



THE AMERICAN SCHOOL OF SÃO PAULO

## Association of American Schools in Brazil Official AASB Code of Conduct

AASB competitions, performances, tournaments, and other scholastic events and activities are open to all students of member schools. Everyone attending has the right to participate in the activity, socialize and have fun in a secure and protected environment in the best traditions of sport and competition. To this end, AASB has created a Code of Conduct which participants and all student spectators are expected to abide by. Compliance with this Code of Conduct is also a requirement of all participants and student spectators from non-member AASB schools who are invited to participate in an AASB event. Each school is responsible for making everyone in the traveling party aware of this code prior to arriving at an AASB sponsored event. To ensure that everyone enjoys their AASB experience, we take this matter very seriously, and any breaches will be dealt with accordingly.

### STUDENT PARTICIPANTS AT AASB ACTIVITIES

It is a strong belief of AASB that representing your school is an honor and a privilege. As a part of upholding this belief, appropriate conduct and behavior expectations need to be followed at all times. Any student who chooses to participate in an AASB extra-curricular activity of any type will be required to follow the Code of Conduct guidelines outlined below in order to participate in that activity.

It will be the responsibility of the staff and administration of all AASB member schools to fairly and consistently enforce this policy in all AASB sponsored extra-curricular activities. The intent of this policy is to encourage positive decision-making skills and to promote and ensure the tradition and pride that all member schools have in their students and school.

Students will be held accountable to the **AASB Code of Conduct**, as well as their particular school's Code of Conduct policy. Violations may lead to suspension from all or part of AASB activities

The Code of Conduct must be signed before the student will be permitted to participate. The Code of Conduct will be kept on file and will be in effect for the school year.

### STUDENT SPECTATORS AT AASB ACTIVITIES

Students wishing to attend an AASB event held outside of their school need to receive permission of no less than one week in advance from their respective school's administration. The host school will reserve the right to determine admission to events based upon its own policies and those of AASB, regarding space, supervision, etc.

Student spectators must respect all host school policies; arrange their own room and board, transportation, and be accompanied by a parent or designated legal guardian. **The student spectator must also be in full compliance with the AASB Code of Conduct and have signed it before being permitted to travel to the event.** Any non-participating visiting student not meeting the above criteria or following the AASB policies may be asked to leave the event.

### BEHAVIOR

The conduct of all students involved in AASB activities will be of the highest caliber before, during, and after practices, performances, activities, and competitions. Students who do not represent their schools in an appropriate manner as exhibited by their conduct shall be subject to disciplinary measures. Responsible behavior will be demonstrated at all times and students will:

- participate in awards ceremonies;
- cheer appropriately;
- pick-up after themselves and keep the host site clean and neat;
- refrain from using noisemakers;
- abide by any additional established rules of the host school;

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- exercise self-control at all times;
- respect the decisions of officials without gestures or argument;
- win with humility, lose with dignity, and participate with respect.

## NOTES:

1. All students are expected to abide by the behavioral expectations of their home school. AASB expects that the home school will take such disciplinary action as they deem appropriate under their own requirements in addition to the actions outlined, below.
2. Event organizers are empowered to take such disciplinary actions as are needed to maintain the integrity of the event and the safety and well-being of the participants, using the host school student code of conduct as a guide. Such actions will be taken through the disciplinary committee, defined below.

## MAJOR VIOLATIONS

Major violations are anything that jeopardizes the health, safety, and security of AASB participants, which include but are not necessarily limited to actions involving alcohol, tobacco, drugs, theft, vandalism, and physical aggression.

## MINOR VIOLATIONS

Minor violations are any inappropriate behaviors, which include but are not necessarily limited to:

1. **Profanity:** The use of profanity (in any language) will not be tolerated. [Note: exceptions may be permitted in forensics and drama events when very mild off-color language is an inherent and required component of an approved presentation.]
2. **Curfew and Closed Campus Policy Violations:** All students must respect established curfews and are not allowed to leave the premises of the sponsored event without permission from their school's representative. Students will not enter sleeping quarters other than their own.

## CONSEQUENCES

Students who do not represent their school in an appropriate manner as exhibited by their conduct shall be subject to disciplinary measures. This could result in suspension or dismissal from the event as determined by the sponsors, chaperones, athletic directors, host school administrator and/or his designee.

Any violation of AASB Code of Conduct will be reported to the host school event coordinator, who will then notify the host director or his/her designee.

**Discipline Committee:** The host school administrator and/or his designee will convene a special discipline committee when a violation of the AASB Code of Conduct has occurred. The committee shall consist of the chaperone/coach/athletic director of the student(s) involved, the host school administrator or designee and either one (1) representative from each school for events that have up to eight (8) schools or, when more than eight (8) schools are participating, 50% of the number of schools participating plus one (1) additional school.

## Process:

1. The host school administrator or designee will convene the committee and select the members when more than eight (8) schools are participating. The host school administrator will serve as the chair of the discipline committee and will have full voting rights.
2. The committee will hear all the facts regarding the violation of the AASB Code of Conduct. The student(s) will appear before the committee to allow them to give their side of the story.
3. After all of the facts have been presented, the committee will render a decision. Each member will have one vote.

The committee shall have the authority to render the following decisions:

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#### **MAJOR VIOLATIONS:**

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1. Commitment of Major Violations will result in immediate suspension from the event and the student will be sent home as soon as reasonably possible, done at their parent's expense.
  - a. On the first incidence of such behavior, the student will also be suspended from all AASB sponsored events for a minimum of one full semester, beginning with the conclusion of the current event. This penalty will also include suspension from the same event for the following year, regardless of when it is held.
  - b. On the second incidence of such behavior, the student will also be suspended from all AASB sponsored events for a minimum of one full calendar year, beginning with the conclusion of the current event. This penalty will also include suspension from the same event for the following year, regardless of when it is held.

The only exception to this policy shall be in the event that a major violation of the Code of Conduct by the student occurs late enough in the event to allow for sufficient time to send him/her home. In this case, the student will be placed on immediate in-house suspension and denied any further participation in the activity or game being played until the end of the event.

The following procedures will be followed in the event of a student being sent home:

1. The host school administrator will call the student's home school director to notify him/her that one of the school's students is being sent home for a major violation. The student's home school director will then be responsible to make sure that one of the home school administrators or a designee will accompany the student from the event site to the designated bus station or airport and thereafter throughout their trip home.
2. The host school administrator as well as the home school director will contact the student's parents and/or legal guardians before travel begins and tell them why their child is being sent home.
3. The host school administrator or his/her designee, as possible, will inform them of all travel arrangements. The parent and/or guardian will be responsible for making arrangements to meet the student upon his/her return to the home city.
4. The parent will be responsible for all costs associated with the student's travel as well as all costs of the person accompanying him/her home. This includes such costs as taxi fares, bus or plane ticket alteration or purchase, lodging in route if necessary, etc.
5. The host school administrator will provide for a one-page summary of the Code of Conduct violation and Discipline Committee meeting, making sure all the facts presented and the action taken by the discipline committee have been included. The summary will be signed by the host school administrator and sent with the student who is being sent home. The host school administrator will also keep copy of the summary for future reference, if needed.
6. The student being sent home will be held responsible for making sure his school administrator receives the letter when he/she arrives.

#### **MINOR VIOLATIONS:**

Minor violations will result in a minimum penalty of the student receiving a one game suspension in sporting events or a one half-day suspension for non-athletic events.

**Please note: The discipline committee may, depending on the severity of the violation, assign a more severe consequence.**

#### **APPEAL PROCESS:**

A student and his or her parent/guardian shall have the right to appeal a suspension from AASB activities by notifying their school's administration in writing within five (5) business days after notification of the decision. If written notification is not received within five (5) business days, the right to the appeal is forfeit.

The final decision will be determined by the AASB Directors at their next scheduled meeting.

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**SIGNATURES:**

A student may not participate in an AASB event until this form has been signed by both the student and parent/guardian and is on file at their school.

**The undersigned has received a copy of the Association of American Schools in Brazil - AASB Code of Conduct.**

\_\_\_\_\_  
Student's Name (please print)

\_\_\_\_\_  
Year of Graduation

**I understand and agree to abide by all the provisions of the Association of American Schools in Brazil – AASB Code of Conduct as well as my own school's established policies and code of conduct.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**I understand and agree to support all the provisions of the Association of American Schools in Brazil – AASB Code of Conduct as well as my child's school's established policies and code of conduct.**

\_\_\_\_\_  
Parent / Guardian's Signature

\_\_\_\_\_  
Date

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