

HILLEL ACADEMY



HIGH SCHOOL PARENT & STUDENT HANDBOOK

2013-2014



June 2013

Dear Parents and Students,

Welcome to Hillel Academy High 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 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. We hope to live up to our pledge: Learning for living.

Margaret Bleyberg
(Director)

Alfredo Bennett
(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:

- World-class, research-based standards of teaching and learning
- A Values Programme designed to promote respect for others, and an appreciation of cultural diversity
- Confident, committed and talented teachers and administrators
- Resources and facilities to maximise active learning experiences
- Positive stakeholder relationships and effective communication
- A wide variety of extra-curricular activities
- Excellent sports and creative arts programmes
- Sound financial management
- Commitment to sustained school improvement and to international accreditation

We will produce:

- Students who are confident life-long learners, communicating in at least two languages, accepted by schools and universities world-wide
- High academic achievers in local and international examinations
- Successful competitors in sports and the performing arts
- A caring, student-centred learning community with high morale
- 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.

SCHOOL SPIRIT AND TRADITIONS

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.

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 fluency in 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 Values Programme.
- 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 and Motto.
- 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

In honour of the founders of Hillel Academy the Jewish Holy Days will be observed by the school being closed on the High Holy Days and their significance will be 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 organized by the school after 5:00 p.m. on Friday evenings, nor on Saturday 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, en route to and from school, and while 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 may be 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.

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.**

GUIDANCE SERVICES

All Form Teachers, Coordinators, the Guidance Coordinator and the Principal are responsible for the support, guidance and encouragement of the students. Education in health, citizenship and ethical values will be integrated into the curriculum, especially in the Sciences and Humanities Departments. More serious emotional needs will be discussed with parents for outside professional assistance.

CAREERS COUNSELLING

This programme is aimed at helping students to realize their academic strengths and weaknesses in an effort to prepare them for the world of work or tertiary education. The Career Counsellor provides resources, essential information and full support to enable students to examine the requirements of a range of colleges and universities, and to guide them through the application process. Students are assisted with preparation for the PSAT, SAT, PROBE and the CENTIGRADE test for careers selection.

COLLEGE GUIDANCE COUNSELLING

A full-time college guidance counsellor provides comprehensive services for students and parents to help the transition from school to college / university. These services are free.

Students in grade 12 and their parents should consult with the college guidance counsellor early in the academic year to begin discussion of college choice. Students in grade 12 are expected to research colleges so that, by the beginning of grade 13, they are able to complete the application process. All grade 12 students take the PSAT in October as preparation for the SAT tests. Students are strongly advised to sit the SAT Reasoning test in November, December, and / or January of grade 12.

PSAT and SAT lessons are held on Friday afternoon at 2.20 and at the weekends to prepare students for these tests. There is no charge for attending these lessons.

In order to help students with their college selection, over 40 universities and colleges from the USA and Canada visit Hillel each year to speak to students and to explain the options which exist for them at their institutions. Increasingly, colleges will use Skype to link up with our students. Universities in Jamaica and occasionally from the UK will also visit the school. Students are encouraged to visit colleges and to attend college fairs when these are held in Kingston.

For students who are not sure in which direction their interests and talents lie, the PROBE and the Centigrade questionnaires are available.

For a small fee, students complete the interest questionnaire and a report is provided by Cambridge Occupational Analysts in the UK which is then discussed with students and parents.

Students in grades 12 and 13 have one lesson a week with the college guidance counsellor and the CAS co-ordinator which allows for discussion of college matters on a regular basis, including the application process, financial considerations, and scholarship opportunities. Students are strongly encouraged to take a summer school programme between grades 12 and 13 and advice on such programmes is provided. They are also advised to visit some colleges during the holidays in grade 12.

The college guidance counsellor will provide all the help needed to complete the applications, as well as ensuring that transcripts and other documents are sent to the universities. As the demands of the IB Diploma programme increase during the autumn, college applications need to be completed early in grade 13 and in accordance with the timeline established by the college counsellor. No charge is made for sending transcripts to universities and requests should be made directly to the college guidance counsellor.

While most of the college guidance counsellor's time will be spent with students in grades 12 and 13, he is also available for consultation by students in the lower grades (and their parents). He has one lesson a week with grade 11 students to discuss college matters and to offer advice about the transition from fifth to sixth form (for example, by encouraging students to take the Centigrade test before deciding on their choice of subjects at IB).

Students from Hillel have been accepted into universities in the USA, Canada, UK, Australia, India, Sri Lanka, China, Cayman Islands, Brazil, Panama, as well as at all three major UWI campuses and U Tech.

COMMUNITY SERVICE, EXTRA-CURRICULAR ACTIVITIES AND EVENTS

It is a requirement of graduation from Hillel Academy that each High School student completes the required number of hours for Community Service and extra-curricular activities each school year. This programme is designed to encourage students to share their energy and special talents with others. Through these activities students should develop greater awareness of themselves, concern for others, and the ability to work cooperatively with other people.

This programme is modelled on the International Baccalaureate Organization CAS programme.

This is an acronym for:

Creative activities, replacing 'Non-Sporting Extra Curricular Activities'

Action, replacing 'Sporting Extra Curricular Activities'

Service, a continuation of our emphasis upon Community Service with wider application

CREATIVITY

- Creative activities involve **active participation** in extra-curricular programmes such as debating, robotics, dance, drama, music and art.
- Creativity hours can be gained through scheduled rehearsals and performances for school events such as Prize Giving, Heritage Week Celebrations, Carol & Chanukah Hour, Environmental Week, Modern Languages Week, concerts, musical productions and plays, and art exhibitions.
- The School plays an active part in local events such as the Jamaican Cultural Development Commission Festival of the Arts and Model United Nations Debating. Students who represent the School will be awarded Creativity and Service hours.
- Creativity can also include the creative thinking involved in planning and carrying out approved Community Service projects. Wherever possible, this should involve group work to promote team spirit and cooperation.

ACTION

- Action-based activities take place after normal school hours. Every student is required to participate in a sporting extra-curricular activity which may involve playing on a school sports team or participation in school-based or school-approved sports clubs.
- Action and Service hours will be awarded to students who are selected to represent Jamaica in sporting events. The Activities and Events Coordinator must be fully informed of the event and the outcome.
- Action can also include the physical activity involved in participating in such Community Service events as the Heart Fund Run, Relay for Life or environmental projects.

SERVICE

Service to others is the underlying theme of all CAS activities. Service hours may be gained in the following ways:

- By a regular, commitment to visit one of the children's orphanages or schools. Additional visits are arranged at Christmas when the High School is involved in major fund-raising activities to present gifts to all the children they visit.
- By taking part in full or half day school-organized projects.
- By regular commitment to a school-approved, externally-organized service project agreed in advance with the Principal.
- By regular and reliable service within the school community such as serving on the Student Council, fulfilling Prefect duties or providing other essential assistance.

Students should make every effort to complete at least three different Community Service Activities per academic year.

Each student is required to complete a brief summary, reflecting on their involvement in the activity and how they have grown personally.

CAS HOURS

- All Grade 7, 8 & 9 students are required to complete 30 CAS hours each school year
- All Grade 10 & 11 students are required to complete 60 CAS hours each school year
- 6th Form students are required to complete 150 hours over two years
- While the emphasis is primarily on Service, the requirement remains in place that all students must attend one sporting and one non-sporting school-based extra-curricular activity for which they will earn C.A.S. hours as set out below.

The following list is not all-inclusive but reflects many of the ways in which Hillel Academy students will fulfil this requirement.

STUDENT COUNCIL

Hillel Academy Student Council is comprised of two representatives from each class, one boy and one girl. These representatives are elected by their classmates at the start of the academic year. The Student Council provides a forum where students' opinions, interests and concerns may be expressed. It fosters productive liaison with faculty and administration.

This dynamic group of students spearheads many school initiatives geared towards Community Service; it hosts school functions such as Open Day; and assists faculty and administration in aspects of decision making, such as changes to school uniform or school rules and regulations.

PEER COUNSELLORS

Students may train to assist others through this activity, available to all grades.

BOOKS

- Book lists for all classes are available from the Book Room. Parents are given the following options:
 - Place an order with the Book Room for the purchase of new books.
 - Buy the required books second-hand by private sales with parents of the grade above.
- 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.

HIGH SCHOOL DRESS CODE

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

Boys

- White shirt with school crest and navy-blue pants, worn with black belt
- School tie (**available for purchase in the Main Office**)
- Black leather shoes, not ‘sneakers’ or boots above the ankle
- Navy-blue or black socks worn above the ankle
- A wrist watch
- No earrings allowed

Girls

- White blouse with school crest, worn tucked inside the navy-blue, school skirt or long navy blue trousers
- Black leather shoes (**heels should not exceed one and a half inches**). Sneakers are not acceptable.
- Navy-blue or black socks worn above the ankle
- A wristwatch
- One pair of plain knobs or small hoops worn in the lowest hole of ear lobe
- No make-up or coloured nail polish, no coloured contact lenses

Both Boys and Girls

- Hillel navy school sweater may be worn when necessary.
- Blue Hillel polo shirt for Field Trips.
- No other jewellery may be worn except Medi-Alert chains or bracelets for which medical documentation must be given to the School Nurse.

Hairstyles

- Girls whose hair is on or below shoulder length must wear it tied back. Hair clips, fasteners must be plain white, brown or blue.
- Boys hair must be kept short and neatly groomed.
- Tinting, colouring or streaking of hair is not allowed for either boys or girls.

Physical Education

- House T-shirt with school crest
- Navy-blue sports shorts
- Running shoes
- White socks

Swimming

- Blue swim shorts with school crest or blue 'jammers' or blue swim briefs (boys)
- Plain royal-blue one-piece swim suit (girls)

CANTEEN SERVICE

Hot lunches and snacks are provided by the canteen for variable prices. Students may also bring their own lunch to school. **Parents are not allowed to deliver fast-food to the school without permission from the administration.** When going through the lunch line, students may purchase only one lunch at a time. A high standard of courtesy is expected at all times in the canteen.

Students are asked to take pride in their school by cleaning up after eating, recycling all bottles and depositing all waste in garbage bins.

PARKING

Parents 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"** and **"STAFF PARKING"** areas. 15 minute parking areas will be patrolled.

Students may not drive a motor vehicle or ride a motorcycle on the school compound.

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.

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.

All persons on campus are expected to follow safety instructions during drills, as well as during emergencies.

SCHOOL'S DAILY PROGRAMME

Morning Session

1. 7:30 a.m.	-	First Bell	-	Start of Day
2. 7:35 – 7:45 a.m.	-	Registration	-	Form Room
3. 7:50 – 8:40 a.m.	-	Lesson 1		
4. 8:45 – 9:35 a.m.	-	Lesson 2		
5. 9:35 – 9:50 a.m.	-	Warning Bell	-	BREAK
6. 9:55 – 10:45 a.m.	-	Lesson 3		
7. 10:50 – 11:40 a.m.	-	Lesson 4		

Afternoon Session

8. 11:45 – 12:20 p.m.	-	Warning Bell	-	LUNCH
9. 12:30 – 1:25 p.m.	-	Lesson 5		
10. 1:30 – 2:20 p.m.	-	Lesson 6*		
11. 2:20 p.m.	-	DISMISSAL	-	LOWER SCHOOL
12. 2:25 – 3:15 p.m.	-	Lesson 7		
13. 3:15 p.m.	-	DISMISSAL	-	UPPER SCHOOL

***End of school day for grades 7 – 8 and for the whole school on Friday.**

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 student is considered late if he/she arrives at school after 7:45 a.m.**
- Any student who arrives at school late must obtain a 'late slip' from the High School Office before he / she will be admitted to class.
- 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 away from school during regular term time as the classes missed may contribute to gaps in the students' required knowledge base.

If a student is absent from school without prior notice, a written explanation from parent/guardian must be submitted to the Form 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 from the Principal if students 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 their daily schedule.

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

- 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, prior arrangements should be made with the High School Secretary and School Nurse.

Students are not allowed to leave the school compound without a 'gate pass' signed by the Principal, Senior Coordinator or High School Secretary.

Unless students have a scheduled, extra-curricular activity on campus, they must be collected promptly at the end of the school day.

In the event that school is cancelled, announcements will be made through the media, SIS and by e-mail to give as much notice as possible.

Hillel Academy traditionally observes two early dismissal days per school year. These days are the last day of the Christmas term and the last day of the school year. Parents should be aware that dismissal in both schools will be at noon on these designated days.

PHYSICAL EDUCATION/SPORTS

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

All students from Grades 7 – 10 are required to take part unless medically unfit to do so.

If a student cannot participate on a particular day a medical certificate, or a letter signed by the parent or guardian, must be submitted to the P.E. teacher.

Students chosen to perform on school/house/class teams are required to participate in the training programme organized 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 full P.E. uniform for designated classes.**

THE 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**

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 by the parent or guardian.

Hillel polo shirts and smart jeans may be worn on outdoor Field Trips.

Full school uniform may be required for others.

COMPUTER LAB AND LIBRARY

The use of the Computer Lab and the library is an essential part of the instructional/learning process. All electronic equipment in the lab and library are the property of the School and must be treated with due care and respect. Each student must sign an Acceptable Use Agreement (see Appendix) and must follow the rules described therein.

Loss or damage of books should be reported to the Librarian immediately. Students are required to pay the cost of replacing any library book that is lost or damaged.

BRING YOUR OWN DEVICE (BOYD)

Hillel High School allows all students to bring electronic devices to class for study use. Teachers will determine when and how these devices may be used. Hillel Academy accepts no responsibility for any damage, loss or theft of any electronic device or apparatus brought by students to the School.

CLASSROOM EXPECTATIONS

Students should come to class fully prepared with the required texts, notebooks, paper, pens, pencils or other essential materials as directed by the teacher.

Students should:

- Raise a hand to ask questions
- Pay attention and concentrate on what is being taught
- Take part in class discussions
- Observe all rules and regulations as displayed in the classroom or laboratory
- Plan work and schedule time for homework to meet all deadlines. Make sure that the required assignments are understood before leaving the class.

HOMEWORK

Homework will be set according to the Homework Timetable, which will be made available to each Grade at the start of the school year, and will be posted on the Student Information System (SIS) website at www.sis.hilleljm.com. Students are required to make a written record of their homework tasks in their Homework Books, which parents may be required to sign.

Homework is regarded as an integral part of the instructional programme and the satisfactory completion of all tasks on schedule is mandatory.

HOMEWORK DETENTION

If homework is handed in late or incomplete the student will be required to attend Detention on the following Friday afternoon from 2:30 – 3:30. Parent will be given at least 24 hours notice and are asked to give us their full support in ensuring that students understand that we take homework very seriously.

EXAMINATIONS

Teachers will administer class tests and assessments throughout the school year. Dates and times for the formal examinations at the end of June will be set out in an Examination Timetable, which will be given to all students, at least two weeks in advance.

RULES GOVERNING FORMAL INTERNAL EXAMINATIONS AND MOCK EXAMS

1. Full school uniform must be worn by all students at all times during internal and /or external examinations.
2. Prior to the start of the exam all books and personal belongings must be placed at the front of the room as advised by the invigilator.
3. Students should go to their seats as designated by the invigilator.
4. Students are expected to ensure that they have all necessary equipment before the examinations papers are distributed to the class. Calculators will only be allowed on a department/subject basis. Lending and borrowing of equipment will not be allowed.
5. Students are expected to check their examination papers to ensure that written instructions are clear and that all pages are complete.
6. Students should listen carefully to all directions given by the invigilator. If assistance is needed, a student should raise his/her hand and wait for the invigilator to be available.
7. Students must sit at their desks/tables in such a way as not to expose their answers to other students sitting beside or behind them. Students discovered cheating will have their examination scripts confiscated and declared null and void. They will be suspended from school and may be barred from all other examinations of the term in question. The suspension will be formally recorded on the student's records.

Any recurrence of this offence will result in a recommendation of expulsion being made to the Board of Governors.

8. Once the examination has begun, absolutely no talking will be allowed until all papers have been collected by the invigilator. Talking during the examination will result in the student's scripts being confiscated. The offending student will be sent to the Principal's office and the examination result will be rendered null and void.
9. Students will not be allowed to leave the examination room to go to the toilets unless accompanied by a faculty member to and from the bathroom.
10. Students will not be allowed to leave the examination room prematurely i.e. before the exam officially ends. Students who finish test papers early are expected to check and thoroughly review their responses to the examination questions. Test papers will not be collected before the end of the exam, regardless of how soon a student finishes the paper. Students who finish early must **not** disturb other students in the exam room.
11. Students must stop writing when told to do so by the invigilator. Students are expected to put examination scripts/question papers together numerically and fasten properly. Students must ensure that their name is on all sheets of paper handed in to the invigilator at the end of the exam.
12. Students must leave their examination rooms quietly. Students are not to stand on the corridors discussing examination papers. Some exams extend past the normal allotted time and so students who loiter on the corridor may disturb students who are still writing their papers.
13. Students who are absent from examinations for medical reasons must provide a doctor's certificate. If possible, arrangements will be made for the student to take the papers upon his / her return to school. Where this cannot be arranged, the student will be given credit for the grades previously recorded in the Form Order Progress Report Card and any other test / examination within that academic year. However, if a medical note is not presented, the student will be awarded zero for failure to attend.

These rules are not intended to cover every eventuality that may arise. In the case of the development of some unforeseen occurrence or situation the school reserves the right to make all decisions pertaining to the administration of these examinations.

THE GRADING SYSTEM

For academic subjects, percentages are used, rather than a grading scale, to give more precise information about student progress. Grades based on the student's work throughout the grading period. 30% is weighted towards tests, with 70% for class work, assessments, projects and homework.

Lower School: Grades 7 -9		Upper School: Grades 10 & 11	
1 st Honours	90% and above	1 st Honours	90% and above (I.G.C.S.E. Grade A*)
2 nd Honours	85% and above	2 nd Honours	80% and above (I.G.C.S.E. Grade A)
Pass	51% and above	Pass	51% and above

A student's effort and attitude is reported using the following grades:

1	Excellent
2	Good
3	Improvement Needed
4	Unsatisfactory

Reporting Procedures-Student Information System (SIS)

Parents can access student's progress/reports during the allotted time periods, which will be announced by email message.

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 extra-curricular activities

Progress Report Cards

Represent an ongoing evaluation of a student's academic performance. There are four progress grading periods throughout the year at, approximately, 6-8 week intervals. The Progress Report grades represent the average of all pieces of work, including class work, assignments, projects and homework, within the given period (70% weighting), together with the grade awarded for other achievement (30% weighting). Progress Report Cards are available online on the SIS system. In the event of clearly unsatisfactory student performance during any reporting period, the Principal will schedule an appointment immediately with the parents and relevant teacher(s).

A formal academic warning will be issued to any student in danger of failing any course. Academic warnings will be issued three (3) weeks before report cards are due.

Final Report

Prepared annually, after examinations in June. This will be available on the SIS system.

If a student fails three or more subjects in the Progress Report, the Principal will call a meeting with the parents / guardians to discuss appropriate remedial measures. Students who fail three or more subjects may be required to repeat the year or to leave the school.

Opportunities are provided twice each year for Parent / Teacher Conferences. Notice of these is given in the High School Term Calendar. Email communication with teachers is possible at any time.

PROMOTION CRITERIA

At the End of Grades 7, 8 & 9

- Passes in at least seven (7) subjects on the End of Year Report Form
- Participation in a least two extra-curricular activities, one sporting and one non-sporting
- Satisfactory behaviour record
- Completed Community Service requirements

At the End of Grade 10

- Passes in at least five (5) subjects on the End of Year Report Form
- Participation in a least two extra-curricular activities, one sporting and one non-sporting
- Satisfactory behaviour record
- Completed Community Service requirements

Student Withdrawal

The school reserves the right to require students to withdraw for non-fulfilment of the above criteria.

PRIZE GIVING

High School Prize Giving takes place in September and reflects student achievement in the previous academic year, as set out in the end-of-year School Report.

CERTIFICATES

- 1st Honours of 90% and above
- 2nd Honours of 85-90% (Grades 7-9) and 80% (Grade 10 and 11)
- Representing the School in Sports and/or Swimming or other competitions
- Representing the School in the Creative and/or Performing Arts or other competitions

AWARDS

- Principal's Honour Roll: Honours in all subjects with First Honours in at least 4 subjects
- Subject prize to the first placed student in each academic subject

HIGH SCHOOL GRADUATION

Grade 11 Graduation Procedures

- At the beginning of the Grade 11 academic year the Principal will form a Graduation Steering Committee. This will consist of The Principal (chair), the Events & Activities Organizer, the Grade 11 form teachers, the Grade 11 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 Principal for approval.
- All requests for graduation expenditure must be submitted in writing to the Principal and Director.

The School provides the following:

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

Grade 11 Parents are required to pay for the following:

- Photographs
- The rental of graduation gowns
- Corsages
- Graduation Ball
- Memorabilia

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 High School Ball or any other party related to the graduation.

CRITERIA FOR GRADE 11 GRADUATION

Minimum general requirements for students are:

- Attendance at Hillel Academy High School for at least one (1) year
- An acceptable attendance record throughout the High School years
- Payment of all bills and outstanding accounts with the school
- Return of all books belonging to the school
- Satisfactory participation in at least two (2) extra-curricular activities each year, one sporting and one non-sporting
- Satisfactory completion of Hillel Academy Community Service Programme requirements
- Satisfactory behaviour record
- Attendance at required graduation rehearsals

AWARDS

All academic grades awarded on the End of Year Grade 10 School Report and throughout Grade 11 are included.

The academic requirements for Graduation Certificates and Diplomas are:

- Principal's Honour Roll: Honours in all subjects with First Honours in at least 4 subjects.
- Subject Prize and Diploma: First placed student in each subject
- Diploma of Graduation with First Class Honours: Passes in all subjects with grades of 90% or above in at least 3 subjects for Grade 11.
- Diploma of Graduation with Second Class Honours: Passes in all subjects with grades of 80% - 90% in at least 3 subjects.
- Diploma of Graduation: Passes in at least 50% of subjects
- Certificate of Graduation: Passes in at least two subjects

INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAMME

GRADE 13 IB AWARDS

The academic requirements for IB Graduation Certificates and Diplomas are:

- Honours in at least 5 subjects with First Honours in at least 3 Subjects (two of these subjects must be at the Higher Level)
- Subject Prize: Student with the highest cumulative grade in each subject area
- Diploma of Graduation with First Class Honours: Passes in all subjects with Grades of 85% or above in at least 3 subjects.
- Diploma of Graduation with Second Class Honours: Passes in all subjects with grades of 75% - 84% in at least 3 subjects
- Diploma of Graduation: Passes in at least 3 subjects
- Certificate of Graduation: Passes in at least 2 subjects

IB SPECIAL AWARDS

- **Sports Awards** -Awarded to students who have been enthusiastic, reliable and talented team players in Inter-School and House competitions.
- **Creativity, Action, Service (CAS) Award**
Awarded to the student who has participated exceptionally well in sporting and non-sporting extra-curricular activities, has demonstrated enthusiasm and commitment to community service and has exceeded the required number of hours. CAS honours are also awarded to students who have completed 200 or more CAS hours.
- **The Sheila Purdom Creative & Performing Arts Award**
Awarded to the student who has made a significant contribution to the life of the School through the Creative and Performing Arts.
- **The Citizenship Award**
Awarded to the student who has demonstrated outstanding support for goals of the class, house and school. The student should possess a sense of responsibility, initiative and good moral values.

- **The Theory of Knowledge (TOK) Award** - Awarded to the student who has embodied the spirit of intellectual inquiry and who through class discussion, has demonstrated an appreciation of the philosophical nature of the course.

- **Principal's Award**

Awarded to the boy and girl achieving the highest cumulative average in academic subjects.

- **IB Hillel Award**

Our Highest accolade goes to a student who has exemplified the characteristics established in the IB Learner Profile. This student has demonstrated a "dynamic combination of knowledge, skills, independent critical and creative thought and international-mindedness, with emphasis on intellectual, personal, emotional and social growth through all domains of Knowledge". The student 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.

IB TIMELINES, HOMEWORK PLAN AND DEADLINES

A timeline and Homework schedule detailing all activities regarding the achievement of all Diploma requirements is published at the start of each school year. This timeline sets the due dates for all Homework assignments, Internal Assessments (IAs), The Extended Essay (EE), CAS completion, assessment and reporting periods. The IB Diploma Team has carefully planned this schedule so that all tasks are staggered throughout the IB Diploma Course. It is designed to help all students successfully manage and balance their time between their academic and extra-curricular pursuits. It is therefore essential that the timeline be followed meticulously.

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 atmosphere of learning. However, 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.

The behaviour of students on and off campus, reflects on the school and the community.

Law abiding and courteous students behaviour is expected at all times.

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

RESPONSIBILITY FOR IMPLEMENTATION OF OUR 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 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. They should cooperate fully with the school and understand their policies, rules and regulations.

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

The reputation of the school is the responsibility of the entire community.

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 participate actively and to assist in student discipline.

- Ensure that your child arrives at school in good time to be ready for the start of classes each morning.
- See that your child is present every school day, except for illness or other emergencies. It is important that you inform the school on the day that your child is absent or in advance circumstances warrant.
- 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.
- Encourage your child to do his/her best at all times.
- Seek first hand information by calling the teacher promptly if there is a known or perceived problem at school.
- Check the Hillel Academy website (www.hilleljm.com) managebac and the SIS moodle, for up-to-date information. The school makes every effort to communicate all new items of information and news on that day each week.
- Read, sign and return all school communications as appropriate.
- Please contact the school secretary promptly with any change of personal information. Current home, work and cellular telephone numbers should be made available both parents/guardians.
- Refrain from criticizing school rules when your child is listening. If you disagree with the rules, talk with school authorities; Teachers, Heads of Department, the Coordinators, or the Principal or Director.
- Discuss the school's discipline guidelines with your child.

- **Remind students that they represent the school, in or out of uniform**

RESPONSIBILITY OF STUDENTS

- Make it a practice to use good manners and show respect for others.
- Respect and observe classroom rules of conduct.
- Read and adhere to all rules, regulations and guidelines in the school handbook.
- Where problems /concerns /conflicts arise, seek the help of those who can assist such as your Form Tutor, the Guidance Counsellor, the Coordinator or the Principal.
- The Student Council plays an important role in the life of the school. Take an active part by supporting your class representative and informing him /her of your concerns or suggestions. Consider standing for election to the Council yourself.
- **When in uniform or representing Hillel Academy, all students must follow school rules and expectations.**

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.

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 High 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.

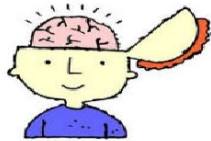
CODE OF CONDUCT FOR GOOD BEHAVIOUR

All students 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. Our Learner Profile describe the positive character outcomes we seek to in still.

LEARNER PROFILES

Open-Minded

I appreciate my culture and the views, values, and traditions of other individuals and cultures.



Risk Taker

I am brave and courageous. I explore new roles, ideas, and strategies.



Inquirer

I am curious. I ask questions. I love to learn.



Balanced

I take care of my mind, body, and feelings.



Knowledgeable

I am smart. I know about the world near and far.



Reflective

I think about my own learning. I think about my strengths and weaknesses in a constructive manner.



Communicator

I can share and receive ideas and information in more than one way.



Thinker

I apply my thinking skills critically and creatively to make good decisions and to solve hard problems.



Caring

I show sensitivity towards the needs and feelings of others.



Principled

I am honest, fair, respectful, and responsible.



- Students are required to exchange courteous greetings with each other and with adults.
- Students should use “Please” and “Thank you” appropriately.
- Students should welcome new students and help them to settle into the school.
- Considerate behaviour is expected throughout the school community. Students should treat others as they, themselves, would like to be treated.
- Students should use the containers provided for litter and 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:

- Students are not allowed unsupervised access to the classrooms or the car park areas
- Food or drink, except for water, may not be brought into the quadrangle, the corridors or the classrooms
- Students are required to move around the school quietly, in an orderly way, avoiding running, crowding or pushing, especially on the corridors
- Students must take responsibility for the appropriate use and care of all school facilities
- Expensive or fragile personal belongings must not be brought to school.

Anti-social behaviour, outlined below, is *never* tolerated at Hillel Academy.

- Bullying; either verbal or physical
- Fighting
- Theft
- Name calling or unkind remarks or negative criticism
- The use of swear words or ‘bad 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
- Sitting or leaning upon vehicles parked on the school's premises or committing any act likely to damage the vehicles

The School does not accept liability for student's behaviour off campus and out of uniform. However, the School reserves the right to take disciplinary action in the case of student behaviour which brings the school into disrepute.

The following items are not allowed at school:

- Cigarettes, alcohol or drugs
- Knives, or any other types of weapons
- Chewing gum or candy
- Any electronic games, iPods, music devices or unauthorized equipment

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

- Students are required to wear the prescribed school uniform on all school occasions, unless permission not to do so is granted by the Principal
- Students must arrive in the classroom punctually and well-prepared with all notebooks, textbooks and equipment
- Money brought to school should be kept on the student's person or handed to the school secretary for safekeeping
- Students may not go to the Nurse without a permission slip signed by a Coordinator or the Principal
- Students may not engage in either selling or buying items from each other
- The use of cell phones is not allowed during school hours. This includes break and lunch time, unless specific permission has been given. Students who break this rule will have their cell phones confiscated and returned only with the knowledge of their parents / guardians. Continued infractions will have more serious consequences.

DISCIPLINARY MEASURES

Listed below are some of the measures currently used in the school. While not all inclusive, it is a sample of the measures employed:

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 on Friday afternoons from 2:30 – 3:30 p.m. Parents /guardians will be given a minimum of 24 hours notice. A student who receives three detentions in any one school term will be suspended for 1 day. This suspension will be recorded in the student's file.

COORDINATOR'S REPORT - After three (3) detentions or on the recommendation of the Principal, a student is put on Coordinator's Report for two weeks. He/she must report to the Coordinator at the end of each day with written comments from subject teachers. If these remain satisfactory throughout the reporting period, the offence will not be recorded on the student's file.

PRINCIPAL'S REPORT – If a student fails to complete the Coordinator's Report satisfactorily, or earns a second Coordinator's Report in the same term, he/she must report to the Principal at the end of each day with written comments from teachers. This report becomes part of the student's permanent record and subsequent misbehaviour can lead to suspension.

SUSPENSION - Students may be suspended at the discretion of the Principal for one to **five** days. Cases involving suspension for more than three days will be referred to the Director. Fighting incurs automatic suspension.

EXPULSION – This is always a last resort.

In cases of any infringement of the Group 4 Violations outlined in Appendix 1, the Director will recommend to the Board of Governors that such a student be required to leave the school.

If a student serves three suspensions in any one academic year, the Director may recommend to the Board of Governors that such a student be required to leave the school.

HILLEL ACADEMY CODE OF CLASSROOM CONDUCT

In keeping with our Mission Statement, we are committed to providing a classroom environment conducive to maximizing every student's opportunities. Therefore, in all classes, **students are required to work diligently, to behave courteously and to refrain from disrupting the learning process.**

The Card Yellow/Red Card system is intended to promote a positive, supportive and effective, inquiry-based learning environment for all students. It is intended to promote appropriate interaction between the teacher and students and (through whole-class activities such as discussions, group work, experiments etc.) appropriate interaction between students.

The Card system may *only* used for incidents during a lesson that prevent the teacher from teaching effectively or stop any student from concentrating on the lesson. Such incidents may include being inattentive; speaking or acting discourteously to the teacher or another student; doing work for another teacher during class time; talking incessantly; making distracting noises or gestures; passing notes; etc. The list is not all-inclusive.

The Card system may not be used for late homework. Friday Detention is the established consequence for this.

Consequences of disrupting teaching and / or learning activities are as follows:

1. A brief, verbal warning from the teacher.
2. Following a second disruptive incident the teacher may choose to place a **Yellow Card** on the student's desk but will make no further comment so that the learning process of other students is allowed to continue with the minimum interruption.

Yellow Card

This is the second time today you have interrupted teaching in this class.

N.B.- A Yellow Card warning will be carried over for one week from the date of issue.

3. Following a third incident ***within one week***, a **Red Card** will be issued and taken by the teacher to the High School Office. The Secretary will phone the parents to inform them of the situation and its consequences.

Red Card

Student's name:

Subject:

Grade:

Date:

Teacher:

This student has interrupted learning in this class three times in one week. His /her parents should now be contacted and informed that consequences will follow.

4. Consequences:

a. First red card:

Friday detention, with the usual 24 hours notice to parents.

b. Second red card in the same month:

Suspension for 1 day.

If, in any month, no more than one Red Card is received, at the end of that month it will be destroyed and no record will be made in the student's file.

However, after a suspension, the Red Cards and will be recorded in the student's file.

Future disruptive behaviour will start the process again.

The parents of any student who receives three suspensions for disruptive behaviour in class within one term will be asked to seek behavioural guidance measures for their child.

Should all the above measures fail, parents may be asked to remove their child from the school.

APPENDIX 1

BEHAVIOUR CODE: VIOLATIONS AND CONSEQUENCES

The following list of violations does not include every action for which a student may be disciplined. It is a list of the most common violations which can or have occurred in the school but other forms of inappropriate behaviour, though not specifically listed, will give the school cause for disciplinary action.

Above each list of violations is the consequence a student may expect for committing these misdemeanours.

Group 1 Violations: Warning, Referral, Parent Conference, Detention or possible Suspension

A first offence may result in warning, a second offence in detention and counselling by the student's teacher or Guidance Counsellor. For an especially serious offence, or for repeated offences, parents will be notified and suspension may result.

- Failure to follow classroom procedures
- Failure to be punctual
- Littering
- No electronic gaming devices may be brought to school
- Using a cell phone during school hours, including morning and lunch break
- Any infringement of the Dress Code
- Deliberately and repeatedly interfering with the right of other students to learn
- Student-driven cars or motor bikes on school campus

Group 2 Violations: Referral, Parent Conference, Detention or Suspension

Writing or drawing on school property

- Being rude or discourteous to school personnel
- Leaving school premises during school hours without a permission slip signed by the Principal or a Coordinator

Group 3 Violations: Suspension and Possible Expulsion in certain circumstances

The Principal will suspend and may recommend expulsion for the following violations:

- Cheating
- Committing forgery and fraud
- Stealing, attempting to steal or knowingly receiving stolen goods or private property
- Fighting
- Inappropriate physical contact
- Possession of any form of pornographic literature in school
- Using foul language or committing an obscene act
- Using threatening or obscene language to school personnel or another student verbally, by Telephone, electronically or by writing or by any other means
- Threatening to cause physical injury to school personnel or another student
- Causing or attempting to cause physical injury to school personnel or another student
- Engaging in either selling or buying any items on school property
- Use of tobacco or nicotine products
- Throwing stones or any other objects
- Tampering with fire extinguishers or any electrical fixtures, fittings and equipment
- Possession of matches, lighters, mace or equivalent spray
- Starting a fire of any kind
- Causing or attempting to cause damage to school or private property

Until any wilful damage to school property is paid for or replaced by the student or his /her family, the school will withhold the student's grades, diplomas or transcript.

The Principal is required by the Board of Governors to recommend EXPULSION for the following violations:

- Possession of, using, furnishing or being under the influence of any alcoholic beverage or intoxicant of any kind
- Possession of illegal drugs
- Robbery or extortion
- Possession of knives, or any type of dangerous weapons

- Intentionally causing serious physical injury to any person

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.

1. Any grievance concerning a consequence for violation of the Behaviour Code may be discussed with the teacher concerned or with the Guidance Counsellor. It is desirable to resolve grievances satisfactorily as quickly and smoothly as possible.
2. If necessary, the grievance should be referred to the Coordinator, who will meet with the parents, investigate all circumstances and respond within five days.
3. If the matter cannot be resolved, the grievance should be sent in writing to the Principal. A further meeting will be arranged and a written response will be provided within five days.
4. If not resolved, the parent/guardian may request in writing within ten (10) working days of receipt of the Principal's response, that all documentation be submitted to the Director who will respond within ten (10) working days.
5. Parents who remain dissatisfied with the School's decision may request that the Director submit their written correspondence to the Board for consideration. The Board's decision is final.

Should a student become involved in illegal activity, violence or the use of weapons, even if off campus and out of uniform, the School reserves the right to intervene and apply disciplinary measures, such as detention, suspension, compulsory community service or written apologies. Expulsion may be recommended in serious cases.

APPENDIX II



Acceptable Users Policy for On-Campus IT facilities at Hillel Academy

I agree not to use the internet or the intranet, or any technical and computer facilities belonging to Hillel Academy, except as is specifically authorized by the School Handbook and/or instructed by a teacher of Hillel Academy.

I understand that School property must be used with care and respect, and any damages to equipment or furnishings, for which I am responsible, must be repaired at my expense.

I agree to respect the work and privacy of each student and agree not to interfere with the files of any student on any computer.

I understand that the style of language used in e-communications and on-line must remain at an acceptable standard of civility. Obscene and/or threatening language is not permitted, and may result in suspension or other appropriate consequences, as judged by the Principal.

I understand that the School will exercise the right of overview of any and all files, e-mails, web activity and downloading for anyone at any time using School equipment, or using my devices while on School grounds.

I understand that all websites and internet sites of a pornographic, racist, extremist or terrorist nature, if accidentally opened, must be reported to the staff member in charge immediately. Any other use of such sites will be taken as intentional and will be punishable by the loss of IT access privileges and, in grave cases, very serious disciplinary action.

I understand that all responsibilities for the devices I bring to school rests with me and my family. Hillel Academy will not be held responsible for any loss, damage or theft.

Further, I agree to refrain from any media posting or blogging that is harmful to the School community or reputation. I will refrain from any posting or on-line messaging that is harmful or hurtful to any student, staff member or to the School per se.

Student's Name: _____
(Please Print)

Student's Signature: _____

I have read and concur with the position herein expressed by Hillel Academy with regard to the use of its IT facilities.

Parent Signature: _____

Date: _____

Revised September 2013