

**AISJ Secondary School**

**Student information pack 2017-18**

## **WHO WE ARE**

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

### **Mission & Beliefs**

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

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

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

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

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

### **International Baccalaureate Mission Statement**

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

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

As IB learners we strive to be:

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

# Daily Schedule

Monday, Tuesday, Wednesday, Thursday:

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

Friday:

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

## Home Room Teachers 2017-18

Grade	Home Room Teacher	Home Room
MY 1 (Grade 6)	Abe Storer	K01
MY 2 (Grade 7)	Dana Mix	CH16
MY 3 (Grade 8)	Jacob Solomon	CH12
MY 4 (Grade 9)	Josh Johnson	A03
MY 5 (Grade 10)	Lillian Hueber	M13
DY 1 JS (Grade 11)	Jordan Stevenson	M22
DY 1 RH (Grade 11)	Rania Hussein	M21
DY 2 (Grade 12)	Martin Fry	Ch13 or senior lounge

## **STUDENT DRESS CODE**

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

### **Girls**

Girls should not wear tops that are cut too low revealing the chest, or that are too short and reveal the stomach. 'Spaghetti' or thin shoulder straps are not permitted. Skirts and shorts should be modest and not too short reaching to mid-thigh length.

### **Boys**

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

### **Boys and Girls**

Should not have sizeable holes in their clothing by fashionable choice. Alcohol and drug related clothing should not be worn. Hats and sunglasses should not be worn inside the building during lessons. If there is a hood on your sweatshirt or jacket, we ask that it not be pulled up over your head during lessons.

Clothing with political/religious/nationalistic messages or slogans printed onto them should not be worn, or clothes with images which might cause offence either to staff or other students. Accessories must not be provocative or suggestive in any way. No garment worn should be sheer or see-through.

### **Military uniforms**

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

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

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

**Remember : The school is located in a very politically and religiously sensitive environment so be modest in your dress and appearance so that we can all have the sense of belonging to and respecting each other.**

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

## **AISJ PE KIT**

All Middle Years Program students are expected to wear the AISJ PE kit to their PE lessons. This consists of shorts, or tracksuit bottoms, and t-shirts with the school logo, as well as sweatshirts available for winter PE lessons. These are available for purchase from the PE teacher or the Resources Centre. Students must wear appropriate shoes, i.e. cross-trainer sports shoes. **Students are not permitted to wear shoes for PE that have otherwise been worn throughout the school day. Not adhering to these PE requirements will adversely affect students' marks.**

The PE kit (AISJ T-shirt and shorts) is available for 60 NIS (30 NIS for the T-shirt and 30 NIS for the shorts). In addition the AISJ sweatshirt and tracksuit bottoms cost 50NIS each (100 NIS for both). **You can buy all of this from the Resources Centre.**

## **GENERAL EXPECTATIONS AROUND SCHOOL**

### Stationery and equipment for school

We expect all students to bring:

- Pens
- Pencils
- An eraser
- A sharpener
- A ruler
- A calculator for Math class

Students who do not bring stationery can purchase spares from our Resources Centre, near the Canteen.

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

At the start of the school year, you will be given one folder containing A4 paper and this student information booklet. This year at AISJ you may also have an exercise book in some subjects. Once these have been filled, or all your paper used up, you can buy spare materials from the Resources Centre.

### Personal property

Students have the option to hire a locker for the year, which is locked by key. The use of a locker requires the payment of a 20 NIS hire charge to the Dean of Students, who will then keep the spare key (just in case!). The lockers are covered by CCTV.

Students are responsible for the security of their own property. The school accepts no responsibility for the loss or damage of such items. Students are advised not to bring valuable items – digital cameras, expensive phones, MP3 players etc. to school.

### English as the main language medium

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

## USE OF TECHNOLOGY

- If you choose to bring personal technology onto the school site (e.g. iPods, mobile phones, laptops, iPads or any other technical equipment) you do so at your own risk and AISJ cannot be held responsible for any loss or damage.
- Mobile phones and other forms of technology must not be used **for any** reason in class. On the first offence, staff have the right to confiscate 'technology' and return it to students at the end of the school day. On the second offence, the phone will be held by the Dean of Students until collected by the parent.
- Smartphones may be used to photograph board work only with the express permission of the teacher.
- Students are not permitted to photograph or video other students or members of staff without their express permission.
- According to the "Bring Your Own Device" policy, Grade 11 and 12 students are required to bring their device with them to school every day. However, the use of these devices in class must only be at the expressed permission and direction of the teacher.

## ATTENDANCE

### **What happens if I am late?**

Students are expected to be at registration in their Homeroom by 7:45am. If you arrive after 7:45 a.m. but before 8:00 a.m. you will be marked 'L' for Late. However you must go immediately to your Homeroom and report to the Homeroom teacher.

**Lessons beginning at 8:00 a.m.** If you are late and miss Homeroom you must arrive via the Reception and sign in, then proceed quickly to your class. Your parents must e-mail the school, telephone the main office and in any case send a note the next day to explain your lateness. The Dean and Head of Secondary will be able to alter the late mark on the presentation of a reasonable excuse.

**Late on Monday morning:** If you are late for Homeroom on Monday and Assembly has already started you must sign in at reception and go straight to the Chorlton Hall. Please wait in the hallway there until a Teacher lets you into the main hall.

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

### **What happens when I am absent?**

In the case of absence your parent/guardian must call the school on 02-567-7200 and notify the receptionist that you will not be in school. This information will be passed on to your Homeroom Teacher who will enter an the absence on SIMS. When you return to school your parent/guardian **must provide a note** for your Homeroom Teacher.

The school has the authority to mark absences as follows:

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

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

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

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

Students must not exceed 9 days unexcused absences from school per semester.

If a lengthy absence is planned parents/guardians must gain permission from The Head of Secondary.

## **ACADEMIC HONESTY**

Academic Malpractice includes:

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

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

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

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

### **Policy**

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

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

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

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

### **Exams**

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

### **Handing in Work**

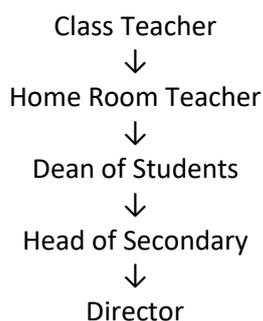
Any work that is handed in to the teacher late will not be accepted unless the student has requested and been granted an exception from the teacher before the assignment is due.

Students who are consistently not fulfilling their academic responsibilities may be placed on academic probation which could affect their eligibility to participate in other school activities. This will be determined by the Dean, the curriculum coordinator and the student's homeroom teacher.

**PLEASE NOTE : Official IB deadlines cannot be extended and the possibility of sanctions is not available.**

## **DISCIPLINE POLICY**

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



Sanctions are given on a sliding scale depending on the severity or frequency of the infraction(s). The most basic outline is:

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

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

- theft;
- damage to property; if this occurs a charge is automatically made in reparation for such damage which is at the expense of the student who did the damage;
- threatening behaviour, including bullying;
- insulting behaviour [to do with gender, race, religion or nationality];
- verbal abuse, in any language, directed at a specific person on campus.
- physical Violence;
- possession or use of Drugs \*;
- possession or use of Alcohol and Tobacco;
- carrying weapons, knives or similar items that are considered self-defence related.

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

## **STUDENT CONDUCT**

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

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

## **STUDENT PROMOTION POLICY**

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

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

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

## **DIPLOMA YEAR 1 & 2 PRIVILEGES**

DY1 students, because of their seniority in the school, are given certain privileges which may be withdrawn at any time at the discretion of the Dean of Students and/or Head of Secondary. These privileges should not be abused. They are:

1. Use of a students' common room, **which should be kept in good order at all times.**
2. The right, with parental permission, to spend lunch times off campus. Students are expected to leave on time and return on time for afternoon lessons. The school reserves the right to withhold this privilege if students do not return for afternoon lessons on time.
3. At no time should any DY1 student leave campus without notifying the Dean and/or Reception.
4. Use of the canteen during study periods.
5. Use of the DY1 & DY2 study loft in the Library

### **Diploma Year 1 Students**

Diploma Year 1 students will be allowed to leave school during lunch time, with parental permission. The school reserves the right to withhold this privilege if students do not return for afternoon lessons on time.

### **Diploma Year 1 & 2 school hours**

Diploma Year 1 & 2 are permitted to leave once their final lesson for the day is over, with parental permission. They must receive an exit pass from the Dean/Head of Secondary and sign out in Reception. This does not apply to school on Fridays, when all students **must** attend Assembly.

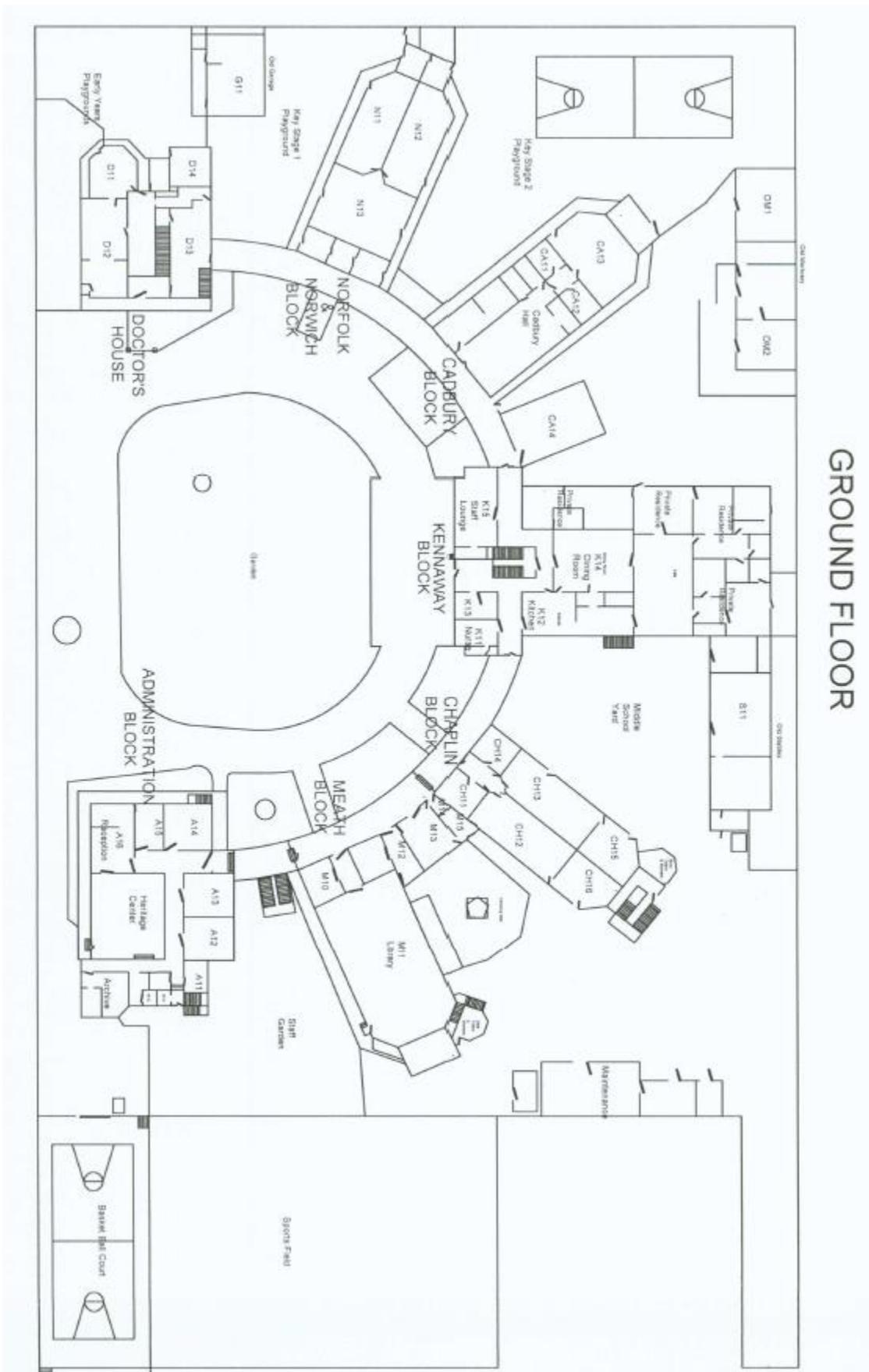
## **MANAGEBAC**

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

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

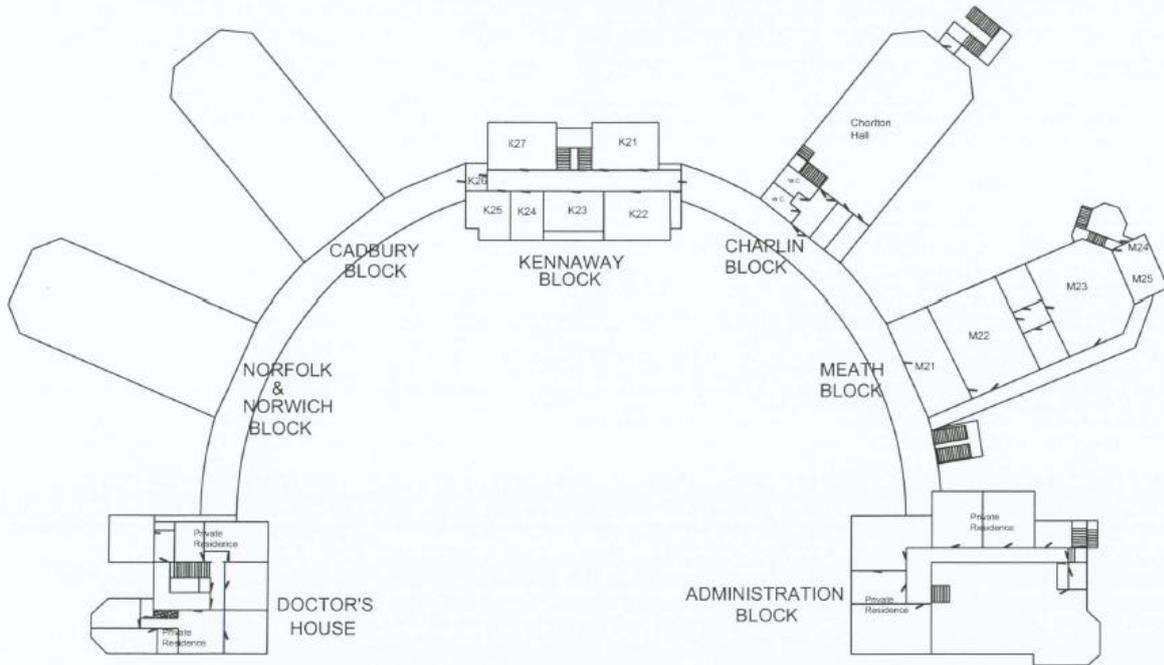
ManageBac also has a messaging feature that can be very useful in communicating with the teacher and fellow students. These message boards will be monitored regularly by the subject teachers to make sure that there is no inappropriate or abusive language is being used. If this type of language is used,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

# SCHOOL MAP



## GROUND FLOOR

# UPPER FLOOR



# Bunker Level

