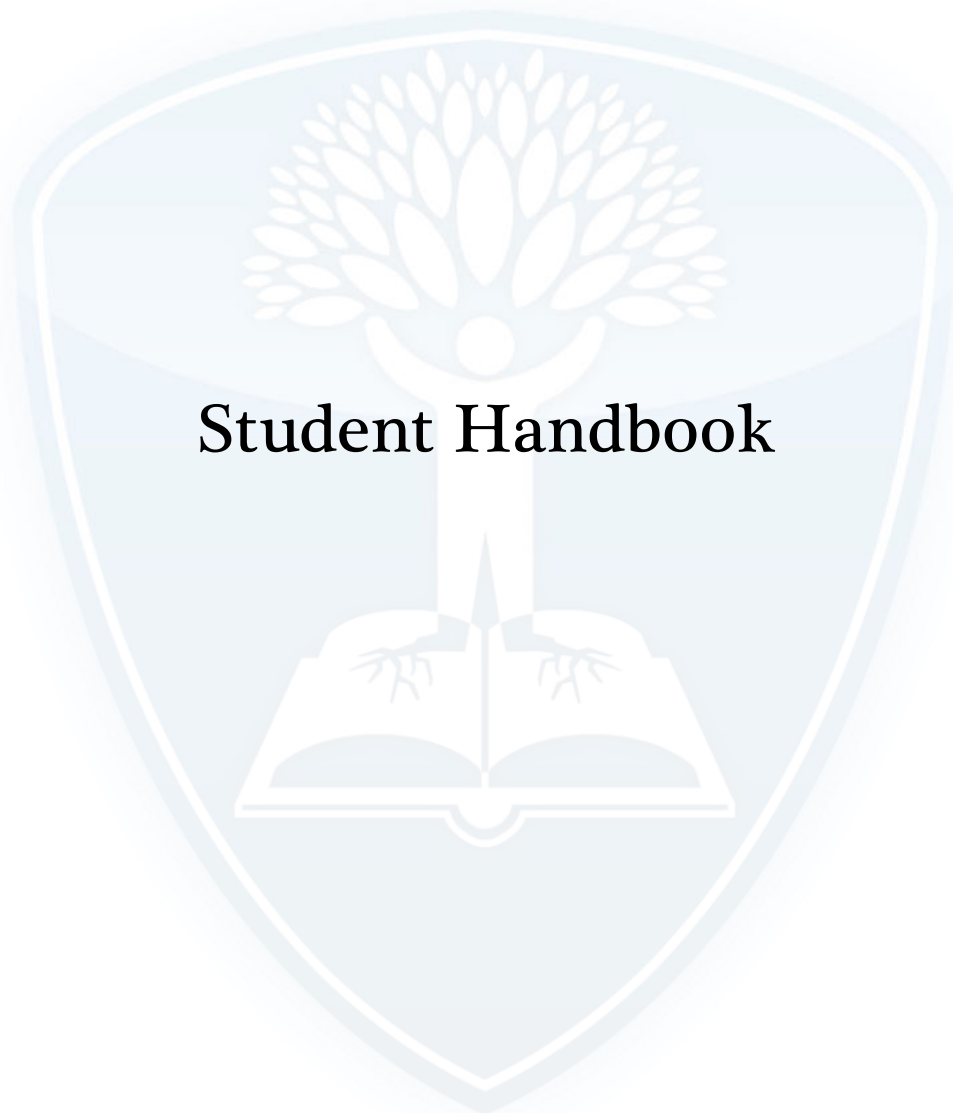




**GMAX**  
Dream. Believe. Achieve.



# Student Handbook

## **Student handbook:**

Welcome to GMAX Jerusalem! In order to ensure a successful and enjoyable year, please adhere to the following basic guidelines. Please remember that we are always available and happy to hear from you should you have any suggestions or concerns.

Please do your best to follow these guidelines, so that we can focus our energies on enriching the year, and not on maintaining basic discipline!

### **Appropriate School Behavior:**

Students are to use appropriate, respectful language and behavior towards each person throughout the school day.

#### ***Dress Code***

Boys: Long pants, kippot, buttoned shirts (at least 2 buttons)

Girls: sleeves, skirts at least to the knees, modest necklines.

Students are to abide by school dress code at all times in school or during school activities unless otherwise permitted. Students who are not in dress code will **not** be permitted on the school premises until they change into appropriate clothing. Any classes that are missed as a result of inappropriate dress will be considered unexcused absences.

#### ***Appropriate Classroom Behavior***

At the beginning of the scheduled time, all students are expected to be seated with all necessary class material, notebook and writing equipment. A teacher is at liberty to ask any student who is not prepared adequately to leave the class. A student who is asked by the teacher to leave class may receive an unexcused absence.

Food is not permitted to be eaten or displayed during class, however, students may drink water.

Any student who behaves inappropriately in class will be asked to report to the principal's office. Appropriate measures will be taken.

#### ***Cheating***

Any student that is caught cheating or plagiarizing information will receive an automatic Zero on the homework or in-class assignment/test at hand and risks additional punishment from the principal. Cheating includes copying information from another student/source, allowing information to be copied by another student, the passing of any information verbally, electronically or manually during a testing period.

Plagiarism will receive the same consequence as cheating.

## **Attendance**

**All late arrivals or absences must be confirmed by parents with a signed letter or a phone call to the office.**

### ***Latenesses:***

Upon late arrival to class, students must sign in at the office and receive an admission slip for class.

### ***Protocol for unexcused lateness and absences:***

A student who is late to 5 classes will not be allowed back in school until a meeting has been arranged between the parents and the administration.

A student who is late 3 times for one particular subject in each semester, will have his/her grade lowered by 3 points for that subject.

A student who has two unexcused absences for any particular class will have his/her grade lowered by 3 points.

A student who has five unexcused absences from any class will not be allowed back to school until a meeting has been arranged between the parents and the administration.

## **Electronic Devices:**

### ***Cellular Phones:***

Cellular Phones will not be visible during class time. Phones are to be turned off and placed in the lockers provided prior to commencement of class.

**A cellular phone that is used during class time will be confiscated until the end of the day.**

(Note to Parents: Should there be a need to contact our students, please do so through the office.)

### ***Laptops:***

Laptops are not allowed at school at any point during the school day. In the event of special needs, please contact us for an exception. **Laptops that are used during the school day will be confiscated for 3 days.**

### ***Ipods, computer games and other electronic devices:***

Ipods, computer games and other electronic devices may not be used during class time, and must be placed in the lockers provided. **Electronic devices that are used during class time will be confiscated for 3 days.**

## **Psychometric course:**

Following the Pesach vacation and the GED examinations that will take place immediately after Pesach, the regular schedule is terminated, and the Psychometric

course is offered. The schedule from April 19<sup>th</sup> – June 30<sup>th</sup> will include the Psychometric course and field trips.

The Psychometric test is administered by מרכז הארצי לבחינות ולהערכה. The official date for the July Meshulav (combination: English) Examination has not yet been published. Generally, the examination is offered in the first week of July.

Students who take the Psychometric course must commit to being present at the course **until its completion**. Any student who does not register for the examination will not be able to join the course without special permission .

**Textbooks:**

Textbooks and reading books will be provided to the student with a check deposit of 500 NIS. Students who do not return their textbooks in good condition will forfeit their deposits.

There may be a charge for workbooks used in Hebrew, Math and Science as well as for the text book required for the advanced Mathematics class

**Ulpan:**

We believe that the Hebrew Ulpan is a valuable part of our program .However, we require the commitment of our students in order to ensure its success.

For the benefit of those students who take the Ulpan program seriously, students who are not committed may be asked not to attend the Ulpan classes.

We wish you a wonderful year!

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I, \_\_\_\_\_ (name of student), have read

and agreed to all the terms stated in the student handbook above.

Signed:

\_\_\_\_\_

Date: \_\_\_\_\_