



**Lebanon Evangelical School**  
for Boys and Girls

Loueizeh - Baabda

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# Junior Department

## General Policies



**We Care. We Love. We Teach.**

**Junior Classes**

**2021 - 2022**

Dear Parents of Junior Students,

We would like to take this opportunity to welcome our new Junior students. Within this document you will find some important information you should keep on hand throughout the next nine months. We look forward to a year where our children grow and learn together.

Please find attached a list of some of the Junior Department policies. These are by no means exhaustive and may be added to at any time. However, they are the most important ones.

We are sending this because it is important to us that you read the rules and realize the consequences of all actions.

**Being responsible** is a VERY important characteristic we want our children to have. As such, we all need to work together to help them develop this trait and use it in their daily lives!

Being responsible teaches us how to respect rules, how to keep our promises and honour our commitments.

Being responsible is accepting the consequences for our actions without blaming others when things go wrong.

For this reason, every student should agree to take responsibility in respecting the school rules, and accepting the consequences whenever they do not.

We would really appreciate it if you could take time at home to explain to your child the importance of this matter. Please continue to encourage your child to act responsibly on a daily basis.

If you have any questions regarding this please do not hesitate to contact my office. They will be more than pleased to help you.

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# A. No bullying @ LES Loueizeh

## STAND UP! SPEAK UP

Bullying is an aggressive behavior that is intentional and that involves an imbalance of power or strength. Typically, it is repeated over time. No child should have to put up with bullying. If bullying is not stopped it can lead to more aggressive, anti-social behavior and can interfere with a child's success and well-being in life.

Bullying can take many forms:

1. Physical bullying, such as hitting or punching.
2. Verbal bullying, such as teasing or name calling.
3. Nonverbal bullying or emotional bullying, such as intimidation using gestures or social exclusion.
4. Cyber bullying, such as sending insulting messages on social media, which is used too frequently these days.

Together we can stop this harmful behaviour. How can you, our LESBG parents, help STOP BULLYING?

1. Provide a safe and loving home.
2. Communicate: Talk every day and listen to your child. Ask questions. Explain what bullying is and how no one should be bullied.
3. Do not blame your child for being bullied.
4. Boost self-esteem.
5. Watch for changes in behavior.
6. Help your child make friends.
7. Help your child develop social skills.
8. Encourage your child to talk to their teacher or school counselor if they know of any bullying happening.
9. Be a good example: Control your own temper and speak respectfully of others regardless of any differences you may have.
10. Teach your child what NOT to do, such as pushing, teasing or excluding others.
11. Coach your child on what to do if someone is being mean to them or to another :
  - Tell the bully to stop.
  - Walk away.
  - Get an adult.

Your input is VERY important! We ask that you, as parents, support and encourage your children to show off their good characteristics during their daily behaviours and be proud of their positive influence they share with their friends.

The policy that will be implemented in case of any type of bullying:

- 1 : Anyone that sees or experiences bullying will be asked to write down the name of the alleged bully in the office and that student will be called immediately to the office.
- 2 : They will be informed that they are accused of bullying and asked not to repeat the offence.
- 3 : Their name will be recorded in the "Bullying Box".
- 4 : If their name is recorded a total of 3 times, the student's parents will be asked to attend the Principal's office with their child.
- 5 : If their name is recorded a total of 5 times, they will be asked to stay in the office for 2 days with no breaks. Class work will be provided by their teachers to be done while they are in the office.

With your help, we can not only educate our students with knowledge but also, and equally importantly, give them the tools necessary to become caring and loving people.

## B. Students Safety Guidance

Safety Guidance General Guidance for all students in order to avoid being exposed to the COVID-19 virus:

1. Students should bring their own hand sanitizer that contains at least 60% alcohol.
2. We advise to wear your mask at ALL times over your nose and mouth However, masks for students are not obligatory.
3. Avoid crowded and public areas.
4. Students should wash their hands frequently throughout the day with soap and water, for at least 20 seconds.
5. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol, as often as possible.
6. Avoid touching your eyes, nose, or mouth.
7. Practice good respiratory etiquette. Cover coughs and sneezes with a tissue or the inside of your elbow.
8. Maintain social distance at ALL times, staying a minimum of 1 meters apart.
9. Do not share personal items: bottles, food, pens, pencils, etc.
10. Clean and disinfect highly-touched surfaces before and after using them.
11. Throw away used tissues.
12. Be alert for symptoms of COVID-19: Fever, cough, shortness of breath, etc.
13. Stay home if sick. Doctor's report is required.
14. Your health matters.

# C. General Health Policy

## Healthy Eating:

This year, as in past years, we are very happy to announce that we only serve healthy food and juice in our cafeteria. No junk food is served. We ask that you put only nutritious and healthy food in your child's lunch box. We must work together to form good eating habits.

- Any child coming to school with junk food will not be allowed to eat it and it will be taken away from them. Items that will be taken away include soda pop, chips, popcorn, chocolate bars, sweets and highly sugared juices. If you are not sure what to send, look at the school menu.
- All forms of chewing gum are forbidden. Do not buy it, do not eat it. Any student caught chewing gum will be issued a -10 on their conduct mark.
- NO food is allowed in the Computer Rooms, Libraries or Labs and not on any school buses. A -2 punishment will be issued if this rule is broken.
- For safety reasons, no glass bottles are allowed at school.
- If a student buys anything from the cafeteria when they are meant to be in class, they will be issued a -2 on their conduct mark.
- We kindly ask you to send your child's food in a plastic food bag that doesn't leak or in a safe plastic container.
- Junior students are NOT allowed in the Senior cafeteria unless with an adult.

## Hygiene: "Clean Means Healthy."

### 1. The School Policy on general hygiene:

Hygiene is a habit that needs to be focused on with children at an early age. Hygiene refers to the importance of cleanliness in maintaining health. Encouraging children's personal hygiene habits is a day-to-day issue that parents need to reinforce and practice so they and their children can stay healthy and avoid illness and infections.

Helping establish a child's personal hygiene routine can be a rewarding experience, as a child learns responsibility over that routine.

Most children enjoy taking a bath or shower. Helping children develop good personal hygiene habits can help them learn how important these habits are and to understand the links between cleanliness and staying healthy.

With many different illnesses and infections around at various times of year, the best preventative measure you can take in looking after your children's immune systems is to maintain high standards of your child's hygiene.

Taking a daily proactive approach towards child hygiene is important: washing hands at all times, cleaning kids' ears, brushing their teeth, bathing every day, wearing clean underwear and socks every day, etc.

Please note, once a year, our school doctor does a full physical examination for both girls and boys after taking the parent's signed approval. This is to ensure the well-being of the child.

## **2. The School Policy on head lice:**

So far there have not been any outbreaks, but it is better to be prepared than to panic when the lice actually appear.

- Boys' hair **MUST** be short. If in doubt, please consult the Junior Administration.
- If girls have long hair, it **MUST** be tied back all the times.
- Please check your child's hair for lice at least once per week. If you are unsure how to do this please see the following YouTube video:

<http://www.youtube.com/watch?v=EMqj88S8lMg>

Use Anti Lice Shampoo once per week. Alternate it with your favorite shampoo.

Once a month our nurse will check all the children in the school for head lice. If your child is found to have lice in their hair, a letter will be sent home with them and you will be required to keep your child at home for 2 school days, until they are free of lice.

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# D. School Uniform and Appearance Policy

Please note that a Uniform Violation is considered a conduct issue. Therefore, 2 conduct grades will be deducted each time a child is in violation of the below policies.

Students must wear school uniform at all times. If for some reason a child comes to school not wearing the appropriate uniform, a letter from home is necessary.

**In consideration of the economic situation we are all facing at the moment, exceptionally for this Academic year 2021-2022, Junior students are permitted to follow the uniform regulations below:**

<b>Junior Department (Junior 1 to 5)</b>	
Shirt	Shirts must be bought from the school uniform shop. Shirts <b>MUST BE TUCKED IN.</b>
Trousers	Any dark blue (navy blue) or black trousers. They must conform to the following regulations: <b>NO jeans of any colour are allowed.</b>
Skirt	Any dark blue (navy blue) or black skirts are allowed. Skirts should not be short.
Pull Over	Any dark blue (navy blue) or black pullover.
Jacket	Any jacket available preferably dark colour.
Tracksuit and House Sports T- shirts	Students must buy coloured house T- shirts from the school uniform shop only - (New students will be notified of which colour by their teacher). Any tracksuit bottom can be worn.
Sports Shorts	Any dark blue (navy blue) or black sports shorts.

Any changes to this uniform policy will be announced in Chapel. Normally, in hot weather, it will be announced that sports shorts and T-shirts can be worn instead of trousers and skirts. Students must follow the uniform policy until the change is announced.

Please note, students are not allowed to mix and match between the regular school uniform and the PE uniform. Students are allowed to wear **ONLY** a dark blue cardigan when it starts getting cold or the PE jacket (only during October / November). When it is cold, only the school sweater and the school jackets are allowed to be worn.

- **In order to be able to help you find your child's missing clothes or items they have brought to school, such as a water bottle, bag, lunch box, jacket, shirt etc. or any other item, they **MUST** be clearly labelled with the name of your child.**

## General Dressing Rules

1. We strongly advise girls to wear shorts under their skirts.
2. Stud earrings only. No jewellery should be worn in school. If your child has pierced ears, then studs or sleepers must be worn. Teachers will **take away** any jewellery worn by children in school.
3. No make-up or nail varnish.
4. No hair in face for both girls and boys and no hair touching the collar for boys. Girls tie hair back. **No dyed or highlighted hair.** ALL boys' hair should be cut short and ALL girls' hair should be tied back neatly.
5. No slippers or flip-flops are allowed in the school.
6. No toys from home are allowed including cellular phones, Nintendo games or any electronic device. If it happens that a child brings them to school by mistake, the school will not be responsible if the child loses them.
7. It is forbidden for any student to have a cellular phone on the school premises. If one is found on a student, it will be confiscated and returned at the end of the school day to the student. If a cellular phone is found on the same student for a second time, then it is removed and taken to the Senior Administration. It will be returned when a PARENT comes to get it. The same rule applies for any other electronic items.

Please note, after 2 warnings, a -5 will be deducted from the student's conduct for any uniform violation listed above.

## E. Stationery and Books

All stationery items and books will be provided by the school.

Parents are only responsible for their child's backpack, a water bottle, and a lunch box. **All items sent to school MUST be clearly labelled with the name of your child.**

## F. Dismissal and Arrival Time

### Arrival Time:

- For safety reasons, please do not send your children to school before 7:15 am.
- The school is NOT responsible for any incident that occurs before 7:15 am or after 3:15 pm. No teachers are on duty before 7:15am or after 3:15pm.
- At arrival time, students should use the side gate to go to their classrooms to place their bags outside the classroom.

- Student and parents are NOT allowed to wait for their friends to come to class. Students must go directly to the basketball court to begin lining up.
- The side gate will be locked at 7:40am. Students arriving after this time should use the Junior main entrance, WITHOUT their parents. Students should go straight to their classrooms alone except for the Infant students.
- Parents cannot take their children to their classrooms if they are late.
- All students will be lined up at 7:40 am. Any student not on time for lining up will be considered late.
- Please note that 2 conduct points will be deducted from the student's conduct mark if they are late to school more than 3 times per term. This rule does not apply to school bus students.
- If a child is late, parents should drop their child OUTSIDE the Junior Department gate and leave. For safety reasons, parents are not allowed to go inside the gate except if they have an Infant student with them.

## Dismissal Time:

- At dismissal time, parents should again use only the side gate to enter the school to collect their children and exit through the main Junior Department entrance only.
- J1, J2 and J3 students should be picked up from their classrooms by parents or anyone assigned by the parents at 2:50 pm.
- J4 and J5 students can leave their classrooms by themselves at 2:50 pm **to meet their parents at the bottom of the stairs or at any specific location they decide INSIDE the Junior Department building, except at the Junior Main Entrance.** They will not be allowed to leave the school premises by themselves.
- For safety reasons, the Junior Administration **MUST** be informed as soon as possible if someone other than a parent is taking a child home on a specific day.
- No Junior siblings are allowed to collect Junior or Infant Students.
- All students in the Junior and Infant Departments should be collected from school promptly at the end of the day. **There should be no children on the premises after 3:15pm.**
- Once you collect your child from their classroom, you will be responsible for their safety and not the school.

- **Students and parents are NOT allowed to stay in the school's playgrounds after school hours for precautionary reasons, as well as for safety and insurance reasons.**
- If a student is going home with a classmate or friend, the Junior Administration must be notified in writing by parents. In the note, please inform us if the student would normally use the school bus or not, so we can coordinate with the bus driver.

Please make sure that, during dismissal time, **you do NOT** ask the teacher about your child. It is a practical impossibility for the teacher to respond in a professional way while there are other parents and other students within earshot. We really appreciate if you do not go inside the class to pick up your child. If you would like to discuss your child's issues with the teachers, you can follow the schedule of teacher appointment times which will be distributed during the first month of the academic year. You can also make an appointment through the Junior Office.

## **G. Discipline Policy**

### **Discipline Policy - Junior 1, 2 and 3**

If a child misbehaves, the following steps must be followed during the day:

Step 1: Warning 1

Step 2: Warning 2

Step 3: Warning 3 AND -2 on conduct.

Step 4: Warning 4 AND -5 on conduct (remove the -2 from earlier).

Notes:

- These steps are followed each day.
- If conduct drops below 80%, parents are contacted, either by SMS or by phone.
- If conduct drops below 60%, the student attends Saturday detention and misses their trip that term. Parents are notified by letter and by phone.
- No child may be sent to stand outside the classroom. They should be given a time-out in class for the number of minutes equal to their age or sent to the office.
- The **ONLY** time a child should be sent to the office is if they are rude, fighting with each other or disrupt the class so the teaching has to stop. Please note a -5 is issued every time a child is sent out of a classroom.
- When a child misbehaves during breaks, the following break will be spent in front of the office.
- No student is to lay hands on another student whatever the provocation. This applies to school buses as well.

## **A non-exhaustive list of some reasons that -2, -5, -10 and -15 are issued:**

### **Direct Conduct Deduction:**

1. Teachers may issue -2 and -5 directly for moderate to serious offences.
2. The coordinator issues extraordinary punishments upon receipt of the information from the HRT for fighting, bad language, and other such offences :
  - -5 rough play.
  - -10 bad language.
  - -10 first offence for fighting.
  - -15 every subsequent time a student is fighting.

### **Things that students can be issued -2 conduct marks for:**

- Absent from a class without permission.
- Being late to school a multiple of 4 times.
- Being in a classroom/ rotunda / playground when you should have been in Chapel.
- Running in the corridors when asked NOT to run.
- Talking in class after several warnings.
- Opening someone else's bag.

### **Things that students can be issued -5 conduct marks for:**

- Lying to a teacher (usually about a permission they do not have).
- Not leaving a class when asked to.
- Not going to the office when asked to (normally because they have been sent out of class).
- Being sent to the office.
- Buying from the cafeteria when not allowed.
- Principal's punishment (issued directly by the Principal for a serious offence).
- Taking things that don't belong to the student.
- Rough play.

### **Things students can be issued -10 conduct marks for:**

- Chewing gum.
- Talking or messing around in Chapel.
- Principal's punishment (issued directly by the Principal for a serious offence).
- Using bad language.
- First offence for fighting.
- Replying in a rude way to a teacher.

### **Things students can be issued -15 conduct marks for:**

- Every subsequent time a student is fighting.
- Destroying school property.

# Discipline Policy - Junior 4 and 5

If a child misbehaves, the following steps must be followed during the day:

Step 1: Warning 1

Step 2: Warning 2 AND -2 on conduct.

Step 3: Warning 3 AND -5 on conduct (remove the -2 from earlier).

## Notes:

- These steps are followed each day.
- If conduct drops below 80%, parents are contacted, either by SMS or by phone.
- If conduct drops below 60%, the student misses their trip that term. Parents are notified by letter and by phone.
- No child may be sent to stand outside the classroom. They are either given a time-out in class for the number of minutes equal to their age or sent to the office.
- The ONLY time a child should be sent to the office is if they are rude, fighting with each other or disrupt the class so the teaching has to stop. Please note a -5 is issued every time a child is sent out of a classroom.
- When a child misbehaves during breaks, the following break will be spent in front of the office.
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- -5 rough play.
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Things that students can be issued -2 conduct marks for:

- Absent from a class without permission.
- Being late to school a multiple of 4 times.
- Being in a classroom/ rotunda / playground when you should have been in Chapel.
- Running in the corridors when asked NOT to run.
- Talking in class after several warnings.
- Opening someone else's bag.

He cares for each one of us and for our needs. He loves each one of us abundantly. He knows each one of us by name.

Eventually, the storm will calm, but it's the way we act and the way we react during the storm that matters.

We pray that during this year we WILL be able to find peace even through the storm that each of us is going through, and we pray we will be able to reflect this inner peace to our students, families, and friends.

Steve White BSC DIC PhD  
Principal

Mrs. Grace White  
Coordinator of Junior & Infant Departments



We care. We love. We teach.