

# **AISJ Secondary School**

## **Student Handbook 2023-2024**

**The Student Handbook can be accessed through Managebac.**

## **WHO WE ARE**

The Anglican International School, Jerusalem, is an internationally accredited, Nursery to Grade 12 [ages 3-18] school. It is dedicated to preparing students to succeed throughout the world, in schools, universities, future responsibilities and careers, and it is founded upon Christian beliefs and values.

### **Mission & Beliefs**

AISJ's mission is to create a student-focused academic and educational environment which aspires to achieve excellence. It promotes Christian beliefs and values whilst respecting the rich and diverse communities within the school and its unique location. Its goal is to empower all students to become responsible world citizens.

### **Within AISJ we believe that:**

- Each member of the community should be valued as a uniquely created individual
- Students should be encouraged and enabled to realize their own full potential
- Our school environment must enable whole being – spiritual, moral, emotional, intellectual, social and physical – to be nurtured and developed
- Mutual respect and appreciation flow from a fostering of attitudes of honesty, integrity, care and social responsibility
- The international nature of our community enhances the learning experiences and social interactions of our students, staff and families
- Parental support and involvement are vital to the realization of a shared community vision
- Effective learning is achieved through stimulating students' curiosity, creativity and enthusiasm
- A spirit of co-operation, coupled with the development of individual study skills, self-discipline, and analytical thinking will equip our students for present and future learning
- The Judaeo-Christian scriptures are the source for the school's framework of Christian beliefs and values.

### **Our Mission Statement is to:**

- Lead the way, every day to deliver the best world class education
- Teach within the best methodology available and within the highest standards of Christian ethics and values
- Value, care for and encourage every child to learn to the best of their ability and to prepare them to take their place as a world citizen
- Value and professionally enhance every staff member
- Assist every school family to partner in the learning experience of the child within this unique and special location

### **International Baccalaureate Mission Statement**

We are motivated by a mission to create a better world through education. The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

**AISJ strives to be a neutral environment,  
in which politics do not get in the way of education.**

## **AISJ Profile of the Graduate**

### ***A graduate at our school will:***

Act with Respect for Self and Others by:

- Accepting and valuing each individual as unique
- Being open to hearing other points of view
- Developing empathy for others
- Advocating with sensitivity and compassion

Lead with Integrity by:

- Understanding that actions have consequences
- Accepting accountability for actions and decisions
- Valuing honesty, both academically and socially
- Seeking to be fair and just in all their actions

Exhibit Care and Service for others by:

- Understanding the importance of social responsibility
- Being an active part of their local and global communities
- Taking initiative to serve those who are in need

Be a life-long learner by:

- Using inquiry as a model for learning
- Striving for balance in their learning
- Continuing to be reflective and make changes as a result
- Being willing to take risks
- Connecting and applying learning to real-world issues

Develop Cross-Cultural competency and International Mindedness

- Understanding the importance of intercultural dialogue
- Striving to better understand different cultures
- Being open-minded to a variety of perspectives
- Acting responsibly as a global citizen

Exhibit Depth and Breadth of Knowledge in the Core Areas of the Curricula

- International Primary Curriculum and UK National Curriculum in the Preschool
- IB Middle Years program in MY1 – MY5 (Grade 6 – Grade 10)
- AISJ Options Courses in DY1 and DY2 (Grade 11 and Grade 12)
- IB Diploma Program in DY1 and DY2 (Grade 11 and Grade 12)

Understand the value of religion and faith by:

- Respecting each students' faith and culture
- Entering into dialogue with people of other faiths
- Approaching matters of religion with critical thinking and respect
- Understanding the Christian foundation of AISJ
- Appreciating the role of religion in the context of Jerusalem

## As IB learners we strive to be

<b>Inquirers</b>	We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.
<b>Knowledgeable</b>	We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.
<b>Thinkers</b>	We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.
<b>Communicators</b>	We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.
<b>Principled</b>	We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.
<b>Open-Minded</b>	We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.
<b>Caring</b>	We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us
<b>Risk-Takers</b>	We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.
<b>Balanced</b>	We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.
<b>Reflective</b>	We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

# Daily Schedule

## Monday, Tuesday, Wednesday, Thursday:

Time	Event
7:45 – 8:00	Assembly/Homeroom
8:00 – 8:50	Period 1
8:50 – 9:40	Period 2
9:40 – 10:10	Pastoral/Study Hall/Clubs
10:10 – 10:30	<i>BREAK</i>
10:30 – 11:20	Period 3
11:20 – 12:10	Period 4
12:10 – 1:00	Period 5
1:00 - 1:40	<i>LUNCH</i>
1:40 – 2:30	Period 6
2:30 – 3:20	Period 7 (DY1 and 2 ONLY)

## Friday:

Time	Event
7:45 – 7:50	Homeroom
7:50 – 8:50	Period 1
8:50 – 9:50	Period 2
9:50 – 10:20	<i>BREAK</i>
10:20 – 11:20	Period 3
11:20 – 12:20	Period 4
12:20 – 12:50	Assembly

## Home Room Teachers 2023-2024:

Grade	Homeroom Teacher	Classroom
MY 1 (Grade 6)	Mr. Antony Short	CH16
MY 2 (Grade 7)	Ms. Cindy Walker	CH13
MY 3 (Grade 8)	Mr. Oliver Vince	M13
MY 4 (Grade 9)	Ms Dalia Gerrish	CH15
MY 5 (Grade 10)	Ms. Leora Sacks	M21
DY 1 (Grade 11)	Mr. Seth Boger	CH12
DY 2 (Grade 12)	Mr Carlos Zonana, Ms. Alexia Capote, Ms. Dana Mix	

## **STUDENT DRESS CODE**

We do not have a school uniform but we do ask our students to dress in a respectful way. We live in a religious city. Please try to ensure that your child's dress does not cause offence to others. If a student arrives at school in prohibited clothing and does not have an appropriate change of clothes available, the student will be asked to change into the PE Kits made available in the Resource Center. If this becomes a consistent issue the Dean of Students will contact a parent or guardian in order to resolve the problem. More specifically in regards to dress:

### **Girls**

Girls should not wear tops that are cut too low revealing the chest, or that are too short and revealing the stomach. 'Spaghetti' or thin shoulder straps are not permitted. Skirts and shorts should be modest and not too short reaching to mid-thigh length. No "off the shoulder" shirts or dresses are allowed. Bra straps should not be seen nor should a large portion of the back be exposed.

### **Boys**

Boys should wear their trousers at their natural waistline, not wear trousers so low that underwear is revealed. Boys are also not permitted to wear sleeveless t-shirts or singlets. Boys also should not wear shirts which reveal the stomach or chest. Boys shorts should reach mid-thigh.

### **Boys and Girls**

No pajamas may be worn to school; exception—Spirit Week. Students should not have sizeable holes in any of their clothing. No sizable holes are permitted in shorts, pants or skirts above approved length. No shirts or other garments should be sheer or see-through. Alcohol and drug related clothing, including accessories or images of paraphernalia related to drugs and alcohol are not permitted to be worn. Hats and sunglasses should not be worn inside the building during lessons, assemblies or homeroom. If there is a hood on your sweatshirt or jacket, we ask that it not be pulled up over your head during lessons, assemblies or homeroom.

Clothing with political, religious, nationalistic messages or slogans printed onto them should not be worn, or clothes with images which might cause offence or be provocative either to staff or other students. Accessories must not be provocative or suggestive in any way.

### **Military Uniforms and Nationalistic Regalia**

Uniforms or nationalistic regalia (scarves/flags etc.) should not be worn on the school campus. No local security forces uniforms or other nationalistic regalia are allowed to be worn.

### **A brief note about Science lessons**

Students undertake many experiments in their Science lessons at AISJ. We expect students to wear closed shoes when taking part in such experiments, to protect their feet in case of accident. Flip-flops/sandals are not acceptable footwear during experiments and the Science teacher may ask the student to change shoes if possible, or not participate in the experiment if not.

**Remember:** AISJ is located in a very politically and religiously sensitive environment so be modest in your dress and appearance. In doing this we show respect for each other and we can all have a sense of belonging to the larger community around us.

*\*\*If you have any questions or require clarification, please speak with the Dean of Students.\*\**

## **AISJ PE KIT**

All Middle Years Program students are expected to wear appropriate sport clothing and shoes to their PHE lessons. Some AISJ sport clothing items are available for purchase from the Resource Center.

## **GENERAL EXPECTATIONS AROUND SCHOOL**

### **Stationery and Equipment for School**

We expect all students to bring:

- Pens (Blue or black ink)
- Pencils
- An eraser
- A sharpener
- A ruler
- A calculator for Math class (see below)
- Lined paper
- Scissors (MY1-5)
- Color Pencils (MY1-5)

Students should also bring appropriate calculators for Mathematics lessons. DY1 and 2 students will be required to have specific calculators for their Diploma Years course work. Please check with the Mathematics teachers before purchasing a calculator in order to ascertain which calculators are appropriate.

This year at AISJ you may also have an exercise book in some subjects, which will be distributed by the subject teacher. Students who do not bring stationery can purchase spare materials from the Resource Centre.

You should not bring white-out/Tippex – **it is not permitted in class!**

### **Personal Property**

Students have the option to hire a locker for the year, which is locked by key. The use of a locker requires the payment of a 20 NIS hire charge to the Dean of Students, who will then keep the spare key (just in case!). The lockers are covered by CCTV. If the student loses his/her locker key, there is an additional 20 NIS charge. Some lockers require a lock and key. In this case, students will be given both at the same charge of 20 NIS for hire and 20 NIS for loss. *Locker fees are non-refundable.*

Students are responsible for the security of their own property. The school accepts no responsibility for the loss or damage of such items. Students are advised not to bring valuable items – digital cameras, expensive phones, MP3 players, large sums of money, etc. to school. Students should keep their possessions with them at all times (unless stored in their locker).

**PE: Students should take their personal belongings with them to the sports field, gym, or Chorlton Hall.**

### **English as the Main Language Medium**

In line with our MSA objectives, which emphasise the development of English language, it is the policy at AISJ that ***English only should be spoken in class*** (with the exception of Languages lessons). Repeated disregard of this policy by any student will result in a meeting with the parent and if the student continues this behaviour, disciplinary action will be taken.

## Use of Technology

- If you choose to bring personal technology onto the school site (e.g. iPods, mobile phones, iPads or any other technical equipment) you do so at your own risk and AISJ cannot be held responsible for any loss or damage.
- Students are not permitted to photograph or video other students or members of staff without their express permission. This constitutes a serious violation of AISJ's Discipline Policy.
- According to the "Bring Your Own Device" policy, DY1 and DY2 students are required to bring their device with them to school every day. However, the use of these devices in class must only be at the expressed permission and direction of the teacher.
- MY1-5 students should not bring computers, laptops or other electronic devices with them to school as they will have access to school laptops and other devices to help enhance their educational studies.

### The 'Mobile Phone Use' policy is as follows:

- **No** mobile phone use is permitted for MY1 – MY5 students during the school day for the whole year, including breaks and lunch. The phones should be off and locked in lockers or off in school bags. **No phones should be in pockets.** If a phone is seen, the student will be sent to turn it in to Ms. Mix or Mr. Mitchell.
- DY1 and DY2 will be allowed to have mobile phones out **only** during break or lunch. At all other times they are to be off, in bags or in lockers. **No phones should be in pockets.** If a phone is seen at any other time other than break or lunch, the student will be sent to turn it in to Ms. Mix or Mr. Mitchell.
- **Teachers are permitted to use mobile phones as an instructional tool during lessons, however phones can only be used at the expressed permission of the subject teacher.**

At AISJ, we want to instill a sense of respect and personal responsibility into each of our students with regard to usage of mobile phones. **Students are expressly forbidden from taking photographs or recording videos, voices or lessons. If a student is found to have broken this rule, the most serious sanctions will apply** (see the behaviour policy).

*In the case of an emergency, if parents/guardians need to get in touch with their children during the school day, they can call the school's reception and the message will be passed on immediately to the student.*

### Headphones and Speaker policy is as follows:

- **No** headphones or speakers should be seen throughout the school day for **all** Secondary students. If headphones or speakers are seen, the student will be sent to turn them in to Ms. Mix or Mr. Mitchell.
- Teachers may permit students to use headphones to complete coursework during lessons. However, headphones can only be used at the expressed permission of the subject teacher.
- One exception to the headphone policy applies to DY1 and 2 students who are taking online courses. These students are allowed the use of headphones while completing online coursework.



### **The procedure for returning phones, headphones and/or speakers is as follows:**

- 1st offence, the student gets the phone/headphones/speakers back at the end of the day from the Dean of Students.
- 2nd offence, the parent or guardian must come collect the phone/headphones/speakers from the Dean of Students. It will be emphasized that a third offence would bring a disciplinary consequence for the student.
- 3rd offence, the student will receive a 'Lunch Detention' and the parent or guardian must again come collect the phone/headphones/speakers.

### **AISJ Acceptable Use Policy: Technology in the Classroom**

The use of technology in the classroom is necessary to prepare students for the future. AISJ is committed to using technology in ways that promote learning, help students work in teams and learn effective communication and problem solving skills. In order to maximize learning and reduce risks associated with the Internet, the following guidelines will be followed at AISJ:

#### **AISJ:**

- Teachers will be provided with training in the area of Internet safety.
- Internet sessions will be supervised by a teacher.
- Filtering software and/or equivalent systems will be used in order to minimize the risk of exposure to inappropriate material.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.

#### **AISJ Students:**

##### **Computer Use in the Classroom**

- Students will be provided with training in the area of Internet safety.
- Students will use the Internet for educational purposes only.
- Headphones may not be used during class unless the teacher has given permission.
- NO SOCIAL NETWORK sites may be accessed during class or in the Library.
- No Video games may be played during class or in the Library.
- Do not download music and videos unless it is part of a project and you have received teacher permission.
- No e-mail unless the teacher gives permission.
- The use of personal memory sticks (flash drive, USB drive) or other digital storage media in school requires teacher permission.

##### **Accessing Inappropriate Material**

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students must back out of any site that is transmitting unacceptable information or graphic material. Students should immediately report the accidental visit to the teacher. This will protect students against allegations that they have intentionally violated the Acceptable Use Guidelines.
- Downloading, storing, accessing, distributing, or printing files, graphics, or messages that are profane, obscene or that use language that is harassing, offends, or degrades others is prohibited.
- Students must not promote, access, or distribute information that is inconsistent with the policies of AISJ, Israeli Law or International Law.
- Students must be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.

## **Copyright Infringement**

- Students must be aware of software copyright laws.
- Students must not download, use, or transmit copyrighted material without written consent of the copyright holder.
- Students are responsible for knowing the definition of plagiarism and respecting copyright laws when using electronic resources such as Internet on-line databases.

## **Inappropriate Behavior**

- Students must not violate the rules that govern the general use of technology and Internet etiquette as outlined in the AISJ Student Information Pack (including but not limited to cell phones, digital cameras, PDA's). This might include the following topics: harassment, cyber bullying, profanity and threats.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

## **Personal Safety and Privacy**

- When using the Internet, students must never give out their or anyone else's personal information such as first and last name, home address, phone number and image.
- Students must report to a teacher or school administrator any message they receive that requests personal information, is inappropriate, or makes them feel uncomfortable.
- Students must respect the privacy of other network users and should not attempt to access or alter the data or e-mail of any other user.

## **System Security**

- Managebac, email and other passwords must be protected, not shared and should be changed on a regular basis.
- Any student who loses their password, or feels that an unauthorized person has accessed their account, must report it to a teacher or school administrator immediately.

## **Devices**

- Please see the Student Device Policy above regarding devices.

## **Sanctions**

- Misuse of the Internet may result in disciplinary action, including verbal and written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion.
- AISJ reserves the right to report any illegal activities to the appropriate authorities.

## **Some guidelines adapted from:**

Editors, NCTE, "Be wise on the Net: Information and Advice for Schools", National Centre for Technology in Education, 2002.

<https://www.pdst.ie/sites/default/files/DES%20Internet%20Safety%20Template.pdf>

"Mrs. Aubertin's Classroom Blog: Acceptable Use Policy." *Mrs. Aubertin's Classroom Blog: Home*. Web. 23 Aug. 2011. <http://mrsaubertin.21classes.com/weblogCategory/tdjkjwkfdnmg>.

## ATTENDANCE

### What happens if I am late?

Students are allowed on campus beginning at 7:30. If a student walks or takes public transportation they must enter the school grounds through the Pedestrian Gate. **All** students are expected to be present by 7:45 am for morning registration in their homeroom class. **Attendance to homeroom is required as it is part of the AISJ school day.** Students who are not present at this time, but attend registration are marked 'L' in the register for lateness. If a student who walks or takes public transportation arrives after 7:45 they must enter the school grounds through the main driving gate near the security guard. Students who enter through the main driving gate must pass through the Administration Building (Heritage Center) and sign in at the front desk. Students may NOT go to homeroom or report to their classes, if they are late, via the basketball court/football pitch area. Once students have arrived on the school site **they are not permitted to leave the campus.**

### Lessons beginning at 8:00 a.m.

If you are late and miss Homeroom you must arrive via Reception and sign in, then proceed quickly to your class. Your parents/guardian must e-mail the homeroom teacher and the Dean of Students, or telephone the main office, 02-567-7200, to explain your lateness. The Dean of Students and Head of Secondary will be able to alter the late mark on the presentation of a reasonable excuse.

### Late on Monday morning

If you are late for Homeroom on Monday and Assembly has already started you must sign in at reception and go straight to Chorlton Hall. Please enter Chorlton Hall quietly and sit in an open seat.

Attendance is marked for every class in Secondary School. If you are in excess of 5 minutes late for class, you will receive 'L' for that lesson. All Homeroom Teachers will monitor attendance on SIMs and they and/or the Dean of Students will deal with late attendance. Detentions will be given for frequent infractions. If The Dean of Students judges that poor punctuality and late attendance are persistent problems, then the Head of Secondary will take up the matter with you and your parents.

### What happens when I am absent?

In the case of an absence your parent or guardian must email the Homeroom Teacher and the Dean of Students to notify them by email that you will not be in school before 10:00 for it to be considered excused. If your parent/guardian chooses to call the school, 02-567-7200, the receptionist will pass this information on to your Homeroom Teacher and the Dean of Students, who will enter the absence on SIMS.

If no reason is given for the absence, it will be marked as unexcused. The school is under no obligation to allow students to make-up assessments missed during unexcused absences.

The school has the authority to mark absences due to illness as follows:

- If you are ill, up to two days will be permitted as excused absence without a doctor's note.
- If you are ill for a longer period, or there is a recurring problem you must produce a doctor's certificate in order to have excused absences.

Your parents/guardians are encouraged **NOT** to arrange holidays in school time when at all possible. If a family holiday is planned, permission from the Head of School should be requested in writing at least **two weeks** before the holiday is due to start. A request form can be downloaded from the resource section on our website ([www.aisj.co.il](http://www.aisj.co.il)), which should be filled in and submitted to the Head of Secondary.

Excused absences might be granted for planned trips with an educational value. However prior warning must be given and permission asked from the school otherwise you will be given an unexcused absence.

Absence for school purposes (i.e. school trip, MUN etc.) will gain an excused absence and be marked on SIMS in advance so that all your teachers understand why you are away from school. It will be the responsibility of the teacher in charge of the trip to inform the Secondary faculty and staff which students will be absent due to a school organised event.

It must be understood that any assignments missed due to a school trip are to be completed. It is the students' responsibility to check ManageBac and/or contact their teachers about those assignments.

Students must not exceed 9 days unexcused absences from school per semester. If a lengthy absence is planned parents/guardians must gain permission from the Head of Secondary.

### **Punctuality:**

We encourage all of our students to be on time both in the morning, 7:45am, and throughout the day in your lessons. Poor punctuality is dealt with as follows:

### **Whole School Registration**

- If you have more than 4 late arrivals to school over one calendar month, your parents will receive a letter so that they can be aware of this area in which to support you.
- If you have more than 8 lates to school per semester, your parents will be invited to a meeting with the Dean of Students to facilitate an improvement in punctuality.
- If you have more than 18 lates to school per semester, the school will need to review your admission to the next grade level.

### **Secondary Lesson Attendance**

- Lates to lessons will be calculated on a fortnightly basis for discipline purposes.
- If you accrue 3 lates to lessons over a fortnight, you will begin the disciplinary ladder as stipulated in the Student Behavior Policy.

### **After school**

- Students who are absent for the day will not be permitted to participate in afterschool activities or clubs.
- Students who do not have afterschool clubs must leave the school at the end of the school day. The library is open for Secondary students to study quietly afterschool until 16:00. Clubs typically finish by 16:30. All students should be off campus by 16:30.

## **ACADEMIC HONESTY AND RESPONSIBILITIES**

Academic honesty means that the work presented by a student is genuinely their own work. The inclusion of the work of others is entirely acceptable if it is properly acknowledged and referenced in the text or through footnotes and bibliography. Teachers should instruct students regularly about the necessity for academic honesty and how to present work from a number of sources with appropriate citations. At AISJ, we use Chicago style for citations; the AISJ Secondary School Referencing Guide sets out expectations and guidelines for secondary student work. Throughout your education at AISJ, you will be educated about and cautioned against plagiarism and other forms of academic dishonesty.

### **Academic Malpractice includes:**

- Presenting something as your own work that has not been cited properly (Plagiarism)
- Copying from others (Collusion)
- Inventing data or information that is not from a real source (Fabrication)
- Turning in the same work for two different classes (Duplication)

The most common form of academic malpractice is internet-based, i.e. cutting and pasting then modifying the work slightly to camouflage the act and presenting this as your own. If you do this, you are stealing the work and ideas of others. You are also attempting to deceive your teachers. Worst of all you can easily deceive yourself into thinking this is OK.

### **What do we do to be academically honest?**

- Teachers will instruct you regularly about the necessity of Academic Honesty – they will help you to produce work from a number of sources with correct citations.
- You can use the AISJ Referencing Guide to help you properly reference your work.
- Throughout your career at AISJ you will be educated about and cautioned against academic malpractice.
- You will be encouraged to produce your own work in every subject.
- You need to be aware that, under licence, AISJ staff will automatically be able to check for academic malpractice in any piece of work that is handed in. The school uses Turnitin to help evaluate the authenticity of student work. Turnitin is an internet-based plagiarism detection service.

### **Policy**

If a student is caught violating our Academic Honesty Policy in the **MYP course**, the penalties are as follows:

- For the first infringement, parents will be informed in writing, through the Dean of Students and the MYP Curriculum Coordinator. The student will be given a warning and the opportunity to rewrite the assignment.
- A second infringement, parents will be informed in writing, through the Dean of Students and the MYP Curriculum Coordinator. The student will be given a zero for the assignment.
- A third infringement will result in suspension of the student. Further, a parent conference will take place with the Head of Secondary or the Director.

If a student is caught violating our Academic Honesty Policy in Diploma Year 1 and 2 the penalties are as follows:

- For the first infringement, parents will be informed in writing, through the Dean of Students and the IB Curriculum Coordinator. The student will be given a zero for the assignment.
- A second infringement will result in suspension of the student. Further, a parent conference will take place with the Head of Secondary or the Director.
- A third infringement may result in removal from the IB program.

### **Exams**

Cheating in any way in an examination will not only result in disqualification from that particular sitting, but may also result in disqualification from all examinations. **The school will not advocate for students who have any record of cheating at AISJ.**

### **Submitting Assignments**

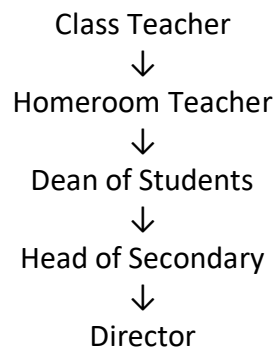
Time management and the ability to meet deadlines are important skills, both in school and in life. At AISJ, we expect students to take responsibility for their own learning. As such, late work may not be accepted, unless a student has requested and been granted an exception from the subject teacher **before** the assignment deadline. In addition, students should ensure that they upload their work in file formats which are PC-friendly.

**“Late work”** includes tasks submitted after the deadline as well as blank, “unreadable” or “corrupted files”. It is well known that some students upload blank and/or corrupted files in order to gain more time to complete an assignment. A student who demonstrates a pattern of this type of behavior is not fulfilling

their academic responsibilities and may be placed on academic probation, which may affect their eligibility to participate in other school activities. This will be determined by the Dean of Students, the MYP or DP curriculum coordinator and the student's homeroom teacher.

## BEHAVIOUR POLICY

AISJ seeks to be a caring but disciplined school. Every student and teacher must foster good, professional relationships. However, at times disciplinary measures may need to be taken. The primary role for such measures lies with each teacher – if any incidents need to be reported the following flow chart shows the progression of discipline within the school structure. Most issues ought to be dealt with before having to come to the attention of the Head of Secondary – should any issue reach his/her desk the matter is regarded as very serious, and serious consequences will follow.



Behaviours not consistent with our school's guiding principles will be addressed in the following ways depending on the severity or frequency of the infraction(s). The most basic outline is:

Teacher detention → Lunch detention → Dean's detention →  
Head of Secondary detention → Internal suspension → External suspension.

### **Certain things are absolutely forbidden and will be regarded as serious infractions in our behavior policy:**

- threatening behaviour, including bullying (physical, verbal, emotional and/or cyber)
- verbal abuse, in any language, directed at a specific person on campus
- insulting behaviour [to do with gender, race, religion, sexuality or nationality], sexual harassment or sexually explicit gestures
- defiance which places others or self at risk (ignoring safety or security instructions)
- buying or selling goods on school grounds without the consent of the school
- theft
- damage to property; if this occurs a charge is automatically made in reparation for such damage which is at the expense of the student who did the damage
- physical violence
- possession or use of Drugs \*
- possession or use of Alcohol and Tobacco
- carrying weapons, knives or similar items that are considered self-defence related

***\*\*Should medication be prescribed for a student, then the school requires a note from parents explaining its use. It will be administered by the school matron.***

### **Inappropriate Behaviour**

There are other types of behaviour which, although not as serious as the above list, are not appropriate in a school setting and are therefore unacceptable. They include:

- Exclusive behaviour [this includes public displays of affection e.g. hugging, kissing, petting]
- Dress/fashion in breach of the AISJ Dress Code (see above)
- Bad language
- Defiance in which a student fails to follow a reasonable request made by a faculty or staff member

## STUDENT CONDUCT

*“In everything, therefore, treat people the same way you want them to treat you, for this is the Law and the Prophets.”* --Matthew 7:12 (NASB)

AISJ is a diverse community based on mutual respect, therefore...

- *Treat other people as you wish to be treated*
- *Show respect to all*
- *Bullying in any form, including physical, verbal, emotional, and cyber is totally unacceptable*
- *Take care of your school – keep it tidy, no graffiti etc.*
- *Look after your property and respect the property of others*
- *Be Honest*
- *Think before you act*
- *Come to class on time and prepare for your lessons*
- *Do not engage in exclusive behaviour*
- *Language used around school should be clean and edifying to others*

## STUDENT PROMOTION POLICY

In order to guarantee promotion in the Secondary school, a student must:

- Receive a passing mark in English on the final report of **each** semester of the academic year.
- Receive a passing mark in Religious Education on the final report of **each** semester of the academic year.
- Not receive more than 2 failing marks on their semester reports in the academic year.

Promotion to the next year group is not automatic at AISJ. If any of the criteria are not met by a student, they would be in danger of not being promoted and would likely be required to repeat the year.

## DIPLOMA YEAR 1 AND 2 PRIVILEGES

DY students, because of their seniority in the school, are given certain privileges which may be withdrawn at any time at the discretion of the Dean of Students and/or Head of Secondary. These privileges should not be abused. They are:

- Use of the DY 1 and 2 Study Loft in the library. DY1 and 2 students must comply with the rules of use for the study loft and the instructions of the Librarian and/or the assistant Librarian.
- The right, with parental permission, to spend lunch times off campus. Students are expected to leave on time and return on time for afternoon lessons. The school reserves the right to withhold this privilege if students do not return for afternoon lessons on time.
- At no time should any DY 1 or 2 student leave campus without notifying the Dean of Students. Students must have parental permission and an exit pass signed by the Dean of Students. **Students must sign out in reception.**
- Use of the canteen during study periods.

### Diploma Year Students

Diploma Year students ~~will~~ may be allowed to leave school during lunch time, with parental permission. DY1 and 2 students must sign out in reception before they leave and sign back in when they return.

## Diploma Year 1 and 2 School Hours

Diploma Year 1 and 2 students ~~are~~ may be permitted to leave school at lunch time (1:00pm) for the day if they have no more lessons scheduled for the rest of the day. This must be with parental permission. DY1 and 2 students must sign out in reception before they leave. This does not apply to school on Fridays, when all students must attend Assembly.

At the beginning of the school year, DY1 and 2 students may receive permission forms for leaving school for lunch and/or for the day if their classes are over for the day. These permission forms will remain on file with the Dean of Students.

This privilege can be withdrawn if students do not return for afternoon lessons or if they are dishonest about not having afternoon lessons. DY1 and 2 students must sign out in reception before they leave.

## MANAGEBAC

ManageBac is our school's online Learning Management System which helps to facilitate good communication between students, parents and teachers. Teachers are able to put their unit planners, assignments and grades on ManageBac for both students to access from their computer. Parents are able to keep track of what the children are learning and the progress they are making.

With this in mind, students should access ManageBac **on a regular basis** in order to keep up with their class work. All major summative assignments will be posted on ManageBac, but students should not assume that every small assignment will be posted as well. Students should continue to organize the assignments that are given in class in addition to what is assigned through ManageBac. If a student is away from school, they will be expected to keep up with the assignments that are posted on ManageBac.

ManageBac also has a messaging feature that can be very useful in communicating with the teacher and fellow students. These message boards will be monitored regularly by the subject teachers to make sure that there is no inappropriate or abusive language is being used. If this type of language is used, the offending student's ManageBac account may be suspended and the matter will be referred immediately to the Dean of Students.

## ODDS AND ENDS

### The Canteen:

The school canteen is open daily at break and lunch for Secondary Students. Lunch can be purchased for 25 NIS and a variety of snacks and drinks at break time. Purchases can be made either with cash or using the canteen lunch ticket, which can be purchased from the Canteen.

- MY1-5 Students are only allowed to go to the Canteen during break and lunch. They may **NOT** go during or in between classes.
- DY1 and 2 students are allowed to go to the Canteen during break, lunch and their study periods.

### Trips and Events:

AISJ students take part in a wide variety of curricular and extra-curricular trips. For those requiring payment, all trip monies must be paid **in full and in NIS** to the Business Office well in advance of any trip. Permission slips **must be signed by a parent** and returned to the school 24 hours before a trip; students who do not have permission slips on the morning of a trip will not be permitted to attend the trip.

### Whole School Secondary Residential trip:

All students in the Secondary School go away on an overnight residential trip once per academic year. The cost of this trip is covered by the school fees. The trip contains a mixture of educational and recreational



activities; the goal of the trip is to build connections between students and faculty, and have a really great time!

**Religious Education at AISJ:**

All students are required to take one class of Religious Education per week. As a Christian school, it should be understood that this class will be taught from the perspective of a Christian worldview, but that it should not be considered evangelical in nature. Once a year, the whole school typically goes on a local Religious Education trip, which is a compulsory part of the curriculum and therefore is mandatory for all students.

**Important Dates to Remember:**

**Semester 1: Monday August 21, 2023-Friday January 19, 2024**



<b>Holidays</b>	<b>September 15<sup>th</sup> early release—12 Noon</b>	<b>November 16<sup>th</sup> early release—12 Noon</b>
	<b>September 25<sup>th</sup></b>	<b>November 17<sup>th</sup></b>
	<b>September 29<sup>th</sup> early release—12 Noon</b>	<b>December 15<sup>th</sup> early release—12 Noon</b>
	<b>October 2<sup>nd</sup> – October 6<sup>th</sup></b>	<b>December 18<sup>th</sup> - January 1<sup>st</sup></b>

<b>Semester 1 Examinations</b>	<b>DY1: January 8<sup>th</sup>-12<sup>th</sup> TBC</b>
	<b>MY4 – MY5: January 15<sup>th</sup>-18<sup>th</sup> TBC</b>

**Semester 2: Monday January 21, 2024-Wednesday June 19th, 2024**

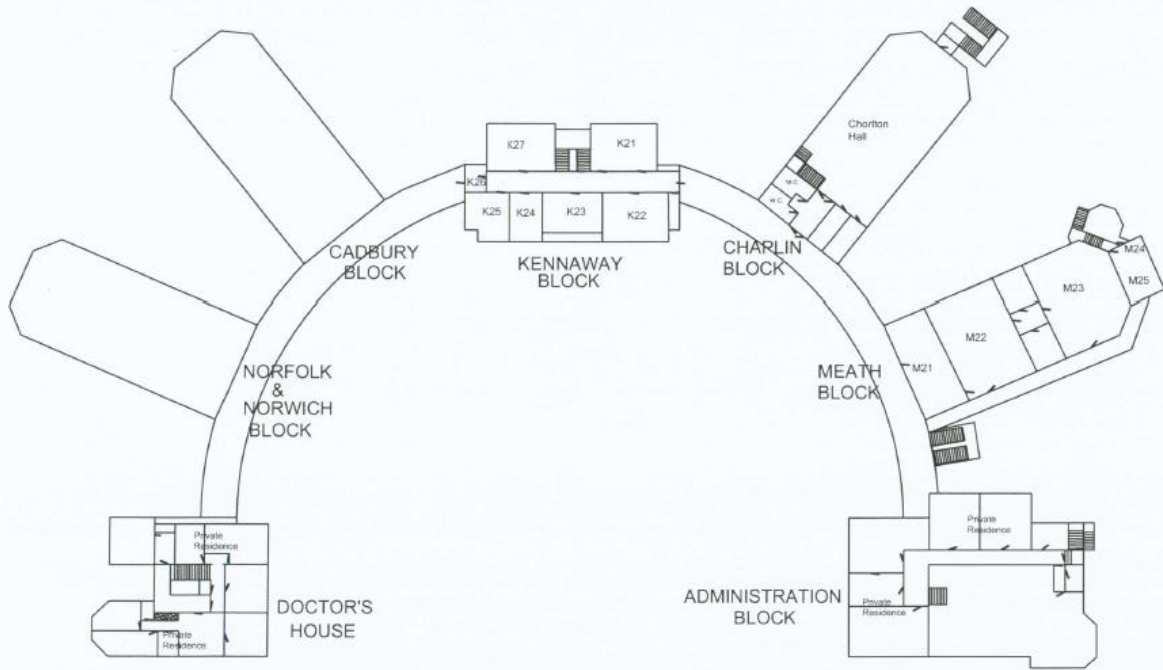
<b>Holidays</b>	<b>February 12<sup>th</sup>- February 16<sup>th</sup></b>	<b>April 22<sup>nd</sup> – April 30<sup>th</sup></b>
	<b>March—Jerusalem Marathon—TBA</b>	<b>May 14<sup>th</sup></b>
	<b>March 22<sup>nd</sup> early release—12 Noon</b>	<b>June 11<sup>th</sup> early release—12 Noon</b>
	<b>March 22<sup>nd</sup> – April 1st</b>	<b>June 12<sup>th</sup></b>

<b>Semester 2 Examinations</b>	<b>DY1: June 3<sup>rd</sup> – 7<sup>th</sup> TBC</b>
	<b>MY4-5: June 5<sup>th</sup> – 7<sup>th</sup> TBC</b>

	<b>Graduation</b>		<b>Wednesday, June 19<sup>th</sup></b>
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# UPPER FLOOR



# Bunker Level

