

# **IISA Secondary School Student Handbook**



**2011-2012**



## Table of Contents

<b>Mission and Values .....</b>	<b>3</b>
IISA Mission Statement	
Beliefs	
History of the School	
Honour Code	
The IB Learner Profile	
<b>Secondary School Information.....</b>	<b>6</b>
School Hours	
School Calendar	
School Contact Numbers	
<b>Academic Policies and Regulations.....</b>	<b>7</b>
Admission Policy	
Promotion and Retention	
Requirements for the Secondary School Diploma	
<b>School Codes of Behaviour.....</b>	<b>11</b>
Regulations for General Student Behaviour	
Attendance	
Entering and Leaving Campus	
Language Use	
Substance Abuse	
Nuisance Items	
Student Use of Technology	
Academic Honesty	
<b>Assessment and Reporting.....</b>	<b>24</b>
<b>Student Services.....</b>	<b>27</b>
Medical Services	
English for Academic Purposes	
Counseling	
College / University Counseling	
<b>Student Life.....</b>	<b>28</b>
Secondary School Clubs, Activities and Organizations	
Athletics Programme	
Academic Eligibility/Probation Policy for Extra-curricular Activities	
Student Council	



## Mission and Values

### Mission

ICARDA International School of Aleppo is an English medium IB World school offering the PYP and IB programs to the children of ICARDA staff, expatriates and Syrians. We challenge students to be principled, self-directed, life-long learners who strive for excellence. The school is committed to social, emotional, physical and intellectual growth and to facilitating a smooth transition to educational institutions around the world.

### Beliefs

#### *We Believe That:*

- students benefit from high standards and challenging expectations.
- an effective learning environment incorporates a rich variety of opportunities to explore and manipulate materials and ideas.
- students learn best when they are actively engaged, and reflect on the learning process.
- students learn in different ways, at different times, and at different rates.
- students, teachers, administrators and parents have a shared responsibility to advance the mission, philosophy and beliefs of the school.
- learning and personal development are enhanced in a safe, positive, and supportive school environment in which everyone is valued and respected.
- development of critical reading, thinking and reasoning skills is necessary so that students can become lifelong independent learners.
- staff development is important in establishing academic excellence.

### School History

The ICARDA International School of Aleppo (IISA) was founded in 1977 by the International Center for Agricultural Research in the Dry Areas (ICARDA). Under the terms of an agreement signed with the Syrian Government to serve the children of its senior staff. The school began with only eight students and until 1987, there was no high school. The school has seen periods of rapid growth and has a present population of over 300 students. Local students (dual national Syrian passport holders and re-expatriated Syrians) comprise about two-thirds of the total school population. Located at the present site since 1987, the school shares spacious grounds with the residence of ICARDA's Director General and the ICARDA Sports and Social Club.

The school is fully accredited by the Middle States Association of Colleges and Schools in the United States and is authorized to offer the International Baccalaureate Primary Years Programme (PYP) and the International Baccalaureate Diploma Programme (DP). The school is also an official candidate for the International Baccalaureate Middle Years Programme (MYP)



## International Baccalaureate Learner Profile

**Inquirers:** They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.

**Knowledgeable:** They explore concepts, ideas and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.

**Thinkers:** They exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasoned, ethical decisions.

**Communicators:** They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.

**Principled:** They act with integrity and honesty, with strong sense of fairness justice and respect for the dignity of the individual, groups, and communities. They take responsibility for their own actions and the consequences that accompany them.

**Open-minded:** They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view, and are willing to grow from the experience.

**Caring:** They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.

**Risk-takers:** They approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.

**Balanced:** They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.

**Reflective:** They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.

The IISA student must strive to be **Principled, Caring and Responsible**



## **Honour Code**

***Students at IISA are to aim to be Caring, Principled and Responsible.***

Students at IISA are expected to comply with the school Honour Code at all times

### **A Caring Student:**

Treats all students and staff with dignity

Speaks a common language so all are included

Helps build a community of learners

### **A Principled Student:**

Takes responsibility for their actions

Chooses to do what is right even when it is not easy

Tells the truth and is trustworthy

Treats school property properly

### **A Responsible Student:**

Does not make excuses for poor behaviour

Takes responsibility for their own actions and their role in problems

Is Punctual and hands in work and assignments on time



## School Information

### School Hours

The following are the schools hours of operations:

8:00-2:25            Sunday  
8:00-3:30            Monday, Tuesday, Wednesday, Thursday

### School Calendar

In addition to the Student/Parent Calendar handed out, you can also find the school calendar on the school website (<http://www.icardaschool.org/Calendar.pdf>) and on ManageBac. If you need a copy please see Ms. Mirey in the D Building Office or Ms. Maria in the E Building Office.

### School Timetable

You can find this quarters' timetable on the school website and on ManageBac. If you would like a paper copy, please see Ms. Mirey in the D Building Office or Ms. Maria in the E Building Office.

### Contact Information

Phone:                    963 21 5743104  
Fax:                        963 21 5763936/5744622  
E-mail:                    [info@icardaschool.org](mailto:info@icardaschool.org)  
Mail Delivery Address: P.O.Box 5466, Aleppo, Syria

For questions concerning students in Grades 6-8 please contact Ms. Mirey.

For questions concerning students in Grades 9-12 please contact Ms. Maria.



## Academic Policies and Regulations

### Admission Policy

The purpose of the IISA is to provide the best possible education, based on international curricula and practices, for ICARDA, expatriate and Syrian children residing with their families in the Aleppo area. The school attempts to ensure a smooth entry from and transfer to other schools which have an international curriculum and program. Emphasis is placed on preparation for higher education, and the medium of instruction is English. The school makes every effort to accept all qualified students who apply, subject to limitations placed by the Syrian Government and IISA School Policy on enrollment of Syrian citizens.

The school reserves the right to exclude students if the student's goals or abilities significantly impede their own or others academic and social achievement. The School reserves the right to limit enrollment as well as to exclude students at any time.

If a student has already been admitted to the school and it is subsequently determined that the school does not have an appropriate program for that child, the School Head (in consultation with the parents, the Secondary School Principal, counselor and teachers) will decide the length of time that the school can adequately serve the educational needs of the child. Parents may be required to provide extra services, such as tutoring, at their expense. The parents of students enrolled who do not show improvement will be advised to seek suitable educational institutions to meet their children's specific needs.

Similarly, students may be asked to leave the school if: they would not benefit from the academic programme due to a lack of interest or effort, persistent behavior problems, failure to maintain a satisfactory level of performance and those whose performance on required testing does not indicate potential educational achievement.

### Admission of Transfer Students

IISA welcomes transfer students. As an international school, we are prepared to accept students from varying education systems. All students must come with their previous school records, with copies in the original language and an English translation. The Admissions Team will review the previous records and determine credits which may be transferred. When transferring credits, the school will review primarily the question of progress towards graduation. Transfer credits will be recorded on the IISA transcript, but no evaluative marks will be transferred.

### Entering Seniors

Students may not enter the IISA Secondary School in their final year as it is impossible for students to enter IISA into the second year of the International Baccalaureate Diploma Programme. This programme is a two-year programme and cannot be offered in one year. In addition the content studied in Grade 11 is a pre-requisite for the content studied in Grade 12.

### Probationary Enrollment

The Secondary School Principal, in consultation with the School Head, may grant probationary



enrollment to a student on a semester-by-semester basis. When a student is admitted on probation, the reasons for probationary status will be given to the parents in writing. A student who does not meet the terms of the probation, will be dropped from enrolment at IISA or placed on continued probation for a short period of time to demonstrate immediate improvement.

### **Students Dismissed from other Schools**

IISA reserves the right to refuse enrollment to students who were dismissed from other schools for academic, disciplinary, or other reasons. Students failing to reveal such a record at the time of enrollment may be subject to expulsion when school officials learn of the record.

### **Post-Graduate Year**

IISA Students may apply for one year of post-graduate study at IISA. Admission is not automatic. It is intended for IISA graduates who need time to complete the full IB DP Diploma, or to re-sit IB DP exams.

### **Course Load**

All students are expected to take a full-course load. There are **no** provisions for part-time students. Grade 11 or 12 students may, however, be assigned a supervised study period.

### **Deadline for Enrolment Credit**

Students who enroll after the first day of the sixth week of the academic year will not receive full credit, unless the student is transferring directly into the school from another recognized school and has missed no more than three weeks combined enrolment while transferring. Exceptions to this may be granted by the administration.

### **Deadline for Changing Secondary School Classes**

No student may add or drop a class across departments once classes have been in session for three weeks of the academic year. No student may change a subject within a department once classes have completed the first 8 weeks. Should the Secondary School Principal agree that it would be in everyone's interest for a student to be removed from a class after the deadline, the student may receive a grade of "WF" (failing) or "WP" (passing) for the class or will be withdrawn. Students who enroll late will be given two weeks to change classes or the same calendar deadline as other students, whichever comes later. Transfer between Higher and Standard level IB classes will be permitted with permission of the Secondary School Principal and IB coordinator. All students requesting a transfer must complete the *request to transfer form*.

### **Course Placement**

Recommendations on the placement of students in courses will be made by the Secondary School Office. The student's academic performance in IISA Secondary School classes and semester examinations will be taken into account in this process. The Secondary School Principal will approve all course placements.

### **Secondary School Diploma Enrollment**

All IISA students must enroll in a program leading towards the IISA High School Diploma and must undertake studies in the IB DP.



## **Honours**

Honours and High Honours are awarded for both the first and second semester of study. Students in HS with a grade point average of 5.5 and above earn Honors and 5.8 and above High Honors.

## **Earning Credit**

Students earn credits for individual courses if they achieve a 3 or higher. Students should be promoted within the Secondary School if they have achieved an overall average of 3 and no less than a 3 in all academic core courses (English, Math, Science, Humanities, Languages). Students will be promoted within the Secondary School only if they have achieved a point count of at least 22 in all academic core courses. Additionally, since 4 English credits are required for graduation, students must pass English every year in the High School with a minimum of a 3.

Students with extenuating circumstances who do not meet the above criteria will be reviewed by a promotion committee at the end of each academic year. The committee will make its promotion recommendation based on the individual circumstances as well as the effort and commitment to learning demonstrated by the student. The Head of School having heard the recommendation of the committee may grant credit for a 2.

## **Retention**

IISA reserves the right to retain students based on failure to successfully master required academic materials. Physical, intellectual, emotional, and social development may also be considered. Retention is not considered a form of punishment, but is based on the belief that students are more likely to succeed if they master certain skills before proceeding onward.

The school will make every effort to have ongoing and open communication with parents concerning possible retention. Parents may be informed of school concerns at any point during the academic year and the school has an obligation to discuss concerns with parents at the earliest possible time and no later than the end of the first semester. This stated, no final decision on retention will be made before the final month of school. The parents of students enrolled who do not show improvement will be advised to seek out suitable educational institutions to meet their children's specific needs.

## **IISA Graduation Requirements**

IISA offers courses which lead to students sitting examinations in the IB Diploma Programme. It also offers courses for which students are not expected to sit external examinations. All courses offered in the high school section of IISA offer credit that can be used towards graduating from the school with the IISA Secondary School Diploma. To graduate with the IISA Secondary School Diploma the student must obtain a minimum of 25 credits, which must include the following:



English	4 credits	Languages	3 credits
Mathematics	3 credits	Fine Arts	1 credit
Humanities	3 credits	Computer	1 credit
Science	3 credits	Physical Education	1 credit

### **Total 25 Credits**

In addition to satisfying the above criteria all students must complete a total of 150 hours of CAS activities during grades 11 and 12.

Results in external examinations such as; IB, PSAT, SAT, ACT and TOEFL have no impact on IISA school grades or IISA Secondary School Diploma credits. However, a student taking an IB course has the opportunity to obtain a grade that counts towards the IISA Secondary School Diploma and to sit the external examination, which may result in the student receiving an IB Diploma.



## School Codes of Behaviour

Regulations of general student behaviour are focused on the school honor code. As such all students are expected to behave in a manner that always reflects an ethic of Caring, Principled and illustrating responsibility.

### Regulations for General Student Behavior: Minor Violations

#### **Chewing Gum**

Chewing gum is forbidden at IISA.

#### **Littering**

All food and other materials to be discarded are to be thrown in to the trash cans and recycling bins provided.

#### **Profanity**

Profanity, whether expressed in written graffiti or verbal comments, will not be tolerated, and appropriate disciplinary measures will be taken. Our commitment is to an ethic of Caring and towards building community.

#### **Staff Work Room**

Like students, teachers need time with their peers to plan. As such, the staff work room is off limits to students. Please do not disturb the staff during break or lunch.

#### **Back Packs**

Backpacks are to be kept in lockers. A small book bag may be brought to class with the books and materials for that class only.

#### **Bicycles and Skateboards**

The use of bicycles, skateboards, roller blades and motor vehicles on the campus is forbidden.

#### **Lockers**

Lockers are to be kept locked. Students may only go to their lockers before and after school and during break and lunch. Lockers are the property of IISA and as such may be checked anytime. Students are responsible for the condition of their own locker and will be required to pay for the cost of replacing the locker if it is not in excellent condition. No stickers please. Tampering with other students' lockers will result in disciplinary action.

#### **Textbooks**

Students will be issued textbooks for each of their classes at the beginning of the school year. Each student is responsible for keeping the books in good condition to return at the end of the year. Students



will be billed the full replacement cost for lost or damaged books.

## **Regulations for General Student Behavior: Serious Violations**

### **Harassment by and among students**

To be **Caring** and **Principled** requires a student to value and respect the dignity of each individual. As such harassment (sexual or otherwise) by and among students is forbidden.

Harassment is defined as *“unwelcome verbal, visual, or physical conduct of a nature that may have a negative impact upon an individual or that creates an intimidating, offensive or hostile environment.”*

Examples of behaviors which are considered harassing include:

- physically touching another student in a desire to cause distress
- comments toward or taunting of another
- offensive written or verbal communication toward another
- online harassment through email, social networks, messaging, or texting

### **Vandalism**

Students will be held responsible for behavior (regardless of their intent) which results in the damage or loss of school property. The willful destruction of school property is totally unacceptable. The ethic of caring and the building of community means that school property belongs to all of us and vandalism is an offence to all.

### **Theft**

Please do not bring valuables to school. **All belongings should be kept in a locked locker.** Also giving away your locker combination to friend's means your possessions are less safe. The school is not responsible for lost or stolen items.

### **Automobiles**

Students are not allowed to drive automobiles to school, other activities at the school or to school sponsored events. Violation of this policy may result in suspension from school.

### **Substance Abuse**

The IISA campus, the ICARDA Sports Club and a zone within two blocks of campus, as well as all school sponsored events (such as dances) or trips are tobacco, drug and alcohol free. Being found with or in the presence of these prohibited substances will be considered as de facto usage.

Any violations will result in disciplinary action and will immediately be under review by a Discipline Committee for possible **Suspension** or **Expulsion**.

In addition, any severe violations outside of school hours may also be considered violations of the schools general code of conduct and may result in a Discipline Committee Review for disciplinary action if it impinges on the school's reputation.



## **Discipline Outcomes**

### **Detention**

Students who have not completed work from home, wasting time or being disruptive in class may be asked to serve detention time by the teacher either at lunch or after school. Students will use this time to complete work not done in class and will only be excused when the teacher feels the student has completed the work to a satisfactory level.

### **Social Probation**

A student who does not follow the honor code or violates the general regulations of student behaviour may be placed on social probation. Social probation may include: daily Behaviour Support Plans; loss of school privileges such as participation in school sponsored activities, detentions, meetings with the counselor; mandatory counseling outside the school; community service hours.

### **In-school Suspension**

More severe or repeated violations of the honor code or general regulations of behaviour may result in an in-school suspension. In an in-school suspension a student loses all free time and may lose the right to attend class.

### **Out-of-school Suspension**

More severe or repeated violations of the honor code or general regulations of behaviour may result in an in-school suspension. In an out-of-school suspension a student must remain at home for the duration of time set by the Secondary Principal.

### **Expulsion**

In some cases conduct violations are so severe or continual that they may warrant the expulsion of a student from the school.



### Matrix of Discipline Infractions

Level 1	Level 2	Level 3
Using inappropriate language	Repeated Level 1 offences	Academic dishonesty and/or cheating
Supporting the minor misbehavior of others	Repeated lateness and unexcused absence	Theft
Unprepared for class participation and work	Using bicycles, skateboards or rollerblades on campus	Fighting or intent to injure another person
Disrupting classroom instruction or discussions	Locker usage outside of break/lunch without a teacher's permission	Possession or distribution of pornography
Horseplay or roughhousing in public areas	Driving an automobile to school	Violating school substance abuse regulations
Bringing Backpacks to class	Violating school regulations for entering and leaving campus	Vandalism
Chewing gum	Showing poor behaviour on the buses or disrespect to the bus driver	Violating school harassment regulations
Littering	Forging parent notes	Leaving campus without permission
Tardiness to class	Being disrespectful to staff	Forging school documents

**Please note that all minor and major actions that do not meet the school's expectation of behaviour are considered infractions of the school honour code and will be treated as such.**



### Matrix of Discipline Outcomes

Characteristics	Level 1	Level 2	Level 3
<b><i>Responsibilities</i></b>			
Area of Focus	Classroom	Classroom and Office	Office
Responsibility	Teacher	Teacher with Office	Office
<b><i>Repercussions of Behaviour</i></b>			
Parent Contact?	Possible	Yes (by Teacher)	Yes (by Principal)
Removal from Class Possible?	No	Possible	Possible
Classroom Detention Possible?	Possible	Possible	No
Social Probation Possible?	No	Possible	Possible
In-School Suspension Possible?	No	Possible	Yes
Out-of-School Suspension Possible?	No	Possible	Yes
Discipline Record?	Not Usually	Yes	Yes
Referral to Behavioural Support Committee?	No	Possible	No
Referral to Discipline Committee?	No	No	Yes



## **Regulations for Entering and Leaving the Campus**

All students are required to remain on the school grounds throughout the school day unless a parent note is received by the Secondary School Office indicating that the student is required to leave school early. In order to assist with safety and security measures, students must "check-out" with the Secondary School Office and the guard gate before leaving school. This stated, it is recognized that there are sometimes reasons to arrive late or to leave early, which are beyond the control of the student or parents. In such cases, the parents should discuss the situation in advance with the Secondary School Principal.

### **Entering Campus Late:**

All students entering campus after class has started must first visit the Secondary School Office before any other action. They will be given an *admit to class* slip. Failure to do so means the student will be considered absent. Additionally, if they do not go to class they will be considered as 'skipping' class and face the consequent discipline procedure.

Only late buses are considered as 'excused' tardies. All other students tardy to school must bring a signed note from their parent or guardian indicating the reason for their tardiness.

### **Leaving Campus for Appointments:**

All students who need to leave campus early or for an appointment **must** have a signed note from their parent or guardian indicating that they may do so and outlining the time and reason they will be away. They must bring this to the Secondary School Office immediately in the morning before class starts. The student is required to sign out at the Secondary School Office before leaving. Any phone call authorizing a student's early dismissal must be followed up with a note the next school day.

### **Leaving Campus for Illness:**

All students feeling unwell **must** first visit the school doctor. He will contact the Secondary School Office who will in turn make arrangements for the student to be picked up by a parent or guardian. The office will sign out the student so they may leave.

### **Leaving Campus after School**

It is the schools' responsibility to be aware of where all students are at all times. As such **all** students must leave on the first bus **unless** they are registered in an after-school-activity, sports activity, tutoring, detention, or are working with a teacher. All students who are staying after school with permission of their supervisor must notify the Secondary School Office so buses can be arranged. Students who have drivers or who go home by taxi or parents must do the same. No students are permitted on campus after 4:30. Failure to abide by these rules will result in losing the privilege to stay after school for activities and possible **Social Probation**. Failure to attend the activity but still staying at school will also result in similar consequences. Once students have left the campus for any reason they may only return after 5:00 if they are members of the ICARDA Sports and Social Club.

### **Entering and Leaving Campus during Exam Periods**

Students coming to school for exams must be aware that other classes are still occurring. Consequently, we expect students not to be on campus unless they have made arrangements to meet with a teacher. All students coming for an early exam may come by bus. All students undergoing exams must sign in at the Secondary School Office. Once they have finished an exam they may wait for the bus if it is coming in a timely manner. All students going home by drivers, parents or taxis must leave campus and must get a leave campus form.



## **Attendance Policies**

The ICARDA International School of Aleppo recognizes the importance of regular attendance for academic achievement. The school calendar is announced approximately six months in advance of each coming school year. All students are expected to attend every day of school from the opening day to the closing day.

If a student is absent (without or with reason) for 15 days school days, the student is at risk of loss of credit for the entire year of study with the possibility of not being allowed to return to IISA the following year.

### **Absent With Reason**

Upon returning from an absence, **all** students must present a written note from the parent to the appropriate office before being readmitted to the regular classroom. *Absences with reason* shall include:

- **Illness:** Students with contagious diseases are not allowed to come back to school without a Doctor's report.
- **Appointment with Physicians and Dentists:** Such appointments should be scheduled outside the school day whenever possible.
- **Family Emergencies:** Special circumstances approved by the appropriate school principal.
- **Government Requirements:** Attending to passport or citizenship requirements.
- **Religious Obligations**

### **The Effect of Absence from School on a Student's Grade**

Students who are *absent without reason* will receive a zero for missed assignments and tests. Students who are *absent with reason* will need to re-take any tests or hand in any assignments the day they return to school. A teacher may not accept any make-up time after ten school days.

In the event of extenuating and unavoidable circumstances requiring longer absences (e.g., prolonged illness, family bereavement) individual cases will be assessed individually.

### **School Trips**

Students who travel on school sponsored trips are expected to be in school the day following the trip. If the bus arrives or the flight lands after 10:00 PM, students are required to be in school no later than 10 hours after their arrival time.

Students absent on days immediately following school trips may be prevented from participating in major school events in the future.

### **After School Activities**

Students may not participate in or travel on any school sponsored activities if they are not in school on the day of the activity. Students who arrive at school after 10 A.M. will not be considered for any activities trips or travel scheduled for that day.

### **Suspensions**

All absences missed as a result of out of school suspensions are *absences without reason*. Days missed as



a result of in-school suspension are treated as *absences with reason*.

### **Appointments**

Classes missed as a result of appointments may be considered excused but, as with other absences *with reason*, will count towards the student's total absences for any classes missed.

### **Missing Days**

When a student has been absent from school 5 times the Secondary School Office will send a letter to the student and parents. After a further 5 days missed the Secondary School Principal will meet with the student and the parents. At this point the case will be sent to a Behavioural Support Committee. The committee will review the case and recommend action to the Secondary School Principal. Actions may include, but are not limited to, the following:

- a. Denial of credit for class
- b. Ineligibility for student activities
- c. Completion of additional work to receive credit

### **Missing Class**

If a student has missed 10 class then they may no longer be eligible to receive credit for that class. Being late more than 15 minutes counts as an absent in the class.

### **Skipping Class**

Students who have arrived at school but do not attend a class will be considered skipping. Any student who skips a class will automatically serve an out-of-school suspension the next day. If a student skips a class and has any projects, presentations, tests or exams during that period(s), he/she will not be able to make up the work for the class skipped.



## **Language Use Policy**

### **“A common language to build community.”**

The **ethic of Caring** and building a community requires students and professional staff to use a language that all students understand at all times. Speaking in a language other than our common language excludes and is disrespectful to many members of our school community. Our common language is English. Additionally the schools mission statement is to prepare students to enter English Speaking universities and as such fluency in spoken and written English is critical.

As well, the school is committed to bilingualism for Syrian students and as such requires proper usage of Arabic in the Arabic classrooms. The school believes that proper language usage in proper settings will result in additive bilingualism, or fluency in two languages, but improper usage will result in subtractive bilingualism or poor fluency in two languages.

## **IISA Nuisance Item Regulation**

### **Cell Phones**

Cell phones are prohibited from use at all times on school grounds. All phones must be turned off and kept in lockers at all times. Students needing to make a phone call may bring their phone to the office and receive permission to make a call from there. If parents request an exception in an emergency situation they must first make the request through the Secondary School Office.

Failure to comply will result in the confiscation of the phone. Parents must personally retrieve the phone from the Secondary School Office.

The school is not responsible for and will not be accountable for any cell phones brought onto school property (this includes busses).

### **IPods/Mp3 Players**

Students may use ipods/mp3 players during the lunch period only. Phones with the dual function of Mp3player/cell phone will be considered cell phones. All ipods/mp3players must be kept in lockers at all other times. Teachers are not allowed to make exceptions to this rule at any time.

Failure to comply will result in the confiscation of the ipod/mp3 player. Students may retrieve the item from the office at the end of the week.

The school is not responsible for and will not be accountable for any ipods/mp3 players/cell phones brought onto school property (this includes busses).

### **Laptops and Tablets**

When computers are properly used in a curriculum they are a valuable tool. Students who use them for a non-academic purpose will lose the privilege of bringing them to school.

The school is not responsible for and will not be accountable for any tablets or laptops brought onto school property (this includes busses).



## **Student Use of Technology at IISA**

For our children to be prepared for continuing their education and to act as responsible citizens in the world, electronic information skills are now fundamental. The Local Area Network (LAN) at IISA allows users to utilize a variety of resources throughout the school. An intra-school e-mail system exists as well as access to the Internet and the thousands of libraries, databases, bulletin boards, and other resources which exist. Internet access at IISA has been established to support classroom activities and informational research.

Use of the network or e-mail systems must be in support of and consistent with the educational objectives of the school. Our goal in providing these services is to promote educational excellence by facilitating resource sharing, innovation, and communication.

### **Responsibilities**

Access to computers, e-mail, the LAN and Internet entails responsibility. The school requires all users to obey all laws in effect within Syria and to follow the school's behavioral expectations when using the computer facilities. Failure to abide by these expectations will result in loss of access. School computers are for schoolwork.

### **Appropriate Computer, Internet and Network Use**

Students may not bring computer software into school without prior approval from the Principal. Other activities that are forbidden include, but are not limited to, the following:

- possession and/or use of applications designed for breaking security;
- deletion or modification of applications that have been installed by the school;
- intent to override, circumvent or abuse network security;
- unauthorized use or access to others passwords or personal files;
- installing software without permission;
- modifying and/or deleting files and folders created by others;
- intent to capture passwords, break security protection, or gain entry into password-protected accounts of others;
- intent to introduce destructive software such as viruses, worms and trojans into computer systems.
- accessing, uploading, downloading or distributing information that may be considered pornographic, violent, racially abusive, obscene or offensive to others;
- use of the network for commercial purposes; downloading of exceptionally large files without permission.

### **E-Mail**

All e-mail messages must be appropriate and contain nothing that is offensive to parents, the administration, or the school community. Abusing the e-mail system can include, but is not limited to;

- use of foul or objectionable language;
- sending messages to all e-mail users without prior permission using other people's e-mail address to send messages;
- sending abusive or otherwise inappropriate messages or pictures;
- using email or chat for non-educational purposes during instructional hours.



### **Sanctions for Unacceptable Use of Technology**

Depending upon the severity of the infraction and previous history of the individual the school may impose a variety of infractions for inappropriate use of technology. These may include but are not limited to:

- restriction from use of facilities for a specified period of time
- detention, suspension, or expulsion



## **Academic Honesty**

Academic dishonesty (cheating) is defined as *"the intentional using, attempting to use, intending to use, or giving or attempting to give unauthorized aid on any work for which a grade is issued. This specifically includes quizzes, tests, examinations, compositions, term papers, reports on scientific experiments and any other units of work that are submitted for a grade"*.

It is the responsibility of the teacher to clearly indicate when cooperative effort is acceptable on any work that is submitted for a grade. It is the responsibility of the students to obtain the permission of the teacher to collaborate on an assignment.

### **Plagiarism**

Plagiarism is when you use someone else's ideas and words without giving them credit. This includes unpublished ideas and words as well as those of other students. Plagiarism is considered equal to all other acts of academic dishonesty.

It is the responsibility of all students to prove the work they submitted is their own by:

1. Keeping careful records, notes, and drafts to show how the work evolved.
2. Citing sources accurately using APA style of parenthetical citations in the text of the essay or work;
3. Submitting a Bibliography of all works reviewed for the essay or assignment following the APA style.

### **Consequences of Academic Dishonesty and Plagiarism**

Academic dishonesty is considered a major violation of the honor code's values of being **principled** and **responsible**. Students who are found to have plagiarized will take home a cheating notification sheet for parent's signature. This form will be placed in their discipline file. If another student knowingly contributed to the plagiarism he or she will also receive a zero. Denial of plagiarism, when it is beyond doubt, will result in suspension. Repeated plagiarism will result in referral to the discipline committee, with a possible suspension and/or more serious consequences as determined by the Head of School.

***If the IB can determine that an IB Certificate or Diploma candidate has plagiarized material then eligibility for the IB certificate or Diploma will be revoked.***



## Academic Honesty Violations

Level 1 Violations: Cheating & Plagiarism	
<p><b>These violations include:</b></p> <ul style="list-style-type: none"><li>✓ Copying homework;</li><li>✓ Looking on another's test or quiz;</li><li>✓ Letting another student look on a test or quiz;</li><li>✓ Working with others on an assignment that was meant to be done individually.</li><li>✓ Paraphrasing someone else's work/ideas without giving them credit;</li><li>✓ Unintentional plagiarism</li></ul> <p><i>Students should consider all work individual unless the teacher specifies it differently.</i></p>	<p><b>Consequences:</b></p> <ul style="list-style-type: none"><li>➤ Students will receive a mark of zero (0) on the suspect assignment/test;</li><li>➤ The teacher records the date/incident;</li><li>➤ Parents are informed</li><li>➤ Teachers may give an opportunity to redo work if they feel work was plagiarized rough poor skills</li><li>➤ <i>The second intentional offence will be considered a level 2 violation and will be dealt with accordingly.</i></li></ul>
Level 2 Violations: Cheating & Plagiarism	
<p><b>These violations include:</b></p> <ul style="list-style-type: none"><li>✓ Taking any part of a test to use or to give to others;</li><li>✓ Using other secretive methods of giving/getting answers on a test or quiz;</li><li>✓ Knowingly writing word for word someone else's work/ideas without giving them credit;</li><li>✓ Knowingly allowing another student to plagiarize one's work;</li><li>✓ Knowingly using any work/papers from the Internet, other publications, or other students without giving the sources credit;</li><li>✓</li></ul>	<p><b>Consequences:</b></p> <ul style="list-style-type: none"><li>➤ Students will receive no grade on the suspect assignment/test;</li><li>➤ Parents will be notified in writing and will meet with members of the administration, the student and the teacher.</li><li>➤ Students will be ineligible for the honour role.</li><li>➤ The student will receive an out-of-school suspension</li></ul>



## Assessment and Grading

### Purpose for Assessment

Assessment is integral to all planning, teaching and learning. The prime objectives are to promote student learning and provide regular and prompt feedback on the learning process and individual needs to students, parents, teachers and administration. The process (formative) as well as the product (summative) of inquiry is assessed. Assessment is the ongoing objective evaluation of the progress made by students based on a variety of methods in various learning situations. It involves the gathering and analysis of information about students' skills and performance and is designed to guide planning and instruction. Students and teachers are actively engaged in assessing the students' progress as a reflective part of their overall learning.

### Principles of Assessment

Assessment enables teachers to provide evidence that can be effectively reported and understood by the whole school. Teachers are mindful of the particular learning outcomes on which they intend to report, prior to selecting or designing the method of assessment, and inform the students of these objectives. Effective assessments allow parents to develop an understanding of the student's progress. They allow students to demonstrate a range of knowledge, conceptual understanding and skills while sharing their learning with others.

### Secondary School Assessment Practices

Teachers will maintain an accurate record of student progress using an electronic grading program which can be shown to students, parents, and administrators at any time. Teachers will record extensive evidence of student progress from various assessment activities both formative and summative. Students must be integrally involved in the assessment process through self and peer assessment as well as regular communication of progress.

### Grading Concepts

#### **Low Stakes Practice: *Formative Assessment***

Work that is primarily practice of skills and knowledge and can be assessed quickly based on the effort that the student has put into it. Includes homework or in-class activities.

#### **Low Stakes Limited: *Formative Assessment***

Students must demonstrate their use of knowledge and skills in a limited task, a quiz, written paragraph/short paper, or short presentation.

#### **High Stakes Knowledge and Analysis: *Summative***

Student must demonstrate what they have learned about a topic or a unit through a test, oral presentation, 2-5 page paper, or other assessment that takes considerable preparation.

#### **High Stakes Synthesis and Evaluation: *Summative***

Includes all of 3 (above) but covers a wider range of content requiring synthesis and evaluation. Includes a major research project, final exam, comparative paper or other assessment that takes significant preparation.



## Secondary School Grading Rubric

Grade	Descriptor
<b>7</b> (Excellent)	A consistent and thorough understanding of the required knowledge and skills, and the ability to apply them almost faultlessly in a wide variety of situations. There is consistent evidence of analysis, synthesis and evaluation where appropriate. The student consistently demonstrates originality and insight and always produces work of high quality.
<b>6</b> (Very Good)	A consistent and thorough understanding of the required knowledge and skills, and the ability to apply them in a wide variety of situations. There is consistent evidence of analysis, synthesis, and evaluation where appropriate. The student generally demonstrates originality and insight.
<b>5</b> (Good)	A good understanding of the required knowledge and skills, and the ability to apply them in a variety of situations. The student generally shows evidence of analysis, synthesis, and evaluation where appropriate and occasionally demonstrates originality and insight.
<b>4</b> (Satisfactory)	A general understanding of the required knowledge and skills, and the ability to apply them effectively in normal situations. There is occasional evidence of the skills of analysis, synthesis and evaluation.
<b>3</b> (Mediocre)	Some achievement against most of the objectives, or with difficulties in some areas. The student demonstrates effort and some understanding of the required knowledge and skills and is able to apply them adequately in normal situations with support.
<b>2</b> (Poor)	Very limited achievement against all the objectives. The student has difficulty in understanding the required knowledge and skills, and is unable to apply them fully in normal situations and/or demonstrates limited effort and commitment to learning.
<b>1</b> (Very Poor)	Minimal achievement in terms of the objectives and/or minimal effort and commitment to learning.
<b>0</b> (Ungradeable)	Effort is so minor that work is ungradeable.

Academic grades are a reflection of a student's mastery of subject content as determined through application, reinforcement, homework, projects, quizzes, tests, and other means. Academic grades will not reflect matters related to discipline or matters other than mastery of subject content and requisite skills.

However, as class participation is essential in achieving academic goals, this will always be reflected in the final grade of any course.

Academic grades will be broad-based and not rely on one measurement, such as tests, as the only factor. The determination of academic grades will be cumulative during a term. Grades from one term will not be included in another.

### Final Grades and Overall Grade Point Average (GPA)

Overall GPA for the year will be calculated by adding together the grade points earned in each subject and dividing that by the total number of credits those subjects represent. The overall GPA for all four years of high school will be calculated in a like manner.



### **Grading in IB Courses**

Grading in IB courses is closely correlated to IB standards and the IB grade achieved will be a good indicator of the predicted result on the IB exam.

### **Homework Policy**

The completion of meaningful and regularly assigned homework is a critical part of learning in the Secondary School. In addition to regular homework students should be using their time to regularly review and revise material.

The general guidelines for homework/revision in the Secondary School are as such:

Grades 6-8	1 to 2 hours of homework a night on average during a week
Grades 9-10	2 to 3 hours of homework a night on average during a week
Grades 11-12	3 to 4 hours of homework a night on average during the week



## Student Services

### Medical Services

IISA maintains an on-site physician and clinic to meet the needs of its students and faculty. The School Physician is the first point of contact for students who fall ill or become injured during the day. All students who fall sick or become injured during the day must first report to the School Physician. The School Physician will determine the severity of the condition and will in conjunction with the Secondary School Office contact the parents.

### English for Academic Purposes

The language of instruction at IISA is English. Students in the Secondary School may receive support in 6<sup>th</sup> through 8<sup>th</sup> Grade and minimal support in 9<sup>th</sup> and 10<sup>th</sup> Grade to improve their academic English. The IB Diploma Programme is a rigorous programme and requires a high level of English proficiency. As such all students entering the IB Diploma Programme in Grade 11 must be able to be successful in English.

### Counseling

The main goals of the counseling programme are to provide for the academic, behavioural and mental welfare of the students of IISA.

### College / University Counseling

Students in 9<sup>th</sup> and 10<sup>th</sup> grades prepare for the college admissions process by doing their best in coursework, extra-curricular activities and community service. Most universities examine these marks in their acceptance process. Most schools focus on 10<sup>th</sup> and 11<sup>th</sup> Grade marks to determine acceptance. Twelfth Grade marks are critical as well as they hold a student's place at a university.

The College Counseling Programme follows the following process:

Fall Grade 11	Parent/Student College Evening
Spring Grade 11	College Counseling Course for Students Parent/Student College Evening
Fall Grade 12	Parent/Student College Evening Individual Advisement with Families



## Student Life

IISA firmly believes IISA students must “understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others (IB Learner Profile)”.

To that end IISA strongly supports service learning and experiential education in conjunction with the classroom as well as activities of the extra-curricular nature.

### **Secondary School Clubs, Activities and Organizations**

A strong and varied extracurricular programme serves to broaden the educational experience of students. Depending upon the strengths and skills of our staff, activities may vary from year to year. All students are expected to commit to two activities each year. Everyone has the opportunity to join clubs, intramurals, music and drama performances, sports, and leadership activities throughout the year.

### **Athletics Programme**

IISA belongs to the Middle East Triangle Sports (METS) League. The METS league allows our students to travel to Lebanon and Jordan to compete with other international schools in the region. In addition to METS our students compete against local teams where possible.

### **Academic Eligibility/Probation Policy for Extra-curricular Activities**

To participate in extra-curricular activities, students should have a 3 in all subjects in the most recent reporting period. Students will be placed on academic probation if they have less than a 3 in any course. Students on academic probation may not miss any school time for extra-curricular activities and are not eligible for travel outside Aleppo for school related activities. Students with more than one grade less than a 3 will not be allowed to participate in extra-curricular activities. A student’s grades may be periodically reviewed by administration.

### **Student Council**

The IISA Student Council exists to:

- represent the views of the student body;
- enhance the quality of school life by organizing various events and activities;
- assist with school wide events where requested;
- provide members with the opportunity to develop leadership and organizations skills

The student body is represented by elected representatives. The Student Council acts as a barometer of student opinion, creates social events, leads school spirit activities, and communicates to the administration on student life issues.

### **Service**

An important part of the IB’s Middle Years and Diploma Programmes is service. As such the school will help provide opportunities for student service both inside and outside the school.



### Student and Parent Acknowledgement Form

After reviewing all procedures contained in Secondary School Handbook, students and parents should sign in the appropriate spaces below.

#### Students: Please complete the following

- I have read and will comply with the regulations laid out in the section on School Codes of Behaviour

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

- I have read and will comply with the regulations laid out in the section on Attendance

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

- I have read and will comply with the regulations laid out in the section on Appropriate Use of Technology

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

- I have read and will comply with the regulations laid out in the section on Academic Honesty

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

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#### Parents,

Please read the handbook with your child, making sure they understand the policies and procedures therein. Feel free to call the school office if you have any questions or need clarification of any topic contained in the student handbook.

Family Name \_\_\_\_\_ (Please print)

I \_\_\_\_\_ (parent name – please print) have discussed the IISA Secondary School Handbook with my child:

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

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Please return to the Secondary Office