

HILLEL ACADEMY



PREP SCHOOL PARENT & STUDENT HANDBOOK

June 2012



June 2012

Dear Parents and Students,

Welcome to Hillel Academy Prep School. The purpose of this handbook is to inform you of the rules and regulations which help us to run our school in an effective and efficient manner.

You students are the most important part of the school, so prepare yourself to work hard and be the best you can possibly be. Our philosophy at Hillel Academy is that each student will have every opportunity to learn and reach his/her potential.

Our expectation is that everyone will display, at all times, the highest standards of social, moral and academic behaviour.

The Principal's and Director's Offices are always open to students and parents. The administration, faculty and staff are here to help you have a productive and enjoyable school life.

Margaret Bleyberg
Director

Carolyn Lee
Principal

SCHOOL SONG

We will walk the road together, hand in hand
Working - side by side we'll stand,
Out of many people we are one,
Children of all nations `neath the sun,
Playing, learning, growing here together,
To prepare for life ahead is our endeavour.

*We are learning for living,
We are learning to care,
We share with each other,
We are proud to be here,
Hillel, Hillel our love and thanks to you,
Hillel, Hillel to you we will be true.*

We lift our eyes towards the mountains blue,
They shelter and inspire us through and through,
We look beyond them to a wider world,
March to new horizons, flag unfurled,
With God as our guide, the future we face,
To give our best to the human race.

*We are learning for living,
We are learning to care,
We share with each other,
We are proud to be here,
Hillel, Hillel our love and thanks to you,
Hillel, Hillel to you we will be true.*

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SECTION I: MISSION, VISION, CORE VALUES PHILOSOPHY AND GOALS OF HILLEL ACADEMY

MISSION

Hillel Academy, in partnership with students, staff and parents, strives to achieve the fullest development of each student's potential and talents.

We seek to create a disciplined community of lifelong learners with sound moral values, through the provision of a well-rounded international curriculum delivered by dynamic, highly-trained staff.

VISION

We will have:

- An advanced educational system
- A creative, comprehensive, well-rounded curriculum
- A wide variety of programmes and facilities
- An excellent sports programme

With:

- Caring, dynamic, happy staff
- Committed, involved and satisfied parents

We will be:

- Unified stakeholders committed to the Vision
- A caring community, accepting of differences

And we will produce:

- Well-educated, happy and self-disciplined students
- Confident life-long learners
- Globally conscious and responsible citizens

CORE VALUES

- | | | |
|-------------|------------------|-------------------|
| ■ Respect | ■ Tolerance | ■ Excellence |
| ■ Integrity | ■ Care | ■ Friendliness |
| ■ Loyalty | ■ Accountability | ■ Self-discipline |

MOTTO: ‘LEARNING FOR LIVING’

PHILOSOPHY

We endeavour to fulfil our mission by providing an education that will equip each student for lifelong learning. The central task of the School is to develop each student’s academic, creative and physical skills to their full potential; to encourage them to strive continuously for excellence; to pass on enduring values; to develop integrity and self-discipline; and to help all students become globally responsible, caring citizens.

This requires a broad and balanced curriculum that challenges intellectual capacity, promotes high moral values and develops social skills. It should enable students to become creative, innovative, enterprising and capable of leadership. The curriculum must inculcate an understanding of, and respect for, the views, values and traditions of others as well as a commitment to uphold one’s own beliefs and traditions. It should promote students’ self-esteem and help them to form and maintain worthwhile relationships, based on respect for themselves and for others, at home, school and in the community.

Each member of our community is encouraged to share the school’s mission and core values of respect, integrity, loyalty, accountability and excellence. Students are expected to embrace these values and, at all times, act as good representatives of their school.

PRIDE PLEDGE

Pride is doing my duty, to the best of my ability, for as long as I have to,
for as many times as I have to, in order to get the job done.

- | | | |
|---|---|---------------|
| P | - | Performance |
| R | - | Respect |
| I | - | Integrity |
| D | - | Determination |
| E | - | Excellence |

GOALS

To fulfil our mission and philosophy, our programmes are designed to:

1. Achieve the fullest development of each student's potential & talents.

- Create a positive ethos and caring atmosphere.
- Empower students by celebrating their successes and achievements in order to promote positive self-esteem.
- Encourage high expectations, attitudes of inquiry and an active enjoyment of the learning process.
- Cultivate the skills and attitudes of reflective learning and effective, self-disciplined study.
- Foster a climate of investigation and problem solving, developing individual and co-operative learning strategies.
- Recognize academic diversity through the provision of appropriately differentiated learning objectives.
- Achieve and maintain high academic standards in all subject areas.

2. Provide first-class, internationally accredited education.

- Offer a well-rounded curriculum that will prepare our students to achieve high standards in both international and local external examinations.
- Equip students with wide-ranging skills of literacy, numeracy and scientific inquiry.
- Promote the acquisition of at least one foreign language.
- Integrate Information Communication Technology and Library-based research into all aspects of the curriculum.
- Engender an appreciation of the visual and performing arts.
- Support the development of skills in physical activities and instil a lifelong appreciation of healthy forms of recreation and physical fitness.
- Promote the Hillel Academy Core Values.
- Provide adequate learning support systems for those students with recognised needs.
- Encourage students to participate in a wide range of extra-curricular activities.

3. Employ sufficient dynamic, highly qualified staff.

- Provide on-going professional development both locally and internationally to build the capacity for whole school improvement.

- Require full participation in the school improvement process.
- Recognize & reward outstanding performance.
- Utilize an effective range of instructional methods.
- Maintain a comprehensive assessment programme and collect data indicating individual strengths and weaknesses and the overall achievements of the school.

4. Engender a partnership in the school community based on mutual confidence and respect.

- Provide opportunities for students to learn to respect others who have different backgrounds and customs and to appreciate cultural diversity.
- Develop a responsible, caring and contributing community, committed to the service of the wider community in which we live.
- Foster a climate of pride in Hillel Academy and a commitment to the Mission, Motto, Pride Pledge and Core Values.
- Encourage teamwork and collaboration within the whole school family.
- Maintain an informative and supportive system of home-school liaison and communication.

5. Produce confident, life-long learners.

- Encourage the development of the emotional, moral, and social skills and attitudes necessary for our students to be productive and successful human beings.
- Foster the ability of students to think, respond and act considerately.
- Encourage students to demonstrate tolerance of differing beliefs and values.
- Promote internationalism through a curriculum which addresses both local and global issues.
- Create a climate which abhors violence, demonstrates respect for others and upholds equal rights.

SECTION II: RELIGIOUS POLICY

JEWISH HOLY DAYS

The Jewish Holy Days will be observed by the school being closed on the Holy Day and their significance explained to the students. No activities will be held after 5:00 p.m. on the evening prior to Holy Days.

SCHOOL ACTIVITIES AND RELIGIOUS OBSERVANCE

No activities may be organised by the school after 5:00 p.m. on Friday evenings or on Saturday and Sunday mornings before 12:00 noon.

Functions marking major religious festivals which are not controversial or in conflict with any particular faith may be observed as expressions of the school's recognition of cultural and historical events and beliefs.

The school is non-denominational and does not proselytise or promote any particular religion. Whenever prayers, hymns or Bible readings are used in assembly, class meditation or at any school function no phrase which identifies with any particular religion may be used. In all cases the word 'God' or 'Lord' is used to denote the Deity.

SECTION III: GENERAL SCHOOL INFORMATION

STUDENT SERVICES

ACCIDENT INSURANCE

Sagicor Life Jamaica: All students and staff are covered by an Accident Insurance Policy provided by Sagicor Life Jamaica. Students are covered whilst on the school premises and participating in or being transported to a school-sponsored activity under the direct supervision of a proper authority.

WELLNESS CENTRE

Treatment of Accident / Illness

The school nurse deals with minor illnesses and injuries. At her discretion, and in consultation with the Principal, parents are asked to collect their child should he / she need to go home or to go to the doctor. If the parent cannot be reached or if immediate treatment is necessary, the child's family doctor is contacted.

The School must be informed of any and all contagious illnesses contracted by students or family members that could endanger other students.

Please Note

1. **Medical forms must be updated regularly.** It is important that the office be notified of changes of family doctors promptly. The child may be taken to the family doctor or to Andrews Memorial Hospital at the discretion of the School Nurse and in consultation with the Principal.
2. **All new students are required to complete and return the school's medical forms on or before the first day of term.**
3. **All prescribed and over the counter medications MUST be submitted to the School's Nurse or student's Class Teacher for dispensation.**
4. **Parents are asked to inform the School's Nurse of all buster shots to update student's records. A photocopy of immunization card is also required.**

GUIDANCE AND COUNSELLING SERVICE

The Guidance Department in our school performs a variety of services with a common objective of helping each student make the maximum use of talents and opportunities. Appointment times can be arranged by both students and parents by contacting our Prep School Counsellor.

BOOK ROOM

- Books are provided by the Book Room for all students. Students receive their books at the beginning of the academic year. Other books are available for use in class. Teachers will handle the disbursement of class sets.
- Workbooks, in which students write, must be purchased new. Costs, per grade, will be included in the book list.
- The Book Room also stocks stationery items and mathematical equipment.

LIBRARY

Opening hours for the Library is 7:30 a.m. – 4:00 p.m., Monday-Thursday and 7:30 a.m. – 2:30 p.m. on Fridays. The Library is an essential part of the instructional/learning process. Students are encouraged to use the library. Loss or damage of books should be reported to the Librarian immediately. Students are required to pay the cost of replacing a book that is lost or damaged.

CANTEEN SERVICE

Hot lunches and snacks are provided by the canteen for variable prices. Opening hours for the Canteen is 9:30 a.m. – 4:00 p.m. Mondays to Fridays. **Students in Kindergarten 1 and 2 are required to bring their own lunch to school.** Grades 1 and 2 have two days in which children are given the option to go to the canteen. Students in other grades may choose to do so.

PARKING

Parents and /or persons authorized pick up students should collect a Hillel car permit from the Main Office. **This permit must be prominently displayed on the windscreen of the car before admittance will be granted to school grounds by our security guards.**

Parents are requested to park only in the areas designated for visitor parking and to avoid parking in "NO PARKING", "DISABLED" and "STAFF PARKING" areas. Traffic monitors should be obeyed at all times. The first parking infraction will earn a warning letter. If continued, other consequences will be earned.

EMERGENCY PROCEDURES

In the event of civil disorder or any occurrence, which may endanger the school community, the school has in place emergency procedures which will be followed. These procedures include fire and earthquake drills once per term which familiarize the students with these procedures. The "Emergencies Handbook" is posted on the website.

DISASTER PREPAREDNESS

Fire and Earthquake drills are held regularly to develop safety practices that will enable students to move quickly and in an orderly manner to pre-designated safety areas during an emergency. Rules of safety are posted at key points in the school. During a drill or actual emergency, personal safety will depend on the manner in which students carry out regular procedures or modified instructions as the situation may dictate.

PREP SCHOOL DRESS CODE

The manner in which students dress and groom themselves is a reflection not only on the individual but also on the School. We require that students are neatly attired and conform to the uniform requirements set out below at all times.

Boys

- Blue shirt with School crest and blue short pants
- Black shoes
- Navy blue socks above the ankle

Girls

- KG - Grade 2 - Blue dress with School crest
- Grade 3- 6 - Blue blouse with School crest and blue skirt
- (Grade 3 students have the option of wearing the dress or the skirt and blouse)
- Black shoes (heels should not exceed one and a half inches)
- Navy blue socks above the ankle
- No nail polish may be worn

Swimming (Girls) Starts in Grade 1

- Blue one-piece swim suit (swim team should have school crest)
- Swim Cap
- Goggles (if needed)
- Large white T-shirts over swim suit
- Slippers or Crocs

Swimming (Boys) Starts in Grade 1

- Blue 'jammers' or blue swim shorts (swim team should have school crest)
- Goggles (if needed)
- Slippers or Crocs
- Large White T-shirt

Physical Education (Boys & Girls)

- House T-shirt with School crest
- White or Navy Blue Shorts-standard (no transparent fabric and no pockets)
 - K1 – Grades 4 – White or Blue Shorts
 - Grades 5-6 – Blue Shorts only
- Plain white running shoes
- White socks above the ankle
- Shirts tucked in at all times
- Grade 3 students will have three (3) PE Days and therefore have the option to buy three (3) sets of PE uniforms.

Only Hillel Academy's hooded sweaters are to be worn and these are available at the Book Room.

Jewellery (Boys & Girls)

- Boys and Girls may wear a plain wrist watch. Neutral colours (**black or brown band**)
- Girls are allowed to wear one pair of knobs or small hoops **in the lowest hole of ear lobe**
- Boys are not allowed to wear **earrings**

Hair

- Hair must be well-groomed and styled appropriately at all times.
- Shoulder-length, or longer, hair must be tied back.
- Hair clips must be plain white, brown or blue when worn with blue uniform.
- Hair clips may be the house colour when the PE uniform is worn.
- No trendy hairdos/haircuts
- **No streaks, highlights or Mohawks allowed**

PUNCTUALITY / ATTENDANCE

Late coming is particularly disruptive of each day's classes and of the general progress of the student and class as a whole.

- A child is considered late if he/she arrives at school after 7:50 a.m. in Grades 3-6, or after 8:05 a.m. in KG1 – Grade 2.
- Any child who arrives at school late will be admitted to class but will be recorded 'late' by the teacher.
- Parents are asked whenever possible, to schedule all doctor's/dentist's or other appointments outside school hours.
- Parents are asked to be very cautious about taking students from school during regular term time as the classes missed may contribute to gaps in the students' required knowledge base.

A written explanation is required whenever a student is absent from school. If a student is absent from school without prior notice, a written explanation from parent/guardian **MUST** be submitted to the class teacher on his/her return to school. In case of infectious illnesses, the letter must be accompanied by a doctor's certificate.

Parents will receive a letter if children arrive at school consistently late. If this continues, parents will be invited to a conference with the Principal.

SCHOOL CLOSURE AND EARLY DISMISSALS

Students must stay on the school grounds from the time they arrive until dismissal according to the daily schedule.

Students may be dismissed before the end of the regular school only at the discretion of the Class Teacher. If a parent wishes to take the student out of school early or for a short period, permission must be sought from the Class Teacher:

- a. In writing or in person
- b. In advance whenever possible

In the event that a student must leave during the school day for medical appointments, arrangements should be made with the School Nurse and Class Teacher in writing.

If you need to collect your child during the school day, you are required to sign your child out at the nurse's office.

Unless students have a scheduled extra-curricular activity on campus, they should be collected promptly at the end of the school day. Unsupervised play after regular class hours is not permitted.

In the event that school is cancelled, announcements will be made on RJR to give as much advance notice as possible, or parents will be informed through their Class Representatives via the phone tree or E-mail.

Hillel Academy traditionally observes early dismissal days on the last day of both the Christmas and Summer school terms. Parents should be aware that dismissal in both schools will be at noon on these designated days.

GRADE LEVEL MEETINGS

Grade level orientation meetings are held at the beginning of each school year. This provides an opportunity for parents and teachers to meet each other and to discuss shared expectations and the academic requirements of the year. Special emphasis is placed on regular attendance.

PARTIES AT SCHOOL

Special arrangements may be made with the classroom teacher to acknowledge a student's birthday. Parents should contact the classroom teacher to determine what treats are acceptable. Parents should not send birthday invitations to be distributed at the school for out of school parties.

During the school year some special parties may be organized, in which parents are requested to participate. i.e., Christmas and end of school year.

BULLETIN BOARDS

All items for the Bulletin Boards should be approved and initialled by the Principal or Grade Coordinators before they are placed on the bulletin boards.

SCHOOL'S DAILY ROUTINE

1. 7:30 a.m. - Teachers arrive in classroom
2. 7:45 a.m. - School begins (Grades 3-6)
3. 7:45 – 8:15 a.m. - Monday Assembly (Grades 3-6)
4. 8:00 a.m. - School begins (KG 1 – Grade 2)
5. 8:00 – 8:30 a.m. - Friday Assembly (KG 1- Grade 2)
6. 10:00 a.m. - Grades KG 1 – Grade 3 Lunch Break
7. 10:15 a.m. - Grades 4 – 5 Lunch Break
8. 10:30 a.m. - Grade 6 – Lunch Break
9. 1:00 p.m. - School Ends (Kindergarten 1)
10. 1:30 p.m. - School Ends (Kindergarten 2 - Grade 2)
11. 2:00 p.m. - School Ends (Grades 3-6)
12. 2:00-4:00 p.m. - Extra-Curricular Activities

After 2:00 p.m. all students must await their parent/guardian in the designated waiting area unless they are involved in a supervised extra-curricular activity.

Teachers are on duty in the waiting area between 1:30 - 4:00 p.m. Mondays-Fridays.

HOMEWORK

Each student in Grades 1-6 must use a copy-down homework book to record homework given. Homework assignments will also be listed on SIS.

If homework is incomplete, the student may be detained during lunchtime to complete it. Repeated failure to complete homework will result in loss of house points, detention then parent conference.

EXAMINATIONS

Continuous assessment is used in evaluating students' performance throughout the school year. Teachers will also administer class tests. Dates and times for the formal examinations (Grade 5 only) at the end of June will be set out in an Examination Timetable, which will be given to all students, together with a Study Guide, at least two weeks in advance.

EXTRA CURRICULAR ACTIVITIES

Kindergarten Two to Grade Six is **required** to participate in at least one sporting and/or one non-sporting extra-curricular activity. A list of activities is available at the beginning of the school year.

FIELD TRIPS

Field trips are an integral part of the instructional programme. Parents are required to sign a permission slip for each field trip and may be required to subsidise transportation fees. Students will not be allowed to participate unless the permission slip is signed.

THE GRADING SYSTEM

Grade 1					Grades 2-6				
E	90	-	100	Excellent	A	90	-	100	Excellent
VG	80	-	89	Very Good	B+	85	-	89	Very Good
G	70	-	79	Good	B	80	-	84	Good
S	60	-	69	Satisfactory	C	70	-	79	Satisfactory
IN	50	-	59	Improvement Needed	D	Below	69	Improvement Needed	

Reporting Procedures-Student Information System (SIS)

There are four grading periods per year. Parents can access student's progress/reports during the following periods:

- Grading Period 1 - End of October
- Grading Period 2 - Mid January
- Grading Period 3 - Mid March
- Grading Period 4 - 2nd Week July

On entering the school, parents will be given an access code to use the Student Information System (SIS). To access the SIS website parents should input the following information:

1. www.sis.hilleljm.com
2. Enter Username
3. Enter Password

The SIS system allows parents to:

- Access students report cards
- Access and update child's personal information
- Access and update contact information
- Communicate with teachers
- View school calendar of upcoming events
- View child's course schedules
- Select extracurricular activities

A parent may schedule an appointment to see a teacher at any time during the school year by mutual agreement. Email communication will be answered swiftly.

PRIZE GIVING

Prize giving is usually held during the last week of the Summer Term.

CRITERIA FOR PRIZE GIVING

Academic Excellence

Year's average 90% or above in each subject (Average of all four grading periods.)

Highly Commendable Work

90% or above – overall average

Commendable Work

85% - 89% overall

Outstanding Progress

Academic progress made throughout the year

Outstanding Effort

Outstanding, consistent effort made throughout the year

Citizenship

Student who have displayed the qualities of a good citizen and strong values

Leadership

Student who have displayed strong leadership skills

Specialist Area Prizes

No Limit

School Team Recognition

PREP SCHOOL GRADUATION

Grade 6 Graduation Procedures

- At the beginning of the Grade academic year the Principal will form a Graduation Steering Committee. This will consist of the Director, the Principal (chair), the Grade Six Coordinators and the Grade Parent Representatives. Other persons may be invited to join sub-committees, which will be chaired by members of the Steering Committee.
- All recommendations of sub-committees must be submitted to the Director and Principal for approval.
- All requests for graduation expenditure must be submitted in writing to the Principal and Financial Controller.

The School provides the following:

- The venue (stage, backdrop, seating, lighting and sound)
- Flowers and decorations for the stage and quadrangle
- Programmes and invitations
- Certificates and folders
- Trophies
- Tokens of appreciation for invited guests

Grade 6 Parents are required to pay for the following:

- Photographs
- Corsages/Buttonnaires
- Graduation Party
- Memorabilia (optional)
- DVD

The Hillel Academy Board of Governors expressly prohibits any fundraising activity by the students, teachers, parents, PTA or Parent Representatives in relation to the cost of the graduation ceremony, including the Prep School Party.

SPECIAL AWARDS

- **GSAT Award** – Student with highest GSAT results Boy/Girl
- **The Brownie Award** is awarded to the student who has been an active participant and has made exemplary progress in all aspects of her development.
- **The Sports Award** is given to students who have been enthusiastic, reliable and talented team players in Inter-School and House competitions.
- **Most Valuable Swimmer Award** is given to the team member who has earned the most points in individual events at all the Swim Meets entered for that particular year.
- **Most Improved Swimmer Award** is given to the swimmer who through hard work and dedication has improved his/her times in all strokes throughout the year.
- **Chairman’s Inter-house Trophy** is awarded to the overall Champion House. Points are accumulated from merits throughout the year, road race, sports day and other inter-house competitions.
- **The Sheila Purdom Performing Arts Trophy** is awarded to the student who has made a significant contribution to the life of the school through the Creative and Performing Arts.
- **Literary Arts Trophy** Awarded to the student who has been an avid reader at an advanced level and demonstrated depth of understanding of book content.
- **Subject Awards** are given to students who have achieved consistently high standards throughout the year.

MAJOR AWARDS

- **The Citizenship Award** is given to a student who has demonstrated outstanding support for the goals of the Class, House and School; who has displayed a high degree of responsibility, positive values, sound leadership qualities and initiative; who shows courtesy to all, adults and fellow students; and is a credit to Hillel in all respects.

- **The Principal's Awards** are given to the boy and the girl achieving the highest overall average in academic subjects.
- **The Hillel Award** is our highest accolade and is given to a 'well-rounded' student who has high academic standards in all subjects; has actively participated in the Creative and Performing Arts; has supported the school in sports, extra-curricular and House activities; has a caring and responsible attitude towards Community Service; and has demonstrated leadership skills in at least one aspect of school life.

PHYSICAL EDUCATION/SPORTS

The Physical Education programme is an integral part of the school's educational programme.

All students are required to take part unless medically unfit to do so. If a child cannot participate on a particular day, a medical certificate or letter, signed by the parent or guardian, must be submitted to the P.E. teacher and school nurse.

Students chosen to perform on school/house/class teams are required to participate in the training programme organised by the school. These often take place outside the regular school hours and parents are asked to make the necessary arrangements to allow participation.

Parents are required to purchase the regulation uniform for all sports activities. All students must wear their Hillel swimsuit for swim classes and their P.E. uniform for designated class days.

HOUSE SYSTEM

Every student and teacher is assigned to a House, led by teachers and captained by senior students. All academic and athletic achievement earns House points. The names and colours of the Houses are as follows:

- **Sinai** - **Blue**
- **Masada** - **Red**
- **Maccabees** - **Green**
- **Carmel** - **Yellow**

SECTION 4: STUDENT RULES AND REGULATIONS

PHILOSOPHY OF DISCIPLINE

The school believes that discipline policies and procedures should serve to protect and foster the physical, social, mental and emotional growth of students. Such policies should be appropriate to the age levels involved.

We believe that good discipline is vitally important because no group can work together successfully without previously established standards of behaviour, mutual respect, and a desirable system of values that leads each person in the group to develop self-control and self-direction.

We are aware of our responsibility to maintain a proper environment of learning. If the behaviour of an individual comes in conflict with the rights of others, corrective action becomes necessary for the benefit of that individual and the school as a whole.

We also believe that education and discipline are interrelated and cannot function exclusively of each other.

RESPONSIBILITY FOR IMPLEMENTATION OF PHILOSOPHY

In implementing this philosophy, we believe that the responsibility for developing and maintaining a climate conducive to learning must be shared by teachers, parents and students.

The Principal, in collaboration with the Director and the Board, is responsible for the conduct of the school and gives full support to school personnel in the performance of their duty.

Teachers are responsible for providing a well planned teaching/learning situation and enforcing the rules and regulations of their classroom and school.

Parents are responsible for the behaviour of their children to the extent that they cooperate fully with the school and understand their policies, rules and regulations.

RESPONSIBILITY OF PARENTS

There can be no effective and lasting means of improving and eliminating discipline problems without parental support. Below are some of the areas in which parents are expected to actively participate and assist in student discipline.

- Ensure that your child adheres to and demonstrates proper social graces at Hillel. Respect and responsibility is practised. These social graces would include saying Good Morning, Good Afternoon, Please, Thank you, waiting your turn, share fairly, excuse me etc.
- Ensure that your child arrives at school in good time to be ready and seated for the start of classes each morning.
- See that children are present every school day, except when illness or other emergencies keep a child at home. It is important that you inform the school in writing or via telephone on the day that your child is absent or in advance as the situation warrants.
- Ensure that your child fully complies with all requirements of the Dress Code.
- Provide sufficient time and adequate study space for homework and ensure that the requirements of the school/class are being met. Positive encouragement should be given to children and they should be motivated to do their best.
- If there is a known or perceived problem, the parents should seek first hand information (as soon as possible) by contacting the teacher.
- Insist that your child promptly bring home any communication from school.
- Read, sign and return all school communications as appropriate.
- Make every effort to be accessible during the school day, so that quick contact can be made in case of emergencies. Home, work and cellular telephone numbers should be made available and updated for both parents. Please contact the School's Secretary promptly with any change of personal information for both parents.
- School rules have been made in an attempt to teach children the necessary consequences of their actions and the assumption of a degree of personal responsibility for them.
- If he/she breaks the rules, encourage him/her to face the problem and resolve it in an orderly manner.

- Refrain from criticizing school rules particularly in the presence of child. If you disagree with the rules, talk with school authorities; Teachers, the Coordinators, or the Principal or Director.
- Discuss the school's discipline guidelines with your child.
- Students must demonstrate respect to their teachers in word and deed.
- When behaviour becomes problematic, parents will be informed
- Ensure that students have all the necessary materials needed for school and class.
- Use of cell phones is not permitted during school hours.
- Principal Report-At the discretion of the principal, a student may be put on report for behaviour or academic reasons.
- Encourage Respect and Responsibility from your child.

RESPONSIBILITY OF STUDENTS

There is no greater resource for good student behaviour than the students themselves. They should be reminded of the following:

- Become familiar with all items in the school handbook.
- Make it a practice to use good manners and show respect for others.
- In order to function in the classroom, certain rules of conduct must be accepted.
- Promptly seek the help of those who can be of assistance in solving problems and/or concerns/conflicts.

RESPONSIBILITY OF TEACHERS

Our teachers strive to create a classroom environment which empowers students. This is done through activities which build self-confidence, creativity and critical thinking in an atmosphere where there is trust and respect.

Pupils and parents must know the school rules and assist in their implementation.

CODE OF CONDUCT FOR GOOD BEHAVIOUR

All children are required to behave courteously and to show consideration for others. We encourage our students to care for their environment, and to develop an understanding and appreciation of the cultural diversity of our international community.

- Students **MUST** exchange courteous greetings with each other and with adults.
- Learning to share fairly is regarded as an important aspect of our social education.
- Children **MUST** welcome new students and to help them to settle into the school.
- Being Considerate is a behaviour expected throughout the school community. Students **MUST** treat others as they, themselves, would like to be treated.
- Students are required to use the containers provided for litter and to take pride in helping to keep the school environment clean and tidy.
- Students are expected to comply with instructions willingly and promptly

To ensure the smooth running of the school day, the following rules must be observed:

- Children are not allowed unsupervised access to:
 - a) The High School
 - b) Playing fields other than for the scheduled sports activities
 - c) Areas behind walls and fences
 - d) The hills and gully that border the school's compound.
 - e) Car park areas.
 - f) Classrooms
 - g) Playground
- Children are required to move around the school quietly, in an orderly way, avoiding running, crowding or pushing, especially on the corridors.
- Children must take responsibility for the appropriate use and care of all school facilities.
- Children should not bring expensive or fragile personal belongings to school. The school is **NOT** responsible for any loss or theft of these belongings.

The following rules/guidelines must be observed at all times:

- Students are required to wear the prescribed school uniform on all school occasions. If a student is excused from wearing his/her uniform for acceptable reasons on a particular day, the student is expected to wear clothes suitable for school attendance and must have a letter from his/her parent (s).
- Money brought to school should be kept on the student's person or handed to a teacher for safekeeping.
- Students found damaging, defacing, stealing school or other personal property will be required to pay for damage or loss and may be suspended.
- Students may not leave classes to go to the Nurse or Guidance Counsellor without permission from the class teacher.
- Students may not engage in either selling or buying items from each other.
- The use of cellular phones is not allowed during school hours. This includes break and lunch time. Students, who break this rule after one warning, will have their cellular phones confiscated and returned only to their parents / guardians.
- Students may not keep prescription or over the counter medication in their bag or desk. All medication **MUST** be given to the School's Nurse or Class Teacher.

Consequences of Non-compliance:

- Most minor infringements are resolved non-controversially within school. Inappropriate behaviour is addressed immediately through discussing with the child why such actions are unacceptable and how he/she should respond in future situations. A consequence for such behaviour will follow.
- More serious or frequent incidents will be discussed with the parents of the children concerned. Any action will take into account the age of the student, previous behaviour patterns and the seriousness of the incident. A plan for formally monitoring future behaviour in writing may be implemented. The school reserves the right to ask parents to remove their child from the school, either temporarily (suspension) or permanently (expulsion).

Any anti-social behaviour, examples of which are outlined below, is *never* tolerated at Hillel Academy Prep School.

- Bullying; either verbal or physical.
- Fighting
- Theft
- Name calling or unkind remarks or negative criticism.
- The use of swear words or ‘inappropriate language’.
- Damaging, defacing, walls, notice boards or other school property.
- Interfering in any way with the property or personal space of others.
- Throwing stones or other objects which may inflict harm.
- Disrespectful behaviour to any staff member
- Sitting upon vehicles parked on school’s premises or committing any act to damage the vehicles

The following items are not allowed at school:

- Knives, or any other types of weapons
- Chewing gum
- Toys
- Any electronic equipment (Kindles are accepted but at the discretion of the class teacher.)

CONFERENCES – Conferences with the Principal, coordinators, teacher and parents to resolve student matter and misbehaviour may be called at any time. At times the Guidance Counsellor or another specialist may take part in a conference.

THE ROLE OF PARENT GRADE REPRESENTATIVES

- Provide effective channels of communication between parents and administration.
- Meet, as a team, on a monthly basis with the Principal and the PTA Prep School Vice-President.
- Maintain current data bases of email contact addresses and telephone numbers for parents in the form.
- Respond promptly to a call from the Principal to activate the Cascade telephone System in cases of emergency.

HOUSE POINT SYSTEM (Merits/demerits) – A method whereby a graduated point system is used for rewards and offences. Six merits in one week are required to earn special commendation.

DETENTION – Detentions are given when homework is not handed in on schedule, or in cases of repeated misbehaviour or violation of minor school rules and regulations. Detentions are served during playground time

SUSPENSION - Students may be suspended at the discretion of the Principal for one or two days. Cases involving suspension for more than three days will be referred to the Director. Suspensions will be recorded in the student's file.

EXPULSION – The school reserves the right to ask parents to remove their child permanently from the school in cases of frequent or extremely disruptive or harmful behaviour. This action will involve parental consultation and referral by the Director and Principal to the Board of Governors.

GRIEVANCE PROCEDURE

The purpose of the following procedure is to establish clear channels for easy communication and the prompt resolution of problems or grievances that may arise.

As a general rule grievance will be dealt with at the class level first, before being considered at more senior levels of administration.

Prompt response will be provided at each level.

Any grievance:

1. Should **first** be taken up orally with the student's teacher.
2. If not resolved the grievance should be communicated in writing or orally by the parent/guardian to the Grade Coordinator and Class Teacher.
3. If the matter is not resolved, the grievance should be sent in writing or orally to the Principal.
4. If not resolved, the Principal will take the matter with all documentation to the Director.