

*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.*

*Sheila Purdom  
(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 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 1**

### **MISSION, VISION & 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.

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

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.

#### **CORE VALUES**

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

## 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.

**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

# Hillel Academy's Strategy Map 2004 – 2009

**SECTION 2**

<b>CUSTOMER</b>	<p><i>We strive to achieve the fullest development of each student's potential and talents</i></p>
	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; border-radius: 50%; padding: 10px; text-align: center; width: 20%;"> <p>Ensure every student achieves his/her full potential</p> </div> <div style="border: 1px solid black; border-radius: 50%; padding: 10px; text-align: center; width: 20%;"> <p>Achieve high levels nationally &amp; internationally and maintain international accreditation</p> </div> <div style="border: 1px solid black; border-radius: 50%; padding: 10px; text-align: center; width: 20%;"> <p>Communicate openly, honestly &amp; promptly</p> </div> <div style="border: 1px solid black; border-radius: 50%; padding: 10px; text-align: center; width: 20%;"> <p>Provide a safe, healthy, comfortable environment with excellent facilities</p> </div> </div>
<b>INTERNAL</b>	<p><i>Through the effective delivery of a well-rounded curriculum</i></p>
	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; border-radius: 50%; padding: 10px; text-align: center; width: 20%;"> <p>Review &amp; develop a curriculum that challenges our students to excel</p> </div> <div style="border: 1px solid black; border-radius: 50%; padding: 10px; text-align: center; width: 20%;"> <p>Utilize an effective range of teaching methods</p> </div> <div style="border: 1px solid black; border-radius: 50%; padding: 10px; text-align: center; width: 20%;"> <p>Assess &amp; report student progress effectively</p> </div> <div style="border: 1px solid black; border-radius: 50%; padding: 10px; text-align: center; width: 20%;"> <p>Promote Hillel Academy Values Programme</p> </div> </div>
<b>STAFF</b>	<p><i>Delivered &amp; supported by dynamic, caring, fulfilled staff</i></p>
	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; border-radius: 50%; padding: 10px; text-align: center; width: 20%;"> <p>Employ sufficient, highly qualified &amp; competent staff</p> </div> <div style="border: 1px solid black; border-radius: 50%; padding: 10px; text-align: center; width: 20%;"> <p>Provide on-going professional development</p> </div> <div style="border: 1px solid black; border-radius: 50%; padding: 10px; text-align: center; width: 20%;"> <p>Encourage full staff participation in curriculum development</p> </div> <div style="border: 1px solid black; border-radius: 50%; padding: 10px; text-align: center; width: 20%;"> <p>Foster a climate of pride in Hillel &amp; a commitment to the Mission</p> </div> </div>
<b>FIDUCIARY</b>	<p><i>Supported by accountable management who budget wisely and spend responsibly</i></p>
	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; border-radius: 50%; padding: 10px; text-align: center; width: 20%;"> <p>Maintain accountable and efficient financial management</p> </div> <div style="border: 1px solid black; border-radius: 50%; padding: 10px; text-align: center; width: 20%;"> <p>Plan for the on-going provision of resources to maximise student achievement in all areas.</p> </div> <div style="border: 1px solid black; border-radius: 50%; padding: 10px; text-align: center; width: 20%;"> <p>Maintain the long-term stability of the school</p> </div> <div style="border: 1px solid black; border-radius: 50%; padding: 10px; text-align: center; width: 20%;"> <p>Implement well-structured fundraising</p> </div> </div>

## **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 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" is used to denote the Deity.

## SECTION 3

### GENERAL SCHOOL INFORMATION

#### PAYMENT OF FEES FOR TUITION 2007 - 2008

GRADE	TUITION PER TERM
GRADE 7	\$ 112,000
GRADE 8	\$121,000
GRADE 9	\$121,000
GRADE 10	\$128,000
GRADE 11	\$128,000
GRADE 12	\$128,000
GRADE 13	\$128,000

All fees above are quoted in Jamaican dollars.

#### **Overseas Students:**

For all overseas students, embassies and international companies the surcharge has increased to US\$750 per term.

#### **Payment of Fees:**

Fees may be paid at any branch of the Bank of Nova Scotia Jamaica Limited. Payment vouchers should be submitted directly to the Financial Controller in the Main Office. Fees may also be paid directly to the Main Office by cheque, debit or credit card only. **Cash will not be accepted.**

Fees are due at the beginning of each term in accordance with the schedule below.

- **For the Christmas Term vouchers must be submitted during the week before school commences - for September 2007 this means August 27 – August 31.**
- **For the Easter and Summer Terms vouchers must be submitted on, or before, the first day of the term.**

Students will be refused admission if fees are not paid within the prescribed time. Report Cards, Transcripts and Recommendations shall be withheld until fees are paid. In addition the Administration shall authorize the withholding of Report Cards etc. for non-payment of fees in lieu of notice or charges incurred for lost or destroyed books or any other property of the School.

A term's notice, in writing, must be given to the director for the discontinuance of a student's attendance at school. Otherwise the parent or guardian is liable to pay the term's fees.

Additionally, in the event that a student withdraws after the term has commenced, fees for that term will not be refunded.

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#### **Family Discounts:**

- Families with three children enrolled at Hillel Academy will benefit from a 10% discount on tuition fees of the youngest child.
- Families with four children enrolled at Hillel Academy will benefit from a 10% discount on tuition fees of the youngest two children.
- No further discounts will be offered to families with more than four children.

## **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.

## **ACCIDENT INSURANCE**

**LIFE OF JAMAICA:** All students and staff are covered by an Accident Insurance Policy provided by Life of 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.

## **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.

**N.B.** **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.

**All new students are required to complete and return the school's medical forms on or before the first day of term.**

## **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:

<b>Sinai</b>	<b>Blue</b>
<b>Masada</b>	<b>Red</b>
<b>Maccabbees</b>	<b>Green</b>
<b>Carmel</b>	<b>Yellow</b>

## 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  
Plain wrist watch  
No earrings allowed

### Girls

White blouse with school crest, worn tucked inside the navy-blue, school skirt  
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  
Plain wristwatch  
One pair of plain knobs or small hoops worn in the lowest hole of ear lobe  
No make-up or coloured nail polish

### 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)

## DAILY PROGRAMME

7:30 a.m.	First bell
7:35 – 7:45 a.m.	Registration in Form Rooms
7:45 – 8:40 a.m.	Lesson 1
8:40 – 9:35 a.m.	Lesson 2
9:35 – 9:50 a.m.	BREAK
9:50 – 10:45 a.m.	Lesson 3
10:45 – 11:40 a.m.	Lesson 4
11:40 – 12:30 p.m.	LUNCH
12:30 – 1:25 p.m.	Lesson 5
1:25 – 2:20 p.m.	Lesson 6*
2:20 - 3:15 p.m.	Lesson 7

\* End of school day for grades 7 – 9 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.

## 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.**

### **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.

### **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 Principal. 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 School Nurse.

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

## **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.

Students may not drive a motor vehicle or ride a motor cycle to school.

## **LIBRARY**

The use of the library is an essential part of the instructional/learning process.

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.

## **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 website at [www.hilleljm.com](http://www.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 - 4:00. 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.

## STUDENT SERVICES

### 1. GUIDANCE AND LIFE SKILLS

The Guidance Department performs a variety of services with the 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 Guidance Counsellor.

Listed below are some of the areas in which our Counsellor helps the students at Hillel High School.

- Life Skills classes in health, social education, citizenship and the Hillel Values Programme
- Personal counselling
- Referral to other appropriate agencies

### 2. 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:

- Student Profile
- Student Essay
- Financial Aid
- Scholarship information
- Residential college life

The Career Counsellor fosters alumni contacts to promote:

- Student support groups
- Student internships
- Employment placements

### 3. 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.

From September 2007, this programme will be 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, Black History Month, 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 regular, monthly 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
- 6<sup>th</sup> 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 earn hours.

#### SERVICE WITHIN THE SCHOOL COMMUNITY

- Prefect duties: 10 hours per term
- Service as a class representative on the Student Council: 3 hours per term
- Pre-assigned duties such as:
  - preparing the Hall for Tuesday Assembly: 3 hours per term
  - preparing for school events & performances: as per time agreed
  - maintaining school notice boards: 3 hours per term
  - helping with Clubs: as per time served
- Taking part in school performances and assemblies: as per time agreed
- Participating in House competitions, sporting & non-sporting 1 hour per match
- Attending training sessions & regular participation in School teams 1 - 10 hours per term

#### SERVICE WITHIN THE WIDER COMMUNITY

- Visits to homes and basic schools: 1 hour per visit
- Participating in projects for homes and basic schools: as per time served / agreed
- Participation in environmental projects: as per time served
- Heart Fund Run:
  - participation as per time served
  - fundraising sponsorship 1 – 3 hours
- Relay for Life:
  - preparations during the day as per time served
  - evening participation in the relay 2 hours
  - fundraising sponsorship 1 – 3 hours
- JCDC participation or other local competitions 1 - 10 hours per term
- Representing Jamaica at international events 10 hours per event

#### ATTENDANCE AT SCHOOL-BASED SPORTING & NON-SPORTING CLUBS

All students are required to participate in one extra-curricular sporting and one non-sporting activity each term. Hours will be awarded against the attendance registers submitted by coaches and club organizers as follows:

- Excellent attendance (9 -10 occasions each term) 5 hours per term
- Good attendance (6 -8 occasions each term) 3 hours per term
- Satisfactory attendance (5 occasions each term) 2 hours per term
- Unsatisfactory attendance (less than 5 occasions each term) 0 hours per term

An indication of each student's current total of C.A.S. hours will be included in the Progress reports. This will not reflect the hours earned in on-going projects and activities. An accurate summary will be included in the Mid-Year and End-of-Year Reports.

#### 4. STUDENT COUNCIL

Hillel Academy Student Council comprises 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. Two members of the Student Council represent the interests of students on the School Improvement Team.

#### 5. 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 administration.**

When going through the lunch line, students may purchase only one lunch at a time. A high standard of social graces is expected at all times in the canteen.

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

### **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.

## EXAMINATIONS

Teachers will administer class tests throughout the school year. Dates and times for the formal examinations in December and 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.

### RULES GOVERNING INTERNAL EXAMINATIONS AND TESTS

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. 60% is weighted towards tests, with 40% for class work, projects and homework.

<b>Lower School: Grades 7 -9</b>		<b>Upper School: Grades 10 &amp; 11</b>	
1 <sup>st</sup> Honours	90% and above	1 <sup>st</sup> Honours	90% and above (I.G.C.S.E. Grade A*)
2 <sup>nd</sup> Honours	85% and above	2 <sup>nd</sup> 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**

1. Form Order Progress Report Cards represent an ongoing evaluation of a student's academic performance. There are five progress grading periods throughout the year at, approximately, 5-6 weekly intervals. The Form Order Progress Report grades represent the average of all pieces of work, including class work, assignments, projects and homework, within the given period (40% weighting), together with the grade awarded for end of unit tests (60% weighting). Form Order Progress Report Cards are sent home with the students. Parents should sign and return them within one week.

2. Computerised Report Forms are prepared twice annually, after the examinations held in December and June. This will only be given to the parents or guardians, who are required to sign a receipt form. In the event of unsatisfactory student performance, the Principal will schedule an appointment immediately with the parents and relevant teacher(s).

3. If a student fails three or more subjects in either the Form Order Progress Report or the Examinations, the Principal will instigate a meeting with the parents / guardians to discuss appropriate remedial measures. Students who repeatedly fail three or more subjects may be required to leave the school.

Opportunities are provided throughout the year for Parent / Teacher Conferences. Notice of these is given in the High School Term Calendar.

## **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 at 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 at 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**

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

### **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

### **TROPHIES**

- House Trophy

Upper School and Lower School trophies are awarded in the following categories:

- Sports Personality of the Year
- Most Valued Swimmer
- Most Valued Musical Contribution
- Most Valued Contribution to Dance
- Most Valued Contribution to Drama
- Most Valued Contribution to Debating
- Most Valued Artist
- Outstanding Contribution to Community Service
- Citizenship

## **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 and two students. 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 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

- 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 GRADUATION**

Minimum general requirements for students are:

- Attendance at Hillel Academy High School for at least one (1) year
- 95% attendance record throughout the High School years
- Payment of all bills and outstanding accounts with the school
- All books belonging to the school must be returned or paid for
- 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 all scheduled 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
- 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

## SPECIAL AWARDS

- **The Sports Award** is given to students who have been enthusiastic, reliable and talented team players in Inter-School and House competitions.
- **The Jennifer Marchalleck Award** is given to a student who has demonstrated original thinking and good inquiry skills; the ability to follow instructions and work well with a team; and has also maintained a very high standard in at least one of the sciences.
- **The Doris Mayne Award** is given to a student who has an interest in and knowledge of the texts; who is widely read; has excellent writing skills; and contributes relevantly to class discussion.
- **The Vivilyn Lewis Cup for Spanish and La Coupe Tricolore** are awarded to students who have demonstrated excellence in the skills of foreign language acquisition; commitment to the study of the language; and have participated actively in Modern Language initiatives.
- **The Alfredo Bennett History Trophy** awarded to a student who has worked assiduously in this discipline throughout the year, demonstrating the attributes of perseverance, enthusiasm and determination.
- **The Community Service Award** is given to a student who has exceeded the required number of hours; has demonstrated interest and enthusiasm; and has provided sincere service to the community.
- **The Sheila Purdom Cup for Creative and Performing Arts** awarded to a student who has made significant contributions to the life of the school through the creative and performing arts.

## 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 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.

## **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.

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 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.

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

#### **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 and seated 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](http://www.hilleljm.com) ) for up-to-date information. 'Tuesday is Newsday on the Web' and 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.

### **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.

### **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.

- 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 following items are not allowed at school:**

- Cigarettes, alcohol or drugs
- Knives, or any other types of weapons
- Chewing gum or candy
- Any electronic 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 cellular phones is not allowed during school hours. This includes break and lunch time. Students who break this rule will have their cellular phones confiscated and returned only to their parents / guardians.

### **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 - 4:00 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 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 or two 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 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 will 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.  
Should a third incident occur within one week, a red card will be issued.

*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
- Possession/use of electronic games or any other electronic items at school
- Using a cellular 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 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, or Head of Department. 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.