



# Senior School

## Students / Parents Manual

### 2024/2025



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# SCHOOL PHILOSOPHY AND OBJECTIVES

## SCHOOL MISSION

The mission of LWIS-City International School is to create a nurturing environment where students, faculty, and families work together to develop academic excellence, ethical behavior, and personal responsibility.

Guided by our values, Respect, Responsibility, and Relationship, and by the promotion of lifelong learning, LWIS-City International School will honor the special gifts in every child and support all learners.

Within the safe and flexible learning environment, our mission culminates in guiding children toward achieving their maximum potential and becoming meaningful contributors to an ever-diverse international society.

To achieve this, we offer a diverse and challenging curriculum with multi-level standards and a wide variety of choices, delivered by a qualified and experienced staff that leads by example.

## SCHOOL VISION

The vision of LWIS-City International School is to cater to all learners regardless of their social, ethnic, or academic backgrounds or abilities.

Our goal is to motivate students to become independent, analytical thinkers, problem solvers, inquirers, responsible, ethical adults, good communicators, reflective and technologically able researchers.

We also aim for our graduates to be self-confident, tolerant, and productive members of society.

## IB MISSION STATEMENT

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.

## MOTTO

***WHERE EVERY CHILD IS A CORNERSTONE OF OUR SCHOOL.***

## SCHOOL BELIEFS

- Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
- Each individual is worthy of praise, encouragement, respect, and the opportunity to be challenged to full potential.
- Since all students can learn in a safe and nurturing environment conducive to learning, the school setting should be child centered.
- Curriculum and instructional practices should incorporate and implement a variety of instructional levels, settings, multiple intelligence theories, and learning activities to accommodate differences in learning styles for both regular and special education students.
- The values of human diversity and cultural heritage in the global world must be fully appreciated.
- Developing good character is essential for building citizenship, responsibility, positive relationships, and respect for one's self and others.

- Students must be prepared for future endeavors through the proper use of technology and appropriate research tools.
- The staff's commitment to professional growth facilitates meeting the needs of our students.

## OBJECTIVES

The objective of the school is to equip learners with the following traits (Portrait of a Graduate):

1. Agile Thinker
2. Confident Communicator
3. Self-Directed / Independent Learner
4. Action - Oriented Researcher (Committed Researcher)
5. Globally Minded Citizen (Principled and Global citizen)

These traits are achieved through:

### 1. Holistic Approach

- Provide a convenient and healthy environment to achieve academic success.
- Provide a supportive environment that helps develop the emotional aspect in a child.
- Develop social skills that enhance democratic, confident, and respectable attitudes in the community.
- Respect each other's diversity in a multicultural environment.
- Ensure the development of human values in our students.

### 2. Curriculum Delivery

- Provide a flexible program that caters to all students according to their level and ability.
- Offer an academic curriculum that fulfills Lebanese, American and IB programs.
- Encourage environmental awareness to preserve our natural and physical resources.
- Ensure the acquisition of various skills in order to sustain survival and development in the 21<sup>st</sup> Century.
- Provide a career guidance program that facilitates students' choices of professions.
- Update textbooks and resource materials continuously.
- Promote critical and analytical thinking throughout the curriculum.
- Promote inquiry and reflective thinking throughout the curriculum.

### 3. Child-Centered School

- Ensure that students are actively involved in the learning process.
- Offer English as a Second Language (ESL) for non- English speakers.
- Provide in and out of class special need programs for students with learning difficulties.
- Provide support lessons for students with gaps in education.
- Provide extra and challenging materials for gifted students.
- Involve students in publishing their news and events.
- Include students while implementing and reviewing school policy.
- Encourage students to achieve their maximum potential by providing them with an appropriately challenging curriculum.

### 4. School Improvement

- School Community
  - Seek and maintain high academic standards.
  - Revise continuously the curriculum and policy to provide the maximum chance for student learning.
  - Involve teaching and support staff in training and development programs.
  - Strive to provide optimal work conditions for personnel.
  - Foster communication with parent(s)/guardian and staff.
  - Encourage parent(s)/guardian involvement in school life.
- School Properties and Finances
  - Plan to continuously make the school property safe, healthy, and appropriate for optimal curriculum delivery.
  - Plan and control the budget for optimal use and development for the school.

## **Learning Definition and Objectives**

Learning is a lifelong process of understanding concepts, acquiring knowledge and transdisciplinary skills, and transforming them into a lasting impact on the learner's behavior and attitude.

We aim for our learner to be ethical, moral, empathetic, an analytical and logical thinker, inquirer, problem solver, risk taker, entrepreneur, independent and reflective self-learner, and internationally-minded citizen.

Learning is delivered in a safe, supportive, respectful, challenging, and rewarding environment of equal opportunities through experimenting, investigating, collaborating, reflecting, sharing, experiencing, and training.

The effect of learning is measured by a variety of formative and summative assessments, using qualitative and quantitative criteria.

# STUDENT'S RIGHTS AND RESPONSIBILITIES

## **Rights**

Students have a right to a school atmosphere conducive to learning, which provides for the common welfare and the safety of all in the school community. They have the right to participate in the development of rules and regulations, which is within the jurisdiction of local school officials.

Students have a right to protection from arbitrary and unreasonable decisions concerning the application of disciplinary measures. In cases involving suspensions and expulsions, they have a right to investigations of all facts and allegations and to the fair application of school rules and regulations.

Students have the right to be informed, in writing, of the rules, which regulate behavior, as well as situations that will result in disciplinary measures, before they take effect. Students shall not be subject to corporal punishment. Students have a right to an informal hearing in all disciplinary actions, including the suspension process, and a formal hearing in the expulsion process.

Students have a right to appeal all decisions and to be informed of all appeal procedures available.

Students have the right to be informed of the conditions under which they use school transportation. The operational authority for school transportation should develop and implement a code of student behavior for use on vehicles under their jurisdiction.

## **Responsibilities**

Students have the responsibility to be aware and respectful of the fundamental rights of others according to applicable standards of conduct or codes of behavior. Students have the responsibility to participate in the development and observance of these standards and codes.

## **Freedom of Expression**

### 1. Free Expression: Verbal, Written, Symbolic:

- Rights: Students have a right to ask questions and express their ideas. This freedom of expression will be unrestricted unless it contradicts the code of conduct of the institution.
- Responsibilities: Students are responsible for the content of their expression and must ensure that such expression does not deter others from freely expressing themselves. They also have the responsibility to respect all values, traditions, and religions and avoid defacement of character in any such manner as libel, slander, obscenity, profanity, and falsehood.

### 2. Personal Appearance:

- Rights: Students have the right to voice their opinion on the school dress code through the duly elected student council.
- Responsibilities: Students have the responsibilities to observe the school dress code and to avoid violation of any reasonable requirements for school-sponsored activities.

## **Community Resources**

### 1. General:

- Rights: Parents/Guardians have the right to be confidentially informed of available referral sources.
- Responsibilities: Parents/Guardians are responsible to seek information regarding these resources.

### 2. Medical:

- Rights: Parents/Guardians have the right to confidential assistance in obtaining information on medical resources.
- Responsibilities: Parents/Guardians have the responsibility to inform the school of specific medical problems affecting the student. They also have the responsibility to seek proper medical assistance.

## **School Discipline**

- Rights:
  - Students have the right to participate in the development of school rules and regulations in order to provide a school atmosphere conducive to learning and to ensure the welfare and safety of the school community.
  - Students have the right to protection from arbitrary and unreasonable disciplinary applications.
  - Students have the right to be formally informed of the rules pertaining to behavior, which will result in disciplinary actions before they become effective. Students shall not be subject to corporal punishment.
  - Students have the right to be informed of the code of conduct required on school transportation.
- Responsibilities: Students have the responsibility to respect the rights of others according to acceptable standards of conduct.

## **Student Activities**

- Rights: Students have the right to be involved in all student activities from planning to implementation. Activities should be the result of collaboration between students and school officials. All eligible students may participate in school activities.
- Responsibilities: In participating in school activities, students are implicitly agreeing to abide by all school rules and conditions as agreed upon in the planning of any such activity.

## **School Property and Use of Facilities**

- Rights: Students have the right to use all school facilities and equipment for appropriate activities.
- Responsibilities: Students have the responsibility to abide by all school rules and regulations regarding the use of facilities and equipment.

## **Off-Campus Events**

- Rights: Students have the right to be involved in all school-sponsored, off-campus activities from planning to execution.
- Responsibilities: Students must abide by all school rules and regulations regarding off-campus events.

## **Non-Discrimination**

- Rights: All students are provided equal opportunities in school and educational activities regardless of color, national and ethnic origin, religion, sex, and ability.
- Responsibilities: It is the responsibility of the students to enhance good human relations within the school by practicing respect and responsibility in their dealings with each other and with members of the school staff.



## STUDENT COUNCIL

### Basic Guidelines

It is essential that the student council conducts itself according to the philosophy and mission of LWIS- CiS, which reads as follows:

“The mission of LWIS-City International School is to create a nurturing environment where students, faculty, and families work together to develop academic excellence, ethical behavior, and personal responsibility. Guided by our values, Respect, Responsibility, and Relationship, and by the promotion of lifelong learning, LWIS-City International School will honor the special gifts in every child and support all learners. Within the safe and flexible learning environment, our mission culminates in guiding children toward achieving their maximum potential and becoming meaningful contributors to an ever-diverse international society. To achieve this, we offer a diverse and challenging curriculum with multi-level standards and a wide variety of choices, delivered by a qualified and experienced staff that leads by example.”

### Student Council and Involvement

- **Rights:** Students have a right to form and engage in a student council that allows them a voice in LWIS- CiS affairs through a system of representation. Students have the right to question and debate student affairs and school issues, as well as receive a logical and timely response.
- **Responsibilities:** Students have a duty to participate in the student council and be involved in finding solutions to all issues raised.

### Class Representative

To create a fair, class representation, a few points should be made clear regarding the election of the class representative.

- Every class should assign one representative for every 25 or less students with the assistance of the supervisor of the student council by the end of October of the current year.
- The supervisor of the student council will only assign class representatives who have been elected by the absolute majority of the class. Elections should take place in the presence of the supervisor of the student council.
- There are no requirements for a student to be elected as a class representative.
- When class representatives are elected, they automatically become members of the student council.
- Class representatives will speak and act on the behalf of their classmates on the student council. They will communicate their peers' thoughts, concerns, suggestions, etc. during the student council meetings.
- Class representatives will be assigned certain responsibilities by the supervisor of the student council.
- At any time during the year, and should the majority of a class (> 50%) feel that their elected class representative has not executed his or her responsibilities adequately, they have the right to re-elect a new class representative who will automatically replace the previous one.

### President of the Student Council

- Any senior school class representative has the right to run for the position of the president of the student council.
- The student body will elect the president by a majority vote.
- The only requirements needed for a student to be eligible for the position of president of the student council are the following: a cumulative average of 70% and a clean disciplinary record.
- If at any time, the majority (> 50%) of the class representatives agrees that the elected president is not executing his or her responsibilities satisfactorily, they have the right to re-elect a new president under the supervision of the supervisor of the student council.

## CHILD PROTECTION POLICY

This policy was established and adopted in November 2022 by LWIS-City International School (LWIS-CiS) in partnership with Himaya and will be reviewed on a biannual basis, unless there is a need for an immediate change in policy.

Himaya is a Lebanese non-governmental organization founded in 2009 and dedicated to protecting children from all forms of abuse. It operates across the Lebanese territory and offers services that cover a large spectrum of intervention: prevention, psychosocial follow-up, raising awareness about child abuse, advocacy, capacity building, research and development.

### **Acronyms**

**CPP** – Child Protection Policy

**SOP** – Standard Operating Procedures for the Protection of Juveniles in Lebanon

**CPO** – Child Protection Officer

**CPC** – Child Protection Committee

**CRC** – [UN] Convention on the Rights of the Child

**MoSA** – Ministry of Social Affairs

### **Definitions**

- Child
- Child Protection
- Child Abuse and Neglect
- Suspicion of Child Abuse
- Imminent Risk
- Potential Risk

#### **→ Child**

For the purpose of this document, a “child” is defined as anyone under the age of 18, in line with the **UN Convention on the Rights of the Child and Lebanese Law 422**, or older in case they are still students at LWIS-CiS.

#### **→ Child Protection**

The processes involved in consideration, assessment and planning of required action, together with the actions themselves, where there are concerns that a child may be at risk of harm from abuse, neglect or exploitation.

#### **→ Child Abuse and Neglect**

Refers to all forms of physical and emotional ill treatment, sexual abuse, neglect, and exploitation that results in actual or potential harm to the child’s health, development or dignity.

#### **→ Suspicion of Child Abuse**

Any event or occurrence that leads to any doubt of an abusive situation. Suspicions do not need to be verified by the reporter nor justified by proof before they are reported; doubt is sufficient to inform an authority.

#### **→ Imminent Risk**

All forms of abuse, threats or other circumstances endangering the safety and development of a child that require immediate judicial measures to prevent serious harm. These cases are the responsibility of the Ministry of Justice (Standard Operating Procedures for the Protection of Juveniles in Lebanon– SOP).

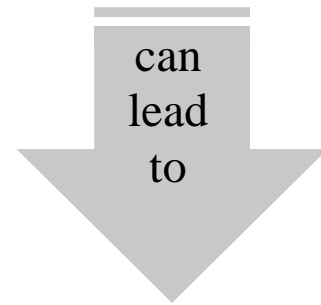
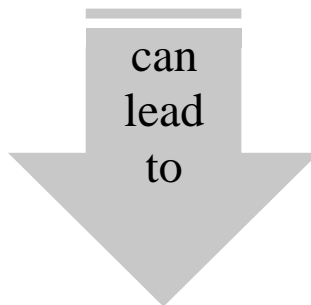
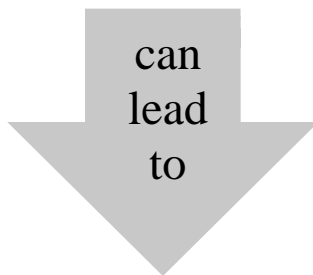
#### **→ Potential Risk**

Threats that can affect the development and safety of a child but do not require immediate judicial measures. These cases are the responsibility of the Ministry of Social Affairs and partner child protection organizations. (Standard Operating Procedures for the Protection of Juveniles in Lebanon– SOP).

## Types of Abuse

<b><u>Physical</u></b> Non-accidental physical injury to the child often resulting in physical impairment of the child. Examples include striking, kicking, burning, shaking or biting the child.	<b><u>Neglect</u></b> The ongoing failure— to meet the child basic needs (food, clothing, shelter, medical care, education, emotional support and supervision) to the degree that the child’s health, safety, and wellbeing are threatened with harm.
<b><u>Sexual</u></b> Sexual abuse refers to any form of sexual activity or act with a child by an adult or by another child who is in a position of responsibility, trust, or authority over the child.	<b><u>Psychological</u></b> A pattern of aggressive and negative interaction with a child, which includes attitudes, behaviors, or hostile speech, and can seriously interfere with a child’s cognitive, emotional, psychological or social development.

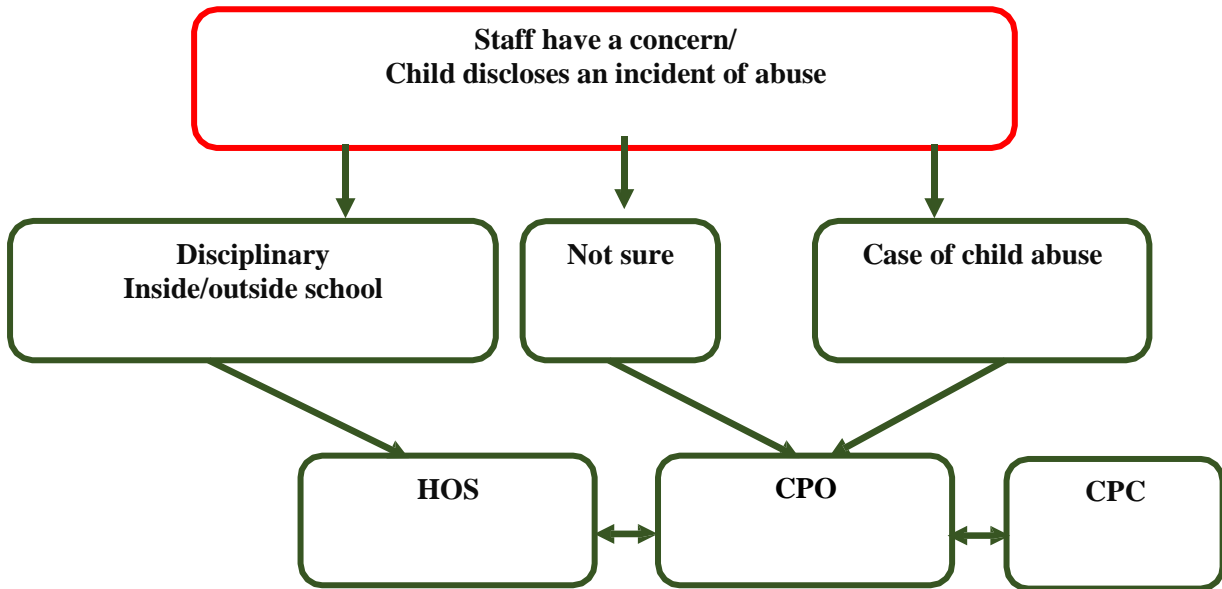
<b>Physical</b>	<b>Sexual</b>	<b>Psychological</b>
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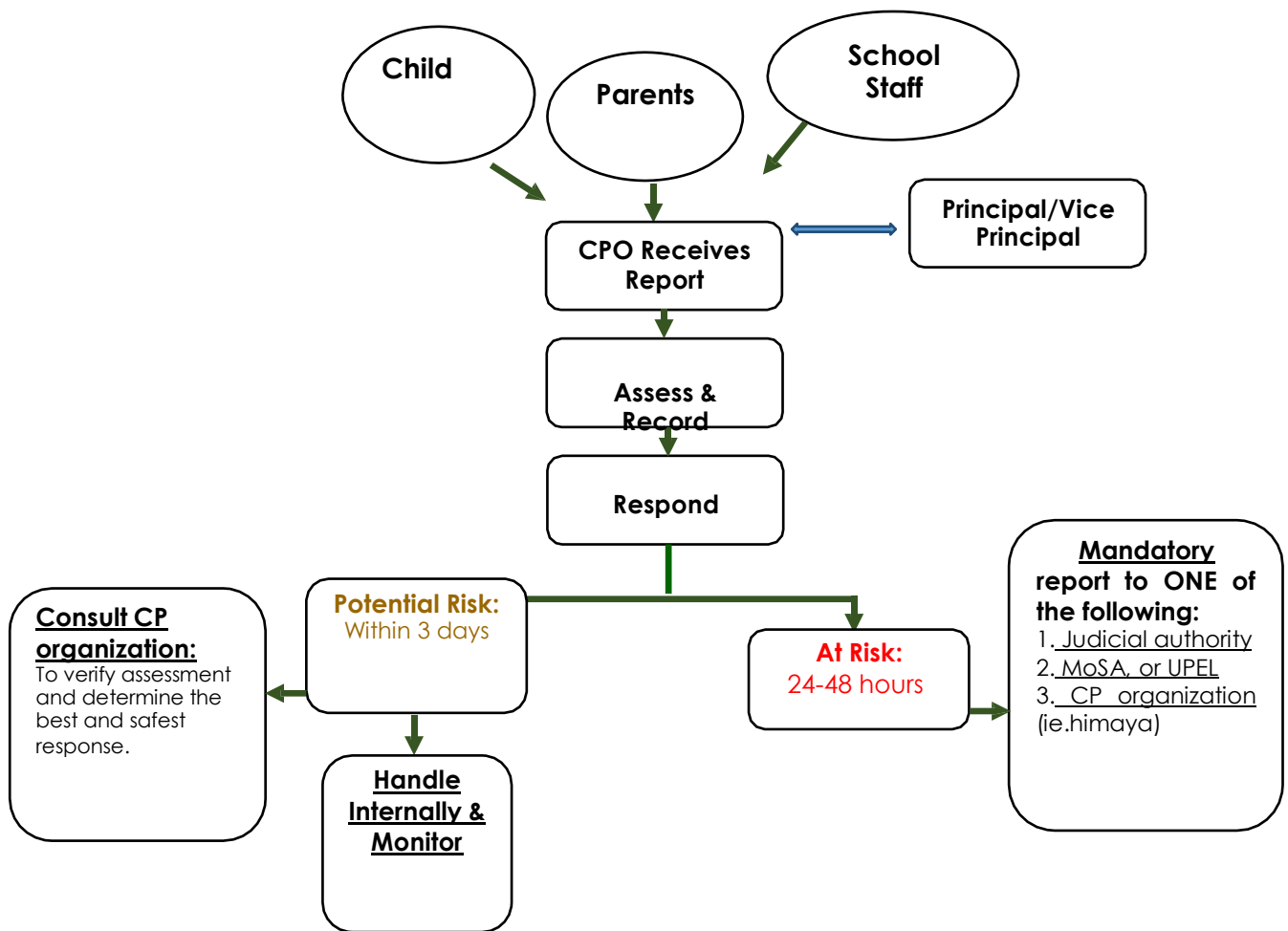
## Bullying

The recurrent use of intimidation or coercion unto a peer. It’s a form of aggressive behavior that is characterized by the existence of a power imbalance, hostile intent and recurrent behavior.

**Disclosure of Abuse - Referral Map:**



**Appendix 1: LWIS-CiS’s Referral Pathway and Procedure**



## SCHOOL RULES, REGULATIONS AND DISCIPLINE

School rules are intended to ensure the safety and welfare of pupils and the smooth functioning of the school community; however, the following is not an exhaustive listing of all the situations and circumstances that may arise, which would then be handled on individual basis. Some measures to be taken are counseling, assigned tasks, community service, removal from classes, detention, suspension, and expulsion.

### ACADEMIC RULES AND REGULATIONS

#### Class Placement

New students must have a passing average from their previous school. Their grade reports and recommendations will be reviewed by the administration. In addition, new applicants will go through an interview and sit for entrance exams in core subjects.

#### Student Assessment Policy

A multitude of methods for assessment are applied throughout the school year. Each department has its own policy on the format of assessment. Trimester exams are required at the end of trimesters 1 and 2 in major subjects. The trimester grade is made up of a combination of daily/weekly grades including projects, tests and quizzes, homework, class participation, and the trimester exams (for major subjects). The regular ratio is 60% (Daily) to 40% (Exam), except for Y12 (Lebanese Program), Y1 (IBDP), and Y2 (IBDP) where the ratio is 40% (Daily) to 60% (Exam). Teachers may change to 70% (Daily) and 30% (Exam) as they see fit, except for Y12 (Lebanese Program), Y1 (IBDP), and Y2 (IBDP).

#### Attendance and Punctuality Grade

*The overall grade based on assessment will constitute 90% of the trimester grade for courses with no trimester exams and 93% for courses with trimester exams. The remaining percentage (10% / 7%) will be based on daily attendance and punctuality to school.*

#### Final Exams

A final exam is given in all subjects. The choice of material for the end of year exam, however, shall be made from the topics taught throughout the year, and shall be balanced according to the material taught in each trimester. The chosen topics shall not represent more than half of the curriculum for that year and shall include the basic most relevant material for the following year. The chosen topics will be announced at the beginning of the year.

#### Final Grades:

The distribution of the final grade is as follows:

- All classes except Grade 12 (American program), Year 12 (Lebanese program) and Y2 IBDP:

<u>1<sup>st</sup> Trimester</u>	<u>2<sup>nd</sup> Trimester</u>	<u>3<sup>rd</sup> Trimester</u>	<u>Final Exam</u>	<u>Final Grade</u>
25%	25%	25%	25%	100%

- Grade 12 (American program) and Year 12 (Lebanese program):

<u>1<sup>st</sup> Trimester</u>	<u>2<sup>nd</sup> Trimester</u>	<u>3<sup>rd</sup> Trimester &amp; Final Exam</u>	<u>Final Grade</u>
30%	30%	40%	100%

- IBDP Y2

<u>1<sup>st</sup> Trimester</u>	<u>2<sup>nd</sup> Trimester</u>	<u>3<sup>rd</sup> Trimester &amp; Final Exam</u>	<u>Final Grade</u>
20%	20%	60%	100%

#### Final Exam Exemption Policy

- Students scoring a final average (Trimesters 1, 2 & 3) of 90% or more in any subject will be exempted from sitting for the final exam in that subject.*
- If a student's combined average of Trimesters 1, 2 & 3 is 90% or more, then he or she will be fully exempted from the final exams in all subjects.*

- The above applies to all classes except Year 12 of the Lebanese Program, and years 1 & 2 of the IB Diploma Programme.

### Make-up Exams for G12

G12 students will be allowed a make-up exam in a specific subject if the yearly grade in that subject falls within 55% and 59.9%, otherwise he/she will have to do summer school in that subject. The make-up exam grade, in addition to the final exam grade, will be used to calculate the yearly grade.

### Grading System

Letter	❖ Grade in %	GPA
A <sup>+</sup>	97→	4.00
A	93-96	4.00
A <sup>-</sup>	90-92	4.00
B <sup>+</sup>	87-89	3.80
B	83-86	3.45
B <sup>-</sup>	80-82	3.10
C <sup>+</sup>	77-79	2.80
C	73-76	2.45
C <sup>-</sup>	70-72	2.10
D <sup>+</sup>	67-69	1.80
D	63-66	1.45
D <sup>-</sup>	60-62	1.10
F	0-59	0.00

❖ **Numbers rounded to the nearest integer.**

Grading Scale
A = Outstanding
B = Above Average
C = Satisfactory/Average
D = Experiencing Difficulty
F = Failing
I = Incomplete

Achievement	GPA	Percentages
High Distinction	4.00	90 and above
Distinction	3.80 - 3.99	87.00 - 89.99
High Honors	3.45 - 3.79	83.00 - 86.99
Honors	3.10 - 3.44	80.00 - 82.99
-	-	
-	-	

### LWIS IBDP Y1 & Y2 Grading System

<u>IBDP Y1</u>			<u>IBDP Y2</u>	
GRADING IN %	IB GRADE DESCRIPTOR		GRADING IN %	IB GRADE DESCRIPTOR
84+	7		80+	7
73 – 83	6		65 – 79	6
62 – 72	5		53 – 64	5
51 – 61	4		41 – 52	4
40 – 50	3		30 – 40	3
30 – 39	2		20 – 29	2
0 – 29	1		0 - 19	1

#### IBDP Y1

#### IBDP Y2

- |                           |               |               |
|---------------------------|---------------|---------------|
| • <b>High Distinction</b> | 85 and above  | 80 and above  |
| • <b>Distinction</b>      | 82.00 – 84.99 | 77.00 – 79.99 |
| • <b>High Honors</b>      | 78.00 – 81.99 | 73.00 – 76.99 |
| • <b>Honors</b>           | 75.00 – 77.99 | 70.00 – 72.99 |

**Grading Policy for Learning Support Department (LSD) and English as a Second Language (ESL)**

Students in any of the above departments will be given individual progress report, which will be included in the report card.

**Promotion Policy**

Lebanese Program: Students are promoted if they accumulate an overall average of 65% or more and are passing in all major subjects.

American High School Program: In order to graduate, students shall successfully accumulate 16 credits in grades 10, 11, and 12. To be promoted from grade 10 to grade 11, students must complete a minimum of 3.5 credits. To gain promotion from grade 11 to grade 12, students should have satisfactorily completed 9 credits. Students, who wish to improve their GPA or to complete extra credits, can do so by attending Summer School. A maximum of 2 credits can be obtained in Summer School.

*Every student should have completed at least 20 hours of community service before the end of the academic year.*

## Graduation Policy

A student shall satisfy the promotion conditions and acquire:

American High School Program: 16 credits in total; 5.5 credits per year.

The above credit requirement must include the following credits:

English	3.00	Math	3.00	Science	3.50
Social Studies/ Social Sciences	2.00	Physical Education	0.25	Others	3.50
Fine Arts	0.25	Foreign Language	0.50		

Lebanese Program: Obtain an overall average of 60% and above in Year 12

**Note:** *In addition to the above, a student should have completed at least 20 hours of community service per academic year of Senior School to qualify for graduation.*

## Grade Reporting

The academic year is made up of three trimesters. Report cards are issued at the end of each of the first two trimesters while the third and final report card is issued at the end of the year, showing the results of the three trimesters as well as the results of the final exams. The end-of-year grade is made up of the average of the three trimesters and the final exam.

## Student Review Days

Before each trimester exam, Year 12 and IBDP(Y1 & Y2) students will have one day off just before the first day of exams.

Before the final exam, students will be given one or more review days as seen appropriate by the Management Committee.

## Drop and Add

During the first two weeks of school, students in the American high school program are allowed to drop and add courses, and during the first week of the second half of the academic year, students are allowed to drop any elective and add a substitute course, subject to availability and the approval of the Academic Coordinator.

Changing levels within the same course can only be done upon consulting with the teacher, Head of Department, Head of Section and Academic Coordinator.

## Homework Policy

The purpose of homework is to reinforce what students learn at school, make them self-reliant and teach them study and research skills. As a result, students are expected to do the following:

- Read and study the instructional material taught in class that day.
- Complete any assignments given by teachers.
- Revise material for any quizzes or tests assigned for the following day.

Homework should be done on a daily basis. On average, students are expected to do the following amount of homework daily:

## Lebanese Program/ IB Diploma Programme

- Sec I/G10 & Sec II/G11 2hr: 30 min – 3hr
- Sec III/G12 4hr

## American Program

- Grade 10 1hr: 30 min – 2hr
- Grades 11 & 12 2hr – 2hr : 30 min



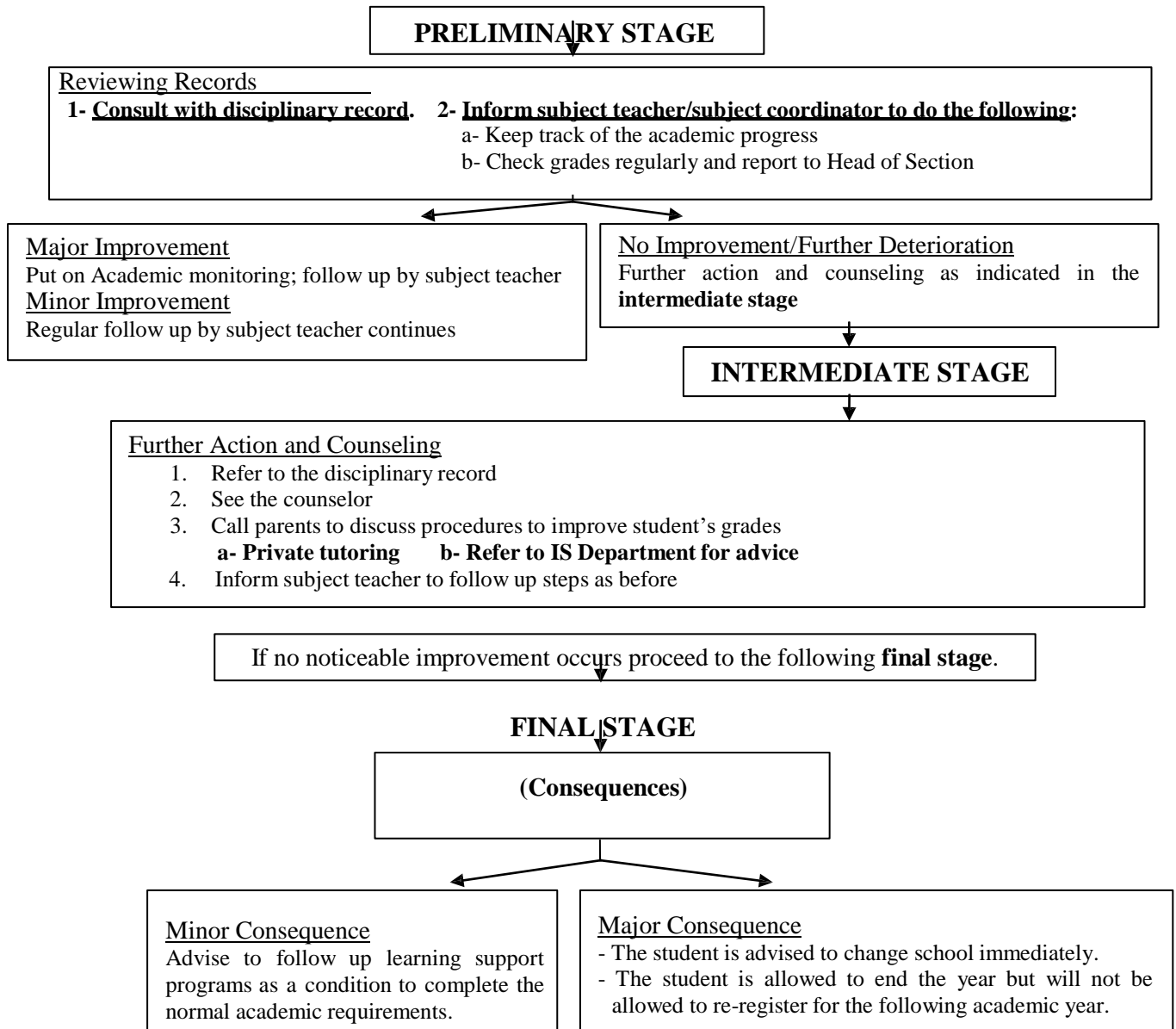
**Probation and Monitoring**

A student is placed on general or behavioral probation if the **Dean of Students** deems it necessary based on the student’s behavior record.

A student is placed on academic probation if he/she fails 2 credits in any trimester.

A student is placed under academic monitoring upon the recommendation of the Head of Department/Head of Section and the approval of the Head of Section for underachieving. Every student’s status is reviewed at the end of each trimester.

The three stages of academic probation are explained in the following chart:



## NON-ACADEMIC RULES AND REGULATIONS

### School Uniform Code

The students have to wear the appropriate school uniform at all times including field trips unless otherwise permitted by the principal. It is advised that students refrain from wearing or bringing any luxury/expensive items.

The following uniform items are available for purchase at the school:

**T-shirt, summer polo, winter polo, sweatshirt, P.E. summer suit, tracksuit, and hooded jacket.**

Being in uniform implies the following:

- Plain blue, grey, or black trousers + one of the school tops + trainers/decent shoes
- School track suit + trainers
- Varsity team uniform (Only for students who are current members of one of the school's varsity teams)

During cold weather, if the above are not enough to keep the body warm, additional clothing (white/blue/black/grey/beige) will be allowed to be worn under the school winter polo.

During P.E. classes, students should be dressed in P.E. uniform, which implies one of the following:

- P.E. school shorts and T-shirt + trainers
- The school track suit + trainers

Note: Headscarves worn by girls should be plain and of one of the following colors: blue, black, grey, white, or beige.

### General Dress Code

Students have the responsibility to exercise good judgment regarding their appearance at school at all times. The following are some examples of inappropriate dress codes:

- Distinct makeup
- Hair that is messy, untidy, dirty, or unnaturally colored
- Nose rings and all other piercing (except for earrings for girls)
- Excessive accessories
- Skirts that are above the knee
- Shorts that are above the knee
- Beach foot-wear/slippers, crocs, high-heeled and noisy shoes
- Artwork on the scalp or brows, or beards
- Torn/ripped attire
- Trousers supported below the waist
- Leggings, yoga pants, and flared pants
- Exposing or accentuating attires
- Clothes that have inscriptions depicting religion or politics
- Clothes that have inscriptions depicting obscenity or any other unethical statements
- During no-uniform days (Fridays/end-of-week days), leggings/yoga pants/flared pants can be worn only with a top long enough to reach the legs.

### Graduation Dress Code

- Boys: Black trousers, white shirt, black shoes, and a necktie.
- Girls: White dress and white shoes.

Students must present their graduation outfits (dress, trousers, shirt, tie, shoes) for approval at least two weeks prior to the event. A student will not be registered for the event if approval is not granted.

### Mobile Phones

Possession/use of mobile phones is forbidden in school, and during any school-sponsored activities. Students in possession of any should, on arrival to school, hand them over to the designated person and retrieve them from him/her at the end of the school day.

### **Re-admission for Excused Absence**

Students desiring an excused absence must present on the first day of return to school a note from a parent/guardian along with any additional support documents (e.g. doctor's report) to the **Dean of Students**. Reports/letters submitted after 5 school days from the day of return to school will be rejected and the absence will be considered unexcused.

- Absence will be determined excused or unexcused by the **Dean of Students**.
- The **Dean of Students** will issue a slip to the student for the excused absence.
- It is the student's responsibility to present the slip to each teacher on the day of return.
- The student is responsible to arrange for any make-up work on the day of return.
- The student is responsible for all homework assigned while he/she is absent.

### **Signing in upon Late Arrival**

The student is to report and sign in at the supervisor's desk.

### **Signing out of School during the School Day**

- A student who needs to leave school during school hours must produce a note from a parent/guardian stating the reason(s) for leaving school.
- Parent(s)/Guardian will be called to discuss the note.
- A written permission will be provided by the **Dean of Students**, which the student will hand over to the gatekeeper before leaving.

### **Emergency Leave**

- The parent/guardian is to notify the **Head of Section/Dean of Students** of the emergency situation.
- Special arrangements for make-up work will be made depending on length of absence and circumstances. Every effort will be made to accommodate the family.

### **End of School Day**

- Students with no assigned tasks after school (detention, community service, practice.....) must leave the school grounds by 2:45pm (Mondays, Tuesdays, Thursdays & Fridays), and by 2:00pm (Wednesdays). The school will not be responsible for any student on school premises after the indicated times.
- Students with detention/assigned tasks, should stay in school until all responsibilities are completed. Any student leaving school grounds before completion of responsibilities will not be allowed to re-enter the school that day. His/her absence will be considered unexcused.

### **Search**

The school retains the right to search a student when the need arises; however, the student will only be searched by a duly assigned member of staff. This policy is restricted to situations where illegal possession of any nature is suspected. It requires the direct approval of the Principal and will be conducted by a senior member of staff.

### **Student Visitors on Campus**

Students not registered at LWIS- CiS who wish to visit the school must have prior permission from the **Dean of Students**. Permission must be requested three days in advance and the student-host must receive the approval of each subject teacher for that day. The student-host is responsible for the visitor at all times and the visitor is expected to abide by all rules and regulations that govern LWIS- CiS student behavior on campus. The visitor must also wear appropriate clothing while visiting the campus.

### **Parent/Guardian Visitors**

All visitors are welcome; however, for security measures, only those visitors with prior appointments made through the administration will be allowed on the school premises. Others will need to get clearance from the administration through the security personnel before being allowed onto the premises. All visitors must report to the security office and wear the visitor's pass provided by the school.

## **Earthquake, Fire and Lockdown**

The school has a published emergency evacuation plan. It is placed on the school's building entrances, and as well, on each of the floors. The school conducts regular and random emergency evacuation drills throughout the year.

In case of the unlikely event of an emergency:

- **Do not panic.**
- **Move quickly and quietly, with no fuss**
- **Do exactly what any teacher tells you to, without lingering or hesitating**

### Earthquake:

- Get under your desk immediately, OR under the doorway arch, OR in the corner of the room.
- Do not run outside. If already outside and you feel the ground move, stand clear of any building which may collapse.

### Fire:

- When you hear the continuous sound of the siren, move quickly and smartly to your closest exit.
- Do not panic or push; keep to the rail side of the staircase, holding the rail.
- Follow the evacuation plan.
- Everybody must evacuate the school buildings and not return until given the "All Clear."

Fire drills will be carried out occasionally. The first two will be announced beforehand.

### Lockdown:

- When you hear the continuous sound of the pulsatory bell, followed by teacher's instructions, move quickly and smartly to your closest exit.
- Do not panic or push; keep to the rail side of the staircase, holding the rail.
- Follow the lockdown plan.

## **Disciplinary Rules and Procedures**

### Definitions

- **Detention:** a 2-hour session held from 8:00 a.m. till 10:00 a.m. on weekends, or immediately after school. Students have to bring enough work to do during detention. This can be assignment/ homework or just studying by reading, individually. If a student fails to use this privilege fully, he/she will lose it for the following 3 sessions and will be assigned work by the Head of Section.  
Note: A teacher can assign an essay for a particular student to be done during detention.
- **Suspension:** the prohibition, by the **Dean of Students**, of a student from attending school. He/She will be responsible for the work missed and will receive a zero for all graded work assigned on that day.
- **Expulsion from class:** a removal from class by teacher or administrator for one period.
- **Expulsion from school:** barring a student from attending school indefinitely, by the Disciplinary Committee/Principal.
- **Informal hearing:** a discussion between the **Dean of Students** and the student to clarify the conditions leading to potential suspension in which the student is given an opportunity to present his/her side of the case. (Informal hearings may be delayed temporarily in instances where the student's continued presence poses a danger to other students or a threat to the educational process.)
- **Formal hearing:** a hearing in which the student is given an opportunity to contest allegations, which could result in expulsion. (In such cases, students and their parents are entitled to a statement of charges in writing prior to the hearing. This statement should also advise students of their entitlement to witness on their behalf during the hearing.)
- **Disciplinary Committee:** a committee headed by the Principal or Vice Principal, consisting of the Vice Principal, Academic Coordinator, Head of Section, **Dean of Students** counselor, one or more teachers, and a student representative. A student representative may not be included when personal information about the student (facing the disciplinary committee) will be discussed at the meeting.
- **Courtesy surveillance:** a daily report given by all teachers for every class regarding the student's preparedness and conduct. (Parent(s)/Guardian must sign and return the form everyday until the school is convinced the change is permanent.)

**Complaints Procedure**

In the events of grievance, complaints steps should be made following the below listed hierarchy:

**ACADEMIC**

- Head of Department/ Subject Coordinator
- Head of Section
- Academic Coordinator
- Principal

**NON-ACADEMIC**

- **Dean of Students**
- Vice Principal
- Principal

Students move from one step to the other only if they get unsatisfactory response.

**Appeal Procedure**

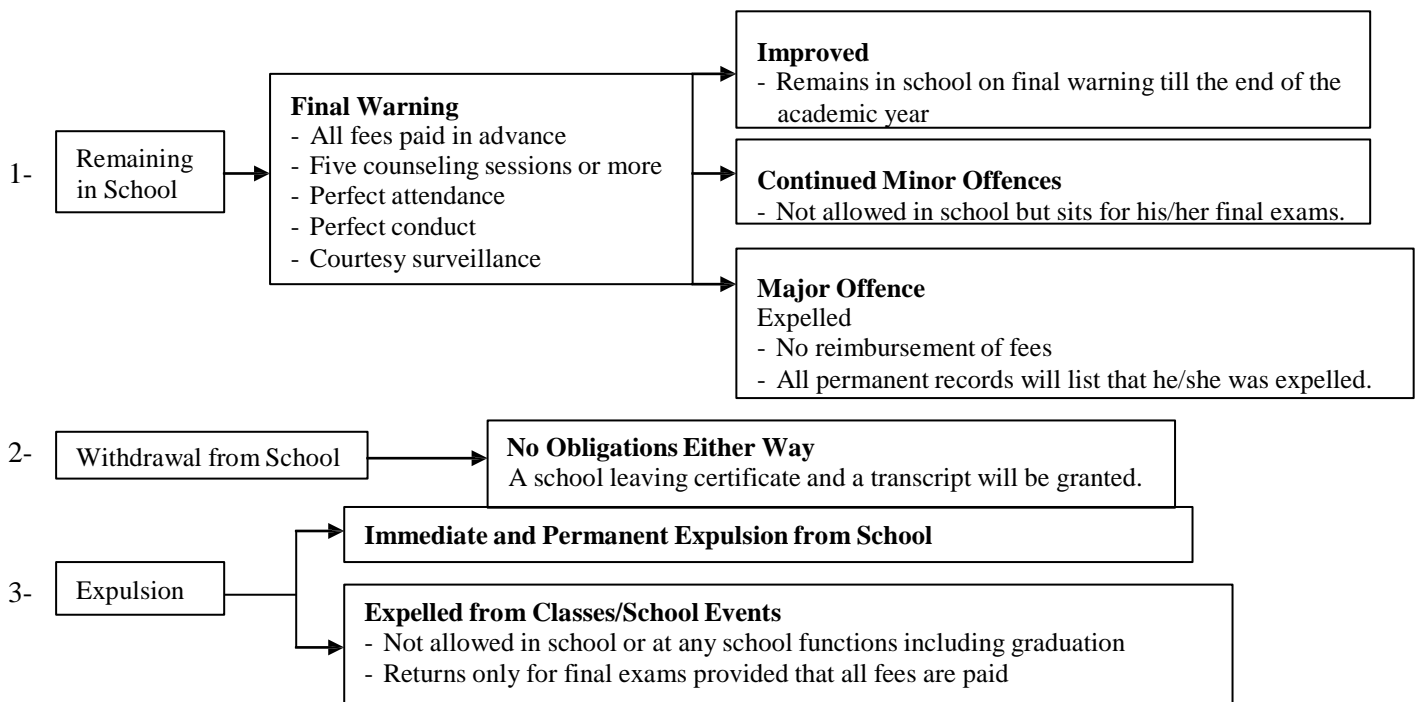
Parent(s)/Guardian have the right to appeal a disciplinary action taken against their child/ward to the Principal

**Excessive Disciplinary Record**

The student with excessive disciplinary record will be referred to the Disciplinary Committee, which will be comprised of the Principal, Vice Principal, Academic Coordinator, Head of Section, **Dean of Students**, Counselor, one or more teachers, and a student representative (where appropriate).

After meeting with the student, the committee’s decision will be one of the three following options:

**Disciplinary Committee Procedures**



- **TO PROMOTE POSITIVE ENHANCEMENT, ANY STUDENT WHO DOES NOT GET ANY WRITTEN WARNING IN TWO CONSECUTIVE WEEKS (TEN SCHOOL DAYS) WILL BE REWARDED BY GETTING A PREVIOUS WARNING REMOVED.**
- **THE SCHOOL IS NOT RESPONSIBLE FOR THE LOSS OF ANY ITEM.**
- **STUDENTS BREAKING SCHOOL RULES AND REGULATIONS REPEATEDLY WILL BE REQUIRED TO SEE THE COUNSELOR FOR BEHAVIOR MODIFICATION.**

# STUDENT BEHAVIOR

Codes	Policies	Consequence
<b>Alcohol and Non-Prescribed Drugs</b>	Alcohol and all non-prescribed drugs are forbidden on school premises, school buses, and school-sponsored events.	Referral to the Disciplinary Committee. Consequences may range from suspension to immediate expulsion from school.
<b>Assignments</b>	Timely presentation of assignments is expected from all school students as timeliness is a major skill the school attempts to instill in all its learners.	The absence of an assignment, on its due date, warrants a zero. In case of projects or major assignments, overdue work will be graded according to the department's policy regarding assignments. Repeat offenders will be referred to the Head of Section. Consequences may vary from a detention to suspension.
<b>Attendance</b>	Students are expected to attend classes daily and on time. Students are also expected to attend school day trips and activities.	<b>School:</b> In case of 4 absences per trimester for ill health, the student will need to provide a full medical diagnosis, and a medical report for any further absences; otherwise, the absence will be considered unexcused. In such cases, phone calls from parent(s)/guardian will not be accepted as an excuse for ill health. In case of travel, parent(s)/guardian are advised to use the holidays on the school calendar, avoiding days before or after the holidays, as absences on these days will be considered unexcused. For travels during school days, in case of emergency, prior arrangements must be made with the school; otherwise, absences will be automatically considered as unexcused. <i>One absence (unexcused) = a deduction of half a point from the attendance and punctuality grade if total absences are less than or equal to 20 days.</i> <i>One absence (unexcused) = a deduction of three quarters of a point from the attendance and punctuality grade if total absences exceed 20 days but are less than or equal to 25 days.</i> <i>One absence (unexcused) = a deduction of one point from the attendance and punctuality grade if total absences exceed 25 days.</i> Upon reaching 20 days of absence, further absences will not be excused, except in cases of hospitalization of the student or death in the family (not extended family). Note: an unexcused absence from school warrants a zero on all work done that day, including tests. <b>Class:</b> An unexcused absence from class warrants an immediate detention. 5 unexcused absences from any subject per trimester warrant that the student fails the course. <b>Detention:</b> Absence from detention warrants a 1 day suspension + <b>1 detention</b> . <b>Trips:</b> Unexcused absence from a one-day field trip may result in a 1-day suspension. Repeat offenders will be referred to the Head of Section.
<b>Bullying</b>	Bullying will not be tolerated on school premises, buses, and school-sponsored activities.	1 <sup>st</sup> Offense: 1 detention + referral to counselor 2 <sup>nd</sup> Offense: 1 to 3 days suspension 3 <sup>rd</sup> Offense: referral to Disciplinary Committee
<b>Cheating</b>	Cheating will not be tolerated in any form or manner.	1 <sup>st</sup> Offense: student will receive a zero on the relevant piece of work. Parent(s)/Guardian will be informed. 2 <sup>nd</sup> Offense: 1 day suspension from school 3 <sup>rd</sup> Offense: referral to Disciplinary Committee
<b>Chewing Gum</b>	Use of chewing gum is undesirable on school premises, buses, and school-sponsored activities.	Repeat offenders will be referred to the <b>Dean of Students</b> .
<b>Readiness for Class</b>	Students are expected to be ready for each class with all required materials.	Repeat offenders will be referred to the Head of Section.
<b>Display of Affection</b>	Any display of affection will not be tolerated on school premises, buses, and school-sponsored activities.	The incident will be reported in writing to the <b>Dean of Students</b> immediately. Cases will be handled on individual basis, accompanied by counseling.
<b>Disruptive Behavior</b>	Students are expected to practice acceptable standards of conduct in and out of the classroom, for the smooth running of classes and also for the common welfare and safety of all members of the school community.  An unacceptable behavior warrants a written warning.	<b>Warnings:</b> 3 warnings = 1 detention; 6 warnings = 2 detentions; 9 warnings = 1 day suspension; 15 warnings = 2 days suspension; 20 warnings = 3 days suspension; 24 warnings = referral to Disciplinary Committee Less than 4 warnings per trimester will not be carried forward. <b>Expulsion from Class:</b> 1 <sup>st</sup> Offense: parent(s)/guardian will be called to discuss the matter. 2 <sup>nd</sup> Offense: 1 day suspension 3 <sup>rd</sup> Offense: 3 days suspension 4 <sup>th</sup> Offense: Disciplinary Committee A student needs to meet with the teacher and <b>Dean of Students</b> before re-entering class. <b>Note:</b> • In case of expulsion for gross misconduct, the consequences of gross misconduct will apply instead. • Refusal to leave class when expelled will result in suspension.
<b>Prescription Drugs</b>	Prescription drugs must be kept with the school nurse.	Disciplinary action will be taken by the <b>Dean of Students</b> depending on the severity of the case
<b>Elevators</b>	The use of elevators is prohibited for students unless it is approved by the Principal for long-term use or by the Head of Section/Nurse for short-term use.	1 <sup>st</sup> Offense: 1 detention 2 <sup>nd</sup> Offense: 2 detentions 3 <sup>rd</sup> Offense: referral to the <b>Dean of Students</b> for further action <b>Note:</b> Overload of elevator will be considered as a threatening behavior.
<b>Fighting</b>	Fighting will not be tolerated on school premises, buses, and school-sponsored activities.	1 <sup>st</sup> Offense: 1 to 7 days suspension 2 <sup>nd</sup> Offense: 3 to 15 days suspension 3 <sup>rd</sup> Offense: expulsion procedures initiated

<b>Threatening Behavior</b>	Any threatening behavior will not be tolerated on school premises, buses, and school-sponsored activities.	1 <sup>st</sup> Offense: 1 to 3 days suspension 2 <sup>nd</sup> Offense: 3 to 10 days suspension 3 <sup>rd</sup> Offense: referral to the Disciplinary Committee
<b>Food and Beverages</b>	No eating or drinking is allowed in the classroom, during learning sessions.	A student will receive a written warning.
<b>Gross Misconduct</b>	Students are expected to behave in an ethical manner to provide a healthy atmosphere on school premises, buses, and school-sponsored activities.	Referral to the Disciplinary Committee. Consequences may vary from suspension to immediate expulsion from school, depending on the severity of the case.
<b>Hall Passes</b>	A student must have a permission slip while outside the classroom.	Student will not be allowed to re-enter class. Absence will be considered unexcused.
<b>Harmful Weapons and Potentially Dangerous Items</b>	All potentially dangerous weapons and harmful items are not allowed on school premises, school buses, and school-sponsored activities.	Referral to the Disciplinary Committee.
<b>Jokes involving Parents'/Guardian's Names</b>	Students are expected to respect each other's parents/guardians. Using the personal name of a schoolmate's parent/guardian in any form of joke will not be tolerated.	1 <sup>st</sup> Offense: Referral to the counselor. The parents/guardians of the students involved will be called to discuss the issue. 2 <sup>nd</sup> Offense: 1 to 3 days suspension, depending on the level of jokes used. All involved students must attend a number of counseling sessions with the counselor as deemed fit.
<b>Leaving School Grounds</b>	Students intending to leave school during school day must have a written permission from the head of section. Students enrolled on the school bus can only leave on the assigned school bus. Students intending to leave by other means of transportation need to produce a written permission prior to leaving.	Students leaving during school hours: • They will be suspended and can only return accompanied by parent(s)/guardian.  Students leaving by other means of transportations: • Parent(s)/guardian will be called. • Repeat offenders will lose the privilege of using school transportation.
<b>Littering</b>	Students are responsible for keeping the school premises clean.	A student will be assigned cleaning tasks during breaks or after school.
<b>Obscenity</b>	Students are forbidden to use obscene language in verbal, written, sign, and picture forms at school, on school buses, and during all school-sponsored events.	1 <sup>st</sup> Offense: referral to the counselor/ <b>Dean of Students</b> . 2 <sup>nd</sup> Offense: referral to the <b>Dean of Students</b> . Consequences may vary from a detention to suspension. <b>Note:</b> In case the insult refers to a family member, suspension will be immediate and the number of suspension days will depend on the extremity of the insult.
<b>Spray Bottles/Cans</b>	Students should not have/use any form of spray items (e.g. perfume, deodorant,...)	The item(s) will be confiscated. Repeat offenders will be referred to the <b>Dean of Students</b> .
<b>Tardiness</b>	Students are expected to arrive to school on time and at the beginning of every class.	<b>School:</b> Students arriving after 8:00 a.m. will be considered late. Students arriving after period 1 will not be allowed to enter school. Parent(s)/Guardian intending to send their children/wards late should first call the school to get permission. <i>4 tardiness = deduction of half a point from the attendance and punctuality grade.</i> <i>Arrival between 8:00 a.m. and 8:10 a.m. warrants that the student stays after school on that same day, till 2:30 p.m. (till 1:45 p.m. on Wednesdays). Arrival after 8:10 a.m. but before the end of period 1 warrants that the student stays till 2:45 p.m. (till 2:00 p.m. on Wednesdays).</i> <b>Note:</b> Absence from the detention on the day will result in the student considered as absent for that day (deduction of 0.5 instead of 0.125, of a point) In case of an excessive record of tardiness, parent(s)/guardian will be called to a meeting to discuss ways of controlling it. Disciplinary measures will be taken in case of uncooperative students or parent(s)/guardian. <b>Class:</b> 3 late arrivals equal 1 detention. Students who arrive more than 10 minutes late to class are not allowed to attend class. Absence will be considered unexcused.
<b>Theft, Destruction of Property, and Vandalism</b>	Students are expected to respect the possessions of others and all school property.	Parent(s)/Guardian will be charged the repair or replacement costs. Possible detention or suspension will depend on the severity of the offence.
<b>Tobacco Products/Tobacco Smoking Simulation Devices</b>	Students are not allowed to be in possession of or use tobacco products or tobacco smoking simulation devices at or around school, on the school bus, or at any school-sponsored activity. This includes the use of regular cigarettes, electronic cigarettes, personal vaporizers, or electronic nicotine delivery systems that simulate tobacco smoking.	<b>Possession/Use:</b> 1 <sup>st</sup> Offense: 2 detentions during which the student will be assigned work related to the offence. Parent(s)/Guardian will be called to a meeting. 2 <sup>nd</sup> Offense: 1 day suspension 3 <sup>rd</sup> Offense: expulsion procedures initiated.
<b>Unauthorized Items</b>	Students are not allowed to: A- Use musical devices/musical instruments or any other similar players on school premises without permission. B- Be in possession of or use mobile phones on school premises, or during school hours.	<b>Musical Devices / Musical Instruments</b> 1 <sup>st</sup> Offense: item will be confiscated for 1 week. 2 <sup>nd</sup> Offense: item will be confiscated for the term. <b>Possession of Mobile Phones:</b> 1 <sup>st</sup> Offense: phone and sim card retained in school for 1 to 3 days 2 <sup>nd</sup> Offense: phone and sim card retained in school for 7 to 10 days 3 <sup>rd</sup> Offense: 7 days suspension and phone and sim card retained in school till the end of the academic year 4 <sup>th</sup> Offense: referral to the Disciplinary Committee <b>Use of Mobile Phones:</b> 1 <sup>st</sup> Offense: 1-3 days suspension and phone and sim card may be retained in school for 3 to 10 days, depending on the use of the phone 2 <sup>nd</sup> Offense: 3-7 days suspension and phone and sim card will be retained in school till the end of the academic year 3 <sup>rd</sup> Offense: referral to the Disciplinary Committee and possible expulsion <b>Note:</b> The school is not responsible for, nor will it investigate, the loss of such items.
<b>Uniform</b>	Students have to wear the appropriate school uniform at all times including field trips, unless permitted otherwise by the Principal.	A student will not be allowed to attend class. He/she will be allowed to sit for any tests or quizzes assigned for that day. Absence will be considered as unexcused.

## ACTIVITIES

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| <ul style="list-style-type: none"><li>▪ Orientation Day</li><li>▪ Election of Class Representatives</li><li>▪ Election of the President of the Student Council</li><li>▪ Independence Day</li><li>▪ Iftar (depending on the calendar)</li><li>▪ Breast cancer awareness month</li><li>▪ Autism awareness week</li><li>▪ Christmas Stockings/Hats Sale</li><li>▪ Visits to the Underprivileged</li><li>▪ Christmas BBQ/Celebration</li><li>▪ Valentine's Day Sale</li><li>▪ Camps</li><li>▪ Field Trips</li><li>▪ Honor Society Induction</li><li>▪ Honor Society Camp/Celebration Days</li></ul> | <ul style="list-style-type: none"><li>▪ March Madness</li><li>▪ Spirit Week</li><li>▪ Halloween Party</li><li>▪ Arts and Sciences Fairs</li><li>▪ Open Day</li><li>▪ Snow Day</li><li>▪ Skip Day (Grade 12 , Year 12 and IBDP Y2)</li><li>▪ Fundraising Activities</li><li>▪ Sports Competitions</li><li>▪ International Trips</li><li>▪ International Reading Day</li><li>▪ <i>Model Arab League</i></li><li>▪ Model United Nations</li><li>▪ Prom Night</li><li>▪ Graduation Day</li></ul> |
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## OTHER SERVICES

### Guidance and Counseling

The aim of the guidance department is to provide each student at LWIS- CiS with counseling, either individually or as a group during class, assembly, or other appropriate times. The counseling program is designed to focus on the well-being of each student. The counseling program will provide aid and instruction to each grade level. It is a concise and development-focused program, which aims at producing well-prepared students, thus offering them an entrance into society.

The program also seeks to endorse and enhance the actual learning process. The goal of this program is to allow each student the opportunity to achieve success in academics as contributing members of society.

The counseling program will address these three areas: Career Development, Academic Development, and Personal/Social Development.

#### 1. Career Development

The program provides students with the skills, attitudes, and knowledge necessary to make a smooth transition from the school to a career. It assists the students

- In increasing self knowledge and self appreciation
- In further educational or occupational exploration
- With career planning, preparation, and feasible transitions.

#### 2. Academic Development

The counseling program introduces strategies and activities, which provide support and maximize learning. These include the following:

- Using skills, knowledge, and attitudes acquired in order to learn efficiently
- Employing certain strategies to achieve success in school
- Comprehending the relationship between academics and work and life in and out of home.

#### 3. Personal/Social Development

The program provides a foundation for personal and/or social growth, which will inevitably contribute to the student's academic and career success. This includes the following:

- Confidential, individual, or small group counseling and consultations with teachers, parents, and administration that will provide the students and families with assistance
- Acquisition of certain skills and knowledge, which will allow the student the ability to respect himself or herself and others
- Use of important interpersonal skills
- Understand his or her obligations as a contributing member of society



## **Physical Education Program**

The following represent the aims of the program:

- Teach students the importance of keeping fit and the exercises needed to achieve this safely
- Teach students the importance of teamwork
- Encourage students to play to the best of their abilities

If for any medical reason a student is not able to participate in physical education classes for more than one week, he/she is required to provide a note from a doctor. Students who are unable to take part in P.E. on a given day must provide a note from the school nurse.

**Grading is based on effort and ability.**

## **Varsity Teams Program**

### 1. Practice

All members are expected to attend all practice sessions unless they have a medical report. Repeated absences will result in not participating in the games.

### 2. Goal

The goal of the varsity team program is to promote teamwork and encourage students to play to the best of their abilities.

## **Cafeteria**

Food and drinks are available for sale in the cafeteria; students should have enough money with them to benefit from this service. Meals can be ordered on a weekly/monthly basis.

Delivery of food to school during school hours will not be allowed.

## **School/Parent Contacts**

Strong school/parent communication is encouraged as it benefits the students. Parents may contact administration regularly to arrange for meetings with teachers.

Regular parent/teacher conferences are scheduled during the year.

The school issues a weekly newsletter informing parents of upcoming events of the school.

The school also posts information on the Web Site.

## **Textbooks**

The school provides each student with all textbooks and one copybook per course. It is each student's responsibility to return the textbooks in a good condition. The subject teacher will distribute all materials, in class, during the first week of school. Any additional copybooks required can be purchased from the library.

## **Laptops/Netbooks/Tablets**

Each student is expected to provide his/her own device (without SIM cards) for daily use in the classroom.

It is each student's responsibility to safeguard his/her own device and avoid its misuse.

Each device should be fully charged and have an updated licensed internet security software.

## **Hand Sanitizers**

Each student is expected to always provide his/her own hand sanitizers, for their safety, and the safety of others.

## **Lockers**

Every student will be provided with a locker, which should be used to keep belongings safely. Students are required to provide a padlock to keep the lockers closed at all times when not in use. The locker can be used just after homeroom time, at the end of each break, and at the end of the school day, only.

## **Hallways and Stairways**

Hallways and stairways should be kept clean, and reasonably quiet. Students should not run along the hallways or up and down the stairs. Students should use the right-hand system while walking along the stairs and hallways.

## **Break Times**

Students should not be in the classrooms/hallways during break times, unless given permission by the **Dean of Students**.

**Library**

The library is open daily from 7:30a.m. – 2:40p.m. Students are welcome during breaks but need to be accompanied by a teacher during class time; they can also borrow books to take home for a specific period of time.

**Nurse**

A qualified nurse is on campus throughout the day. In the event of a suspected major injury, the nurse and the administration jointly decide whether it deserves a hospital visit or not.

Parent(s)/Guardian will be informed of any treatment given to their child/ward.

**School Policies Covering Transportation**

- The school makes available buses to all parts of Beirut and its suburbs as requested by parent(s)/guardian.
- Parents/guardians have the options of either enrolling their child/ward on a school bus for which a fee is required, drop off and pick up their child/ward themselves, or allow their child/ward to transport themselves to and from school. The school does not provide any parking space.
- Students enrolled on the school bus will be informed of pick-up time, as buses cannot wait. Any student who is late for pick-up will be left behind and the parent(s)/guardian will be expected to provide transportation.
- Likewise, parent(s)/guardian will be called to pick up his/her child/ward after school in case the student was late to board the bus for departure from school.
- A bus assistant is assigned to accompany students to and from school.
- Parents/guardians can request from the school permission for their child/ward to use other means of transportation on certain days, at their responsibility.
- Permission for students using a bus other than the designated one will only be granted depending on the situation and availability of space on the bus. Request must be made by parent(s)/guardian beforehand.
- Students enrolled on the school bus have to abide by the Code of Conduct for the use of a school bus.

**Code of conduct on the school buses**

Every student is expected to:

- Be seated with the seat belt on throughout the trip, to and from school
- Communicate with others on the bus in normal tone and pitch
- Keep safe and avoid putting any part of his/her body out of the window
- Avoid communication with anyone outside the school bus
- Show a high degree of civil behavior towards others on the bus and outside the bus
- Avoid communication with the bus driver
- Avoid eating/drinking on the school bus
- Keep the bus clean; not throw any litter out of the window

**School Day**

Students are expected to be in school by 7:45 A.M.

**DAY PLANNER**

<b>Monday-Tuesday-Thursday-Friday</b>		<b>Wednesday</b>	
First Period	07:50a.m. – 08:50a.m.	First Period	07:50a.m. – 08:50a.m.
Second Period	08:50a.m. – 09:45a.m.	Second Period	08:50a.m. – 09:45a.m.
Third Period	09:45a.m. – 10:45a.m.	Third Period	09:45a.m. – 10:45a.m.
<b>BREAK</b>	<b>10:45a.m. – 11:30a.m.</b>	<b>BREAK</b>	<b>10:45a.m. – 11:30a.m.</b>
Fourth Period	11:30a.m. – 12:25p.m.	Fourth Period	11:30a.m. – 12:25p.m.
Fifth Period	12:25p.m. – 01:20p.m.	Fifth Period	12:25p.m. – 01:30p.m.
Sixth Period	01:20p.m. – 02:15p.m.		