



Behavior Rules for Students at Shanghai High School International Division (For Grade 1-5)

Shanghai High School international Division is established for the benefit of all students. The educational purposes of this school are best accomplished in a climate of student behavior that is socially acceptable and conducive to the learning and teaching process. Student behavior that disrupts this process or infringes upon the rights of other individuals will not be tolerated. All students should obey the following rules. The Code of Student Conduct is valid at all times on the school's campus and is also applicable to any activities organized by the school. The students are under the supervision of all teachers and staff of the school.

I. Basic Code of Student Conduct

1. Respect Teachers, be friendly to others, and be culturally sensitive and understanding.
2. Attend to and obey the Teachers' instruction and obey all school rules.
3. Behave appropriately; insulting language and disrespectful behavior is unacceptable.
4. Student's language will be such that it shows respect to staff and students. Swearing, crude, rude and obscene language is not allowed.
5. Protect the environment in public areas and take care of public property.
6. Pay attention to personal hygiene, and develop good habits.
7. Actively create a happy, progressive, group-oriented student body that promotes strong school pride.
8. This school endorses a zero tolerance policy toward actions contrary to the laws of the People's Republic of China.

II. Attendance

Students' attendance reflects directly upon their class performance. The SHSID attendance staff records the students' attendance every period. Every student should attain a minimum attendance ratio of 70% for each subject; otherwise, he/she will not be allowed to take the



subject exam (except in special cases).

1. Students should arrive at school on time. Students are not allowed to leave the campus without any proper reason.
2. Students should enter the classroom quickly when the first bell rings. Tardiness or leaving early from class is not permitted.
3. Students who arrive late should report to the Attendance Office for an admission slip to go to class. The school will inform the parent if three times of tardiness to class in one semester occurs. The school will inform the student by means of a warning letter.
4. Students who cannot attend the class because of school-related activities or programs must get the homeroom teacher's and subject teacher's prior permission.
5. Students who cannot attend class because of illness or family-related activities should be prepared with a parents' or guardian's permission note (or parents' or guardian's phone call) prior to an absence. Those leaving within 1 day should get permission from the Homeroom Teacher; 1-3 days from the Grade Supervisor; 3-5 days from the School Director. In the special circumstance of missing class for more than 1 week, student should get permission from the principal. Parents' leave application can be made up later for special cases.
6. Students are only permitted to leave school during the school day with a gate pass issued by the Homeroom Teacher and with the parents' or guardian's written application and approval.
7. Students who become ill during the school day may go to the school clinic with a doctor-seeing slip from the Homeroom Teacher or Duty Office. After the school has informed the parents or guardians and gotten their permission, the sick student may go back home.
8. Students' attendance records will be directly introduced into their transcripts from the computer system.

* If there is any change of the home address or the contact number, the parents should inform the school as soon as possible.

III. Class Discipline

1. Students are not allowed to either leave their seats or the classroom of their own volition



during class. The Teacher*s permission is required.

2. Students are not allowed to either disturb the Teacher's lecture or disrupt the other students' learning experience in any way.

3. Mobile telephones, music players and any other things not related to the class are not permitted in the classroom, auditorium or other teaching areas. Teachers will confiscate the items mentioned above. We will ask for the help from the parents and assist the school in prohibiting these items. The school will strictly enforce this rule.

4. Students must be attentive in class and complete all homework and in-class assignments on time.

5. The Subject Teacher will promptly report to the homeroom teacher and section director, detail the student's class behavior, and be involved in the resolution of any disruption or infringement of rules in the class.

IV. Textbooks and Homework

1. Students will be issued textbooks and some school property for use through the school year. Students are expected to return these materials to the school with only expected wear and tear or pay for their replacement. Textbooks are numbered and students MUST return the same book they are issued. If damage is made to a book or other instructional materials, restitution costs will include the expense of order processing and shipping the replacement material. Student records and final grades will be withheld until these charges are paid.

2. Homework should be an extension of learning started in the classroom. Homework will reinforce skills and concepts already taught. Homework is also intended to be used as a tool for organization of work, as well as to facilitate communication between home and school.

3. Students should finish homework on time. Late assignments, failure to complete an assignment, and plagiarism are not allowed and will be penalized accordingly. If the above situation occurs, detention will be carried out to secure the completion of the assignments. Students who fail to turn in assignments on a regular basis will be in violation of the school rules and their records will be marked accordingly.



V. Academic Dishonesty

Students found cheating will receive an automatic zero on the relevant assignment and have that work sent home to be signed by a parent. In the event that a student is found to be academically dishonest, one or more of the following may occur: the student's parents will be notified. Repeated offenses may result in a student being asked to withdraw the school.

Examples of Academic Dishonesty include:

- Copying the work of others in any form, Plagiarism
- Allowing/assisting others to copy work
- Attempting to or altering grades or falsifying a parent's signature
- Accessing and copying work from the Internet and presenting as original work

VI. Examination Discipline

1. At the first bell (two minutes before the test starts), the students should immediately put mobile phones, books, review materials and other items in the specified location, then wait quietly for the start of the exam. After the bell, students begin the exam.

2. Anyone who is 30 or more minutes late for an examination is not allowed to enter the examination room. Students are not allowed to leave the classroom during the exam.

3. Prepare all the necessary tools and other required items. Students should not have any materials that are not relevant to the exam on their desks.

4. Calculators and dictionaries of any kind can only be used when indicated on the test exam paper. Any unauthorized use of calculators and dictionaries is regarded as cheating.

5. If anything in the exam paper is not clearly printed, the student can raise the hand and ask the proctors in Chinese or English. The proctors are not responsible for any other problems related to the exam. Any unrelated talking in any language is regarded as cheating.

6. When the bell rings signaling the end of the exam, all the students should stop writing and hand in their exam paper immediately. Students must leave the exam room in an orderly manner.



7. Students are not allowed to engage in any form of cheating. A zero score will be recorded for that subject test if it is found that the student is cheating and no further make-up exam will be carried out.

Each cheating case will be reviewed to deem if further disciplinary actions are required.

VII. Dress Code

1. Students should keep their clothing tidy and act in a modest manner that does not in any way cause anyone to take offense in the multi cultural school environment.

2. Students should have "formal dress day" once a week with a set date announced at the beginning of the semester.

1) Formal dress (male student): shirt or collared T-shirt, jackets in cold weather with trousers underneath.

2) Formal dress (female student): shirt or collared T-shirt, jackets in cold weather with trousers or skirts (below knee) underneath.

3. No inappropriate hair styles. No dyed hair. No tattoos.

4. No inappropriate dress (such as tongue rings, lip rings, nose rings).

Only the following accessories are allowed:

1) Waist-belts at a suitable length.

2) Earrings, hairpins at suitable lengths, noiseless bracelets and anklets, rings, and watches.

5. Wear appropriate attire for P.E. class. (For more information, refer to the Shanghai High School International Division PE Program)

6. The length of shorts or skirts should be no shorter than 10cm above the knee.

7. No revealing clothing. Backless, sleeveless, and bare-midriff attire are not acceptable.

8. Students are not allowed to wear slippers or high-heeled shoes (no higher than 2 inches for girls and inch for boys) at school.

9. Consequence: For those who violate the clothing rules, the school administration office will contact their parent or guardian. Students are not allowed to enter the classroom until the Dress Code violation has been changed. For any absence caused by this violation, the absence will be



regarded as an "unexcused absence". Furthermore, students will receive punishment such as detention, suspension, etc. at the discretion of the administration. The school keeps extra clothing and white sneakers in the duty room in each classroom building.

VIII. Safety Rules

1. Students at the Puxi campus should present their ID cards or union cards to enter the campus. Students have to register in person to security officials if they fail to present their proper ID cards.

Outsiders are not allowed to enter campus without approval.

2. Students are not allowed to leave campus without showing Homeroom Teacher's signed leaving note.

3. Students should attend to their own safety. Students should not perform dangerous acts, nor should they make inappropriate or dangerous pranks or jokes.

1) Students are not permitted to chase in the corridor, run on the stairs, or play around the lake, nor should they make any potentially dangerous actions.

2) Students are not permitted to possess, handle or transmit any object that is considered a weapon or potentially dangerous object/material in the school setting (such as chemicals, toy guns, laser pens, firecrackers, knives, etc.)

3) Students should properly take care of their personal belongings. Students are not allowed to bring cell phones, electronic devices (such as gameboy, PSP, CD player, i-pod, i-touch, etc.), too much cash and any other expensive items to school. Students may use the teacher office phone to contact with parents/guardians if necessary. Students with special reason(s) will be allowed to bring cell phones to school only with the permission from the school after writing a PAPER application and an explanation from parents/guardians. The cell phone should be kept by the homeroom teacher.

4) Students should be aware of their own safety. Any security facilities, fire equipment, other utilities fixtures are not allowed to be operated without instruction. Such equipment can only be used in case of an emergency. All experimental materials and equipment should be



operated under instruction and supervision.

4. Students from other schools and campuses that attend a SHSID activity or visiting must apply to the SHSID Director's Office and are allowed to enter campus only on approval.

5. Violence is strictly prohibited. Students using violence may face expulsion from SHSID.

6. Attention of the Art/Music Class in Puxi campus

1) Students must follow the Teacher's instruction while using all musical instruments, art materials, etc.

2) Students are not allowed to fight, run, climb or joke maliciously in the art/music center.

3) Students are not allowed to bring balls and other sports paraphernalia, toys, food, beverages, playing cards or other items that are irrelevant to lessons to the art/music center. Cell phones, iPods, game players and other electronic products are not permitted to be used in art/music centers.

4) Students should take care of the school facilities and are not allowed to touch, move and use any teaching materials and facilities without approval. Students are prohibited from drawing graffiti in public places.

5) Students should inform the Subject Teacher when accidents occur

6) Students are not allowed to enter the second floor of the art building.

7. SHSID PE Class Safety (For more information, refer to the Shanghai High School International Division PE Program)

IX. Assembly and Dining Rules

1. Students attending an assembly at the auditorium or other assembly locale (including the opening ceremony, art shows, or competitions) are not allowed to arrive late or leave early. If this kind of violation occurs, the matter will be handled according to the rules and regulations.

2. Students are not allowed to leave the auditorium of their own volition during assemblies or shows (with the exception of special circumstances).

3. Students are required to pay close attention to and be respectful of the performers and lecturers during the assembly. Whispering, shouting, or any form of talking is not permitted.



Students should keep order when entering and leaving the hall and pay attention to safety.

Both modesty and courtesy are expected and required.

4. Students should wash hands before meals and wait in lines when getting food. To ensure safety, no rough-housing or chasing is allowed in the dining room.

5. Do not be wasteful with food. Students should return the tableware to the appointed place after the meal.

X. Campus Environment

1. Spitting, littering, and other acts harmful to the environment are prohibited. Students in violation of this rule will be placed on a campus cleanup duty group.

2. No writing, drawing, graffiti or defacement of school facilities. Violators will be held financially responsible for any serious defacement or destruction of school or personal property.

3. Students will be held fully responsible for any school property damaged accidentally. Furthermore, any intentional damage to personal or school property will result in the student being responsible for anywhere from 5 to 10 times the cost of the damaged property, as well as any disciplinary action.

4. Food and drink are prohibited in auditoriums, gymnasiums, computer labs, libraries, science labs, etc.

5. Being loud or engaging in horseplay in the hallway is not acceptable.

XI. Rules Concerning the Use of Computers, the Internet, and the Photocopy Machine

For studying purposes, the students may use the Internet resources of the school in a responsible, effective, moral, and legal manner. School rules of behavior are also applicable concerning the use of the internet. Students should obey all rules when surfing the internet, just as when studying in classrooms or playing in the playgrounds. Every student should obey these rules. Any student who abuses their computer or internet privileges will be thereafter



prohibited from using the school computers.

1. Students must not use any USB flash disk, removable disc or other mobile storing equipment on the school computers or copy any executive or system file to the school computers without permission from a teacher.
2. Students may not set a password on the public computers without proper reasons and permission from the network administrator. It is the network administrator's duty to install and record all such passwords on the school computers.
3. Students are not allowed to use any computer or printer in a Teacher's office without prior permission.
4. Our School supports the International Copyright Regulations, and observes the rules of legal use of software. No user is allowed to download any software from the internet or install such software on the school computers. Students are forbidden to copy the work of others by hacking into or illegally obtaining their files in any manner.
5. No one is allowed to use obscenities or dirty words when surfing the internet or use information that disobeys the school rules in any way.

Students are not allowed to browse or spread any improper information on the internet. If students accidentally come into contact with this kind of information, they should consciously avoid the information and timely inform the school.
6. Do not reveal your personal information on the internet. Do not become familiar with unknown users on the internet without parent's/ guardian's or Teacher's permission.
7. Without teachers' permission, the first to fifth graders are not allowed to go to the copy room or use the photocopy machine alone.

XII. No Tolerance Rules

The following behaviors are unacceptable in SIISID. Students who perform any of the following actions will receive proper punishment, such as suspension or expulsion.

1. Skipping class
2. Theft



3. Fighting or any form of violence.
4. Unsuitable relationships between boys and girls
5. Any violations of Chinese law

XIII. Other Severe Violations of School Behavior Rules

The following behaviors are unacceptable in SHSID. Students who perform any of the following actions will receive proper punishment, such as suspension or expulsion.

1. Being disrespectful to Teachers or bullying of other students.
2. Inappropriate clothing and refusing to heed Teachers' instruction.
3. Being disruptive in class or not handing in homework regularly.
4. Being late, leaving early or skipping class.
5. Cheating or assisting others in cheating.
6. Destroying the actual campus including greenery, landscaping and water features.
7. Destroying school property or others' property on purpose.
8. Failure to obey the school bus rules or dormitory rules.
9. Instigating, antagonizing, or causing others to fight.
10. Possession of any items considered harmful dangerous or contraband.
11. Failure to follow any of the Public Regulations or Safety Regulations off of the school campus.
12. Any behavior that is viewed as a violation of the school regulations.

XIV. Disciplinary Procedures

Consequences and punishments for unacceptable behavior are specified in the discipline policies below. Please note that violation of school rules and regulations will affect students' scholarship.

For any violations by a student, the parents or guardians will be contacted and informed of the decision. Parents will receive a written decision for any serious infractions that occur. The school will keep a copy of this file and decide when to revoke the punishment based on the



student's subsequent behavior.

The disciplinary actions are as follows:

1. Lunchtime detention
2. after school detention
3. Campus service
4. Notes of reminding
5. Notes of criticism
6. Use Support Card
7. Oral warning
8. Suspension from school
9. Written letter of warning
10. Mark a demerit
11. Probationary period at school
12. Asked to leave the school for a period of time
13. Expulsion from school etc.

All the students should observe the above rules in and out of school. They should also follow the moral standards at home and in society; for example, they should respect their elders, do appropriate housework, and not go to places where it is unsuitable or banned for juveniles.

The students at SHSID should try their best to become international ambassadors with a high level of responsibility and overall good characters.

(Shanghai High School International Division reserves all rights of explanation.)