



EMIS

EASTERN MEDITERRANEAN
INTERNATIONAL SCHOOL

SCHOOL FOR CHANGE

BEHAVIORAL STANDARD & CODE OF CONDUCT

2024 - 2026

Making education a force for peace
and sustainability in the Middle East

EMIS Behavioural Standards & Code of Conduct

Introduction

As students will be in the care of EMIS, once they arrive, the school will assume 'parental responsibility' for them during their stay. It is important that the student, their parents, and the school have a clear understanding and commitment to the following values: international and intercultural understanding and acceptance, personal responsibility and integrity, as well as mutual responsibility and respect.

After arrival and settlement on campus, students will be provided with detailed information by the social guides and will review the EMIS Code of Conduct. Regardless of particular rules, however, all students of EMIS must realize that they are members of an unusually diverse community. It is our expectation that every student acknowledges that this diversity requires all members to be aware of the needs of others and adapt their own behavior so that they do not purposely offend others from different cultures and backgrounds.

EMIS's code of conduct works within a structured educational framework, that aligns the behavior with its consequences. Violations of EMIS behavioral standards are divided into three categories and disciplinary processes:

- Category I – Personal behavior
- Category II – Social behavior
- Category III – Environmental behavior

Understanding the disciplinary process

Each category deals with different violations of behavior.

Personal behavior – Disciplinary violation that causes harm to ourselves and deals with our own behavior.

Social behavior – Disciplinary violation that causes harm to society/others, including students and staff members. Consequences for violations in this category will be implemented together with a students' trial committee.

Environmental behavior – Disciplinary violation that causes harm to the environment.

Each violation is examined and treated in a gradual manner. The consequences for the first violation will be different from the consequences for the third violation under the same category.

There are violations that are out of school tolerance, listed below (appears as "Red-Line" in the conduct), and therefore not treated in a gradual manner:

1. Physical violence against others
2. Direct threats
3. Sexual harassment/assault
4. Drug use/distribution
5. Leave campus without permission
6. Go to the beach

EMIS Academic Policies

- **[Click here](#)** to read the IB Academic policies



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Disciplinary Expectations

School resents the listed behaviors below:

- Usage of illicit drugs
- Usage of tobacco or electronic cigarettes
- Possessing and consuming drugs and alcohol
- Alcohol on school properties and activities
- Sexual activity in any public area, including student rooms
- Hazing, bullying (including cyber-bullying), or harassment
- Defiance or open disrespect toward staff
- Inappropriate use of campus facilities
- Disrespect for the environment whether demonstrated through harming animals, vandalism, or littering
- Persistent lack of cooperation or violation of school policies
- Any action that intentionally puts others at risk
- Stealing or 'borrowing without permission'
- Leaving campus without permission

Our expectation is that students follow the EMIS Behavioural Standards and Code of Conduct in both action and spirit and Israeli law. Students who breach the code will lose the right to remain at EMIS.

Students are expected to play an active role in all aspects of the school. It is for this reason that attendance at academic lessons and in the co-curricular program (services, and formal activities) together with mentor meetings and assemblies is compulsory. Without it, a student is not likely to appreciate the full breadth of the program nor understand what makes EMIS a special place of study.

Personal Appearance

It is very important that all EMIS students take pride in their appearance and dress in a respectful and self-respecting manner. Therefore, saggy pants, crop-tops, spaghetti straps, undershirts, mini-skirts, and sleepwear are not appropriate clothing items. Students' hair should not be colored or shaved and should be evenly cut. Piercings are only allowed for ears and one small piercing in the nose.

School Counseling

Life at EMIS is challenging for students academically, socially, and personally. Part of the student experience at EMIS will be to face these challenges successfully. We believe that a student that feels comfortable emotionally succeeds academically. EMIS employs two social workers and one counselor.

If the school identifies emotional difficulties over the course of the academic year, we will ask parents for permission to provide school-based counseling or professional support for students. In cases where special therapy is required, we will refer students to an outside specialist at the expense of parents/guardians.

The Disciplinary Process and Consequences

Academic Integrity

Please refer to the "**EMIS academic integrity policies**" on page 1, and understand the consequences of academic dishonesty.

Intermediate Sanctions

If a student has his/her parents contacted for a disciplinary issue on a second occasion, he or she may be suspended or receive an intermediate sanction (dependent on the severity of the misdemeanor) in addition to a letter or email sent home. EMIS believes in Restorative Justice, and therefore reparative punishments, which expect students to genuinely contribute to the community and repair the damage they have done, are the norm. The intermediate sanction (such as a restorative consequence) will be determined by a social guide or Principal. The third contact with parents for a disciplinary issue will automatically result in suspension.

Suspension

If the suspension is deemed appropriate, parents will be contacted immediately. Normally suspension will be for three days and a student will be removed from all academic and extracurricular activities. A repeated need for suspension is likely to lead to the withdrawal of a student's scholarship and/or expulsion.

Revoking of scholarship and/or expulsion

In extreme cases, the Principal may decide to expel (permanently removed from the school) a student, or revoke a student's scholarship. Expulsion will be automatic for any student dealing with illegal drugs. Please note that the decision to expel a student, and, therefore, full responsibility for the decision, resides with the Principal alone.

Disciplinary Hearing Procedure

When a violation that requires a disciplinary hearing occurs, the following procedure will take place:

1. The person who witnessed the violation/took primary care of it needs to inform the dean of students who then will inform the relevant parties.
2. The dean of students delivers invitations for a disciplinary hearing for the school representative, the student, and his/her parents/guardian and a translator when needed.
 - a. In the event that the school cannot find a translator the student's guardians will be responsible for finding one.
3. The disciplinary hearing takes place as follows:
 - a. The violation is described by the school principal and boarding principal
 - b. The violation is assessed by school representatives
 - c. The student and family state their point of view
 - d. The student can then bring up to two people to speak on his/her behalf
 - e. School representatives summarize the hearing
 - f. The decision will be made by the school representatives after the hearing, and then communicated to the student and family
4. The Dean of students sends the hearing decision to the student and family
5. The school representatives will implement the hearing decision

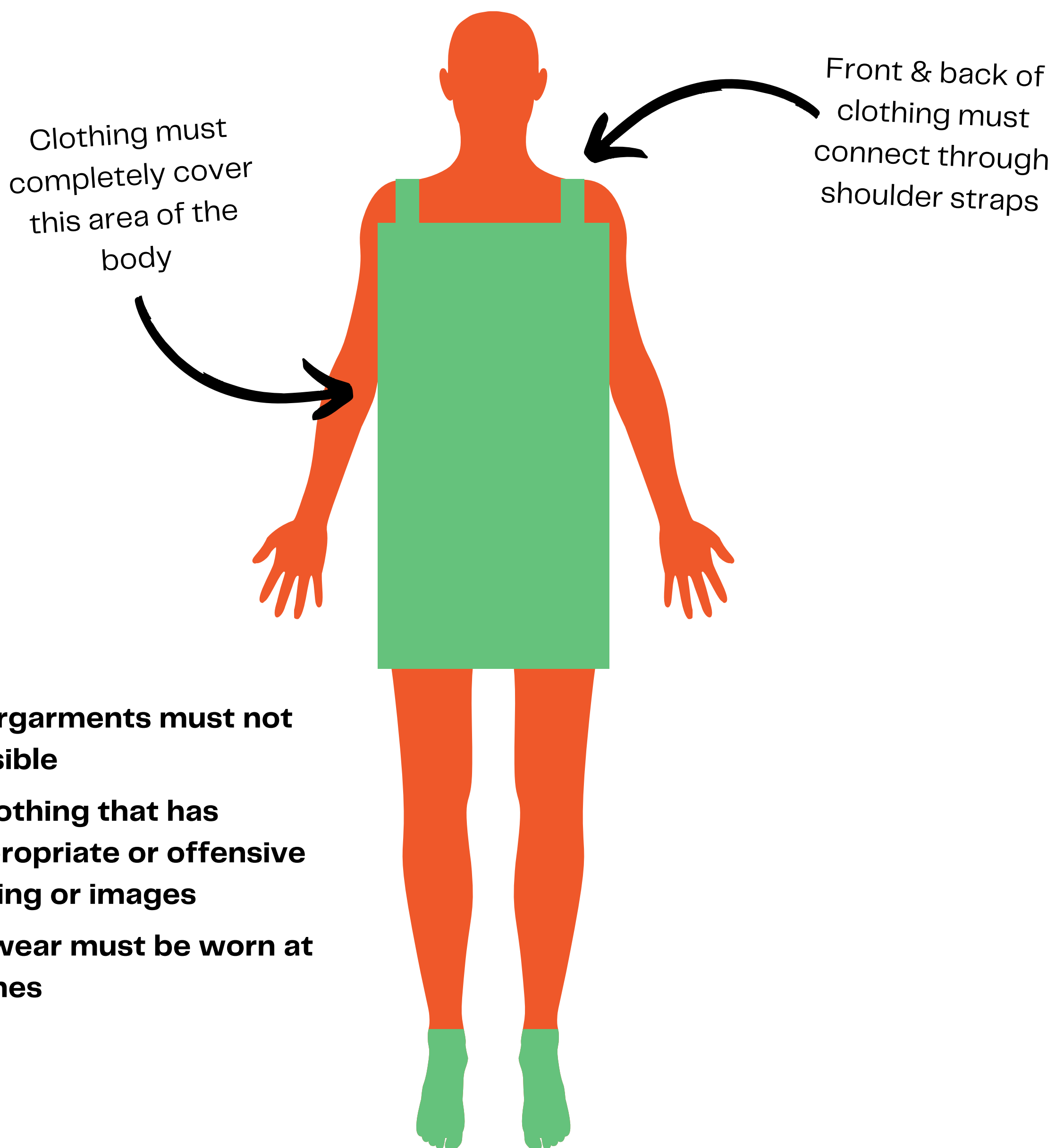
Dress-Code Policies

At EMIS, we do not require uniforms. However, we need you to dress appropriately for a school environment. Below, we provided a quick guide that will help you understand our dress-code policy.

General Rules

- Hair color must be natural
- Piercings: only ear piercings and **one** nose piercing are allowed (**not septum**)
- Cover torsos, including belly buttons and cleavages
- Cover armpit to armpit
- Skirts/shorts should reach to the fingertips when your arms are down
- Class-appropriate daytime clothing should be worn

DRESS-CODE VISUAL REPRESENTATION



- **Undergarments must not be visible**
- **No clothing that has inappropriate or offensive wording or images**
- **Footwear must be worn at all times**

EMIS BEHAVIOURAL STANDARDS ACCEPTANCE FORM

[CLICK HERE TO DOWNLOAD THIS FORM](#)

This handbook provides you with the EMIS Behavioural Standards and Code of Conduct and a detailed account of the Disciplinary Process and Consequences.

All students of EMIS must abide by the Code of Conduct, and undergo the Disciplinary Process when the need arises.

Students must realize that they are members of an unusually diverse community.

It is our expectation that every student acknowledges that this diversity requires all members to be aware of the needs of others and adapt their own behaviour so that they do not knowingly offend others.

AGREEMENT

I have read, understood and agree that my child will be bound by the rules, the code of conduct and leadership of the school and its disciplinary procedures as outlined in this handbook

☐ Yes. I, parent of agree with all of the above.

Date:(dd/mm/yyyy) Signature

I have read, understood and agree as a student at EMIS that I will be bound by the rules, the code of conduct and leadership of the school and its disciplinary procedures as outlined in this handbook

☐ Yes. I, agree with all of the above.

Date:(dd/mm/yyyy) Signature

Code of conduct

EMIS Code of conduct			
<p>Once students arrive at EMIS they will be under the care and the responsibility of EMIS staff.</p> <p>While staying here the students be will subject to:</p> <ol style="list-style-type: none">1. National Penal Law2. Ministry of Education rules and regulation3. EMIS rules: safety and security. <p>There are violations that are beyond school tolerance, listed below ("Red-Line" in the conduct), and therefore not treated progressively. Those behaviors may lead to immediate 3 days suspension following a disciplinary hearing:</p> <ol style="list-style-type: none">1. Physical violence2. Sexual harassment/assault3. Drug use and distribution4. Theft <p>Rules listed below apply to students under the responsibility of EMIS. EMIS is responsible for students when they are staying on and off campus, on school trips, and social activities outside the campus, unless the student has left the campus with parents taking full responsibility for the student.</p> <p>Any behavior that occurs and does not appear in this document will be treated in the context of behavior and educated decision of parties in charge Management may change the course of action regarding any of the offenses according to the circumstances.</p>			
PERSONAL BEHAVIOR			
<u>Disciplinary Violation</u>	<u>Number of offenses</u>	<u>Possible Consequences</u>	<u>Facilitator</u>
Use of drugs	1	Redline behavior- Informing parents Note on personal record Informing Mentor, Social guide, school director, boarding director Disciplinary hearing	Boarding/School Director
Possessing Drugs	1	Redline behavior- Informing parents Note on personal record Informing Mentor, Social guide, school director, boarding director Disciplinary hearing	Boarding/School Director
Possessing equipment for drug use	1	1 Day suspension from school day/activities Confiscating the equipment Note on personal record (MB) Note to parents	Social guide/mentor
	2	Disciplinary hearing	Boarding/School Director
Possessing cigarettes-including all substances/equipment. Such as- tobacco, paper rules, lighter, etc.	1	Confiscation (Equipment will be stored in the boarding school office)	Staff member
Smoking on EMIS campus	1	Confiscation Informing mentor/social guide	Staff member
	2	Informing parents Note on personal record	Social guide / mentor
Drinking on campus or school activities	1	1 Day suspension from school day/activities Informing parents Note on personal record	Social guide / mentor
	2	2 Days suspension from school day/activities Informing parents Note on personal record	Social guide / mentor
	3	2 Days suspension from school day/activities Disciplinary hearing	Boarding/School Director
Coming to campus drunk	1	1 Day suspension from school day/activities Informing parents Note on personal record Informing Mentor, Social guide, school director, boarding director	Social guide / mentor
	2	2 Day suspension from school day/activities Informing parents Note on personal record Informing Mentor, Social guide, school director, boarding director	Social guide / mentor
	3	3 Day suspension from school day/activities Informing parents Note on personal record Informing Mentor, Social guide, school director, boarding director Disciplinary hearing	Boarding/School Director

Possessing Alcohol	1	1 Day suspension from school day/activities Informing parents Note on personal record Informing Mentor, Social guide, school director, boarding director	Social guide/staff member
	2	2 Day suspension from school day/activities Informing parents Note on personal record Informing Mentor, Social guide, school director, boarding director	Social guide/mentor
	3	3 Day suspension from school day/activities Informing parents Note on personal record Informing Mentor, Social guide, school director, boarding director Disciplinary hearing	Boarding/School Director
Leaving Campus without permission	1	Verbal warning Note to parents	Social guide
	2	Verbal warning Note to parents Detention to campus on Thursday night	Social guide
	3	Verbal warning Parental conversation Signing personal agreement Disciplinary hearing	Social guide/mentor
Going to the beach	1	Red line behavior- Informing parents Note on personal record Informing Mentor, Social guide, school director, boarding director Disciplinary hearing	going to the beach violates the rules of the Ministry of Education and will be treated as a red-line violation
SOCIAL BEHAVIOR Between Students			
Selling Drugs	1	Red line behavior- Informing parents Note on personal record Informing Mentor, Social guide, school director, boarding director Disciplinary hearing	Boarding/School Director
Physical violence against others	1	Red line behavior- Informing parents Note on personal record Informing Mentor, Social guide, school director, boarding director Disciplinary hearing	Boarding/School Director
Theft	1	Redline behavior- Informing parents Note on personal record Informing Mentor, Social guide, school director, boarding director Disciplinary hearing	Boarding/School Director
Any action that puts others at risk	1	Clarification talk and decision based on the severity of the event	Social guide, mentors and relevant parties
Not respecting check-in and curfew rules	1	Verbal warning	Social guide
	2	Verbal warning Note to parents Note MB	Social guide
Bullying (considered as a form of violence)	1	Redline behavior- Informing parents Note on personal record Informing Mentor, Social guide, school director, boarding director Disciplinary hearing	Boarding/School Director
Sexual relationship: Public displays of sexual intimacy are not acceptable and students should never feel excluded from their dormitories by the sexually intimate behaviour of others. Students are not allowed to visit each other's rooms after curfew. Parents will be contacted if students are discovered behaving in a sexually intimate way in a dormitory or other public place.	1	Verbal warning Note to parents	Social guide, mentors
	2	Redline behavior- Informing parents Note on personal record Informing Mentor, Social guide, school director, boarding director Disciplinary hearing	

SOCIAL BEHAVIOR Between Students and Staff Members				
Behavioral Conflicts between students and Staff Members (disrespect, aggression, audacity, etc.)		Mediation, clarification talk, and execution of consequences when boarding staff members are involved- social guide, school counselor, boarding director when school staff members are involved-Mentor, school Counselor, school social worker		
Students may not secretly record staff or students. They may ask to record or ask staff to record for educational purposes.		Students who do so will be asked to have a meeting with their mentor and the relevant parties. They will discuss the breach of trust and damage to a relationship caused by such behavior. Should it happen repeatedly, they will be asked to have a conversation with the administration, which may result in stronger consequences.		
Environmental BEHAVIOR				
Damaging the environment by inappropriate use of the surroundings- (plants, littering, vending machines, rooms & classrooms equipment, losing room keys, etc)		The students and their parents will pay a fee for the damage they have done. The relevant staff member will update the parents about the cost of the damage.	Facilitator- boarding/school director	
Academic Code of Conduct				
Issue	Number or type of offenses	Process	Possible Consequences	Facilitator
Tardiness		Each teacher sets their procedure. This may include waiting outside until a pause in the class, entering silently and handing the teacher a late slip, or other actions.	If tardiness becomes a regular problem, the teacher may refuse entry to a student unless they are on time for class. Tardiness can be noted on school records, result in refusals to write college recommendations, etc.	Teacher
Absences	1-5	Students must receive permission to be absent from the appropriate staff member: · Illness/ boarding: Boarding staff · Appointments, CAS, etc.: Mentor · Field trip/ class activity: Teacher · SAT's/testing: DP Coordinator · Social/Emotional issues: Social workers	Detention & meeting with subject teacher; recorded on MB	Teacher
	5-12		Detentions, meeting with teacher & mentor; letter to parents from principal, recorded on MB, possibly informing universities of absences	Mentor
	12 or more in SL classes 18 or more in HL classes		Student cannot be registered for IB exams in that class as per IB regulations	DP Coordinator
Unexcused absence from school gatherings, events, activities and classes		Students must receive permission to be absent from the appropriate staff member · Illness/ boarding: Boarding staff · Appointments, CAS, etc.: Mentor · Field trip/ class activity: Teacher · SAT's/testing: DP Coordinator · Social/Emotional issues: Social workers	Detentions, meeting with teacher & mentor; letter to parents from principal, recorded on MB, possibly informing universities of absences	Mentor
Academic Integrity & Malpractice	1	Students learn about academic malpractice in a schoolwide workshop at the start of the year, as well as in their individual language classes. Resources are added to MB to guide them. They receive update reminders throughout the EE process. Students with questions about academic integrity should ask their language teacher, the EE coordinator, or the DP Coordinator for help.	Meeting with the teacher; resubmit work within one week. Recorded on MB.	Teacher
	2		Meeting with teacher, mentor, & DP coordinator. Receives a zero and no chance to redo. Recorded on MB.	Teacher Mentor DP Coordinator
	3		Meeting with teacher, mentor, DP coordinator. Recommendation made to principal regarding a formal hearing about the student's diploma. Recorded on MB.	Teacher Mentor DPC

Academic Code of Conduct				
Assignment submission	Students should submit complete work in the correct format, place (usually Managebac), and labelled correctly, before due dates.If a student has some reason why they will not be able to submit work in a timely fashion, they can contact their teacher ahead of time, but no retroactive extensions can be granted.IB coursework such as IA's, and EE's, cannot receive extensions from teachers —only the DP and EE coordinator can grant extensions in these cases.If ill, students should communicate with teacher for a new due date and submit work when in improved health.	Class assignments	Non-submitted work can be handled by teachers individually. They must record it on MB, but may allow students to complete it late, reduce the grade or give a 0, refuse entry to class until work is completed, etc.	Teacher
		IB assignments	Rough drafts of IB assignments (IA's, EE's, EA's, etc.) that are not submitted will require the student to sit in detention and complete the work. Class absences in this case are non-excused. A record is placed on MB. If a student does not submit a rough draft, their final work cannot be submitted to the IB. If a student does not submit a final IB assignment by the due date, their rough draft will be submitted to the IB in its place.	DP Coordinator

Student Name: _____

Guardian Name: _____

Student Signature: _____

Guardian Signature: _____

Date: / /