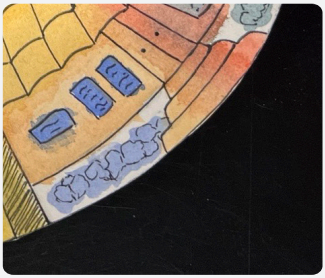
PDMS 2026-27 HANDBOOK







SHANGHAI AMERICAN SCHOOL

Cover Artwork by Stella L. ’31

SHANGHAI AMERICAN SCHOOL

2026–2027

IMPORTANT DATES

July
27 First Day for New Hires

August
3 First Day for Returning Faculty
5 New Family Orientation - Puxi
6 New Family Orientation - Pudong
7 PK, G6 & G9 Student Orientation
10 First Day for K-12 Students
11 First Day for PK Students

September
24 Professional Learning Day (no school)
25-30 Mid-Autumn Festival/National Day Break (no school)

October
1-3 National Day Break (no school)
29 Fall Conferences (early release for students)
30 Fall Conferences (no school)

November
26 Professional Learning Day (no school)
27 November Break (no school)

December
16 End of Semester 1 (full day)
17 Winter Break Begins (no school)

January
1 New Years Day (no school)
4 School Resumes/First Day, 2nd Semester
22 Professional Learning Day (no school)

February
4-12 Chinese New Year/Lunar New Year Break (no school)

March
11 Spring Conferences (early release for students)
12 Spring Conferences (no school)
26 Professional Learning Day (no school)
29-31 Spring Break (no school)

April
1-2 Spring Break (no school)
5 Tomb Sweeping Day (no school)

May
1-4 Labor Day Break (no school)

June
9 Dragon Boat Festival (no school)
11 End of School Year (early release for students)

LEGEND

- School Break (no school for students & academic staff)
- Official Chinese holidays (school closed)
- Professional Learning Day (no school for students)
- Early Release for students
- Other important dates, see above

JULY / AUGUST 2026

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	31	1
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SEPTEMBER 2026

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OCTOBER 2026

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NOVEMBER 2026

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DECEMBER 2026

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JANUARY 2027

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FEBRUARY 2027

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MARCH 2027

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APRIL 2027

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MAY 2027

SUN	MON	TUE	WED	THU	FRI	SAT
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JUNE 2027

SUN	MON	TUE	WED	THU	FRI	SAT
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WELCOME TO SAS PUDONG MIDDLE SCHOOL



Dear Students and Families,

Greetings and welcome to SAS Pudong Middle School. We are very excited to welcome you to our school community!

At SAS Pudong, our vision for middle school education is based on research and best practice related to the development of learners in the middle levels and rooted in our school's mission.

Our curriculum and our teaching, learning and assessing practices are aligned to high standards and our school's Transfer Goals. To help all students be successful, we use instructional approaches that are challenging, engaging, and designed to support students as they learn the concepts and skills being taught. Additionally, our Pudong Middle School faculty and staff work together to support student wellbeing as they guide students in their journeys and help them gain greater independence and responsibility.

We encourage families to learn more about our programs and offerings through our Parent Coffees, Open School, Student-Led Conferences, guest speakers, and other events.

Students, middle school is an exciting time in your lives - a time of greater independence and responsibility, a time of growth and new learning, and a time when you begin to develop more who you are as a person.

One of the best things about Pudong Middle School is that learning in our middle school is fun and very rewarding. In your classes, you will have the opportunity to work collaboratively, think critically and creatively, solve problems, reflect and grow as communicators. These skills, and all the other skills you'll gain here, will help you face any challenges that come your way, develop positive relationships with your friends and teachers, grow in your understanding of the world, and take some healthy risks.

Our middle school has so much to offer that I hope you will take advantage of all the opportunities available to you in your classes and Exploratory courses, through our HomeBase program, sports, and during the many other after school events.

As middle school students, I challenge you to participate actively and positively in our school community. Try something new during Exploratory. Go out for a new sport. Get to know a new student. Think critically and creatively in your classes. If something doesn't go right the first time, reflect on what happened, make changes, and try to solve the problem again. Be informed and advocate for yourself. Be kind to one another. Think positively. Laugh and enjoy your school year!

I wish you all the best this academic year!

Charmagne E. Braden

Ms. Charmagne Braden
Middle School Principal



Dear Students and Families,

Welcome to Pudong Middle School and the start to a new school year! To all the 6th graders and new students, I look forward to welcoming you into our PDMS community.

To all our returning students, I hope you had a wonderful summer, and I am excited to have another year together filled with opportunities to create lasting memories. I know you will provide a positive and welcoming environment for all those that are new.

Middle School is a unique and special time for academic, physical, and social emotional growth. I implore you to experiment and participate in something you have not done before. Take a new Exploratory course, participate in one of the many sports and after school activities (ASAs), or get involved in the performing arts. You may discover a new found passion!

As you move through the year, advocate for yourself and ask for help. Our dedicated faculty and staff are here to support and guide you.

Let's make this a great year together. Be kind, be positive, and look to help those around you.

Mr. Holstrom
Middle School Vice Principal

HANDBOOK INTRODUCTION

The SAS Pudong Middle School Student Handbook outlines the expectations for students at the school. It provides a comprehensive overview of how the middle school operates, covering a wide range of practices, protocols, and expectations for student and family adherence.

While the handbook may not address every possible scenario or aspect of daily student life or take into consideration all of the individual and unique circumstances, it does serve as a valuable resource that captures the sentiments of our expectations within the middle school. The guidelines and information presented aim to support the greater good of the SAS Pudong Middle School community as a whole.

Administration has the right to modify, interpret, and apply the guidelines in this handbook in ways that best serve the needs of individual students and the school community. Administrative decisions may vary based on specific circumstances, student needs, developmental considerations, and the overall wellbeing of our school. We reserve the discretion to add clarifications, make exceptions, or adjust responses as appropriate to each situation

Carefully reviewing this handbook as a guided reference will answer many of the questions pertaining to creating a safe and inclusive environment, while holistic education, social emotional learning, safety and schoolwide priorities, remain areas of focus in everything we do.

Please save a copy of the handbook to your desktop and reference this document as a reminder throughout the school year.

SASPD MS FACULTY 2026–2027

SCHOOLWIDE POSITIONS		Room#
Principal	Ms. Charmagne Braden	M205A
Vice Principal	Mr. Ryne Holstrom	M205A
Counselors	Ms. Lisa Cuthbertson Ms. Stephanie Finnell	M104A M104B
Director of Student Support Services	Mr. Nigel Holdsworth	C200A
Librarian	Mr. Jeremy Willette	LMC
Admin Assistant	Ms. Joni Fu	M205
Office Assistant	Ms. Tina Yan	M205
Nurse	Ms. Sharon Espiritu	M106
Travel Service	Ms. Zea Zhao	

GRADE 6		Room#
Humanities	Mr. Russel Laubscher Mr. Shawn Jeffrey Mr. Jonathan Rose	M110 M111 M113
Math	Mr. John Willoughby Ms. Allison Nave	M107 M107
Science	Ms. Tara Brennan Ms. Ashley Cunningham	M109 M109

GRADE 7		Room#
Humanities	Ms. Emma Bradley Mr. Kristie Hudson Mr. Michael McAdam	M209 M210 M211
Math	Ms. Lori Hymes Mr. Scott Hahn	M204 M206
Science	Ms. Holly Poppell Ms. Delisa Knighton	M207 M208

GRADE 8		Room#
Humanities	Ms. Marian Bradshaw Ms. Mammie Pasane Ms. Diana Jacobson	M311 M312 M313
Math	Ms. Lori Hymes Mr. Oliver Bernabe	M204 M307
Science	Ms. Tara Brennan Mr. Mark McCaustlin	M309 M310

Science TA	Mr. Leo Sebastian

DESIGN TECHNOLOGY	Room#
Mr. Seth Gibson Ms. Kristen Stanley Mr. Izaz Ali (TA)	M108/M203 M108/M203 L302

GLOBAL LANGUAGES		Room#
Chinese	Ms. Nancy Bai Ms. Taski Huo Ms. Yiyun Ling Ms. YinNan Zhang	M303 M302 M308 M305
French	Mr. Tommy Ruiz	M306
Spanish	Mr. Felipe Sanchez	M304

HEALTH AND PHYSICAL EDUCATION	Room#
Ms. Verina DiFalco Ms. Deniza Ibrahimi Ms. Sunny Mihova Mr. Michael Walsh	Gym/ M115

INSTRUCTION & LEARNING SUPPORT		Room#
MLL Grade 6 MLL Grade 7 MLL Grade 8	Ms. Joey Zhang Ms. Ana Baltatescu Mr. Jonathan Chambers	M112 M212 M314
Instructional Coaches	Mr. Paul Fournier Mr. Christopher Zavits	M202B
Learning Support	Ms. Lucy Palmquist Ms. Melody Landingin	M213

PERFORMING ARTS		Room#
Band	Mr. Derek Cour	P302
Choir/Drama	Mr. Brandon Miller	P204
Dance	Ms. Yun Cheng	C3
Orchestra	Ms. Linda Hu	P301
Drama	Mr. Eddie Jordan	M101

VISUAL ARTS	Room#
Ms. Keren O'Connor Ms. Laura Thomson Mr. Lalpaul Gangte (TA)	L102 L103

KEY PERSONNEL CONTACT INFORMATION

Shanghai American School	6221-1445 Pudong campus ext. 1	
Administration	Phone Extension	Name
Head of School	2103	James Nelligan
Head of Pudong campus	3341	Krista Zavits
Interim Head of Educational Programs	3535	Renee Couturier
Chief Finance Officer/Chief Business Officer	2119	Rebecca Lan
Interim Associate Director of Educational Programs	3520	Philip Hayes
Director of Student Support	3315	Nigel Holdsworth
Director of Technology	2200	Kriss Parker
Director of Admissions	2157	Renee Gian
Director of Advancement and Marketing	2156	Peter Pierce
Director of Human Resources	2105	Renate Hegre
Sports & Activities		
Athletic Director	3450	Scott Hossack
Activities Secretary	3451	Eva Chen
Support Services		
Support Services Manager	3250	Ling Fierz
Transportation Coordinator	3257	Emma Liu
Middle School Pudong		
Receptionist	3000	Kelly Dong
Administrative Assistant	3318	Joni Fu
Office Assistant	3313	Tina Yan
Principal	3700	Charmagne Braden
Vice Principal	3306	Ryne Holstrom
Counselors	3311 3304	Ms. Lisa Cuthbertson Ms. Stephanie Finnell
Nurse	3309	Sharon Espiritu

Note:
All staff emails — Firstname.Lastname@saschina.org

WHAT EVERY STUDENT AT SAS PUDONG MIDDLE SCHOOL SHOULD KNOW . . .

MS FLEX BLOCK & AFTERSCHOOL

This section explains our two programs (HomeBase and Exploratory) that happen during the MS Flex Block from 1:05pm to 1:40pm, along with policies around afterschool dismissal.

HOMEBASE PROGRAM

The mission of HomeBase (HB) at SAS Pudong Middle School is to cultivate community through connection. HomeBase focuses on nurturing student wellbeing, developing social emotional skills, and acting as a link to the wider school community in order to foster a sense of belonging for every student. Our HB program is based on the CASEL competencies. Students see their HomeBase teacher:

- Every morning for bulletin announcements, snack, and is a quick check in point for HomeBase teachers and their class
- Monday, Wednesday, and Friday during the MS Flex Block

EXPLORATORY PROGRAM

Details about our Exploratory program are provided to families in advance of registration through an Exploratory Catalog. These courses are an important component of the educational program we provide students as they support student skill development in the following areas: perseverance, communication, collaboration, creativity, reflection, and making good choices.

Exploratory courses also provide students with opportunity to develop interests and pas-sions or to discover new ones. The knowledge and skills students learn through Explor-atory courses are transferable to the other courses found within our curriculum.

Exploratory occurs Tuesdays and Thursdays during the MS Flex Block. Each Exploratory session last approximately 8 to 10 weeks.

AFTER SCHOOL

Students are expected to leave campus at dismissal. If students remain on campus after school, it should be for a specific purpose, such as After School Activities (ASA), Shanghai International School Athletics Conference (SISAC), or Homework Opportunity Time (HOT). Students should know the location of the nearest supervising adult in case of an emergency; this may include the library, nurse's office, or administrative offices.

Students should not be in unauthorized areas such as the cafeteria or library after 3pm. Supervision will be provided for organized activities and events.

ATTENDANCE AND TRAVEL

This section details procedures directly relating to the attendance, planned absence requests, school travel, and expectations for make-up work.

ATTENDANCE

A cornerstone of SAS Pudong Middle School is collaborative learning. Regular participation in class activities is a vital part of the learning process, and it is therefore important and expected for students to be present on time in each class, every day. Class discussions and many learning activities cannot be made-up when missed. Being late to school or class has a negative impact on students' learning and development. Chronic absence—missing 10 percent or more of school days due to absence for any reason, whether excused or unexcused absences, can result in academic and social setbacks for individual students and those they might be working with. It is important that students set schedules and routines so they can get to school regularly and promptly.

It is recommended that students who are dropped off by their parents or family drivers arrive at school between 7:30am and 7:40am to ensure enough time to put their bags in their locker and arrive to class on time.

In the event of an absence or tardy, parents are expected to email the MS office assistant stating the student's full name, reason, and expected length of absence. If this does not occur, the MS office assistant will contact parents. If students arrive late between 8:01 and 8:04 they should go to class and their teacher will mark them tardy. Students who arrive to school after 8:05 a.m. must report to the MS office to get a late pass from the office assistant who will mark the student tardy.

When absences and tardies become a pattern, possible strategies to improve attendance may include:

- contact from faculty, staff member, MS administration to discuss
- student meeting held with MS Vice Principal and/or counselor to make a plan to improve
- conference with student, parent, counselor, and MS administrators
- removal from SAS extra-curricular activity
- not being able to participate in community or grade level events
- incomplete(s) and/or not assessed on report card
- relevant comment on report card
- academic contract

Possible consequences of excess absences or tardies may include:

- detention or suspension
- removal from SAS extra-curricular activity
- not being able to participate in community or grade level events

- incomplete(s) and/or not assessed on report card
- relevant comment on report card
- not permitted to go on school sponsored trips
- support plan

Staying out of school for any amount of time without permission from a parent or teacher is a serious offense that can lead to any of these possible consequences:

- detention
- removal from SAS extra-curricular activity
- not being able to participate in community or grade level events
- academic and/or support contract
- incomplete(s) and/or not assessed on report card
- not permitted to go on school sponsored trips

In order to participate in SAS after-school and evening extra-curricular activities (sports, concerts, theater, etc.), students must attend two full academic blocks on the same day (when events occur on the evenings of school days). A doctor's notification and other relevant information provided by parents may alter the enforcement of the regulation in extenuating circumstances. Additionally, students participating in SAS after-school and evening activities are expected to be at school the following day. Not attending school the following day may result in the student not being able to participate in further SAS extra-curricular activities. The final decision in all cases lies with the MS administrators.

SUPPORTING ATTENDANCE CONCERNS

If students are having difficulty attending or getting to school on time, for whatever the reason, they should contact their school counselor to problem solve solutions to attendance challenges. For more tips on attendance see https://www.attendanceworks.org/

SCHOOL SPONSORED TRIPS

Middle school students are normally allowed to be absent from school for an extended trip to participate in a school sponsored activity once a quarter. If a student is involved in activities that will result in more than one trip per quarter, the MS Administration will review that individual student's ability to participate, on a case-by-case basis. This review may include the following people: MS administrators, Activity and Athletics Director, counselor, activity sponsor, and teachers. The MS Administration will contact the student's family should they determine that the student is ineligible to participate.

WORLD CLASSROOM

Each year, typically in the spring, middle school teachers and students have the opportunity to explore various parts of China, France, or Spain. All students are strongly encouraged to participate, with excusal from these trips granted only under exceptional circumstances as determined by the MS administration, with the consideration of

individual and unique situations. The trip will feature a balanced range of activities that align with our Menwai Pillars, fostering engagement with the culture and its people. Some of the most enriching learning experiences happen beyond the classroom walls.

PLANNED ABSENCE

Vacation or travel while school is in session is strongly discouraged. Alternative assignments cannot make-up for discussions and activities that students will miss by not being in class.

When missing school for a planned school sponsored trip, non-sponsored trip, illness, or other absence, it is the student's responsibility to check the class activities and assignments in Schoology. Teachers are not always able to give students work in advance or provide remediation for what is missed. Some learning is not able to be made up as it is occurring in a collaborative, interactive setting.

If a student is planning to be away from school for 2 days or more on a non-school sponsored trip, families are required to send an email addressed to the MS principal and office secretary as far in advance as possible to request approval from the MS Administration.

MAKE-UP LEARNING

Students returning after an absence will be given a reasonable time (generally equivalent to the number of days absent) to complete missed assignments/assessments. Students are responsible for contacting teachers regarding missed assignments and missed assessments. If a student fails to complete the assignment or assessments, this could result in an incomplete and/or not assessed.

Students arriving late to school should contact teachers whose classes they missed to discuss making up any formative or summative assignments. Similarly, students who anticipate leaving school early should notify those teachers whom the student will not see in the afternoon.

Students who become ill during the school day will be sent home only if the parent or emergency contact is notified by the nurse's office. It is important that an emergency contact is stated on each student's registration form and health record. If contact information changes, it is the parents' responsibility to update the information in their PowerSchool login, including the Temporary Guardian form each time both parents are out of town overnight.

PARENT, STUDENT AND TEACHER EXPECTATIONS FOR MAKE-UP WORK

We value school sponsored trips and while students are on their trips, classes continue as usual. This means that students will miss valuable content taught during their absences. Therefore, below are some expectations for students, parents and teachers for these absences.

Students are responsible for

- communicating with the teachers of their missed classes to determine what work needs to be made up and when it is due.
- checking Schoology for assignments during their absences.
- contacting teachers via Schoology or email for any assignments missed.
- attending Homework Opportunity Time (H.O.T.) to get help with assignments upon their return to school.
- seeking help from teachers to understand the materials missed.
- making up assignments in a timely manner (based on agreements with teachers).

Parents are responsible for

- supporting their child to complete the missed assignments in a timely manner.
- finding a tutor to cover materials missed during absences (if needed).
- monitoring the impact of the absences on their child's learning and progress.

Teachers are responsible for

- providing materials and assignments to the students
- providing help for students to understand the material after school (within school hours)

If students are unable to complete their make-up learning within a reasonable time the following could occur:

- removal from SAS extra-curricular activity and are required to attend mandatory HOT sessions until make-up work is completed and the student is in good academic standing
- incomplete(s) and/or not assessed on report card

We appreciate families working with us to ensure that planned absences do not disrupt a student's academic progress. If you have questions about the absence approval process, please contact the MS Office Assistant or MS Administration.

ACADEMICS

This section details procedures directly relating to the academic aspects of life as a middle school student.

HOME LEARNING

Home learning is considered a formative part of learning, whereby student and/or teacher feedback is vital in the learning process. Our teachers do not assign "busy" work. In most cases, homework is meant to prepare the student for upcoming classes, to complete work that was not finished during class time, or for the purpose of extension. In all scenarios, the completion of homework is an expectation and vital student responsibility.

SAS Pudong Middle School believes in the value of students working collaboratively. Students may opt to stay after school for Homework Opportunity Time (H.O.T.) to work on collaborative projects with their peers or to get assistance from a teacher. They may also choose to collaborate online using various online platforms. Sometimes, students try multitasking and for this reason it may be a good idea to monitor homework to ensure that non-homework related items are not impeding progress towards the completion of homework. A quiet and supervised work environment may be important for your child, so negotiating a routine that fits your family's needs, while meeting the expectations of our school is key. Parents are encouraged to check their child's agenda and/or Schoology on a regular basis for homework and assignment updates.

TIME

Generally speaking, students in these grade levels can expect the following:

- Grade 6 – 60 minutes of homework/night (all subjects) or 60 minutes of homework/subject/week
- Grade 7 – 70 minutes of homework/night (all subjects) or 70 minutes of homework/subject/week
- Grade 8 – 80 minutes of homework/night (all subjects) or 80 minutes of homework/subject/week

These estimates will vary depending on a student's English language ability, learning style, work habits, time management skills, or aptitude in the subject area. Be realistic, consider your child's strengths and areas of growth, and keep in mind a balanced lifestyle. If a student is regularly exceeding the recommended timeframe for completing homework, please let their teachers know, as well as their HomeBase teacher.

We encourage students to spend quality time with family during the holidays. Therefore, homework is not assigned over major holidays including October Break, Winter Break, Chinese New Year, Spring Break and others as indicated by administration.

SCHEDULES

Schedules are provided to students on or before the first day of classes each year. Families are expected to accept the assigned schedule and subjects. Switching classes is not common, as careful consideration is given to creating a schedule that meets the varying needs of each student and fosters interactions with peers, both known and unknown from previous classes.

Exceptions may be made upon formal request to the middle school counselor, accompanied by a rationale for consideration. However, a formal request does not guarantee a class change, and the final decision rests with the divisional principal. Changes will be evaluated based on the timing of the year and whether they can be made without negatively impacting the student's other classes, exceeding reasonable class sizes, or disrupting class dynamics.

Schedules are not adjusted based on personal preferences. The scheduling process considers gender balance, class sizes, academic needs, and behavioral needs.

EXPECTATIONS AND RESPONSIBILITY

Students are encouraged to take responsibility for meeting due dates and deadlines. In keeping up-to-date with assignments, students will be better prepared for classes. If stu-dents are absent from school, they should strive to submit the homework on the day they return to school. Students who are traveling for school events or are away from school for personal reasons, are responsible for following along with their work on Schoology and communicating with their teachers over email.

SUMMATIVE ASSESSMENTS POLICY

In order to support students in having a balanced academic load with appropriate time to prepare for summative assessments, students will not have more than two summatives per school day.

THE IMPORTANCE OF BALANCE

In addition to time management, it is recognized that proper nutrition and sleep are essential elements to help maintain focus over time and to help maintain balance in life. The American Academy of Pediatrics recommends at least nine hours of sleep per night for teenagers. As we strive for balance we do expect students to read at home for 30 minutes/night and to have some family time, too. With the exception of reading and exercise, we do not assign homework over weekends or during vacation.

STANDARDS BASED REPORTING

The Shanghai American School Pudong Middle School report card uses a standards-based format that communicates how students are performing in relation to clearly defined subject-area academic standards. SAS also reports on student progress in relation to five Schoolwide Transfer Goals and one overarching learning behavior as part of the Learner Profile. Both Academic Progress Standards and Learner Profile categories are measured.

using a 4-level proficiency scale - Beginning, Approaching, Meeting, and Excelling. The target is for all students to meet the standard, indicated by a “Meeting”. SAS Academic Progress and Learner Profile expectations are challenging and rigorous. Consequently, “Meeting” a standard indicates full demonstration of knowledge and skills. “Excelling” the standard indicates an exemplary demonstration of learning that goes beyond what is expected for the standard or category.

REPORT CARDS AND PROGRESS INDICATORS

Report cards are issued twice a year, in January and June, and are available for download from the PowerSchool portal. These reports help students and parents/guardians under-stand and reflect on learning behaviors, academic progress, strengths, and suggestions for further improvement. Progress for all classes is reported for both Learning Behaviors and the standards in each class using four progress indicators.

Students receiving Academic Support will be issued with a separate report detailing progress in these areas. Feedback for students receiving MLL Support is embedded in the report card comments.

Statement of Purpose			
This standards-based report card will help students and parents to understand and reflect upon transferable skill development, academic progress, strengths and suggestions for further learning.			
Report Card Explanation			
The Shanghai American School report card uses a standards-based format that communicates how students are performing in relation to clearly defined subject-area academic standards separately from the Learner Profile. As indicated below, both academic and Learner Profile standards use a 4-level proficiency scale -Beginning, Approaching, Meeting, and Excelling. The target is for students to meet the standard, indicated by a "Meeting" in both academic progress standards and Learner Profile categories. Our academic and Learner Profile expectations are challenging and rigorous. Consequently, "Meeting" a standard indicates full demonstration of knowledge and skills. "Excelling" the standard indicates an exemplary demonstration of learning that goes beyond what is expected for the standard or category.			
Learner Profile			
Beginning	**Approaching**	**Meeting**	**Excelling**
Beginning to demonstrate some skills	Demonstrates some but not all skills	Fully demonstrates skills	Demonstrates exemplary skills
Effective Collaborator • Holds themselves & others accountable for team agreements • Builds on perspectives & contributions of others • Develops & implements appropriate strategies to manage interactions		Creative Learner • Uses imagination to generate novel ideas • Demonstrates flexible thinking • Uses strategies to evaluate the creative process • Executes ideas with exceptional clarity and effectiveness	
Ethical Global Citizen • Acknowledges and respects perspectives and cultures with consideration and care • Takes action with sincerity and honesty • Makes decisions and takes actions to impact sustainability significantly • Engages in authentic opportunities to impact others positively		Critical Thinker • Considers multiple approaches and perspectives to evaluate decisions • Asks relevant, discerning questions to stimulate reflection • Evaluates evidence and sources to support arguments and conclusions • Synthesizes and applies new understanding to a variety of contexts	
Skillful Communicator • Uses appropriate listening skills to integrate information across contexts • Responds to emotions in self and in others • Articulates ideas with exceptional clarity • Selects appropriate media to communicate with an audience		Active Learner • Engages in preparation necessary for learning • Participates in class and uses time effectively • Completes assignments on time and to best ability • Demonstrates persistence and positivity • Reflects on learning to make improvements	

Academic Progress	
Excelling	In addition to Meeting the standard, the student demonstrates in-depth inferences and applications that often go beyond what was taught.
Meeting	The student fully demonstrates knowledge and skills required by the standard.
Approaching	The student partially demonstrates the knowledge and skills required by the standard.
Beginning	The student is working towards demonstrating the knowledge and skills required by the standard.

Not Assessed (N/A) - Refers to a reporting standard that was not assessed during that semester.

ACADEMIC CONCERN

Letters of Academic Concern and/or Academic Probation will be given to middle school students whose academic progress is of concern.

A placement on Academic Concern will require families and to the student to meet with MS administration and support staff to develop a plan for improvement. This plan will be outlined in a formal letter and signed by all parties.

Letters of Academic Concern will be placed into a student's middle school file and will be removed after one year free of Academic Concern or Academic Probation placement.

SCHOOLOGY

Students and families have access to reported learning behaviors and academic progress data via Schoology. Schoology is the adopted learning management system (LMS) and platform used in the middle school by teachers and students. Teachers will provide feedback regulary in verbal and written formats.

Parents/guardians should check Schoology regularly and use it as a tool to discuss current student progress and review shared feedback. Because parents/guardians have access to this data, no formal progress report will be issued between semester reports, however individual conferences with selected teachers are encouraged when specific academic or behavioral concerns arise from both parents and/or teachers. Parents/guard-ians should immediately contact their child's teachers should they have any questions or concerns specific to their child, class, or teacher.

CONFERENCES

Conferences are scheduled for the Fall (Parent and Student) and Spring (Student Led Conferences), with information regarding specific details regarding the dates and times communicated by divisional principals. SAS teach-ers look forward to conference times as an opportunity to strengthen the partnership between home and school. Additionally,

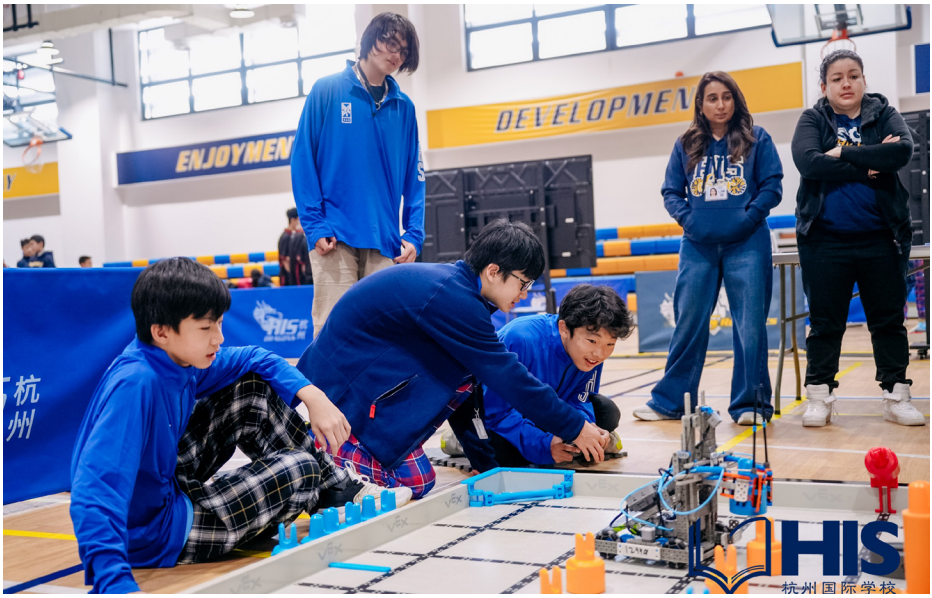
teachers are available to meet with families throughout the school year. Please contact your child's teacher to make an appointment. Teachers or parents/guardians may request conferences to discuss academic or behavioral progress at any point in the year. These meetings often will involve multiple teachers who share responsibility for student development.

Parents and guardians are encouraged to be proactive in communicating with their child's teachers. Open communication between parents, guardians, and teachers is es-sential for our school partnership and in being supportive to student success.

MEASURES OF ACADEMIC PROGRESS (MAP)

The MAP assessments evaluate your child's academic progress in key subject areas, offering valuable insights into their strengths and areas for improvement. These computer-adaptive tests are essential for our teachers to tailor instruction and support your child's individual learning needs. The specific days for administration and for viewing the published results will be communicated by the principal.

While the data we receive from MAP is informative, it is just one data point among many that we use to guide our instructional decisions. We recognize that this assessment can provide valuable information about your child, but it does not capture a holistic view. To help students contextualize MAP, we encourage our community to view it as a singular piece of a much larger picture, alleviating the anxiety that can come from focusing too heavily on one assessment, making comparisons from one student to another, or defining a child's projected success based on this one measure.



CAMPUS POLICIES AND PROCEDURES

This section outlines the daily operational policies and expectations that guide student life on campus, including dress code, campus access, property care, and visitor guidelines.

CLOSED CAMPUS

Pudong Middle School has a closed campus, which means that students are not to leave the campus during the school day unless they have permission from either the middle school secretary or receptionist in the main office. This is a major safety concern for their welfare. Students must show a "Shanghai American School Pass/Permit" form to the security guard at the main gate before they will be allowed to leave campus. Middle school students are not permitted to travel in a taxi or metro unaccompanied by an adult (not the taxi driver). This also applies if they are sick and need to go home and when they are leaving school after a concert, a play, a sporting event, or any school related event.

STUDENT DRESS CODE

All students have the responsibility to choose clothes that are appropriate for school, any activity classes they may be engaged in, and that support our community norms of inclusivity, tolerance, and respect. Any images or messages should reflect our school's commitment to healthy student choices and positive lifestyle.

Classes at SAS may at any time:

- Be moderately active
- Involve student performances
- Engage with internal and external audiences in a professional setting
- Utilize laboratory space (including open flames and chemicals)
- Utilize equipment and machinery in science labs, art classrooms, design and maker spaces, etc.
- Be outdoors

School events and courses that include attire as part of the curriculum (physical education, public speaking, awards nights, concerts, field trips, etc.) may include more specific and prescriptive dress requirements.

GOALS OF OUR STUDENT DRESS CODE

Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as science (eye or body protection), dance (bare feet, tights/leotards), or PE (athletic attire/shoes).

1. Allow students to wear clothing of their choice that is comfortable.
2. Allow students to wear clothing that expresses their self-identified gender.
3. Allow students to wear religious attire without fear of discipline or discrimination.
4. Prevent students from wearing clothing with offensive images or language, including profanity, hate speech, and pornography.

5. Prevent students from wearing clothing with images or language depicting or advocating violence or the use of alcohol or drugs.
6. Ensure that all students are treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion, and personal style.
7. Ensure that students learn how to choose clothing preferences appropriate to the occasion, activity, and or audience.

DRESS FOR PHYSICAL EDUCATION

Appropriate clothing is required to be worn for physical education classes. An official SAS top, SAS shorts or pants, and athletic shoes are mandatory for each class period (this applies to both warm and cold weather attire). In the interest of personal hygiene, all students must change clothing prior to, and after, their PE class. If students have PE first block they are allowed to come to school in their PE clothing. Showers are available. Towels must be brought from home.

With students' safety in mind, dangling jewelry and watches should be removed before the start of class. For the same reason, platform sneakers and skateboarding shoes must not be worn. Students should not bring their valuables to PE class. It is recommended that each student purchase two sets of PE clothing, which includes a pair of shorts and a T-shirt. Options to purchase SAS winter wear are also available at the SAS Eagle Shop.

HEALTH PROCEDURES

The middle school nurse is on staff daily for the entire school year. She will treat minor injuries, assess more serious medical problems, and make recommendations for an additional treatment. Parents/guardians should inform the nurse if their child has any particular medical conditions, and students should report any sudden health changes. Before students visit the nurse during class, they should ask their teacher for permission. The nurse will not be able to give you any medications, even for a headache, unless she has permission from a parent/guardian to do so.

If students become ill during the school day, they will need to see the nurse before contacting their parents/guardians. The nurse may have medication she can give to help the student feel better. However, if the nurse decides they are not well enough to continue in school, she will call the parent/guardian so that an adult can collect the student from school and take them home safely. If students do not feel well before school, it is in their best interests and in the best interests of others for them to stay at home. If students have a fever greater than 37.8 oC (tympanic/temporal), they have vomited, or have had greater than three episodes of diarrhea, they must stay home from school for 48-72 hours after the last symptom has cleared.

MEDICATION

Students may not carry medication during school hours and after school activities. This includes over-the-counter and/or prescription medication. The only exception is that students with emergency medication (such as an inhaler for asthma, an EpiPen for allergy). The nurse does have a supply of non-prescription medication that she can give you with parent/guardian permission if necessary.

If you have been ill and your parent/guardian sends you to school with medicine, you must bring it to the nurse's office when you arrive at the school. A note from your parent/guardian needs to accompany the medication listing (in English), the name of the medication, what it is for, dosage, and time(s) to be administered.

If you will need to take medication during a school-sponsored trip, please ensure that the medication is submitted as outlined above at least two weeks prior to departure. A completed trip medication permission form is also required.

IMMUNIZATION AND HEALTH RECORDS

Immunization, student medical information, parent/guardian contact information, and emergency contact information must be updated via SAS connect on a yearly basis. SAS Board policy prevents students with out-of-date forms or pending immunizations from attending classes until those are updated. This is for the health and safety of all students. Please contact the Middle School nurse for more information.

ELEVATOR USE

Students are not allowed to use the elevators unless they have approval from the Nurse due to a medical need or MS Administration for other requests.

CELEBRATIONS/OUTSIDE FOOD

To maintain a safe, inclusive, and focused learning environment, SAS Pudong Middle School does not permit students to order food for delivery to campus or bring in large quantities of food, treats, or drinks for celebrations, including birthday parties.

We encourage families to celebrate birthdays outside of school hours with family and friends. Students are welcome to share birthday announcements or receive recognition from their classroom community, and if students want to bring food for their birthday the following process must be followed:

- Food must be brought at the start of the day and should be brought to the MS office who can store it until lunch.
- Food must only be eaten at lunch time in the cafeteria
- The amount must not exceed a small group of friends (5 to 10 students) and all students eating should remain at the same table
- Students cannot bring large quantities (exceeding 10 people) of food to hand out to students in the cafeteria

Small celebrations, without deliveries, may be organized in HomeBase with the permission of the HomeBase teacher.

FUNDRAISING
Raising funds for charity and clubs is only permitted with permission from the middle school administration. Students must seek approval prior to the event. Selling things for the profit of students or their friends/families is not permitted on campus.

Repeated offenses will result in the loss of the privilege to bring these items to school or result in the students parents coming to school to pick up the item(s). Students are responsible for the security of their laptops at all times.

PERSONAL PROPERTY
SAS Pudong Middle School does not recommend that students bring personal items to school. Should they decide to do so, it is their responsibility to label all items and lock them away in their lockers so that they will not be broken, lost, or stolen. Storing items in a backpack is not considered secure, as it cannot be locked. The school is not responsible for lost or stolen items. Mobile phones and smart watches should be kept in students' lockers. Should students use these items during the school day, they may be confiscated until the end of the day.

Repeated offenses will result in the loss of the privilege to bring these items to school or result in the students parents coming to school to pick up the item(s). Students are responsible for the security of their laptops at all times, and should not leave them on the ground or anywhere else where they could accidently be stepped on or sat on.

SCHOOL PROPERTY
While at school, students will use equipment and materials including but not limited to books, comput-ers, lockers, desks, chairs, tables, and classroom curricular items that belong to SAS. It is important that students treat everything with respect. We ask that students remember that items will be used by others when they are finished with them. Students may be issued textbooks for use over a long period, maybe the whole year. If students damage or lose a books or any other type of school property they will be expected to pay for the replacement cost. If students lose their PE strap or locker lock, a fee of RMB100 will be charged.

STUDENT LOCKERS
Lockers belong to the school and students are expected to treat them like any other piece of property belonging to the school. Damaging lockers in any way, including kicking or punching them, is unacceptable. Lockers are to be used for school purposes only. Locker clean-outs and inspections may be held at any time during the year. If students damage their lockers, they will be charged for repair or replacement. A teacher or administrator may open any locker at any time. Lockers are not intended to be places

where students permanently store books and other items. They are provided so that students may carry only essential items with them to class.

Students should use their locker sensibly and efficiently. At no time should belongings be stored on top of or beside lockers. Students are not to share their locker combinations, and should not be in possession of another student's lock or combination. Students should never tamper with another student's lock or locker. Students must use school-provided locks only.

VISITORS TO MIDDLE SCHOOL, PUDONG CAMPUS

Students are welcome to bring approved guests to school for two days with approval by the MS administration. Beyond two days, guests can be disruptive to the school environment and will not be permitted. This includes former SAS students. A guest's visit should be scheduled at least two days in advance with the middle school administration. The secretary will notify all of the teachers who will host the visitor in class. The visit will be permitted only if all of the teachers agree to the visit.

For student safety and security, guests from other Shanghai schools are not permitted at any middle school evening activity. Invitations to dances, sports events or performances that are intended solely for SAS students should not be extended to others. If students are uncertain about this expectation, they should ask the middle school administration. Exceptions may be made for jointly sponsored activities.



SPECIAL CIRCUMSTANCES AND SUPPORT

This section provides information and procedures for special situations, including emergency protocols, boarding considerations, transcript requests, and other important resources for students and families.

IN AN EMERGENCY

HomeBase teachers may need to contact parents in an emergency situation. Family contact information must, therefore, be up-to-date in PowerSchool. HomeBase teachers should be informed if a family's address, phone number, email address, or any other important detail has been changed by the parent in PowerSchool.

IF BOTH PARENTS ARE GOING TO BE AWAY FROM SHANGHAI

Parents should update the Statement of Temporary Guardianship section in PowerSchool if they are both going to be away from Shanghai. This section in PowerSchool includes the dates during which the parents will be out of town and the contact details for the person who will be the student's guardian during their absence.

BOARDING SCHOOL APPLICATION PROCESS

While we generally do not encourage families to apply for boarding school, we recognize that this is a choice some families make. Therefore, the middle school counseling depart- ment provides limited support for students applying to boarding schools.

Families wishing to make application to boarding schools must follow these procedures:

1. Students and their families must inform their child's MS counselor about their intention to apply to boarding school no later than November 6, 2026.
2. Once a student confirms their intention to apply, the Application and Recommendation Checklist, along with all required paperwork from the schools the student is applying to should be completed and submitted to the counselor no later than November 20, 2026. We will be unable to accept paperwork for boarding school applications after November 20, 2026.
3. In order to maximize application options and minimize teacher workload, only the common recommendation form we supply will be used unless parents can demonstrate that the school to which they are applying will not accept the common recommendation form. Common recommendation forms can be found in the MS Counseling Office.

RECOMMENDATION AND TRANSCRIPT REQUESTS

Students who are moving or transferring schools or wish to attend summer programs or other courses requiring teacher recommendations and/or transcripts should direct all requests to the MS counselor, who will then coordinate with faculty to ensure requests are completed within 10 school days of the request. Please do not contact teachers directly to request recommendations, and please do not request recommendations with deadlines less than 10 working days away. This ensures our faculty can balance their

day-to-day responsibilities to all students and that teachers are able to have the time needed to write the best recommendations possible.

In order to maximize application options and minimize teacher workload, we only complete recommendation forms that are provided by and returned directly to a school's admission department. We will utilize our PDMS Common Recommendation form in the rare instance that a school does not have a form of their own. For students applying to summer programs, recommendation requests must be submitted to the MS counselors no later than May 21, 2027.

AFTER SCHOOL ACTIVITIES (ASA)

PDMS students may choose to participate in a variety of ASAs such as ASMA, Art, MUN, Quiz Bowl, Robotics, and more.

We are pleased to also offer many different SISAC sports over four seasons. Though participation in SISAC is open to all students, we do offer more competitive teams for certain sports.

Information about ASAs and SISAC signups is communicated on:

- The MS daily bulletin on Schoology for students
- The A Look Ahead (ALA) for Parents on the SAS Connect mini-program.
- Signups take place on the SAS Connect mini-program.

Depending on which ASA or SISAC sport students are involved in they may leave school at 4:30pm or 5:30pm. The ASA or SISAC schedules are communicated through the athletics and activities office on SAS Connect.

Please reach out to Mr. Gray Lyons at gray.lyons@saschina.org should you have any questions about MS ASAs.

ASA AND SISAC SESSIONS FOR 2026-27

MIDDLE SCHOOL ASA & SISAC SESSIONS FOR 2026-27	
Season 1	August 24 - October 10
Season 2	October 12 - December 5
Season 3	January 11 - March 13
Season 4	March 15 - May 15

HOT is available to students on Monday, Tuesday, Thursday, or Friday. HOT begins at the end of the school day and finishes at 4:15pm. Students must stay in the HOT location this entire time. Students who wish to stay for HOT must sign up with the teacher supervising on that specific day by the start of lunch. Students are not allowed to miss their scheduled ASA or SISAC unless it is approved by MS admin in collaboration with the Athletics and Activities office.

PERFORMING ARTS

In addition to our performing arts classes, which happen during the school day, students have the opportunity to participate in the performing arts outside of the regular school day.

Auditions for our annual MS musical are open to all MS students and information about auditioning will be shared as the audition date approaches. Students who audition for AMIS must also attend band, choir, or orchestra during the school day. Information about AMIS auditions are available directly from the band, choir, and orchestra teachers.

MIDDLE SCHOOL PERFORMING ARTS SESSIONS FOR 2026-27	
Musical	Auditions: December 7-8 Production: March 23-25
AMIS MS Chorus Festival	January 20-24 (Manila)
AMIS MS Strings Festival	March 24-28 (South Korea)
AMIS MS Band Festival and Jazz Skills Workshop	April 14-18 (Suzhou)
MS ISTA Festival	January 15-17 (Kuala Lumpur)

SAS PUDONG SWIM TEAM

SAS Pudong offers a competitive swim team that trains and competes throughout the year. Students who wish to participate on the swim team must tryout at the beginning of the school year. Please reach out to Alex Miladinovski at alex.miladinovski@saschina.org for questions about our SAS Pudong Swim Team.

STUDENT CONDUCT EXPECTATIONS

This section details our PDMS Student Code of Conduct for behavior expectations in the following places or situations. This also included our policies and procedures when students make choices that do not meet or violate our behavior expectations.

SHOWING RESPECT TO ALL

Students are expected to show respect to all members of the SAS community. Talking back, being rude, making threats, using put downs, refusing to follow directions, and being argumentative are all examples of showing disrespect. Guards, cafeteria staff, cleaning staff, and grounds staff are all members of the SAS community and all deserve our respect.

IN THE CLASSROOM

Students are to follow the academic and behavioral expectations that each of their teachers have reviewed with them. Students should participate in the activities that their teachers have planned for them and respectfully interact with others. Students should also always clean up after themselves and leave their workspaces neat and tidy.

IN THE BATHROOM

When needing to use the bathroom students should go directly to the bathroom. When done in the bathroom students should wash their hands, throw paper towels in the trash, and return to their classroom or designated area. For the privacy and safety of all students there is only one student allowed in each stall. Students should not look under or over stall doors/walls. Students should not bring any electronic devices into the bathrooms.

IN THE CHANGING ROOMS

Shanghai American School prohibits recording devices in all locker rooms, including cell phones, iPads, laptops, smartwatches, cameras, etc. Students should follow these procedures before PE class:

1. Leave all bags and recording devices in corridor lockers.
2. Take only the kit, uniform, and water bottle needed for PE into the changing room. Change clothes and place them on a peg or in a locker before heading to class.
3. Using devices to record, harass, or threaten others is strictly prohibited and considered a level three offense.

WITH A SUBSTITUTE TEACHER

When under the supervision of a substitute teacher, you have the same expectations for positively contributing to the learning environment as you do with your regular teacher. This includes:

- Respectful Behavior: Treat the substitute with the same respect you show your regular teacher.

- Active Participation: Engage in class activities and discussions, contributing to a productive learning atmosphere.
- Following Instructions: Adhere to the substitute's directions and complete assigned work to the best of your ability.
- Supportive Attitude: Help maintain a positive classroom environment by supporting your classmates and fostering collaboration.
- Remember, your actions reflect not only on yourself but also on our school community.

IN THE HALLWAY AND ON THE STAIRWAY

Students should use common sense and think about safety when walking and talking in the halls. Students should not stop to talk on the stairways or doorways; they should move to a place that won't stop traffic. Students should not run, push, or shove. They should use extra care if the floors or stairs are wet. Students should not have food or drink in the hallways. They should also keep noise to a conversational level.

IN THE CAFETERIA

The purpose for students to be in the cafeteria is to eat lunch. Students should remember to wash their hands before they eat. They should use good manners and remember to take their own trays and garbage back to the window. They are responsible for cleaning up their own areas, whether indoors or outdoors. Middle school students may not go to the cafeteria during the morning break or after school. Therefore, they should bring something from home to eat during those times. Students are reminded to lock their computers in their lockers before going to the cafeteria.

Students should not share their ID cards with other students and are not allowed to give their ID card to a student in a line to avoid waiting in line. Students who forget their ID card should go to the MS office and sign out a temporary ID card. Students will need to bring cash to the MS office the next day for the amount they charged on the card.

LUNCH RECESS

If the weather is nice, it is a good idea for them to be outside. If students are inside, they should be mindful of the level of their voices and activity choices. Students may use the gym only when there is appropriate supervision. As everyone is expected to eat lunch in the cafeteria, there should not be any reason to have food or drinks in the hallways during lunch break. Students should only be in designated lunch recess locations which are posted in the grade level hallways.

WITH OTHER STUDENTS

Students should be sure to use appropriate and respectful language at all times. Students should review the showing respect and harassment sections of this handbook carefully. Displays of affection, such as holding hands, hugging, and kissing are not permitted on

campus. Students are not to engage in any type of tackle game while on break. Nor are students permitted to play any type of game or activity that includes hitting or harming others.

ONLINE

Students are expected to behave in a respectful manner towards others while on social media or other online platforms. If inappropriate online behaviors are reported to the school administration and are impacting the learning and social environment at school, the school will investigate. Our Middle School does not have any school sponsored student WeChat or other social media groups and discourages the use of large WeChat groups by students. Some examples of inappropriate online behavior include, but not limited to:

- Harassing or bullying a student either in individual or group chats
- Posting pictures, creating stickers, gifs, or memes of students or faculty in individual or group chats
- Screenshotting conversations and saving them with intent to blackmail
    - If a student screenshots a conversation due to harassing or bullying content, they should report it to the school immediately
- Using filters to take pictures which may have discriminatory or racial undertones

IN ASSEMBLY

Students are to be on time for assemblies and should sit down as soon as they enter the venue. We ask that all students follow these guidelines:

1) Give their full attention to the speaker.
2) Face the speaker.
3) Behave in ways that allow for everyone to hear what any speaker is saying.

AT A PERFORMANCE OR SPECIAL EVENT

Students should know how to conduct themselves when watching others perform. At an athletic event, it is acceptable for students to make appropriate noise and show enthusiasm. At other performances, students will be expected to sit quietly, refrain from talking and moving around and demonstrate respect for the performers. To avoid interfering with the ability for others to hear or appreciate a performance, students are expected to be courteous and respectful.

There is a special Theatre Behavior Code to follow to ensure that we are the best possible audience members to allow the performers to do their best. The Code will appear in the programs for all performances and is as follows: The primary goal for this initiative is to create for SAS students the appropriate environment in which to perform. Out of support for our students who have worked so hard to bring you quality entertainment, we would ask that you please abide by the code outlined below:

1. Please do not leave the performance venue until the entire performance is finished. It is inappropriate for an audience member to leave a performance unless he/she becomes violently ill or receives word that there has been an emergency. Moreover, it is considered particularly insensitive to leave a performance once the person whom you have come specifically to watch has finished performing.
2. Mobile phones should be turned off during the performance. Audience members run the risk of being asked to leave should their phones ring during the performance.
3. Please do not engage in behaviors of any kind that might distract performers on stage. Talking, flash photography, walking around, eating, drinking, playing video games, etc. — all are strictly prohibited.

ON THE BUS

Students should remember that they represent our school community while they are on and off campus. Therefore, students are expected to conduct themselves in a manner that reflects positively on Shanghai American School. This includes behavior while traveling on the bus to and from school. It is expected that they will be courteous and respectful to all adults and students on the bus. Older students are expected to serve as positive role models for younger students and lead by setting a positive example. The bus monitor is the final authority on all SAS buses. Students must follow their directions at all times.

Some general expectations for bus behavior include, but are not limited to:

- Students will wear safety belts.
- Students will remain seated during the duration of the bus trip.
- Students may speak in an appropriately quiet voice.
- Students may speak to the student sitting in the seat next to them. Students in the aisle seats may speak with students across the aisle. As a general rule, students will be asked to use "twelve inch voices."
- Conversations will consist of content that is appropriate for students of all age levels.

Failure to comply with these guidelines may result in a Bus Incident Report being filed by the bus monitor. Should a students receive two bus reports, they will not be allowed to ride the bus for three days. A third report will result in a one-week bus suspension. A fourth report will result in a one-month suspension and a fifth report will result in suspension for the remainder of the school year.

If a student wishes to travel with a friend on a bus other than their regular bus, please collect a form (Transportation Transfer Form) from the middle school office. This must be signed by the student's parent BEFORE the day on which they want to take a different bus.

ON SCHOOL FIELD TRIPS OR SPORTING EVENTS

All school rules apply when students are away from the school campus; students represent SAS Middle School and people in the community will associate student behavior with all of the students at SAS Middle School students. This is the time for students to be on their absolute best behavior.

AT COMMUNITY AND AFTER-SCHOOL EVENTS

Dances and other social events after school are organized for everyone to enjoy. It is expected that everyones behavior will be socially appropriate and respectful of all others. Some procedures ensure that this is possible:

- Middle School Pudong campus dances are for middle school students on Pudong campus only. Guests from other schools will not be permitted.
- Middle school students are not allowed to take taxis or DiDis from school unless accompanied by an adult.
- Students are allowed to have a mobile phones in their backpacks at a dance or after-school event. However, they can only be used to make or receive calls to or from home in case of emergency. If students choose not to comply with this rule, their phones will be confiscated until the end of the event.
- Students are to remain at an event from the beginning to the end. Leaving the event venue for any reason without permission will result in disciplinary action.

THE RESTORATIVE APPROACH TO DISCIPLINE AT PDMS

In alignment with our School's Safety Net, PDMS uses a restorative approach to discipline that places the focus on supporting students to reflect upon their choices and guiding them through a process in which they can repair relationships that may have been damaged.

Restorative interventions may be facilitated by a teacher, MS Vice Principal (VP), or Principal in the VPs absence, and may include any combination of the following:

- Students may have a lunch time conversation where they are supported in completing a reflection form based on the student behaviors which includes::
  - Identifying the behavior and who it impacted
  - Reviewing the PDMS Empowered User Agreement and Safety Net and performing a self-assessment of their behavior and consequences of their actions
  - Determining the next steps to repair any relationships
- Engaging in a reflective conversation with the VP about their actions.
- Reading articles or creating a presentation (relevant to the student's behavior).
- Partnering with the counseling department to have check-ins with students on their progress.

All behavioral incidents are recorded in our internal learning management system (PowerSchool) for record keeping and monitoring.

BEHAVIORAL CONTRACT

In the case of repeated and/or significant misbehaviors on the part of a student, the student will be placed on a behavioral contract and plan as determined by the school. The plan will be presented to the student, along with their parents/guardians at a meeting for that purpose. All parties at the meeting will sign the plan acknowledging they are aware of the contents of the plan. Should any meeting participant refuse to sign the plan, a note to that effect will be made on the plan. The plan will still go into effect and be placed in the student's file. At the end of the probationary period, the Vice Principal or Principal will meet with the parents to discuss the student's status. It is possible that the Vice Principal or Principal will recommend to the Head of School that the student not continue at SAS.

SUSPENSIONS

A suspension from school may be given for repeated violations of expectations, or for be-havior that is viewed by the Principal or Vice Principal as excessive and inappropriate. A suspension may be assigned by the administrator to be served in-school or out-of-school.

- An in-school suspension means that a student does not attend regular classes but com-pletes class work in isolation from their peers. A student on in-school suspension will not be able to attend any school-sponsored activities.
- An out of-school suspension means that a student is prohibited from being on or near the school campus or to attend any schools-ponsored activities.
    - Following an out of school suspension, a re-entry meeting will be conducted prior to the student return to school. This meeting will include the student, parent(s), Principal and/ or Vice Principal and Counselor.

A suspension removes a disruptive or potentially dangerous student from the regular school setting and gives notice that it may be necessary to remove that student permanently from SAS. The length of a suspension depends on the seriousness of the offense, with a first suspension spanning for one to five days and a second suspension for up to ten days. Students who have been suspended may lose the opportunity to participate in future activities (e.g. MYG Nights, ASAs, School Sponsored Trips, World Classroom, etc.)

EXPULSIONS

An expulsion is the exclusion of a student from Shanghai American School and is a very serious matter. Expulsions may occur when a student continues inappropriate conduct after more than one suspension or when the behavior is judged to be dangerous to the health and safety of other students. The Head of School would make a recommendation to the SAS Board of Trustees for expulsion and they would make the final decision.

WHAT NEVER TO BRING TO SCHOOL

This section details which things you should never bring onto the school campus, a school related event, near school, or onto the school bus.

CHEWING GUM

Inappropriate disposal of gum can lead to damage of property. To avoid this risk, gum is not to be brought to school.

NUISANCE ITEMS

Any items that maybe considered a distraction is considered a nuisance item in the classroom. Students should refrain from bringing them to school. Should students bring items that distract others, the item will be confiscated by the MS administration and parents will have to pick up the item if the student wants it returned.

CIGARETTES OR ANY OTHER KIND OF TOBACCO PRODUCT

Smoking has been medically proven to cause serious health problems. Hence, the entire SAS Pudong campus is a smoke-free zone. Students are not permitted to have or use tobacco products. If students have any kind of tobacco product (including lighters or e-cigarettes) with them, they will be taken away, students will be suspended immediately from school, with a follow-up meeting with parents. Subsequent violations will result in increased consequences for students.

WEAPONS OR OTHER DANGEROUS ITEMS

Under no circumstance should any kinds of dangerous items be in your possession. This includes weapons or look-a-likes of any kind (e.g. pellet, BB guns, plastic knives, etc.), fireworks, pocketknives, knives, matches, lighters, or other dangerous items. Bringing any kind of dangerous item will result in immediate suspension from school, with a follow-up meeting with parents. Subsequent violations will result in increased consequences for students.

WHAT NEVER TO DO AT SCHOOL

In order to create a positive inclusive culture at school, there are things that students should never do on the school campus, at a school related event, near school, on the school bus or at the bus stop.

HARASSMENT, BULLYING, PHYSICAL AGGRESSION, OR ABUSE OF OTHER STUDENTS

SAS believes that every child has the right to learn without fear, in an atmosphere of mutual trust and respect. Every student is expected to be responsible for their own behavior, to exercise self-discipline, and to refrain from behavior that interferes with any other student's right to learn or endangers the health or wellbeing of others. SAS does not tolerate harassment or bullying.

It is acknowledged that bullying, harassment, and/or other forms of peer-on peer abuse can cause a hostile learning environment. Neither harassment nor bullying is a "normal part of growing up". Students do, at times, need guidance and instruction in how to treat each other; and it is our primary goal to educate students to prevent occurrences. However, it must also be recognized that progressive discipline may be involved when students are unable to meet our expectations regarding their treatment of others. It is also recognized that the victim's safety, access to their education, and overall wellbeing are paramount.

Bullying and harassment are both safeguarding concerns involving unwanted conduct that causes physical, social, or psychological harm. While similar, they differ in key ways:

- Bullying involves a real or perceived power imbalance, intent to harm, and either repeated behavior or a severe single incident (e.g., public humiliation, violent acts, or viral cyber posts) with potential for repetition or lasting harm. It is distinct from minor conflicts or isolated mean behavior.
- Harassment involves discrimination that violates legal protections (e.g., targeting gender, race, religion, or sexual identity) and creates a hostile environment. Peer-on-peer student abuse can take various forms, including (but not limited to):
    - Verbal harassment includes comments that are offensive or unwelcome, including epithets, slurs, negative stereotyping, spreading rumors, or language that ridicules, denigrates, insults, belittles or shows hostility, aversion or disrespect toward a person or group of people based on legally or organizationally protected characteristics, as defined above.
    - Nonverbal harassment includes the distribution, display, or written or visual content or material that is harassing in nature, as defined above, as well as gestures, body language, and physical contact that disrespects personal space and boundaries.
    - Sexual harassment is verbal, non-verbal, and/or physical harassment which is explicitly sexual in nature. Examples of behaviors or actions which may be considered sexual harassment are:
        - Innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks and threats; requests for any type of sexual favor (this includes repeated, unwelcome requests for dates); or verbal abuse or "kidding" that is sexual in nature;
        - Distribution, display, or discussion of any written or visual content or material that is sexually suggestive; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters, notes, e-mails, photos, text messages, social media or other Internet postings;
        - Unwelcome or unwanted physical contact of any kind.

Every student has the right to learn in an atmosphere free from the fear of unwanted physical contact or aggression. Physical Aggression includes any deliberate physical

action meant to harm or intimidate, including hitting, pushing, tripping, or forced participation in dangerous activities (e.g., hazing). Students are expected to be responsible for keeping their hands and feet to themselves. Fighting is not permitted in the school, on the buses, at school events, or in venues that might later impact the learning environment. There should be no unwanted physical contact between persons. This applies to fighting and friendly wrestling around. “Play” fighting or inappropriate physical contact is not allowed, and will be handled as if it were actual fighting because of the environment it creates and the risk of unintended harm.

If students engage in peer-on-peer abuse, their parents will be notified, and the student will be suspended. Subsequent violations will result in increased consequences for students.

Further guidance on our approach to preventing and responding to these types peer on peer abuse can be found in the SAS Child Safeguarding Manual.

POSSESS ANY RECORDING DEVICE IN A CHANGING ROOM

Shanghai American School prohibits recording devices in all locker rooms. This includes but is not limited to cell phones, iPad, laptop, smart watches, cameras, etc. Recording others in a changing room is a serious offense and will be considered a level three infraction on the first incidence.

STEAL THINGS FROM OTHERS

Stealing or Theft is taking, assisting in taking, or receiving materials belonging to someone else without consent. Suspected theft will result in searches of pockets, backpacks, and/or lockers. Stealing is a serious offense resulting in suspension and possible expulsion. Joking or claiming you were “kidding” is not an acceptable excuse. Students who witness theft must report it to a teacher or administrator; failure to report may result in detention or suspension.

ACADEMIC HONESTY

If students are found cheating, they will receive no grade and have that work sent home to be signed by a parent. If students are shown to be academically dishonest by using someone else’s work as their own, one or more of the following will occur: their parents will be notified, their grade will be affected as students will not receive credit for work that is not their own, and the work will need to be re-done. Students may be suspended or serve detentions. Repeated offences will result in a student being asked to leave SAS.

Examples of Academic Dishonesty include:

- Copying the work of others in any form.
- Turning in someone else’s work as your own.
- Allowing/assisting others to copy work.
- Taking information from notes or other students during in class assessments.

- Attempting to or altering grades or falsifying a parent's signature.
- Accessing and copying work from the Internet and presenting it as original work.
- Allowing Artificial Intelligence to complete portions or whole assignments for students.

MISSING SCHOOL OR CLASSES WITHOUT PERMISSION

Students should not be absent from school or from a class without the permission of a parent, guardian or teacher. If students "skip" class, their parents will be notified, and the student will be suspended. Subsequent violations will result in increased consequences for students.

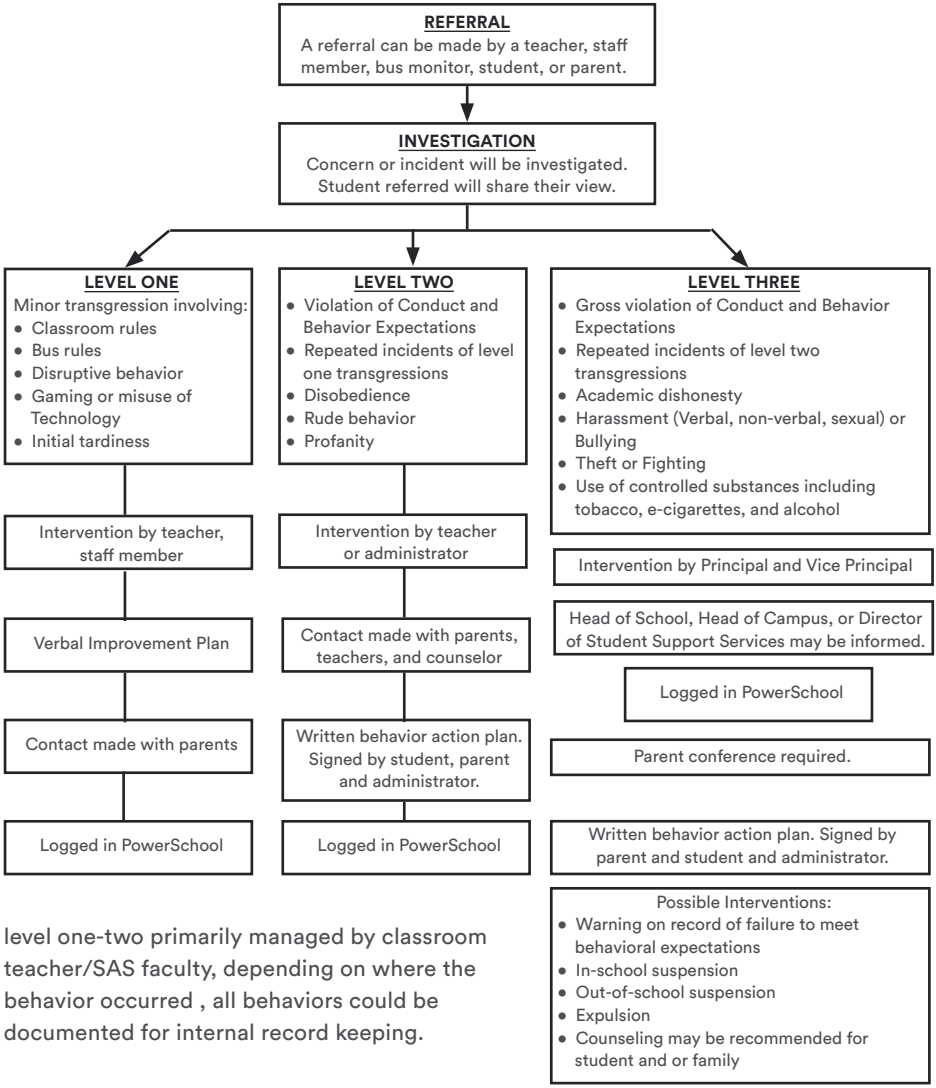
TAKE A TAXI/DIDI WITHOUT ADULT SUPERVISION

Students are not permitted to travel in a taxi/DiDi unaccompanied by an adult. This applies even if they are traveling only a short distance and/or if they have several of their friends with them.



THE SAS SAFETY NET

At SAS Middle School Pudong campus, not all learning that you will do is academic. The intent of our discipline safety net is to help you make thoughtful decisions. Let's face it nobody's perfect, but what happens when expectations are not met? That would depend on the seriousness of the matter – whether it was simply a mistake or it was intentional. For this reason, SAS has developed the Safety Net. The "Net" helps us be consistent when determining the appropriate consequences of an offense. The "Net" protects you and all students. Please see the "Net" below.



* level one-two primarily managed by classroom teacher/SAS faculty, depending on where the behavior occurred , all behaviors could be documented for internal record keeping.

PARENT CODE OF CONDUCT

At SAS, we believe in a respectful and collaborative long term partnership with our parents. All members of the Shanghai American School community are expected to:

- Set a good example in speech and behavior online and offline amongst and toward others in the school;
- Contribute positively to the community and learning environment;
- Respect the differences of backgrounds, gender, race and beliefs within the community; and
- Support the school mission and core values.

In addition, parents and guests on our campuses should not use offensive language or engage in disruptive behavior that interferes with the operation of any area of the school grounds. Behavior that is bullying, defamatory, threatening or slanderous, including but not limited to email, text, social media, multimedia, writing, or voicemail towards any individual, is not compatible with SAS values.

PUDONG CAMPUS ACCESS FOR FAMILIES

We are grateful for the partnership we have with our MS families, value our collaborative relationship and the connections we make as a community in support of student learning.

We would like to remind families that they are welcome on campus to:

- Attend scheduled meetings with teachers, principals or other members of SAS.
- Volunteer for PTSA activities.
- Attend scheduled events, such as principal-sponsored coffees, admissions events, parent meetings, after-school competitions, etc.
- Access coffee in the cafeteria or purchase items from the Eagle Shop.
- The cafeteria or an office reception area is the appropriate spot for parents who are waiting for a meeting.

When on campus we'd like to remind families that:

- Learning spaces are accessible by invitation only, and include classrooms, learning hallways, playgrounds, pools, gyms, project areas, the weight room and the track and field.
- The library is also a learning space. It is available for parents to check out books.
- Taking videos and photos of community members is prohibited.
- Follow any additional guidelines as communicated at the start of the year in the Pudong A Look Ahead.

FAMILY ACKNOWLEDGEMENT PAGE

1. As members of the School Association of Parents, I/we agree to uphold the School's mission and core values, contribute positively to the learning environment, respect the diverse backgrounds, gender, race, and beliefs within our community, and exemplify appropriate behavior in our speech and actions, both online and offline. This Agreement signifies our commitment to actively and constructively partner with the School.

These expectations and consequences apply to all parents, guardians, siblings, and individuals in supervisory roles (e.g., Ayi, drivers) acting on behalf of parents. Parents are responsible for ensuring their representatives understand and comply with all relevant policies and codes of conduct.

Failure to comply with relevant policies and codes of conduct may result in the termination of enrollment.

2. I/We fully agree to and support the School's Child Safeguarding Policy which guides our staff and families in matters related to the health, safety and care of children in attendance at our school. This also includes supporting the School's quest to safeguard and educate all community members in the realms of in-person and internet safety including but not limited to: bullying/cyberbullying, digital responsibility, and media and digital literacy.

Furthermore, I/we understand that while at School or School-related events, I/we are not permitted to take or post photos or videos of other children without permission. Taking photos and videos in pool areas is strictly prohibited.

In addition, I/we understand that parents are not permitted to enter student restrooms or locker rooms and/or ask students for their contact details.

Failure to comply with relevant policies and codes of conduct may result in the termination of enrollment.

Enrollment Agreement and Board Policy: 9.400

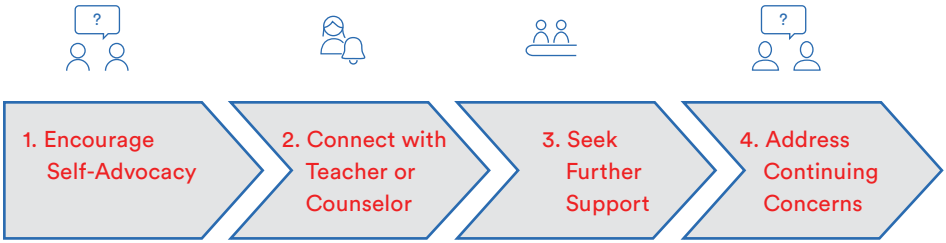
COMMUNICATION GUIDE FOR FAMILIES

At Shanghai American School, we value each individual student and our partnership with families. We understand that the partnership between families and educators is essential to your child's success and encourage you to reach out with any questions or concerns that you might have as your insights are invaluable to support your child's learning journey.

We have outlined the steps you should take, should you have any questions regarding your individual child's academic learning and/or social-emotional needs:

1. **Encouraging self-advocacy:** Encourage your child to reach out to the teacher to share their concern or question or seek out their school counselor to help them advocate for themselves.
2. **Connecting with your child's teacher or counselor:** If the matter cannot be resolved through student self-advocacy, reach out to your child's teacher or counselor over email, Schoology (MS/HS), or Seesaw (ES) to discuss the concern or question. You may also arrange an in-person or Teams meeting with your child's teacher or counselor at a time that is convenient for both you and the teacher.
3. **Seeking further support:** If the matter continues to be a concern or if you still have a question, you can request a meeting with the divisional vice-principal or principal for a ddditional support.
4. **Addressing continuing concerns:** If after engaging in student self-advocacy, connecting with the teacher, and seeking support from divisional leadership, you feel further assistance is needed, you can request a meeting with the Head of Campus. The Head of Campus will review the concern.

Supporting Student Success: A Communication Guide for Families



Encourage your child to communicate with their teacher or counselor.

Contact your child's teacher or counselor via email or schedule a meeting.

Request a meeting with the divisional vice-principal or principal.

After engaging in the first 3 steps, if further assistance is needed, you can request a meeting with the Head of Campus.

Please note the following:

- **Official communication process:** To officially communicate a concern, follow the school's official communication process as outlined above.
- **Non-official communication channels:** WeChat grade-level and private chats are not official communication channels. Discussing concerns on these platforms does not constitute addressing them with the school.
- **Confidentiality:** To ensure and respect the privacy of all members of our community, the school will only communicate with families about matters related to their individual child.
- **Data protection:** To protect student and family privacy, SAS follows strict data protection protocols. Information shared by families or staff, whether academic, behavioral, or personal, is handled with care and only shared with individuals who have a professional need to know. We ask that families also treat any information they receive about other students or families with the same level of confidentiality.
- **Child safeguarding:** Should your concern be related to child safeguarding, please contact your child's divisional vice-principal or principal. You may review the Child Safeguarding at a Glance manual in English, Chinese, or Korean.

We appreciate your collaboration and look forward to working together to support your child's educational journey.

PTSA & MIDDLE SCHOOL GRADE LEVEL COORDINATORS

Our Parent Teacher Student Association (PTSA) is composed of a very active and helpful group of caring parents. The purpose of our PTSA is to promote friendly relations and mu-tual understanding between parents, teachers, students, and administrators, as well as to enhance educational opportunities for our students. Early in the year, our PTSA will contact parents with information regarding how they can become involved in school activities. Each grade has a grade level coordinator (GLC) or also referred to as a representative who will re-port directly to the PTSA Divisional Vice President(s). The GLCs function as a link between the PTSA Executive Committee, parents, and teachers. GLCs create and facilitate grade level WeChat groups to communicate PTSA and school information to parents. GLCs also communicate with grade level teachers to help coordinate and solicit support for events like celebrations and field trips.

Grade Level WeChat groups are for communication purposes. If parents have a question or suggestion about school policies or practices, they are to reach out to the divisional Principal, Vice Principal, or the appropriate member of the PTSA Executive Committee. It is expected that community members always act in a professional manner in their relations with students, faculty, and other families no matter the venue or platform.

SAS ACCEPTABLE USE PRACTICES

INTRODUCTION

The Shanghai American School offers its students access to their computer network and the Internet.

In providing network and Internet service throughout the School, the goal is to facilitate access to resources, improve communication and encourage innovation.

The School regards this access as a privilege, not a right. Account holders are expected to act in a responsible, ethical manner, and to abide by Chinese law.

Every student in the SAS community is assigned a SAS network account. Access to computer systems and networks owned by SAS requires that the students are responsible for their own actions.

Infractions of SAS's Acceptable Use Procedures will result in the curtailing or denial of access to network and/or computer lab facilities, and referral to appropriate administrators for disciplinary action.

SAS takes precautions to restrict access inappropriate content but it is not possible to have full control over access over these materials on the Internet. Nevertheless, SAS firmly believes that the development of skills for online research is essential to the educational process. The advantages of the Internet far outweigh the possibility of exposure to material that is inappropriate and/or irrelevant to the school's educational goals.

SHANGHAI AMERICAN SCHOOL EMPOWERED USER AGREEMENT

Shanghai American School believes in the power of technology and innovation to transform learning and empower students to be changemakers in both their local and global communities.

Shanghai American School believes it is the shared responsibility of our community to support and guide students in becoming responsible, reflective, safe, ethical global citizens. Regardless of device ownership or location, SAS students are committed to acting with integrity and compassion, embodying the SAS mission and values.

By agreeing to this document, students are committing to use technology at school to support their learning, and the vision and principles outlined below.

In my use of digital tools and systems at SAS, I acknowledge that:

I am a **Critical Thinker**

- I am a critical consumer of information, and I recognize the need to evaluate the credibility and trustworthiness of the information sources that I use.
- I am a responsible creator of digital content, and I recognize the need to produce credible and trustworthy information that may be used by others.
- In my use of content created by others, I use complete and accurate citations in an appropriate, accepted format.
- I realize that time spent on devices should be balanced with face- to-face interactions that nurture my social and emotional well-being.
- I recognize it is my responsibility to protect myself and my personal data through the disciplined use of passwords, thoughtfulness and scrutiny when giving personal or sensitive information to a person or company, and continuously learning about the ways in which my personal data can be obtained and used.

I am a **Skillful Communicator**

- I know that my actions, both online and offline, affect my personal reputation as well as the representation of others, and the communities to which I belong.
- I am aware of the permanency of my online actions, and I make healthy decisions about how I represent myself and others.
- I will report to a trusted adult any behavior that demonstrates a lack of respect or care in any digital communication.

- I thoughtfully consider how technology influences relationships, and I make choices about how to maximize positive interactions while avoiding exchanges that might cause harm to myself and others.

I am a **Effective Collaborator**

- I work with others to construct new knowledge and understanding.
- I leverage the skills and talents of others both inside and outside the school, in order to meet shared goals and contribute to team projects.
- I engage with others in positive ways that consider multiple approaches and perspectives to broaden mutual understanding and learning.

I am a **Creative Learner**

- I express myself and share original content across a variety of platforms and media.
- I harness the power of technology to design and create innovative, authentic solutions to problems.

I am a **Ethical Global Citizen**

- I understand that technology connects me to a larger community both locally and globally.
- I use technology to advocate for myself, others, and ideas in ways that are respectful, safe and thoughtful.
- I respect the culture and laws of my host country in both online and offline interactions and seek to develop global competence so I can act for collective wellbeing.
- I have the responsibility to respect and protect the rights and privacy of others in our community, and I will model positive and supportive behaviors.

Where students are unable to meet the expectations of the EUA, they will be supported in accordance with the behavior and discipline procedures of their division.

BRING YOUR OWN MAC HARDWARE AND SOFTWARE REQUIREMENTS

All SAS students in grades 6-12 must bring to school a MacBook Pro, MacBook Air, or MacBook computer (less than 4 years old) with the most recent version of Mac OS X operating system.

Student computers must have a productivity suite that is capable of saving documents in standard Microsoft Office (Word, Excel, PowerPoint) formats. Examples of productivity suites with this capability include:

- Microsoft Office (Word, Excel, PowerPoint)
- Apple iWork (Pages, Numbers, Keynote)
- OpenOffice
- LibreOffice

Students may also use online applications, such as Microsoft Office 365 or Google Documents/Spreadsheets/Slides, although network connectivity may be needed.

ADDITIONALLY, STUDENTS MUST:

- have a method for backing up their data in the event of a hardware problem or data loss. Examples of backup methods include backing up to an external hard drive with TimeMachine, or synchronizing files to a cloud-based service such as OneDrive or iCloud.
- maintain the computer in proper operating condition (i.e. functional and without any damage preventing proper operation). Students who have AppleCare can access the services in the Apple Service Centers, often without charge.

Loaner computers are available for short periods of time (maximum 1 week) while required repairs are carried out.

To check warranty coverage for MacBook computers, please refer to the following link:
To check warranty coverage for MacBook computers, please refer to the following link:
https://checkcoverage.apple.com

FREQUENTLY ASKED QUESTIONS

What about students who purchased computers through the old 1:1 laptop program at SAS?
Computers purchased through the old laptop program can continue to be used and will have continued support for software upgrades, as is the case now. Students with older laptops may however purchase their own new MacBook at any time.

What about special software used in classrooms?
Specific software beyond the above requirements may be required for specific courses. In those cases, students will be directed to download free or open-source software or will be provided software by the school.

Will the school still be able to take care of disciplinary issues related to these BYOM computers?
Yes. Students and their parents are responsible for understanding and agreeing to the SAS Acceptable Use Policy (AUP) that allows for computers to be searched, monitored and any disciplinary actions taken as deemed appropriate.

Can I bring an iPad instead of a MacBook?
No. iPads do not offer many of the content development capabilities that full MacBooks have, and we need to ensure that our classroom programs provide both continuity and consistency.

Can I bring a computer brand other than a Mac?
No. Other computer platforms do not offer many of the content development capabilities that MacBooks have, and we need to ensure that our classroom programs provide both continuity and consistency.

THIS SIGNATURE PAGE WILL BE PLACED IN YOUR STUDENT FILE

The student handbook outlines SAS Pudong Middle School expectations for students and it provides a wealth of information on how the middle school operates. Please save a copy of the handbook to your desktop.

The school will be sending out a Microsoft 365 Form for students in HomeBase which will act as a signature or sign off that you acknowledge and agree to the following statements:

I have read the information contained within the SAS Pudong Middle School student handbook, and discussed the contents with my parents/guardians.

I understand the academic and behavioral expectations that SAS Pudong Middle School places on me and I am willing to meet the expectations.

I have also read the Empowered User Agreement for SAS Pudong Middle School.

I understand that by completing the Microsoft 365 Form, I agree to follow the guidelines in this student handbook. I understand that if I fail to follow these guidelines, there will be immediate consequences for my actions.

Parent's will receive this Microsoft 365 Form through the SAS Connect Mini Program and the completion of the form verifies that this student handbook has been read and discussed with the student and that all guidelines and expectations are understood.

Shanghai American School inspires in all students:

上海美国学校激励并培养所有的学生:

wA lifelong passion for learning

终身学习的热情

A commitment to act with integrity and compassion

诚信与仁爱的信念

The courage to live their dreams.

追求梦想的勇气。

SHANGHAI AMERICAN SCHOOL

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