

# **Student/Parent Handbook 2018-2019**

This handbook has been developed  
to familiarize parents and students at **The Jerusalem School**  
with the policies and procedures governing the operation of the school.  
(August 1st, 2018)

**JERUSALEM SCHOOL  
P.O. Box 18158  
Beit Hanina Jerusalem**

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**[Jerusalemschools.com](http://Jerusalemschools.com)**

Dear Parents and Students:

Welcome to the 2018–2019 school year! The purpose of Jerusalem School is to develop and integrate students’ intellectual, social, physical and spiritual being so that they can fulfill God’s purpose for their lives. We have established many policies and procedures designed to enhance everyone’s pursuit of this purpose.

This handbook has been prepared to assist you in gaining the information necessary to succeed in our purpose and avoid some serious pitfalls. I urge you to use this handbook as a handy reference guide throughout the school year. Parent and student initials and signatures are required. As always, if you have any specific questions regarding any of these policies or procedures, please do not hesitate to call the school and we will be sure to answer those questions promptly.

Have a great year,

Ross Byars  
Superintendent

**ST. ANTHONY'S COPTIC COLLEGE / JERUSALEM SCHOOL  
ADMINISTRATION**

Mr. Ross Byars  
**Superintendent & High School Principal**

Mrs. Eva Azar  
**Assistant Superintendent  
1st-8th Grade Principal**

Mrs. Karine Samaan  
**Assistant Principal for High School Student Affairs**

Miss Susan Shadid  
**Academic Dean for High School**

Mrs. Angelika Khalilieh  
**Kindergarten Principal**

Mr. Manhal Samaan  
**Director of Operations**

Mr. Francis Battikha  
**Project/IT Manager**

## JERUSALEM SCHOOL GENERAL INFORMATION

### **School Overview**

The Jerusalem School is a private, co-educational K3-12 institution offering a college preparatory program for an American and Palestinian and Israeli universities. The school, located in Beit Hanina - Jerusalem, was established in 1988 to meet the needs of families seeking a quality education in the English language. The school currently enrolls more than 900 students and employs a faculty and staff of approximately 80 adults.

### **Purpose Statement**

**The purpose of Jerusalem School is to provide a positive environment where students value character, learn peace, are academically prepared and socially confident to succeed in life.** We develop and integrate students' intellectual, social, physical and spiritual being so that they can fulfill God's purpose for their lives. As their role models, leaders, teachers and friends, it is our privilege to participate in their maturing process.

### **Objectives**

Our academic goal is excellence, and we expect each student to work to the best of his or her ability. We desire each student to take pride in his/her workmanship and to do so with zeal. We hope to instill these attitudes in every student. It is also our goal to develop students' proficiency in the English, Arabic and Hebrew languages in order for them to continue their studies and succeed in the language of their choice.

Jerusalem School's strives to provide a well-balanced curriculum including multiple languages, mathematics, natural science, social studies, art, music, physical education and ethics.

### **School Curriculum and Programs**

Jerusalem School offers an excellent academic program to its high school students, which includes preparing students for SAT I and SAT IIs exams which serves as Tawjihi equivalency. Graduates go on to study at American, Palestinian, Israeli and European universities.

Licensed with the Palestinian and American and Israeli Ministries of Education, Jerusalem School provides an education that helps students gain access to some of the most desired colleges of this region. Jerusalem Schools is accredited both internationally as well as with the United States National Accreditation Board. Our challenging curriculum and global extracurricular opportunities develop strong graduates.

## *Jerusalem School Hours*

### **Building Hours for students**

7:15 a.m. – 2:30 p.m. **NO student can be left at the school before 7:15 AM when the gate will be open. There will be NO one on duty, so you and you alone, will be solely responsible for your child if you break this rule.**

### **Attendance Hours**

K3 K4 K5: 8:00 a.m. – 3:00 p.m. (Monday – Thursday) Students can be picked up any time after 1:30 pm.  
8:00-1:00 p.m. (Saturday)

Grades 1<sup>st</sup>-12<sup>th</sup>:

8:00 a.m. – 2:15 p.m. (Monday – Thursday)

8:00 a.m. – 1:00 p.m. (Saturday)

### **Visitors**

All visitors must enter through the main entrance and sign the register with the guard at the front of the building to obtain a visitor's pass. Proper identification is required to enter the building. Passes will not be issued to students from other schools. Students are not permitted to bring visitors into the buildings during the school day without the approval of his or her principal at least a day in advance.

Parents wishing to meet with teachers must schedule all meetings in advance, obtain an identity badge from the guard and then go to the meeting. **No teacher** is allowed to meet with a parent who has not made an appointment and obtained a badge.

## *Staying in Touch*

### **School Closings**

In the event that it becomes necessary to close school due to emergency conditions or a change in holiday dates, The Jerusalem School will notify all students and parents through email. We will also post any updates on Facebook and PowerSchool. If we have enough information ahead of time, the school will also send home a paper announcement with all elementary students.

### **Safety and Emergency Procedures**

Once a semester starts, fire and disaster drills will be scheduled. These drills are important and all instructions should be followed carefully so students will know what to do in case of an actual emergency. All drills will be explained by the administrative staff and/or by the teacher.

### **Phone Number, Email, and Address changes**

When students or parents change their telephone number, address, or email address, the main office should be contacted immediately in order to keep our database up to date. These changes may be handled during regular school hours by phone call or email to your grade-level secretary.

### **Contacting Students During School Hours**

Students may not use their cell phones during school hours, so any urgent contact must be made through the grade-level secretaries. A student will be immediately informed if there is an urgent message. If a student wishes to contact a parent during the day, they need to inform their teacher and get a pass to make a call from the grade level secretary.

## Meeting with Teachers

Parents should feel free to contact teachers by email at the appropriate address listed in PowerSchool, if they have concerns about a student's progress or behavior. Meetings are also a welcomed form of contact with our staff. In order to schedule a meeting with a teacher, a parent must contact the teacher directly via email or call etc. Parents may not interrupt a teacher's classes or enter the high school floor without a visitor's pass and an appointment. **No meetings will be held without an appointment and the approval of the teacher.**

Parents wishing to meet with teachers must schedule all meetings in advance, obtain an identity badge from the guard and then go to the meeting. **No teacher is allowed to meet with a parent who has not made an appointment and obtained a badge.**

## Protocol for Submitting Suggestions and Concerns

Jerusalem School welcomes and appreciates suggestions and concerns from our parent body. The proper procedure to follow when submitting a suggestion or concern is as follows:

*In regard to an individual teacher:*

- First, speak with the teacher with whom you have a concern or suggestion.
- If a satisfactory solution is not found, then speak with the grade-level principal.
- If the principal does not provide an adequate solution then speak with the school superintendent.
- If none of the above provides a solution to the suggestion or concern, a parent can then approach the Ministry of Education.

*In regard to a general school suggestion or concern:*

- Email the school info website at [info@jerusalemschools.com](mailto:info@jerusalemschools.com)
- If a response to the email is not received within a week (7 days), make an appointment with Mr. Ross through Mr Emil.
- If the above does not provide a solution to the suggestion or concern, a parent can then approach the ministry of education.

## Grades and Graduation Requirements

### Report Cards

Report cards are issued four times per year and given to students a week after the end of each grading period. Report cards reflect different types of important information, including grade averages, behavior and attendance records. If you have any questions concerning report cards, **please contact** the teacher. Parents are also encouraged to track their student progress online with PowerSchool, where they can sign-in and instantly view their child's updated academic progress in class.

### Grading Periods End:

October 24<sup>th</sup> – First Quarter

December 22<sup>nd</sup> – Second Quarter, First Semester

March 23<sup>rd</sup> – Third Quarter

June 3<sup>rd</sup> - Fourth Quarter, Second Semester, last day of school

## Graduation Requirements

Students must meet these minimum requirements through transfer and Jerusalem High School credits in order to participate in graduation exercises and receive a diploma from Jerusalem High School.

ENGLISH	4 CREDITS	MATH	4 CREDITS
HISTORY	3 CREDITS	SCIENCE	5 CREDITS
ARABIC	4 CREDITS	RELIGIOUS/PEACE STUDIES	2 CREDITS
HEBREW	2 CREDITS		
<b>TOTAL</b>	<b>24 CREDITS</b>	<b>MINIMUM</b>	

Following the guidelines outlined in the curriculum, high school students are required to have 24 credit hours for graduation.

Seniors who would like to receive a Tawjihi equivalency stamp on their transcript must score a minimum of 400 on each section: writing, critical reading and math sections of the SAT I and on five subject tests *SAT IIs* (six if pursuing the scientific track). They must also pass 12 years of Arabic classes. Please be aware that 400 is only the minimum score on each test for an equivalency, but there are many universities that require higher scores. It is recommended that a student check with a university about the required scores. While we advise students to take the SAT's, these tests are not required. Therefore, students and parents will be solely responsible to register, study for, and take the tests necessary for the college or university of their choice.

In order for students to get the Tawjihi equivalency, they have to take six SAT tests along with the SAT I and SAT II tests inclusive starting from 10th grade to 12th grade.

The SAT II tests are Math I, Math II, Chemistry, Biology, Physics, English Literature, and World History. Parents are responsible for the registration of each test and it's payment to the College Board website at least three months prior to the test date.

## Arabic and Hebrew Expectations

Parents are responsible for making sure that their student is up to grade level in Arabic and Hebrew languages. Jerusalem School will not provide tutors and additional classes to accommodate low language-learning abilities in these areas. We can provide suggestions and make requests, but students will not be exempted.

## Admission requirements

A student may be admitted to The Jerusalem School on the basis of former records, the completion of the required admission procedures, English proficiency exams (TOEFL), evaluations and an interview with the principal. Former student's status wishing to return will be readmitted on the basis of academic progress, disciplinary record and classroom availability of seats.

## Withdrawal

Withdrawals from school must be made through the school's business office. **Records will not be released or forwarded until the School Business Manager clears your financial account.** Transcripts are sent when accounts are paid in full, and when Jerusalem School receives a "Record Release" form or written request from the student's new school, which must be signed by the parent.

### **Accidents and Illnesses at School**

If a student is involved in an accident or injury, it must be reported immediately to the teacher in charge. Teachers will send students who become ill at school to the office, where they will contact a parent or guardian to arrange their leaving school if necessary. No student will be sent home without contact and permission from a parent or guardian. If the student has a confirmed fever or contagious illness, the student will be sent home and will be readmitted only upon complete recovery.

If a student needs immediate medical attention, a local ambulance or transport will be used for transporting the student to the hospital.

### **Medication at School**

Any medication that a student requires during school hours must be brought to the school office by the parent/guardian of the student. The medication should be brought in a sealed package containing full instructions for its use and an indication of the condition being treated. The medicine will be administered in the presence of the principal. If a child requires pain relievers during the day, permission must be given by the parent either in writing or on the phone for each use.

The parent or guardian is responsible for removing from the school any unused medication at the end of the treatment regime, which was prescribed for their child. If the parent does not pick up the medication by the end of the school year, it will be properly disposed of. No medications will be stored at the school over the summer.

**NOTE:** Before the first day of school, it is the responsibility of the parents to give the school administration an official medical report from the student's physician for any acute or chronic illness(es). This includes any physical or psychological conditions.

## ***Absence Procedures***

### **Reporting Absences to the School Office**

We ask that any sudden absences be reported to the grade-level secretary by email **BEFORE 7:30 a.m.** the day of the absence. We understand that this is not always possible, but we ask that you be as timely as possible when informing the school of your student's attendance.

### **Excused Absences**

The Jerusalem School identifies student illness, closures, etc... as "valid cause" for absences. In addition, the school will approve *prearranged* absences such as religious holidays and medical or dental appointments, including driver training tests. A planned absence or early dismissal may be granted for other reasons deemed appropriate by Ms. Eva (1st-8th) or Ms Karine (academics). Students are required to be in school their entire day in order to participate in after school activities, practices and contests.

If a need of an early dismissal arises after the child is sent to school, the request should go through the office by a telephone call before the child is to be picked up. Early dismissal from school by any student should be the result of a previously planned appointment (i.e. doctor, dentist) or be of an emergency nature. The child is to be picked up at the school office.

### **Unexcused Absences**

The official school calendar is available prior to the school year. Family trips that are not planned to coincide with scheduled school breaks adversely affect student learning and grades. The administration may

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parent initials

\_\_\_\_\_  
student initials

also refuse to grant planned absences to students on prior excessive absences. If a planned absence is denied by administration, incomplete or missing assignments, including tests must be made up whether excused or not.

### **Excessive Absences**

Excessive absences may result in removal from class or classes with failing. Missing school often will also make it very difficult for a student to keep up with their work under any circumstances. Students who establish a pattern of chronic absenteeism, though such absences may not necessarily fall on consecutive days, may be failed for the class and require retention for the next school year. **Missing 24 days in a year will require a student to repeat that grade for the next school year.**

### **Make Up Work**

It is the student's responsibility to request and complete all the missed tests and assignments within two school days of the absence if it is unplanned. If an absence is planned, then the student must follow the deadlines listed in the "Pre-arranged Absence Form" turned in to the office. Any work turned in after the dates specified by a teacher will be counted and graded as late. **Any tests or quizzes must be made up on the day a student returns to school.** \*An unexcused absence from a semester or final examination will result in a failing grade for the examination.

### ***Disciplinary Aims***

All disciplinary actions are meant to protect the welfare of the school community, as well as help students develop self-discipline. We believe discipline is essential to healthy development. Children need structure, which provides them with a feeling of security. Discipline, when necessary, also aids in the learning process. We aim to create and maintain an educational atmosphere that is firm, consistent, fair, and in the best interest of our students. When determining the response to specific breach of discipline, school personnel will consider the nature of the act, the student's previous school history, his/her age and maturation, any mitigating circumstances and the effect of his/her actions on the welfare of the school community. Disciplinary responses may include but are not limited to the violations listed in this section, nor do they cover every possible incident.

This is an institution where whining is not tolerated. If a child comes home complaining about school policy or discipline, please follow this procedure:

1. Give Jerusalem School the benefit of the doubt.
2. Realize that his/her reporting is often emotionally biased.
3. Realize that we have reasons for all procedures, guidelines and consequences, and they are enforced without partiality.
4. Support the administration and contact us for all the facts.

### **Parental Responsibilities**

A student's progress is closely related to his parents' involvement in his education. Parents should show genuine enthusiasm when their child excels in any way. We ask parents to also:

1. Provide an area free from distractions where students may work on their studies. Students should not do school work while watching T.V., listening to music, surfing the internet, talking/texting on the phone, etc.
2. Provide a tutor to reinforce and assist the student as necessary.
3. Reinforce character training that is taught in school. Principles such as forgiveness, respect for authority, manners, punctuality and patience should be emphasized.
4. Support the school at all times. If a parent feels that a problem exists, they should contact the school and get all the details on the matter instead of complaining to others.

## **DISCIPLINE PROCEDURE - K-6<sup>th</sup> Grade**

- First Offense- A general verbal refocus
- Second Offense- One-on-One verbal refocus (Teacher and Student)
- Third Offense- Contact Parents
- Fourth Offense- Orange Slip
- Fifth Offense- Parent/ Teacher Conference
- Sixth Offense- Principal/ Parent/ Teacher Conference
- Seventh Offense- Suspension (ISS or OSS, depending on the situation)

**Major violations including, but not limited to: fighting, cursing, & teacher disrespect need to be sent directly to administration for disciplinary action. There will be in OR out of school suspension.**

## **DISCIPLINE PROCEDURE – 7<sup>th</sup> - 12<sup>th</sup> Grade**

### **THE JHS STUDENT CONTRACT (7<sup>TH</sup>-12<sup>TH</sup>)**

*BELOW ARE THE EXPECTATIONS THAT EACH STUDENT IS HELD TO EACH DAY. THEY SHOULD UNDERSTAND THE REASON BEHIND AND THE CONSEQUENCES THAT GO ALONG WITH EACH OF THESE EXPECTATIONS.*

1. **I CHOOSE to come to school and provide necessary documentation for any absences BECAUSE attending school is vital to my education. I also CHOOSE to contact my teachers before or immediately after any absences to make up my work BECAUSE it is my responsibility and desire to do all I can to learn the material.**

*I UNDERSTAND that excessive absences will negatively affect my grades by reducing the time I have with my teachers to get information and that any work that is not made up will be counted as a zero. I also UNDERSTAND that exceeding the legal limit of absences in a year will result in a repetition of my grade.*

2. **I CHOOSE to do what is necessary to arrive at school and classes on time BECAUSE being present and engaged in class is an important part of my education, and I want to make certain I am getting the most out of what is offered to me.**

*I UNDERSTAND that if I choose not to be on time, I will give up part of my lunch to break detention.*

3. **I CHOOSE to respect all people, including classmates, teachers, school staff, and myself in actions and words BECAUSE it creates a safe learning environment for all. I UNDERSTAND that my actions and words are the way I show people who I am, how I value other people, and what I believe.**

*I UNDERSTAND that choosing to disrespect myself or anyone else will result in disciplinary actions as decided by the teacher or administrator present, including parent contact, removal from classrooms, and suspension.*

4. **I CHOOSE to be in the proper place at the proper time during school hours BECAUSE the boundaries exist for the safety and supervision of all students, and I know that it is important**

**to respect these boundaries and remain under the supervision of an adult while on school grounds.**

I UNDERSTAND that choosing to leave these boundaries will result in parent communication and serious disciplinary actions including suspension.

5. **I CHOOSE to create and maintain a clean and healthy learning environment. I CHOOSE not to chew gum, eat anything (including seeds), or litter during class BECAUSE it distracts others and myself from the learning process and destroys my clean learning environment.**

I UNDERSTAND that if I choose to chew gum, eat in class, or litter, I will spend part of my break making our school clean once again.

6. **I CHOOSE to communicate only in the language a class is taught in, BECAUSE it is a vital part of my mastery of the language and the efficient management of a class. I also RECOGNIZE that this policy exists out of concern for my education.**

I UNDERSTAND that my use of a language other than that of instruction harms my ability to develop my language skills. I also understand that continued disregard for this policy will result in a parent conference with the teacher and an administrator and possible additional disciplinary measures at the discretion of the teacher or administrator.

7. **I CHOOSE to respect school property and the property of others BECAUSE I value protecting my possessions from damage and respect those around me enough to respect their property.**

I UNDERSTAND that I will be financially responsible for repairing or replacing anything I destroy or damage and will also be subject to discipline at the discretion of the administration.

8. **I CHOOSE to hand in my cell phone at the beginning of the day BECAUSE it is a distraction and can be connected to academic dishonesty, bullying, and other inappropriate behaviors.**

I UNDERSTAND that if I bring a cell phone to school it must be switched off and handed in to the designated person in the Peace Café at the beginning of the day until the school day ends. Upon arrival at school between 7:15-7:50 AM, I MUST bring my cellphone to the Peace Café and give it to the designated teacher in a zipped locked bag with my first and last name on it. Once school is over, my phone may be used as long as it is done in a way deemed responsible by the staff. If I am tardy, I MUST take my cell phone and give it to Mrs. Elvira before I go to class. I will receive my phone at the end of the following day. If I have a 2<sup>nd</sup> cell phone for any reason, it will be kept for the remainder of the year. I understand that the Jerusalem School **is not responsible for any kind of loss or damage** and that my parents will be contacted after the first offense.

9. **I will leave my book bag in my locker for the entire day except for breaks and take only what I need to my desk BEFORE THE BELL RINGS BECAUSE having my food or work for other classes are a temptation during class and I don't want to be distracted from my work.**

I UNDERSTAND that choosing to take anything other than what I need for class will result in it being moved away from me and possibly confiscated.

10. **I CHOOSE to abide by the school’s dress code and remain in the school uniform BECAUSE these are in place to encourage order, modesty, and professionalism. I RECOGNIZE that this is preparing me for the future, when the way that I present myself will contribute greatly to the way I am perceived.**

I UNDERSTAND that choosing not to abide by the school’s dress code or arrive in uniform will result in confiscation of non-uniform outer garments and otherwise my being held outside of class until proper clothing is brought for me.

11. **I CHOOSE to be honest in every part of my academic life BECAUSE cheating, plagiarism, and other forms of academic dishonesty rob me and others of our education.**

I UNDERSTAND that choosing to be dishonest in any part of my academic life will result with the following steps: 1. A zero on the assignment 2. The necessity of repeating the same or an alternative assignment 3. Contact with a guardian 4. A note of this on my permanent academic record. I UNDERSTAND that if this choice is made again, severe disciplinary actions will be taken to help me understand the gravity of my decisions.

12. **I CHOOSE to use my iPad responsibly during classes and keep it flat on my desk. BECAUSE it is my responsibility to complete my work. Since most of my work is done on an iPad, it is vital that I value it as an educational tool only, while I am at school.**

I UNDERSTAND that choosing to misuse my iPad by using it for messaging, games, visiting social media sites, completing work from other classes, browsing the Internet, taking pictures or videos, or engaging in any other off-task activities will result in disciplinary action at the discretion of the teacher. **I UNDERSTAND that continued or blatant violations of any of these expectations will seriously be dealt with by administrative, teacher, and parent involvement.**

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### **JHS STUDENT EXPECTATIONS (7<sup>th</sup>-12<sup>th</sup>)**

*The following expectations and any violation of them will be taken seriously in accordance with the consequences listed.*

1. I understand that all students while enrolled at JHS are prohibited from drinking alcoholic beverages in public, smoking, or using any illegal substances on or off campus, at any time. Violating this rule will result in immediate disciplinary action, possibly including dismissal from JHS.
2. I understand that JHS prohibits the showing of or the distribution of pornographic material on or off campus in any form. This will result in disciplinary action taken by the school.
3. I understand that JHS prohibits students from driving vehicles to school without prior approval by the administration. Students are required to complete the form found on the JHS website and submit all supporting documents.
4. I understand that JHS prohibits students from cutting classes, or leaving campus during school hours,

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parent initials

\_\_\_\_\_  
student initials

7:50 – 14:15. **Students are not allowed to leave campus during school hours without receiving written permission depending on the reason from Ms Karine.**

5. I understand that JHS prohibits fighting of any kind. No student is allowed to call outside people to fight on their behalf with other JHS students. Students involved in fighting or inciting a fight will be suspended from school for a period to be determined at the sole discretion of the Administration, and can also be dismissed from JHS based on their involvement.
6. I understand that any cursing or sexual harassment or inappropriate language will result in immediate suspension because it is offensive and can be hurtful and abusive.
7. I understand that any act of open disrespect to any staff member of JHS will result in immediate suspension at the discretion of the staff member and the administration
8. I understand that public displays of affection are inappropriate in a professional and educational environment and will keep my contact with other students respectful and professional at all times. If I choose not to maintain proper boundaries, I understand that my parents will be called to discuss the boundaries of appropriate behavior in school.
9. I will not share my locker with anyone. I further understand that JHS is not responsible for any damage or loss to any items in my locker. If I lose the lock issued to me by the school, I understand that I will pay for a new one.

### **7<sup>th</sup> – 12<sup>th</sup> DISCIPLINE PLAN**

#### **Phase 1 - IN CLASS**□

*1st opportunity for self-correction: The student is informed of his/her inappropriate action and encouraged to correct behavior.*

*2nd opportunity for self-correction: The student is given a second reminder to focus in class.*

*3rd opportunity for self-correction: Student is informed that (s)he must stay after class.*

#### **Phase 2 - AFTER CLASS**□

*Each time the student throws away three opportunities to self-correct in a row in class, the teacher will initiate the next dialogue, listed below. After each dialogue, Phase 1 begins again.*

*(All these steps are documented via PowerSchool logs)*□

**Dialogue 1. Teacher and student** will meet during break, before or after school to make a class-specific “Social Contract”. The goal of this dialogue is for the **teacher** to UNDERSTAND the student and his/her needs better. The goal of this dialogue for the **student** is to UNDERSTAND the rationale behind classroom rules. If a student fails to make and meet the teacher within 3 days they will be suspended.

**Dialogue 2.** Teacher calls or emails parent to explain the recurring problem that will result in serious discipline if the issue continues. The purpose of this dialogue for the teacher is to seek parental help and

insights into the student needs. This dialogue sends a clear message to the student that their actions are not taken in a vacuum isolated from their families. **(Log parent call/email)**

**Dialogue 3.** Teacher meets with student and parent together, with a translator as needed, to discuss miscommunications and negative incidents. **(Parent/ Teacher Social Contract)**. This meeting must take place IN PERSON, within 3 days of the issue, at the school. The purpose of this meeting is to clarify and agree upon steps to be taken which would be in the best interest of the student to help them grow in character. If the parent does not show up then the student will be suspended until the meeting occurs and may not be allowed back in class.

**Dialogue 4.** Teacher meets with parent, student, and an administrator to conference about student's recurring misbehavior **(Admin Social Contract)**. This meeting must take place IN PERSON, within 24 hours of the issue, at school. The necessity of this meeting usually indicates that the student is struggling with serious issues, which need the intervention, leadership, and guidance of an administrative advocate. If the parent fails to attend the meeting, then the student will be suspended until the meeting occurs and may not be allowed back in class.

**Dialogue 5. The Administrator** issues a school suspension (I.S.S) wherein the student will engage in a personal reflection and conferences with both a social worker and administration.

**Dialogue 6.** Administration meets with parents to discuss unacceptable behavior and its consequences, including psychological intervention, Out of School Suspension and expulsion at the discretion of the administration.

*\*Although this is a typical sequence for behavior management, this is not an absolute. Each infraction is considered separately. Major violations (including, but not limited to: fighting, cursing, & teacher disrespect) proceed directly to administration for disciplinary action.*

### **Academic Honesty**

*The administration and faculty expect students to use genuine, sincere and fair methods to complete tests and academic tasks or projects from which evaluations regarding academic progress and grades are determined. An atmosphere in which academic honesty rules, requires the active support of parents, students, and staff. It is, therefore, the responsibility of each individual to promote academic honesty.*

### **Definition of Academic Dishonesty**

Listed below are additional examples of academic dishonesty:

1. Plagiarism – *the intentional taking of someone else's work or ideas and passing them off as one's own.*
2. Obtaining a copy of a test or test key.
3. Giving or receiving test questions or answers to/from other students.
4. Copying from another student's assessment or assignments **or** knowingly permitting another student to copy from an assessment or assignment.
5. Talking or communicating with another student, in any way, during a test or quiz.
6. Using unapproved materials during a test. (Cheat sheets, phones, iPads when not permitted)
7. Tampering with grades.

### **Consequences of Academic Dishonesty**

Faculty members have the responsibility to implement all of the procedures prescribed when a case of

academic dishonesty is discovered. The teacher who discovers an act of academic dishonesty by one of their students shall:

- A. Discuss the incident with the student involved and advise the student that the consequences of academic dishonesty are published in the Student/Parent Handbook.
- B. Assign the student a zero grade for the assignment involved in the infraction, note “academic dishonesty” on the assignment and where possible, attach the assignment to a referral form (See D below)
- C. Telephone the parent and inform him/her of the infraction and referral. Record the date and time of the conversation on the referral form.
- D. Record the written narrative of the incident on a referral form record in the student’s academic record with documentation from B and C above.

*Note: incidents of plagiarism or cheating are recorded in the student’s permanent records. Also, additional discipline may be taken if academic dishonesty is repeated or on a level deemed serious enough for additional consequences by the administration.*

### **Dress Standards**

*Studies of schools list a positive school climate as a major characteristic of effective schools. Student attire is one of the factors that influence school climate. The Jerusalem School has a school uniform policy to encourage a type of dress that reflects good taste and appropriate style for a professional, modest, and educational environment. Parents and students are asked to help in this effort to raise standards and promote pride in our schools by wearing and encouraging appropriate styles of dress.*

#### **Uniform and Dress Code Checklist**

- ✓ All clothing is clean.
- ✓ All clothing is tear-free (Even if the clothing was designed with tears).
- ✓ Jerusalem School uniform shirt/ sweatshirt/ hoodie is the top layer of any outfit.
- ✓ Jeans and slacks, that are navy, black, grey, or khaki are permitted as long as they are not too tight or too loose. Staff will define too tight and too loose. Sweat pants are ONLY allowed on P.E. days.
- ✓ Shoes are close-toed (not flip-flops or sandals without a strap over toes and behind heel).
- ✓ Any tattoos are covered and any piercings are taken out (with the exception of earrings for girls).
- ✓ Hair, if colored, is a natural color.
- ✓ No hat, (except very cold weather), sweater, vest or other piece of clothing should not be covering the school uniform.
- ✓ Traditional Hijab is permitted
- ✓ No heavy make-up is permitted. Staff will determine “heavy”.

#### ***JUST FOR GUYS***

- ✓ Hair must be cut above the ear, above the shirt collar, and off the forehead.
- ✓ Hair cannot be colored or have designs shaved into it.
- ✓ Facial hair must be neatly groomed at all times. The staff will define neat.
- ✓ No baggie pants.

#### ***COLDER WEATHER***

During extremely cold weather, students may wear a jacket in classes ONLY IF they are wearing a school shirt under their coat OR the uniform sweatshirt OR the uniform hoodie underneath the jacket. All hoodies

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parent initials

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student initials

and sweatshirts MUST be zipped when layering clothes.

*\*Students who are in violation of dress code will be sent to the office to call home and have appropriate clothes brought for them. All class work missed while sitting in the office must be made up. If this situation occurs more than once, students will be subject to disciplinary actions.*

### **Food at School**

The Jerusalem School does not allow any of the following items to be brought to school under any circumstances. This policy also applies for field trips. If your child brings any of the items below to school in his or her bag, those items will be taken from the child and not returned. We ask that you please pack a healthy lunch for your student before sending them off to school. Items not allowed: *chocolate in any form (including on sandwiches), candy, lollipops (suckers), chewing gum, seeds, chips, ice cream, cookies, cakes, foil pouch drinks with artificial colors and flavors, or any kind of carbonated drinks (soda).*

## ***Definitions of Disciplinary Consequence***

### **Detention**

Detention will be assigned as needed to correct behavior which may be during break or after school.

### **Social Contract**

A teacher/student 15-minute meeting can happen during lunch hour, before, or after school for the purpose of making a social contract. Students are expected to bring materials and work quietly. The teacher or a staff member assigns a social contract as a result of a broken classroom or school expectation. Students who fail to serve the set meetings will be assigned further meetings involving their parents and the administration.

### **After School Detention**

After school detentions of 30 or 45 minutes will be administered for various disciplinary, tardiness or academic reasons.

### **In School Suspension (I.S.S)**

I.S.S. will be assigned by the principal for violations which merit temporary exclusion from the regular classroom. Class work completed in I.S.S. will be accepted for credit only if it is submitted at the period. If a student fails to complete their work in I.S.S. he/she will be subject to further school suspensions. If a student reports late or is removed for disruptive behavior, the student will be suspended at home for the following day and will be subject to further disciplinary action.

### **Out of School Suspension (O.S.S)**

O.S.S. is the temporary exclusion of a student from school by the principal or her/his designee. The student will not be able to participate in or attend extra-curricular activities during the period of suspension.

O.S.S. is used when a student repeatedly fails to follow school rules or commits a serious act of misconduct. During the period of suspension, the parent and student should work together to resolve the problem. Parents and administrators have the opportunity to review the situation together. Unacceptable behavior has social consequences. Suspension separates a student from friends and social activities at school. It also protects the rights of other students to have an education. If a student is suspended they will receive two days of class work, for each day suspended. Work MUST BE completed before they can return to school. If a student fails to complete their work in O.S.S. he/she will be subject to further school suspensions.

Parents shall be notified by telephone and an official school letter regarding suspension will be sent home. The written notice shall include a statement of the reason(s) for the suspension and the dates and duration of the suspension. When a student is suspended, the student is not allowed on campus.

### **Expulsion**

Expulsion is the dismissal of a student from school. If prior disciplinary actions or parent issued counseling does not resolve the misconduct, a student will begin the process of expulsion, to occur during the current school term or the next.

## ***Technology***

### **Technological Purpose and User Responsibility**

The Jerusalem School provides technology for student and employee use as a tool to enhance classroom teaching and learning. Access to the computer network and the Internet offers valuable, diverse, and unique resources to the students and employees. The appropriate use of technology promotes educational goals by providing resource sharing, innovation and communication.

The school administration denies any responsibility for any information, including its accuracy or quality, obtained or transmitted through use of the Internet. Further, the administration denies responsibility for any information that may be lost, damaged, altered or unavailable when using the school's network. Employees or students and their parents shall be solely responsible for any unauthorized charges or fees resulting from the employee or student's access to the Internet.

### **Electronics**

Electronic gaming systems, CD players, iPod's, **iWatch's**, speakers and other electronic devices are not allowed at school.

### **Cell Phones**

If a student, 7<sup>th</sup> grade through 12<sup>th</sup>, brings a cell phone to school it must be switched off and handed in to the designated person in the Peace Café at the beginning of the day until the school day ends. Upon arrival at school between 7:15-7:50 AM, student **MUST** bring their cellphone to the Peace Café and give to the designated teacher in a zipped locked bag with your first and last name on it. Once a student has come onto the school grounds (within the school gates), any use is subject to confiscation of the device. Once school is over, phones may be used as long as it is done in a way deemed responsible by the staff. If a student is tardy, s/he **MUST** take their cell phone and give to Mr. Mustafa before going to class. Students will receive their phone at the end of the following day. If a 2<sup>nd</sup> cell phone is found on a student **during** the day for any reason, it will be kept for the remainder of the year. However, if you choose to bring a phone, please understand that the Jerusalem School **is not responsible for any kind of loss or damage**.

K3-6<sup>th</sup> are advised **NOT** to bring cell phones. However, if you choose to bring a cell, please understand that the Jerusalem School is not responsible for any kind of loss or damage. If brought these items must be turned off and given to their first period teacher till the end of the day. Also, Jerusalem School is not responsible for any collected items that may be lost or damaged.

Jerusalem School is NOT responsible for the loss of or damage to any cell phone, CD, iPad's, iPods or anything that is electronic.

### **Cell Phone Disciplinary Procedure**

If the electronic items mentioned above, including cell phones, are taken from a student while in school or on a school trip/function the following steps will be taken:

- 1<sup>ST</sup> OFFENSE = Item kept for 3 days
- 2<sup>ND</sup> OFFENSE = Item kept for 1 week
- 3<sup>RD</sup> OFFENSE = Item kept for the remaining of the school year.

***NOTE: If a cell phone is used for bullying or any other serious infraction, it will not be returned until the end of the year.***

### **Cyber Bullying:**

Jerusalem School takes cyber bullying very seriously.

Anyone misusing social media will be forced to cancel their account.

### **iPad Guidelines**

1. All 7<sup>th</sup>-12<sup>th</sup> grade students must have an iPad for school use. Students without an iPad will not be able to participate in class.
2. Students must not sync or connect their iPads to any other electronic device including computers.
3. Students are prohibited from downloading software on their iPad.
4. Students should keep their passwords and usernames private and never attempt to invade the private information of another person.
5. The use of non-educational games, videos, movies, pictures, or music not assigned by a teacher is prohibited. Students are not authorized to install or download any content without prior approval from a school official.
6. The iPad camera is for educational purposes only. Students may only use the camera on projects assigned by their teachers and only during the times specified by their classroom teacher.
7. Social networking sites and Apps are prohibited. Facebook, Snapchat, Instagram, etc... are not to be accessed on iPads and school computers.
8. Students are prohibited from uploading to the internet or sharing any information regarding any student, staff, school curriculum or any other intellectual properties.
9. Students shall not use the school's network or the Jerusalem School's internet as means for personal financial or commercial gain.
10. Electronic mail communication shall be used for educational purposes only. Students are prohibited from using the school's email for personal messages, anonymous messages or communication to create, communicate, repeat or otherwise convey or receive any message or information which is, illegal, indecent, obscene, defamatory, likely to constitute harassment of another student or staff member or any other individual, likely to cause disruption in the school, or is otherwise inconsistent with the school's curriculum and educational mission.
11. Students should not interfere with the normal operation of this network or the Internet, adversely affect the ability of others to use Network equipment or services or conduct themselves in ways that are harmful or deliberately offensive to others.
12. Students shall respect the privacy rights of others and shall not attempt to access any electronic mail communications not directly sent to them.
13. All users shall assume full liability, legal, financial, or otherwise, for their actions while on the school's network.
14. iPads must always be kept flat on desks during class time.

15. iPads are NOT allowed to be used during any breaks.

### **Serious Technology Infractions and Their Consequences**

- A. Commission of the illegal act of hacking (any school or student related network or technology) will result in the following consequences:
  - 1. Disciplinary action, including expulsion.
  - 2. Police report filed.
- B. Commission of other inappropriate acts (including but not limited to “jailbreaking” an iPad device, installing pirated apps, removing the configuration profiles installed on the iPad, or bypassing the school’s protection measures), an act which exposes the school to legal liability, or an act which damages or destroys equipment or software may result in some or all of the following consequences:
  - 1. Disciplinary action, including suspension and administrative review to determine whether expulsion is warranted.
  - 2. Removing any management profile installed on the iPad will result in an automatic suspension.
  - 3. Loss of technology access. (iPad’s, computers, cell phones)
  - 4. Reimbursement of expenses incurred by The Jerusalem School.
- C. Accessing prohibited information (e.g. pornography/answer keys) considered by school officials to be harmful to the individual or another individual(s), will result in a referral to the grade-level principal and may result in some or all of the following consequences:
  - 1. Disciplinary action, including suspension and administrative review to determine whether expulsion is warranted.
  - 2. Loss of technology access. (iPad’s, computers, cell phones)

*\*Students who abuse the privilege of access to technology by engaging in the conduct prohibited in these guidelines may lose the privilege and be denied access to the network, Internet and/or the school’s electronic mail communication.*

### **Privacy Policy**

The Jerusalem School Electronic Network will be maintained and managed by the system administrator or his/her designee. This will require the ability and authority to inspect any and all materials transferred by, or stored within, the network by any and all users. Because of this, users will have no reasonable expectation of privacy, with respect to access by the system administrator or his/her designees, to any materials transferred by or stored within The Jerusalem School Electronic Network. This inspection can occur at any time and without any cause.

While it is not the intention of the system administrator or his/her designee to use this access in an intrusive manner, it is critical this authority be reserved in order to prevent any abuse of The Jerusalem School Electronic Network and to allow the network to recover from disaster.

Students and personnel shall not load onto the network or Internet any student work, student images or any personally identifiable information about students without prior approval from the system administrator or his/her designee.

As a condition of being allowed access to the Internet and the school’s electronic mail communication through use of school computers, students shall consent to monitoring and inspection by school staff and administration of all student use of school computers including any and all electronic mail communications made or attempted to be made or received by students and all materials accessed or downloaded by students.

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parent initials

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student initials

Faculty members have the responsibility to implement all of the procedures prescribed when a case of academic dishonesty is discovered. The teacher who discovers an act of academic dishonesty by one of their students shall:

- A. Discuss the incident with the student involved and advise the student that the consequences of academic dishonesty are published in the Student/Parent Handbook.
- B. Assign the student a zero grade for the assignment involved in the infraction, note “academic dishonesty” on the assignment and where possible, attach the assignment to a referral form (See D below)
- C. Telephone the parent and inform him/her of the infraction and referral. Record the date and time of the conversation on the referral form.
- D. Record the written narrative of the incident on a referral form record in the student’s academic record with documentation from B and C above.

*Note: incidents of plagiarism or cheating are recorded in the student’s permanent records. Also, additional discipline may be taken if academic dishonesty is repeated or on a level deemed serious enough for additional consequences by the administration.*

### **Buses**

Students are expected to exhibit excellent conduct on their buses. Regular school rules are in effect on school buses and at bus stops. Students are reminded that engaging in any behavior that is deemed unacceptable in school will result in the same consequences as if the behavior was done in a classroom.

### **Hallways**

Students are requested to show concern for safety and for all educational activities in progress. They should walk, not run. They should speak at a volume that will not distract classes that are already in session. They should treat others in the hallway with the respect they would like to receive.

STUDENTS are expected to be in class at all times. **Any student out of class must have a pass with them at all times.** Any student found outside of class without a pass is subject to disciplinary actions.

### ***Field Trips***

*Field trips are an essential and fun part of educational life. We will strive to provide our students with several chances to have fun outside of the classroom while gaining a new perspective on the learning process. These trips will all have an element of learning because we want to take advantage of every chance to teach our students.*

#### **Field Trip Expectations**

1. Students must turn in the permission slip and any costs associated with each trip by the due date specified on the permission slip.
2. Students will abide by the specified dress code for each individual field trip. This will vary depending on the type of field trip and the activities it will include.
3. Students will not use their phones or other electronic devices on field trips except when given explicit permission for a specific reason, (Example: Calling parents to tell them when we will arrive at school)
4. Students will, of course, abide by all the rules specified in our student contract and expectations.
5. No student can be dropped off along the way when returning from any field trip without PRIOR administration permission.

### ***Extra-Curricular Activities***

*It is the belief of The Jerusalem School that participation in extracurricular activities offers individual students lifetime learning experience and is thus an essential ingredient to the educational process. Participants in extracurricular activities will be required to abide by The Jerusalem School code of conduct. Co-curricular activities are privileges extended by the school to students who wish to participate and who agree to comply with the code as well as the rules and regulations established for the respective activity. Compliance allows for on-going participation in the particular activity.*

**CLUBS AND ORGANIZATIONS**

Model United Nations (M.U.N.)	Yearbook
LIVESTREAM	Elevate

**JERUSALEM SCHOOL ATHLETIC TEAMS**

**Boys:**

Basketball –Middle School and Varsity  
Soccer –Middle School and Varsity

**Girls:**

Basketball–Middle School and Varsity  
Soccer –Middle School and Varsity

**Extracurricular Requirements for Eligibility**

1. Participants need to be passing all of their classes in order to participate in extracurricular activities.
2. The Parent Permission Agreement must be completed.
3. Participants will abide by all school expectations while participating in an extracurricular activity.

**Extracurricular Activity Expectations:**

1. Participants will attend school the entire day in order to participate in after school activities, practices, and contests for that day.
2. Any participant who is suspended from school will be denied the privilege of participation until properly reinstated in school.
3. Participants will abide by all additional expectations given by a coach, chaperone or supervising adult.
4. All equipment issued to a participant becomes the RESPONSIBILITY OF THE STUDENT TO MAINTAIN PROPERLY AND MUST BE RETURNED. A student must pay for any equipment damaged or not returned.
5. Participants will be responsible with all personal possessions during extracurricular activities or trips. The school is not responsible for any lost or stolen items.
6. Participants and spectators will display good sportsmanship in all competitions.

School Colors: Yellow/Black

Mascot: Yellow Jackets

**Additional Kindergarten and Elementary Guidelines**

**Health:**

If any of the following incidents occur at home 8 hours or less before your child is brought to school or if the following occur while your child is at school, your child must be kept at home for 24 hours:

- 3- Temperature of 38 deg. or more
- 4- Vomiting
- 5- Diarrhea

**Head lice:**

If your child has lice or eggs in his/her hair, do not send your child to school. If your child is found to have lice while at school, you are required to pick your child up immediately. Your child must have a note from his/her doctor stating there are no lice or eggs before sending your child back to school. It is highly recommended that you wash all sheets in hot water and boil all combs, brushes, hair ties, etc..... After 14 days you must treat your child's head again to ensure that all lice and their eggs have been removed.

**Kindergarten Student's file:**

(K3,K4,K5) student will be given a file to keep his daily worksheets. Parents are expected to check, empty, and return this file DAILY.

**No Toys, Guns, or Metal Objects:**

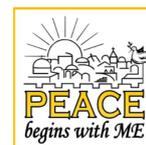
We do not allow children to bring toys to school. This only causes problems in the classroom. If a teacher assigns "show and tell", items are to be brought on that day only.

**Birthday Parties** may be celebrated in class only on Saturdays from 12:00-1:00 pm. Parents need to inform the homeroom teacher one week before. In case your child wants to pass invitations to his/her classmates, they must be passed to all students without excluding anyone.

Students are not allowed to be taken from their classrooms to attend a birthday party in another classroom.

Also, regarding gifts given to students, we are asking that you are careful not to include any toy that encourages violence, such as guns.

**JERUSALEM SCHOOL**  
STUDENT/PARENT HANDBOOK



By signing below, you (both the parent and the student) are verifying that you have read and understand the Jerusalem School Student/Parent handbook document concerning:

- The School Overview
- The School General Information
- The School Procedures
- The School Student Services
- The School Attendance Procedures
- The School Rules and Discipline Guidelines
- The School Athletics and Activities
- The School Calendar

This does not mean you agree with the handbook in its entirety, but you hereby agree to do all within your power to observe, support, and abide by all policies and procedures as they have been detailed within the Jerusalem School Student/Parent handbook document in its entirety. A separate form must be signed for each child enrolled.

\_\_\_\_\_  
Student Name (Printed)

\_\_\_\_\_  
Parent Name (Printed)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date (Day Month Year)

\_\_\_\_\_  
Date (Day Month Year)

\_\_\_\_\_  
parent initials

\_\_\_\_\_  
student initials