, boarding students benefit from the help and support of Student Prefects. Prefects are boarding students who have been selected by faculty for their communication skills and leadership abilities. Prefects assist Faculty Dorm Parents engaging in peer counseling as necessary, and furthering communication between boarding students and faculty.

BOARDING REGULATIONS

A student's dormitory is his or her home at TASIS. Boarding students are expected to respect the privacy of others and are never to be in another student's room unless by invitation, with approval of the Faculty Dorm Parent, and accompanied by the resident student.

TASIS ENGLAND GUARDIANSHIP POLICY

TASIS England strongly recommends that a boarding student of any age whose parents are resident outside the United Kingdom should have an education guardian in the United Kingdom who has been given legal authority to act on behalf of the Parents in all respects and to whom the School can apply for authorities when necessary. The School can accept no responsibility during school vacations, emergencies, suspensions, dismissals, and long term illness for students whose Parents are resident abroad, and the parents and guardians of such students must make vacation arrangements, including travel to and from the School. All boarding students are required to travel with the School during the October vacation. School travel options may be available for boarding students at an additional cost during the February Winter vacation. However, the school is closed and students are expected to find alternative accommodation during the Christmas, February,

and Spring vacations. No student may stay on campus during these periods, and it is the responsibility of the parents to make vacation arrangements, including travel to and from the School.

The responsibility for choosing an appropriate education guardian rests solely with the Parents. Parents are responsible in each case for satisfying themselves as to the suitability of an education guardian. If the parents have a relative (for example, the child's uncle or aunt) living in the UK, then they might be able to act on the parents' behalf during school vacations; however, TASIS England requires the guardian to be over the age of 25, and not an older brother or sister resident in student accommodation in a university or college in the UK. During school breaks students must be under the supervision of an adult 25 years old or older.

For further information we recommend parents contact AEGIS (Association for Education and Guardianship of International Students) at <http://www.aegisuk.net/index.htm> <<http://www.aegisuk.net/index.htm>

CHECK-INS

All boarding students are required to meet various check-ins unless they have permission to be off campus. This is to ensure a student's welfare and to establish his or her whereabouts.

Meal check-ins are as follows:

- Dinner each evening
- Saturday Lunch
- Sunday Brunch

Non-Senior boarding students must also check in with the duty team in the Faculty Room at the following times on Friday and Saturday evenings:

9th and 10th Grade	8:45 p.m.–9:15 p.m.
11th Grade	10:15 p.m.–10:45 p.m.

COMPUTERS

Computer use in the dorms is subject to the Acceptable Use Policy For School Computers stated in the school Rules & Disciplinary Section. Students will be expected to adhere to best/highest standards of practice and decorum when utilizing a computer in the dormitory. Computers may not be used for e-mail, Internet activity not related to academics, or similar communications during study periods or after check-in in the dormitory. Unauthorized use of computers will result in disciplinary action. All computers must be stored in a lockable space or secured by a computer cable when not in use. From Sunday to Thursday students are not allowed to use their computers after 11:00 p.m. without permission from the Dean of Student Life. Failure to comply will result in the computer being given to the dorm resident for overnight storage.

DECORATIONS

Students may decorate their rooms within the bounds set by decency and good taste. Decorations should not damage or deface the room in any way. Students will be billed for the cost of repairs for any damage incurred during the year. Decorations must be hung according to the guidelines set by Housekeeping and Faculty Dorm Parents.

DORMITORY HOURS

All students are to return to their dormitories by the following times:

Sunday through Thursday:	Check-in	10:00 p.m.	Grades 9–12
	Lights-out	10:30 p.m.	Grades 9–11
		11:00 p.m.	Grade 12
Friday and Saturday:	Check-in	11:30 p.m.	Grades 9–12
	Lights-out	subject to the dorm policies.	Grades 9–12

Boarding students are expected to observe the lights-out times. Students out of their dorms after check-in times are liable to severe disciplinary action, including the possibility of suspension or dismissal from school. Students should not be out of their dorms before 6:00 a.m. Dormitory hours apply to all school trips unless exceptions are made by the chaperone for particular events.

ELECTRICAL APPLIANCES

Heaters, fans, cooking appliances, refrigerators, televisions, and sun lamps **are not** permitted in the rooms. Faculty Dorm Parents may define additional prohibitions for the dormitory as needed.

EVENING STUDY HALL

Boarding students in grades 9 through 12 who have shown their ability to study independently are granted the privilege of independent evening study; however, all new 9th–11th grade students will attend a supervised evening study hall until they display the ability to study independently. During study hours (7:30–9:30 p.m., Sunday through Thursday) these students may work in their own rooms. They may leave the dormitory to use the library, if they obtain permission from the duty administrator before 6:45 p.m. Quiet is to be maintained. There is to be no movement from place to place during the evening study hours. If abused, this privilege may be withdrawn at any time. Parents of boarding students should note that students may not receive telephone calls during evening study periods.

OVERNIGHT TRAVEL PERMISSIONS

All boarding students in **good social and academic standing** have permission to travel away from school overnight on school-sponsored chaperoned trips. Students assigned to Saturday school or Saturday detention must remain on campus overnight until the Saturday sanction is served. Subject to written parental permission and the school's prior receipt of an invitation, boarding students may also stay overnight at the homes of other TESIS England students. In addition, parents may designate other, non-TESIS families whom their children may visit. This again will be subject to the receipt of an invitation and the student's satisfactory academic and social standing. Overnight permissions will only be granted on the understanding that an approved adult chaperone will be present and a land-line phone number is submitted to the Upper School Office.

Students intending to spend a weekend night off campus must submit an application form to the Upper School office

by 9:45a.m. on the Wednesday preceding the weekend. An invitation from an acceptable adult host, age 25 or older, must also be submitted to the school and should be given by telephone through the Upper School Office or in writing to the Upper School office no later than 5:00 p.m. on that Thursday preceding the weekend. The adult host extending the invitation assumes responsibility for boarding students invited to his/her place of residence on these approved weekends. It is understood that the adult host will sleep in residence on the nights boarding students are accommodated.

PETS

Students are not permitted to have pets on campus.

ROOM INSPECTIONS

Students are expected to keep their rooms neat and tidy at all times. Daily room inspections will be completed by Dorm Parents and Prefects. Students must leave their rooms in a neat and tidy condition prior to any campus departure.

SIGN-OUT BOOKS

Boarding students are required to sign out in the binders provided in the Faculty Room whenever they leave campus to travel beyond the village of Thorpe; boarding students must also sign in upon return.

STEREOS AND RADIOS

Students are allowed to have and play stereos as long as this does not interfere with the comfort and interest of other members of the community. No stereos are to be played during the academic day or evening study hall periods. During study hall hours, students with independent study privileges may only play their stereos in their rooms with the use of headphones.

TELEPHONES

Students may not make or receive phone calls during study hall periods or after check-in times. Mobile phones are to be switched off and may not be used for any purpose during designated study periods or after check-in in the dormitory. Unauthorized use of mobile phones will result in disciplinary action.

Boarding students whose parents have filed the appropriate permission forms with the school may place calls through the school switchboard, and accumulated charges will be billed to parents.

VEHICLES

Boarding students are allowed to have and ride bicycles in accordance with their off-campus permissions. They are not allowed mopeds, motorcycles, or cars. Boarding students are never to ride in cars driven by other students. Specific permission for exceptions will be considered only when formal affidavits have been received from both the passenger's and the driver's parents.

WEEKEND CURFEW TIMES

All boarding students must have returned to campus by the following times and remain on campus for the rest of the night:

Friday and Saturday:	Grades 9 and 10	9:15 p.m.
	Grade 11	10:45 p.m.
	Grade 12	11:30 p.m.

Sunday to Thursday: All students must be back on campus by 7:00 p.m.

On the weekends all students must check in with the duty team in the faculty room on return to campus.

WEEKEND DAY TRAVEL PERMISSIONS

TASIS England defines the School Vicinity as the area bounded by the neighboring towns of Windsor, Eton, Egham, Staines, Chertsey, and Virginia Water, including Windsor Great Park. The school grants **local town permission** to students in grades 9 through 12, unless parents specifically request that it be withheld. All students must return to campus at the time prescribed for their grade.

Since the School is close to London and all its cultural offerings, boarding students with **London Travel Permission** granted by their parents may leave campus at the weekend to visit the city or other destinations outside the School Vicinity. It is required that 9th grade students and first semester 10th grade students, with London Travel Permission, travel with one or more fellow TASIS students. It is also recommended that all students, regardless of age or class standing, travel with other TASIS students.

London Travel Permission applies only to students who have written permission on file. Individual adherence to appropriate standards of conduct and dress is expected and required, as is observance of the approved itinerary. All students must return to campus at the time prescribed for their grade.

WEEKDAY OFF-CAMPUS PERMISSIONS

Providing that it does not conflict with any school commitment, students may leave the campus for any destination within the school vicinity on weekday afternoons after 3:15 p.m. All students must return to campus by 7:00 p.m.

CAMPUS EMERGENCY PLAN

In the event of unforeseen circumstances, we have put in place a comprehensive Campus Emergency Management Plan for TASIS The American School in England. The Plan allows us to respond to a variety of campus emergencies, not just to current global events. Incidents such as a fire, accident, gas leak, unauthorized intruder, or campus threat could all result in evacuation of students to a safe haven location. For security reasons, we have been advised to keep details of our plan confidential. What is important for you to know is that emergency evacuation routes, safe haven locations, parent contact mechanisms, and student transportation have all been arranged in the event that we need to leave campus. Accompanied by teachers and directed by trained Emergency Marshals, students will be moved from campus via a protected route to a pre-arranged safe location. Telephone chains will be used to notify our day parents of an evacuation and an established staging point if they wish to pick up their child. Other arrangements, including temporary housing, have been made for our boarders. **PLEASE DO NOT come to the TASIS campus in the event of an evacuation as your presence may contribute to the threat.**

Know that your children will be well taken care of and you will be notified in a timely manner regarding what is happening and where you may pick up your child. Our busing program will also be relocated to our off-campus location and students that usually travel by bus who have not been collected by a parent will be bused home at the usual dismissal time. Students transported outside of the TASIS bus program will be kept at the evacuation site until a parent has been reached.

A Confidential Contact and Permissions Form is included in the May mailing and we ask that you read the form carefully and provide the requested information. Forms should be returned to the Admissions Office by **Monday, August 9, 2010**. Please know that further detailed emergency safety policies and procedures have been developed in the event that we are advised to move to a higher state of alert. These measures include both campus lock down and evacuation procedures, if they should ever be needed.

COMPLAINT PROCEDURES

AIMS AND OBJECTIVES

The school will give careful consideration to all complaints and deal with them fairly and honestly. We will provide sufficient opportunity for any complaint to be fully discussed, and aim to resolve it through open dialogue and mutual understanding.

COMPLAINTS PROCEDURE

First Stage: Discuss your concerns with your child's teacher or division head. In most cases your issues should be resolved satisfactorily at this stage.

Second Stage: If your concerns have not been satisfactorily resolved at stage one, contact the headmaster and ask for an appointment to discuss the matter or alternatively put your concern in writing. The headmaster will look into the complaint you raised and respond once the facts have been established.

Third Stage: In the unlikely event that the headmaster has been unable to resolve the issue to your satisfaction, you can write to the chairman of the TASIS England board of directors. The chairman or a nominated director will investigate and respond directly to you.

Fourth Stage: A formal complaint is heard when all previous stages have been undertaken and the issue remains unresolved.

If you decide to take this formal action, you will need to write to the board of directors via the chairman stating that you wish to make a formal complaint. The chairman will convene a small panel of directors, who have not been involved previously, to look in detail at the issues you raise. You may be invited to attend a meeting to voice your complaint. After fully considering your complaint the directors will write to you to inform you of their decision.

AVAILABILITY

A copy of this procedure is available to all parents on request.

REGISTERING A COMPLAINT WITH AN INDEPENDENT BODY

In compliance with the regulations of the Surrey County Council Social Services Department, we provide the following contact for those who wish to register a concern or complaint with an independent body:

Surrey County Council Inspection and Registration Unit
"Astolat" Conifers Way
New Inn Lane
Burpham
Guildford, Surrey, GU4 7HL

Ofsted National Business Unit
Royal Exchange Buildings
St. Ann's Square
Manchester
M2 7LA

Tel: 0207 421 6729



THE AMERICAN SCHOOL IN ENGLAND
Calendar 2010-2011

Sunday, 22 August	New Family Picnic
Monday, 23 August	New boarding students arrive
Tuesday, 24 August	Returning boarding students arrive Upper School Placement Testing and New Student Orientation Lower School and Middle School Registration
Wednesday, 25 August	CLASSES BEGIN (ALL DIVISIONS)
Thursday, 26 August	PIRC/TPA Meeting and Luncheon for New Parents
Wednesday, 15 September	Lower School Parent Open House
Wednesday, 22 September	Middle School Parent Open House
Thursday-Saturday, 7-9 October	Upper School Parents' Weekend
Friday, 8 October	Upper School Parent Conferences (No US Classes)
Saturday, 9 October	Test Day: SAT
Wednesday, 13 October	Test Day: PSAT Grades 10 and 11
Friday, 15 October	Last day of classes before Travel Week
Saturday-Sunday, 16-24 October	Upper School Travel Week (No Classes, All Divisions)
Monday, 25 October	Classes Resume (All Divisions)
Saturday, 6 November	Test Day: SAT
Monday-Friday, 8-12 November	Middle School ERB Testing, Grades 5-8
Wednesday-Saturday, 10-13 November	ISST Tournaments: Varsity Soccer, Volleyball, Cross Country
Tuesday, 23 November	Lower School and Middle School Parent Conferences (No LS/MS Classes)
Friday, 26 November	Thanksgiving Holiday (No Classes, All Divisions)
Saturday, 4 December	Test Day: SAT
Tuesday-Thursday, 14-16 December	Grades 5-8 Cumulative Tests, Grades 9-12 Exams
Thursday, 16 December	Last day of classes before Winter Holiday
Friday, 17 December	Grading Day (No Classes, All Divisions)
Friday, 17 December-Monday, 3 January	Winter Holiday (No Classes, All Divisions)
Monday, 3 January	Boarders Return
Tuesday, 4 January	Classes Resume (US and MS), Professional Development (No Classes, LS)
Wednesday, 5 January	Classes Resume (LS)
Saturday, 15 January	Upper School Winter Ball
Monday, 17 January	Semester II Begins
Friday, 21 January	In-Service Day; No Classes
Saturday-Sunday, 12-20 February	February Break (No Classes, All Divisions)
Saturday-Sunday, 19-20 February	Boarders Return
Monday, 21 February	Classes Resume (All Divisions)
Wednesday-Saturday, 9-12 March	ISST Tournaments: Varsity Basketball, Rugby
Wednesday, 16 March	ERB Testing Grades 9 and 10
Monday-Friday, 4-8 April	Lower School ERB Testing, Grades 3,4
Friday, 8 April	Last Day of Classes before Spring Break
Saturday-Monday, 9-25 April	Spring Break (No Classes, All Divisions)
Monday, 25 April	Boarders Return
Tuesday, 26 April	Classes Resume (All Divisions)
Monday-Friday, 2-13 May	AP Exams
Tuesday-Monday, 3-23 May	IB Exams
Saturday, 7 May	TEST Day: SAT
Saturday, 14 May	May Fair
Saturday, 21 May	Junior/Senior Prom
Wednesday, 25 May	Nursery - Grade 4 Conference Day
Wednesday-Saturday, 25-28 May	ISST Tournaments: Varsity Baseball, Softball, Tennis, Golf
Monday, 30 May	UK Bank Holiday (No Classes, All Divisions)
Friday, 3 June	Middle School Awards Assembly
Saturday, 4 June	TEST Day: SAT
Monday-Wednesday, 6-8 June	Grades 8-12 Exams
Wednesday, 8 June	Last day of Classes
Thursday, 9 June	Middle School Graduation
Friday, 10 June	Boarding students Grades 9-11 Leave Campus
Saturday, 11 June	Senior Banquet Upper School Commencement



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