



ASE Code of Conduct

The Student Code of Conduct flows from the Ministry of Education Code of Conduct Guidelines. It ensures that there are consequences for all undesirable behavior. The Student Code of Conduct applies to all school activities, including after-school activities, events, and school trips.

Students should respectfully and immediately follow the directions of ASE staff members (teachers, administrators, counselors, secretaries, security officers, and all other support personnel) at all times: in the classroom, anywhere on campus, or while attending or traveling to and from school activities.

Infractions of the Student Code of Conduct are divided into three levels of violation: mild, misbehavior, and extreme misconduct.

ASE uses a positive discipline approach when dealing with instances of student misbehavior and student misconduct; wherever necessary, a differentiated approach is applied.

ASE values the safety and well-being of all students and staff members and expects all individuals to adhere to the guidelines outlined in the Student Code of Conduct. It is important for everyone in the school community to familiarize themselves with the expectations and consequences in order to maintain a positive learning environment.

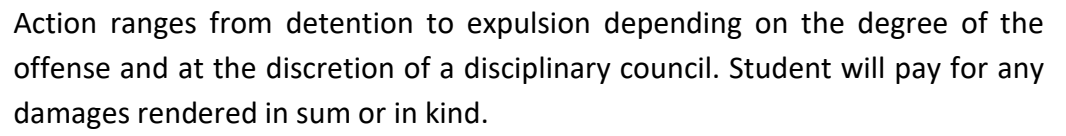
Violation	1 st Incident	2 nd Incident	3 rd Incident
First Level			
Skipping Class	Warning from period teacher(s) Log of incident with supervisor Student signs pledge of no repeat	- Student and parent sign pledge of no repeat - 1 day suspension - Student referred to school counselor	1-5 days suspension Parent meeting Both sign pledge of no repeat School considers depriving student of

	parent informed		quarter exam
Academic Neglect	Guidance by teacher(s) Guidance by administrator Documentation Parent informed	- Student sent to counselor - Parent meeting to explore student case with school	Student deprived of grades
Second Level			
Skipping School	1-3 days suspension Parent and student both sign pledge of no repeat	- Board examines student case for 15 days temporary dismissal	- Expulsion
Vandalism breaking, damaging or grafting school property	- Guidance and warning by discipline team - Parent bears cost of replacement or repair - Parent and student both sign pledge of no repeat	- Parent meeting to sign a pledge of no repeat - Parent bears cost of replacement or repair - Possible 3-5 days suspension	Parent bears cost of replacement or repair Board examines student case for 15 days temporary dismissal
Inappropriate Attire & Violation of School Uniform	Correction of violation Guidance and warning by supervisor Student signs pledge of no repeat Parent informed Violation documented in student file	- Parent and student sign pledge of no repeat - Violation documented in student file - 1-3 days suspension	Board examines student case for maximum 10 days temporary dismissal
Use of Banned Technology Mobile phones, laser pens, etc...	Confiscation of item until end of school day Parent informed Student signs pledge of no repeat	- Confiscation of item – given to parent after 24 hours - Parent summoned - Parent and student sign pledge of no repeat - Up to 1 day suspension	Confiscation of item until end of school year 1-3 days suspension <u>Further incidence:</u> - The board examines student case for a max. 10 days dismissal.
Damage to School Environment Littering, soiling,	Correction of violation Guidance and warning by staff	Correction of violation Student signs pledge of no repeat	- Board examines student case for a maximum of 10 days

abuse of green spaces, water waste, etc...	Student signs pledge of no repeat Parent informed Parent bears cost of replacement or repair Violation documented in student file	Violation documented in student file 1-3 days suspension	temporary dismissal.
Undisciplined Behavior Class disruption, disorderly conduct, unruliness, etc...	Guidance and warning by staff Violation documented in student file Student signs pledge of no repeat Parents informed	1 day suspension Parents summoned and signs pledge of no repeat	- Student sent to counselor - 3-5 days suspension
Possession of Tobacco Products	Confiscation Warning Student signs pledge of no repeat	Confiscation Parent informed 1-day suspension	Confiscation 1-3 days suspension Parent signs pledge of no repeat
Third Level			
Violence, Aggression & Incitement	Guidance and warning Parent and student both sign pledge of no repeat Violation documented in student file Student apologizes to witnesses 1-day suspension	1-3 days suspension Parent and student both sign pledge of no repeat Student apologizes to witnesses Student sent to counselor	Student sent to counselor Student apologizes to witnesses Board examines student case for 15 days temporary dismissal Legal procedures may apply
Theft	Guidance and warning Return of stolen items Student signs pledge of no repeat Parent informed	Student sent to counselor Return of stolen items Parent summoned Case examined	Student case referred to administration for legal examination

Impoliteness Toward Any Staff Member	<ul style="list-style-type: none"> - Guidance and warning - Parent informed - Student apologizes - Student signs pledge of no repeat - 1-3 days suspension 	<ul style="list-style-type: none"> - Case examined by counselor - Cased examined by administration - 3-5 days suspension 	<ul style="list-style-type: none"> - 15 days temporary dismissal
Contempt for National Sovereignty refusal to salute the flag, etc...	<ul style="list-style-type: none"> - Verbal warning and guidance - Parent summoned 	<ul style="list-style-type: none"> - 3 days suspension - Student instructed on the value of national pride. 	<ul style="list-style-type: none"> - Suspension for maximum of 15 days
Moral Deviancy bullying, any form of sexual depiction, Offensive language, incitement, harassment, etc...	<ul style="list-style-type: none"> - Guidance and warning - Parent informed - Student signs pledge of no repeat - Violation documented in student file - 3 days suspension 	<ul style="list-style-type: none"> - 5 days suspension - Parent and student sign pledge of no repeat 	<ul style="list-style-type: none"> - Student referred to administration - 15 days temporary dismissal
Unauthorized Selling	<ul style="list-style-type: none"> - Sold items and purchase money confiscated and returned to parents of both students. - Student signs pledge of no repeat 	<ul style="list-style-type: none"> - Parents of both students are informed but the sold item(s) and the purchase money will be confiscated, not returned. - Parents sign pledge of no repeat - 1-3 days suspension 	<ul style="list-style-type: none"> - Suspension for maximum of 10 days
Disorderly Behavior such as disobedience, belligerence, hooliganism, etc...	<ul style="list-style-type: none"> - 3 days suspension - Parent signs pledge of no repeat 	<ul style="list-style-type: none"> - 3 days suspension - Parent signs pledge of no repeat 	<ul style="list-style-type: none"> - 3 days suspension - Parent signs pledge of no repeat

Smoking on Campus	<ul style="list-style-type: none"> - 1 day suspension - Parent informed - Student signs pledge of no repeat 	<ul style="list-style-type: none"> - 2 days suspension - Parent summoned - Expulsion warning 	<ul style="list-style-type: none"> - 2 days suspension - Parent summoned - Expulsion warning
General Guidelines			
Lying, Forgery or Deception	<p>Students who commit lying, forgery or any other acts intended to deceive face serious disciplinary actions ranging from suspension to expulsion depending on the degree of the offense and at the discretion of a disciplinary council. If lying occurs while an offense is being investigated, the maximum penalty related to the offense under investigation will be applied.</p>		
Possession of a Weapon	<p>During the first semester: Expulsion During the second semester: Home-schooling until the end of the year (student studies independently and is only allowed on campus for end-of-year exams).</p> <p>The student will not be allowed to remain at the ASE for the remainder of his/her school years.</p>		
Use of a Weapon	<p>Expulsion + the school will inform the authorities.</p>		
Substance Abuse	<p>Selling, purchasing, possession or consumption of drugs or alcohol on campus: Expulsion</p> <p>Coming to school under the influence of drugs, alcohol or any controlled substance:</p> <p>The suspected student will be subjected to a lab test. If the lab test results are positive:</p> <p>1-Student receives an expulsion warning and the school reserves the right to require further tests at any random date(s). 2-A second positive result will lead to expulsion.</p>		
Violation of Computer Technology & Internet Use	<p>Playing games, searching the Internet without teacher's permission, unauthorized downloads, installing or using unauthorized software, vandalizing computer software, changing passwords or permissions, hacking or attempting to hack any of our school systems:</p>		



Action ranges from detention to expulsion depending on the degree of the offense and at the discretion of a disciplinary council. Student will pay for any damages rendered in sum or in kind.