School Year Abroad
Member School Coordinator Handbook

CONTENTS

SYA MISSION STATEMENT 2
PROMOTION AND RECRUITING ON YOUR CAMPUS 3
  Students as resources
  Marketing SYA
APPLICATION PROCESS and DEADLINES 4
MERIT SCHOLARSHIPS 6
FINANCIAL AID 8
SOPHOMORE APPLICANTS 9
SEMESTER 9
SUMMER PROGRAMS 10
COORDINATOR CHECKLIST 11
ADDITIONAL INFORMATION 12
  SYA Home Office and Abroad Staff Contacts
  Coordinators List 2019-2020
  Interviewer Guidelines and sample form
  Discipline Policies and Procedures

IMPORTANT DEADLINES

SYA Applications: DUE Wednesday, February 12, 2020
Financial Aid Applications: DUE Wednesday, February 12, 2020

Member school SYA Coordinator web page: sya.org/member

Member School Students apply online!
  sya.org/apply
SYA Mission

SYA guides students through a challenging curriculum focused on developing skills for an increasingly interdependent world. Central to the SYA experience is the adventure of fully engaging with different languages, cultures and peoples.

Our Focus

While students learn much by simply taking part in an experience abroad and living with a host family, SYA designs its programs to develop four key student skills:

- **Language Proficiency** - The ability to communicate effectively in multiple languages.
- **Critical and Creative Thinking** - The ability to develop new ideas and challenge assumptions in situations with limited information and/or language skills.
- **Intercultural Competence** - The ability to understand different cultures and perspectives with increasing sophistication and adapt to new situations empathetically and appropriately.
- **Independence and Interdependence** - The ability to be self-reliant and collaborate with others in a constructive way.

Our Approach

SYA strives to take full advantage of our resources to provide the highest quality education. To that end, all of our programs are designed to be:

- **Intentional** - SYA programs are based on and designed to meet clear, achievable, and observable objectives.
- **Place-Based** - SYA programs are intricately tied to the surroundings, people, and culture of our host countries.
- **Experiential** - SYA programs are explicitly active and participatory and include major involvement in the outside community.
- **Intercultural** - SYA programs require active engagement in the local culture, developing perspective and empathy.

SYA is accredited by the New England Association of Schools and Colleges
Promotion and Recruiting on Your Campus

How to effectively promote SYA and recruit students in your school community

SYA Students are your best recruiters!

1. SYA students “back on campus”
   - Host an assembly and have returning students present. *We recommend reviewing remarks in advance with the student to ensure all content is appropriate.*
   - Ask returning students to write articles for the school newspaper

2. Currently enrolled SYA students
   - Encourage currently enrolled students to write for the school paper or blog about their experience.
   - Suggest to language faculty that they Skype enrolled SYA students into their classes.

Marketing SYA

- Make sure everyone on campus knows that you are the SYA coordinator
- Make a bulletin board
- Present at back to school night/parents weekend
- Post us on your school website and social media channels
- Post who’s abroad and who’s returned, including their email addresses
- Place a copy of the new SYA admissions materials in the faculty room, the language department and the admissions department offices.
- Hang SYA posters around campus

Contact Pam Eaton at peaton@sya.org if you would like additional materials, such as viewbooks, country cards, posters, and/or a blurb for your school website or anything else that you think would be helpful with promoting SYA at your school.
SYA MEMBER SCHOOL APPLICATION PROCESS
for coordinators

Step 1: Student meets with the SYA Coordinator.
Students interested in SYA should meet with you to review your internal application process, requirements and deadlines. SYA will update you regularly of students who inquire, start or submit an online application. In addition, you will be copied on periodic emails that go out to students regarding the status of their application.

Step 2: Student logs into the SYA website to create an account. The applicant goes to sya.org/apply and clicks on the “apply now” button to create an account. They will be prompted to create a user name and password that allows them to log in and out as they work on their application. Students should save this login information in a safe place. They will need it to log back into their account to follow the status of their application, to send recommendation requests to their teachers and to receive their admissions decision letter.

*The first time the student logs into the application they must click on “Add an Applicant” to begin the online application.*

Step 3: Student begins filling out the online application. The online application is broken down into two parts:
- Part 1 covers student biographical and school information.
- Part 2 consists of two short answer questions and one personal essay.

Step 4: Student submits Part 1 of the online application and application fee. The student can pay the $50 application fee via credit card or send in a check separately to SYA. Please note that a student is not considered an applicant until they submit Part 1 of the application and pay the $50 application fee.

Step 5: Student submits Part 2 of the online application.

Step 6: Online Teacher Recommendations. After consulting with you, the student will log into their online account and send recommendation requests to their current advisor, language and English teachers using the “Send Request” links. *A math teacher recommendation is no longer a required component of the SYA application.* Teachers are advised to complete these forms when they have had a chance to know the student and their work, preferably after November.

Step 7: Transcript. Students download a Transcript Release Form from their online account, complete the top portion and give it to the school registrar to complete. The transcript and the transcript release form must be mailed or emailed directly to SYA and include the student’s fall grades and any standardized test results (PSAT, SAT, ACT), if available.

Step 8: Interview applicant and complete the online evaluation form. Arrange a time to interview the student. Remind the applicant to send you an interview evaluation request from their online account using the “Send Request” link. A list of suggested interview questions is on page 14 of this
handbook. If you prefer not to use the online form, please send your written report as an attachment to peaton@sy.org.

A Parent Statement is optional

Review of a completed SYA application
A completed application includes:

• Part 1 of the online application and $50 non-refundable application fee. (SYA does not waive this fee. If your school covers this fee, please send a check to SYA.)
• Part 2 of the online application: two short answer questions and a personal essay.
• Three confidential teacher (advisor, language and English) recommendations. A math teacher recommendation is no longer required.
• School Transcript and any standardized testing
• Interview evaluation report
• Parent Statement (optional)

Please call us at 978.725.6828 if you would like to discuss any student cases in more detail.

Important SYA Deadlines

**Wednesday, February 12, 2020:** SYA Online Applications
**Wednesday, February 12, 2020:** Financial Aid Applications

All recommendations, transcripts and essays must be received at SYA by these deadlines.

Decisions/Notifications
We make every effort to have a one-month turnaround on all applications. Assuming completed applications are submitted by the deadline, we will notify students through their online portal of our decisions on the following dates:

Student decision notifications: **Friday, March 6, 2020**
Scholarship notifications (recipients ONLY): **Friday, March 6, 2020**

Member school coordinators will be notified in advance of the March 6th notification date.
SYA MERIT SCHOLARSHIPS

SYA recognizes high school students who demonstrate exceptional academic ability, commitment to their home school communities and passion for exploring other cultures. In addition to need-based financial aid, SYA offers a range of scholarships (some with specific criteria) to assist families with providing their children an outstanding academic experience.

Scholarship recipients will be notified at the time of acceptance.

Scholarship Programs

SYA Merit Scholarships

SYA Merit Scholarships recognize students who demonstrate exceptional academic ability, co-curricular engagement and curiosity for global study. One student from each SYA country will be chosen to receive an SYA Merit Scholarship in the amount of $25,000.

Applicants for the SYA Merit Scholarship are required to secure an additional letter of recommendation from a coach, mentor, club advisor or someone who knows them well in support of their candidacy. SYA Merit Scholarship recipients are not precluded from receiving additional financial assistance should the family qualify for financial aid.

Applications must be completed by February 12, 2020.

Merit Scholarship recipients will be notified at the time of acceptance.

Legacy Scholarship

The SYA Legacy Scholarship is open to any child or sibling of an SYA graduate. The $10,000 scholarship is awarded to a student who has demonstrated success in academics and commitment to their home school.

Applications must be completed by February 12, 2020; no supplemental materials are required.

The Legacy Scholarship recipient will be notified at the time of acceptance.

The 1964 Scholarships

The 1964 Scholarships are awarded to a limited number of exceptional students who demonstrate strong academic ability, commitment to their communities and passion for exploring other cultures. 1964 Scholarship awards vary in amount with recipients receiving up to $15,000.

1964 Scholars are chosen from the general pool of applicants. Applications must be completed by February 12, 2020; no supplemental materials are required.

The 1964 Scholarship recipients will be notified at the time of acceptance.
Halsey Fund Scholarship

The Halsey Fund was established in 2011 in honor of Woodruff W. Halsey II — former president, executive director, resident director and teacher. The Halsey Fund is awarded each year to a high school student who demonstrates exceptional academic ability, financial need, and a substantial interest in global study, understanding cultural differences and developing language proficiency.

Who is Eligible?
Any high school student applying to School Year Abroad for the 2020-2021 academic year who exhibits exceptional academic ability, demonstrates a passion for international studies, and qualifies for financial aid.

The Award
The Halsey Fund scholarship recipient is awarded full tuition. In addition, SYA will provide a stipend for round trip airfare to the SYA school of enrollment.

How to Apply
2. Write a separate essay in 500 words or fewer answering:
   “Tell us something you have accomplished — at school, at home, or in your community — that has prepared you to make the most of your experience attending School Year Abroad.” Email this essay as an attachment to sya.admissions@syao.org by Wednesday, February 12, 2020. Complete the financial aid application by Wednesday, February 12, 2020.

Responsibilities of a Halsey Scholar
• The Halsey Scholar will remain in good academic standing throughout the SYA academic year.
• The Halsey Scholar will be an ambassador for the school and represent the transformative power of an SYA education.

Selection Process
Finalists will be selected and interviewed by a panel of SYA administrators and faculty. The recipient of the Halsey Fund scholarship will be notified on Friday, March 6, 2020.

Dates to Remember:
SYA Application deadline: Wednesday, February 12, 2020
Financial aid application deadline: Wednesday, February 12, 2020
Scholarships and decision notification date: Friday, March 6, 2020
FINANCIAL AID

The SYA Director of Finance will work with the member school Director of Financial Aid to determine financial aid eligibility and awards. We make every effort to partner with our member schools to fund students who qualify for financial aid. SYA shares the financial aid costs with our member schools.

It is important that you remind your applicants to meet the **February 12, 2020 financial aid application deadline**. Awards will be sent directly to families after the candidates are notified by admissions of their decision.

**Financial Aid application process**
As our member schools do, SYA uses the formulas of the School and Student Service for Financial Aid (SSS) to assess the income and assets of all families requesting tuition reductions and awards financial aid only to those with **demonstrated** need.

SYA requires all parents of students at member schools to send us copies of all documents. That means that parents must send the following documents to SYA **even** if they are applying for aid at their home school:

- Signed IRS form 4506-T – leave date field blank
- Parent’s current tax return (for 2019)
- All schedules and W2 forms
- The School and Student Service for Financial Aid (SSS) form (Parents’ Financial Statement), with SYA’s code “7216” included.

SYA must receive all financial aid forms by **February 12, 2020**.
SYA Sophomore Applicants

SYA will accept applications from highly-qualified rising sophomores who are interested in attending any of SYA’s four schools in China, France, Italy or Spain for their sophomore year. Candidates must exhibit exceptionally strong academic skills and be prepared to learn in an intimate academic environment. SYA sophomores will receive additional program support and be subject to guidelines appropriate for their age group.

Sophomore year applicants have specific eligibility and application requirements.

Application Requirements for students applying to SYA for their sophomore year:

- Applicants for Spain or France must be currently enrolled in Spanish or French language level 2 or above
- Applicants must be prepared to take Algebra 2 or Pre-Calculus or fulfill their math requirement through a summer or online course
- Applicants must be 15 years of age by the day of departure

In addition to completing the standard components of the SYA application, sophomore year applicants must also submit the following:

- Additional recommendation from a person of influence in the applicant’s life who can speak to the student’s social and emotional development such as a dean, coach or mentor.
- Parent interview with SYA staff by phone or video chat

Semester Program

A fall semester option is available for applicants to SYA China only.
SUMMER PROGRAMS

SYA Summer, an extension of School Year Abroad (SYA), offers summer programs in our schools in Spain, France and China. The programs are modeled after our year long program and focus on intensive language instruction and cultural immersion, homestay with a host family and group travel. All programs are open to rising 10th, 11th and 12th grade students.

More information about SYA Summer program dates and tuition will be available in October. The online application for summer programs will open mid-late October. Please refer to the SYA Summer page on our website, sya.org/summer, for more specific program details.

SYA Summer contacts:
Jannette Kirby, Summer Admissions Coordinator: jkirby@sya.org 978.725.6828 x 145
Pam Eaton, Senior Admissions Operations Manager: peaton@sya.org 978.722.6182
Rachel Kelley, Director of Enrollment and Marketing: rkelley@sya.org 978.725.6828 x114
COORDINATOR’S CHECKLIST

September – December
☐ Meet with returned SYAers to see how they are coping with re-entry.
☐ Arrange for returned SYAers to share their experience with the school community (at an assembly presentation (group or individual), class visits, essay/photos on SYA bulletin board, etc).
☐ Publicize SYA’s visit at your school (at assembly announcements, in daily bulletin, hang SYA poster with date and time of visit, post on website calendar).
☐ Contact parents of interested students to make sure they support their child’s applications and answer any questions.
☐ Announce any internal deadlines or procedures specific to your school regarding applications to SYA. Applications must be submitted and all supporting requirements received at SYA by the due date in order to be considered for admission. SYA deadlines are as follows:

SYA applications are due Wednesday, February 12, 2020

January
☐ Follow up with the students and their parents on your list who have indicated their intent to apply but who have not submitted applications; encourage them to apply.
☐ Interview SYA applicants.
☐ Remind students applying for financial aid to urge their parents to complete their tax returns as soon as possible after January 30 and send a photocopy including all schedules and W-2s to SYA. Parents must include SYA’s code (7216) on the Parents Financial Statement sent to SSS.
The SYA Financial Aid deadline is Wednesday, February 12, 2020.
☐ Make sure all teacher recommendations, interview reports, transcripts and essays are submitted to SYA by Wednesday, February 12, 2020.

February – March
☐ Pass final SYA advisor letter/grade reports on to registrar and college counselor at your school.
☐ Notify SYA if you will not be the coordinator for your school in 2020-2021 and who the replacement will be.
☐ Arrange a brief orientation meeting for all SYA admitted students.

Please note that the following documents will be sent during the summer:
• Confidential Reports on all SYA 11th-graders to the college counselor’s office.
• Official student transcript to the registrar’s office and college counselor’s office when the student’s account with SYA is paid in full.
• AP scores sent to the college counselor’s office.
### SYA Home Office Staff

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### SYA Abroad Faculty and Staff

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SYA INTERVIEWER PROCESS AND GUIDELINES

Thank you so much for helping to promote SYA on your campus! Your time and support is critical to the success of SYA. Below you will find important information and guidelines to help you through the interview process.

**Step 1:** SYA will notify you when a student from your school submits an online application.

**Step 2:** At the same time, the student will receive an email from SYA with instructions to contact you to arrange a time to interview.

**Step 3:** Once you and the student have connected, the applicant will email you a link to our online interview report form. You will need to create a user account the first time you are directed to this form. Use these login credentials for any subsequent applicant you may interview. If you prefer not to use the online form, please send your written report to peaton@syaro.

Application deadlines for the 2019-2020 Admissions Season are as follows:

- **SYA Applications**  
  **Wednesday, February 12, 2020**

**Conducting the Interview**
Your impressions of the applicant’s potential to be a successful SYA student are important. As an SYA coordinator you understand what is required of a student to adapt and thrive in a new culture. During the student interview, please address the following areas:

- Motivation for attending SYA
- Language interest
- Co-curricular involvement
- Interpersonal skills
- Family and home life

**Some suggested questions:** (Do not feel compelled to go through the entire list of suggested questions; often information about sports, grades, etc. appear elsewhere in a student’s application. What we really want to know is: do you support this candidate and why or why not?)

- Why do you want to study abroad with SYA?
- What are some of your favorite activities or interests?
- Tell me a bit about your family and home life.
- What person or event has influenced your life in a significant way?
- Describe a difficult or especially challenging situation and how you coped.
- How would you describe yourself? How would your friends describe you?
- Are you open to new foods? What is the strangest thing you have ever eaten?
- Tell me about any work or volunteer experiences.
- What do you like most about your current school? Least?
- What are your post-secondary school plans? College? If so, what would you like to study?
Sample Interview Evaluation Form

Thank you for volunteering to interview on behalf of SYA Admissions! For suggested questions and interview topics, please refer to the Interviewer Guidelines that you received with your assignment. Please complete this student evaluation form and submit it within a week after your interview. If you have any questions at all about the interview process, the evaluation form or your assigned student please contact Pam Eaton (pleaton@syas.org) in the home office.

* Applicant’s name: 

* Applicant’s school: 

* Applicant is applying to which SYA program? 

* In 300-400 words tell us about your conversation with the applicant. We are particularly interested in the student’s reason and motivation for attending SYA. What are the student’s interests in and outside of school? Why (or why not) do you feel this applicant would be a good fit for SYA? 

Did the student express any concerns or barriers to considering SYA (ex: varsity sports, parents, finances)? 

Any additional comments? 

Thank you for taking your valuable time to complete this evaluation. Your reflections are an important part of the candidate’s application. All information you provide will be held in confidence and disclosed to the admission committee and others deemed necessary by the Director of Enrollment Management and Marketing.

* Your Full Name: 

* Email Address: 

* Phone Number: 
Discipline Philosophy and Procedures

SYA’s discipline philosophy is based on a goal of providing a safe and secure environment for students in which they may take full advantage of the unique structure of the school. SYA’s discipline philosophy focuses on behaviors that compromise student health and safety, and those behaviors that negatively affect other members of the SYA community: other students, faculty and staff, host families, and the broader communities in which the students live and travel. SYA expects students to behave in a way that reflects positively on themselves and the school by being kind, supportive, thoughtful and above all, safe.

SYA is not a boarding school or a day school. School rules apply at all times during a student’s participation at SYA. This environment may involve significantly more independence, risk and responsibility than some students are used to; therefore, a student’s level of earned independence is always linked to their adherence to these rules. If at any time during the year it becomes clear to the SYA administration, through the discipline process or a formal status review, that continued participation in the program does not meet SYA health, safety or discipline standards, a student may be asked to leave the program.

SYA responds immediately and decisively when an infraction occurs, and the response to each infraction varies according to the circumstances of the infraction and its impact on student well-being and safety. SYA understands that adolescents will at times make missteps, and SYA strives to provide a disciplinary environment that addresses the situation without being excessively punitive. When appropriate, SYA focuses on support, counseling and treatment; however, there are behaviors that are unacceptable in any situation and will result in immediate dismissal from the program.

Rules

Infractions likely to result in immediate dismissal
SYA does not tolerate the following behaviors:

- Possession, purchase or distribution of illegal drugs. Intent to purchase or distribute illegal drugs.
- Sale or distribution of prescription drugs or other legal but potentially dangerous substances.
- Engaging in or attempting to engage in non-consensual sexual contact of any kind.
- Rental or use of unauthorized private accommodation, including but not limited to private residences, hotels, Airbnb or similar.
- Providing false information on independent travel forms.

Other Major Infractions

These infractions may result in possible disciplinary committee meetings and may incur a wide variety of responses, including counseling or treatment if deemed appropriate. Discipline responses may lead to dismissal from the program. Rules in this category include, but are not limited to, the following:

- Inappropriate use of alcohol or prescription drugs.
- Use of cannabis.
- Various forms of dishonesty, including plagiarism and theft.
- Violence and/or threatening behavior involving any member of the SYA community whether in person or online.
- Violation of SYA’s anti-harassment and anti-discrimination policy.
- Violation of SYA’s internet and electronic communications policy.
- Leaving the host city unaccompanied by the host family without prior permission.
- Spending a night anywhere other than in the host family without proper permission from the school administration.
- Providing false information about current whereabouts.
- Failure to respect curfew hours established by each SYA campus. Returning after curfew in the evening or leaving before curfew ends in the morning.
- Failure to call for help or assist another member of the SYA community when in an unsafe situation.
- Non-disclosure of prescription psychotropic medications.
- Violation of local laws or standards.
- Dangerous, offensive, disruptive, aggressive, disrespectful or inconsiderate behavior unacceptable to SYA or the host families.
- Driving an automobile or motorized cycle of any sort. Riding on a motorized cycle. Riding in an automobile except with host families or SYA faculty or with special permission from parents, host parents and the Resident Director.

**Possession, purchase, distribution or use of illegal drugs**
All possession, purchase, distribution or use of illegal drugs is against school rules. SYA’s response to this behavior distinguishes between possession, purchase, distribution or use as well as the type of drug involved. In Europe, use of cannabis by adolescents is at or slightly below usage in the U.S.; however, it is used much more publicly. Use by SYA students is not tolerated; possession, purchase and distribution of cannabis will likely result in immediate dismissal from SYA. Any involvement (including use) with any other illegal drug is not culturally tolerated in any way and will likely result in immediate dismissal from SYA.

**Sale, distribution or misuse of prescription drugs or other legal but potentially dangerous substances.**
SYA’s response to the sale or distribution of prescription drugs or other dangerous substance is likely immediate dismissal. Misuse of one’s own prescription medication is also against school rules; however, the response likely will be based on the specific circumstances and may involve non-disciplinary action if deemed appropriate.

**Non-Consensual Sexual Contact**
Sexual assault occurs when a person is forced or coerced into sexual activity without giving consent. Consent means that both people in a sexual encounter agree to it, and that either person may decide at any time that he or she no longer wishes to consent and that he or she wants to stop the activity. Consenting to one behavior does not obligate a person to consent to any other behaviors. Consenting on one occasion does not obligate a person to consent on any other occasion.

Consent may be withdrawn at any time during an encounter.
**Alcohol consumption and inappropriate use**

Local laws and customs regarding alcohol consumption vary in the countries in which SYA students live and travel. Local customs are often (but not always) more lenient than local laws. SYA’s approach to alcohol use takes this into consideration.

SYA’s response to a drinking incident increases proportionately with the negative impact on student health, safety and well-being. In some families in Europe, a small amount of alcohol may be served to students on occasion in the host family, although this norm is not universal and students should not expect it to be the case. Any alcohol use outside of the host family or school setting is reported to parents, even when deemed culturally appropriate.

The best strategy for avoiding issues with alcohol consumption is to not drink at all. There are numerous, documented health reasons for adolescents to avoid alcohol. In addition, decision-making capability for adolescents is severely affected even after a small amount of alcohol and can put students in extremely dangerous situations. The safest choice is to abstain. SYA highly recommends that parents speak to their child about alcohol and arrive at strategies to stay safe.

Examples of inappropriate use include but are not limited to:

- Purchase or storage of alcohol.
- Purchase or consumption of hard liquor of any kind.
- Drinking to the point of drunkenness or intoxication.
- Adding alcohol to the drink of another student or pressuring another student to drink alcohol.
- Taking advantage of an intoxicated student in any way.
- Abandonment or failure to aid an intoxicated student in danger.

**Tobacco**

SYA believes that smoking is one of the worst habits that students can adopt while abroad. That being said, attitudes about smoking, even involving adolescents, are much more relaxed in the countries where SYA operates schools. In some cases students at local schools can be seen smoking right outside the school.

SYA does not have a school rule against smoking. It is also not illegal for adolescents to smoke in any of SYA’s host countries. It is illegal to purchase tobacco, and even though this law is not often enforced, it is a law which SYA expects students to follow. Parents also have the right to tell their students not to smoke. SYA expects students to follow the following guidelines.

- No smoking on school grounds or near school grounds or any building used for school activities.
- No smoking at or near the host family home.
- No smoking on school trips or when representing the school in another setting.

**Bystanders**

Students who have knowledge of or are witness to serious misconduct where student health and safety is particularly at risk (including use of illegal drugs or sexual assault) are expected to report such misconduct to school administration. Failure to do so may result in disciplinary action.
Duty to Act
SYA expects students to stay safe and help keep others safe; however, if they do find themselves in unsafe or dangerous situations, they are expected to call for help for themselves or a peer in need. Students involved in rule breaking who call for help are covered by SYA’s Sanctuary Policy and will not face disciplinary action.

Sanctuary Policy
Sanctuary is a non-disciplinary response to situations in which student health or safety is compromised. SYA recognizes that students sometimes make unhealthy decisions and put their safety and well-being at risk. Understanding that there is a reluctance to ask for help if disciplinary action could follow, the Sanctuary Policy allows a student to reach out proactively without invoking a disciplinary response.

This policy applies in instances of alcohol or drug use or overdose, danger due to physical or psychological distress, or presence in an unsafe situation or environment and is designed to promote greater safety for SYA students while abroad. If Sanctuary is granted, neither the student receiving Sanctuary nor the student requesting assistance on behalf of another student will be subject to disciplinary action for violation of SYA’s drug, alcohol or whereabouts policies.

● Use of Sanctuary
When a student is facing or is in a potentially unsafe situation, or witnesses or has knowledge of another student or students in a similar situation, students may contact any faculty or staff member and clearly express their intent to seek help through SYA’s Sanctuary program. The student must do so before the faculty/staff member has reasonable suspicion or is in a position where the violation is likely to be discovered. If during a Sanctuary admission a student becomes unmanageable, disruptive or threatening, Sanctuary will be revoked. Students who request Sanctuary for themselves or others are expected to be truthful about all aspects of the situation. Failure to do so will initiate a disciplinary response, up to and including dismissal from School Year Abroad.

Once Sanctuary is in place, the Resident Director and the Head of Schools and Programs will determine an appropriate response designed to address the ongoing needs of the student.

● Results of using Sanctuary
In cases involving drugs and alcohol, the student may also be required to undergo a drug and alcohol evaluation by an outside substance abuse professional (at his or her parents’ expense), and will be subject to random, confidential drug testing (again, at his or her parent’s expense). Failure to complete the requirements for evaluation and treatment after Sanctuary has been granted may lead to disciplinary consequences, including dismissal from SYA. Before a student is permitted to resume school activities (academic or extracurricular) following the use of Sanctuary, permission must be granted by the Head of Schools and Programs.

Parents are informed of Sanctuary requests and appropriate SYA-affiliated professionals will be brought in as well, as deemed necessary by the Head of Schools and Programs, in order to support the student. SYA will not report Sanctuary cases to sending schools or to colleges.

Disciplinary Procedures
The great majority of discipline issues that take place at SYA do not involve violation of major
rules and are addressed in informal agreements between students and the school administration. Parents are informed of this type of situation, but an official report is not sent to the home school.

The Head of Schools and Programs and/or Resident Director oversees SYA’s formal disciplinary procedures. They have the discretion to respond to incidents of misconduct or infractions of SYA rules.

In the case of violation of a major school rule, the Resident Director and/or other faculty members speak to each student involved. Parents are contacted and informed of the situation. The student may be asked to write a statement describing the events in question before parents are contacted. Refusal to make a written statement is itself considered a major infraction. In the event that there is evidence that a major school rule has been broken, the Resident Director or school administration may recommend a meeting of the disciplinary committee or forgo this in favor of a different disciplinary or non-disciplinary response. This decision is made solely by the Head of Schools and Programs and is not subject to appeal.

In the event that a discipline meeting is called, the committee, composed of faculty members, administrators, and, if appropriate, students, meets with the student to discuss the statement and clarify the facts of the case. Members of the committee then deliberate in the absence of the student and make a recommendation for action to SYA’s Head of Schools and Programs. If for any reason the student is not able to meet with the disciplinary committee, the committee may meet without the student. Parents do not participate in any way in the process or deliberation by the school. The committee’s recommendation is then given to the Head of Schools and Programs. The response may include modification to student independence, placing the student on disciplinary probation, suspension or dismissal. Disciplinary committee outcomes will be communicated to the student and the student’s parents, host parents and home school by the Resident Director or Dean of Students. The decision is final.

For any disciplinary incident occurring immediately before a school vacation, the Resident Director, at his or her discretion, if approved by the Head of Schools and Programs, may require students involved in the incident to remain on site until such time as any required disciplinary proceedings are completed, regardless of student travel plans.

**Search**

To maintain overall safety and security, SYA has the right to perform unannounced searches of students and their property at the school, school-related events and the host family. Further, SYA has the right to search student rooms at the host family residence and at hotels during school travel. Searches may be performed without notice, without consent and without a search warrant.

Regarding personal searches, a student’s person or personal effects (e.g., backpack, purse, pockets) may be searched by a staff member to determine whether the student is in possession of contraband. All personal searches will be performed in a manner that is respectful of the norms of decency and the emotional maturity of the student. The search will be conducted in private, by a same-sex SYA employee, with another same-sex staff member present, and only after approval from the Head of Schools and Programs. The student’s parents will be notified of the search as soon as reasonably possible. Under no circumstances will a body cavity or strip search be
permitted unless conducted by law enforcement personnel. Refusal to submit to a search may result in disciplinary action.

**Status Review**
On occasion, the Resident Director may determine that a student may not be able to succeed in SYA’s personally demanding and academically rigorous program. Contributing factors may include ongoing adjustment issues, attendance problems, lack of academic progress, inability to take care of oneself appropriately or adequately, disciplinary concerns, and attitudinal or other behavioral issues as determined by the Resident Director and faculty.

In such cases, the Resident Director will meet with the student and his or her advisor and at least some of his or her faculty members. They may meet as part of a regularly-scheduled faculty meeting or separately. For documentation reasons, the Resident Director will ensure that notes are taken.

The purpose of the meeting is to proactively recognize an emerging issue or issues for the student in order to address them in ways that are in the best interest of the student, the student’s U.S. and host families, and the SYA community, as determined by SYA. Action steps to be taken subsequent to the meeting(s) may include: meeting with the student and/or the host family; phone conversations with parents and/or the student’s home school; referral to counseling, which may be required if available; referral to the DC if appropriate; behavioral contracts which can include early curfew, loss of independent travel privileges, study hall, etc.; and return to the U.S. for a medical and/or psychological assessment.

**Immediate Removal**
In any situation involving an immediate threat to personal safety of any member of the SYA community or property, the Head of Schools and Programs may order the immediate removal of a student. Depending upon the facts of the case, the removal may be permanent or may be continued until such time as an appropriate fact-finding proceeding or hearing procedure or both can be arranged.

**Departure**
It is SYA’s policy that students who withdraw or are required to leave the program (whether suspended or expelled) return to their home country as soon as possible. The students are not permitted to remain with their host family, and their parent(s) is responsible for all travel expenses that result from the early departure.

**Reporting of Disciplinary Infractions**
- **Sending Schools**: SYA keeps students’ sending schools apprised of disciplinary infractions as deemed necessary and appropriate. In the case of a student appearing before the Discipline Committee (DC), however, SYA will provide the sending school with a formal letter outlining the case and the outcomes of the DC meeting.
- **Colleges and Universities**: SYA answers all questions from colleges and universities fully and honestly. In the case of a student returning to their home school, it is the home school college advisor who decides, according to home school policies, when a disciplinary incident needs to be reported to colleges and universities, in the absence of a question requesting such information. In the case of a student not returning to their home school and relying on the SYA College Counseling Liaison to serve the function as primary counselor, SYA policy is to report all suspensions that have resulted from
serious integrity violations. Further, for seniors, all appearances before the Discipline Committee which result in the finding of misconduct will be reported to the colleges to which the student has applied, regardless of the time of year in which the appearance occurs.

- Transcript: If a student is dismissed from SYA, the transcript will indicate that the student was “required to withdraw” on the specific date. The transcript does not provide any further detail regarding the circumstances of dismissal.

Both students and parents are required to sign off on having read this policy in the Student-Parent Handbook.

For questions about SYA’s academic and discipline policies please contact:

Aric Visser  
Head of Schools and Programs: avisser@sya.org, 978.725.6828 x126

Samantha Gammons  
School Operations Administrator: sgammons@sya.org, 978.725.6828 x134