



**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**

**2022 - 2023**

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.



# Stand Strong

## Out of Difficulties Grow Miracles – 1Peter 5:10

The school theme for this Academic Year 2022 – 2023 is “STAND STRONG”.

Unfortunately, life can be painfully full of harsh challenges that are sometimes too difficult for us to handle. The strife we have all been facing in our country is, sadly, continuing. However, this gives us all the more reason to STAND STRONG and not lose hope in His promise to guide and protect us through the storms.



We need to be like the Sunflower that forever reaches out to find Sunlight. A reminder that, even in the darkest days, we will stand tall and STAND STRONG with His strength.

We have a choice to receive God’s strength even in the middle of our hardest days. We cannot do it by ourselves, but with Him WE CAN. Nothing in the natural world is beyond His intervention.

It is very tough to get over the severe circumstances in our lives while continuing to have hope, but it helps to say: “God, I don’t understand, I don’t like it, I can’t do it anymore, I am tired, I am weary but I will put my trust in you”.

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

Eventually, the controversy will pass, but what matters most right now is how we act and react to each situation we find ourselves in.

We pray that during this year we WILL be able to STAND STRONG together. We pray we will be able to help our students, families, and friends to:

- A. **Stand STRONG even when you go through dark days.**
- B. **Grow through what you go through.**
- C. **Always hold your head up.**
- D. **Face the Sun (SON), where our strength comes from.**
- E. **Be outstanding in your field.**
- F. **Spread seeds of happiness.**



# A. Parents and Students Behaviour

Lebanon Evangelical School Loueizeh Baabda is a rights respecting school – which means our ethos is driven by putting the rights of the child at the heart of everything we do. Everything we do is based around supporting the social and emotional development of every child using the positive approach.

At LES Loueizeh Baabda, we create a welcoming, safe and caring environment where all relationships are based on mutual kindness, trust and respect. Our learning charter underpins all that we do.

Teachers and staff use the Restorative Chat by reconnecting, listening, reflecting, asking questions, repairing and never giving up.

## **Behaviours that will not be tolerated:**

1. Bullying, which is an aggressive behavior that is intentional and involves an imbalance of power or strength. Typically, it is repeated over time. No child should have to put up with bullying.
2. Disruptive behaviour which interferes or threatens to interfere with the operation of a classroom, an employee's office, office area or any other area of the school grounds.
3. Possession or use of a knife, gun, or any other object or anything may be considered or used as a weapon on school property. All kind of weapons are forbidden on school property.
4. Using loud or offensive language, swearing, cursing, using profane language or displaying inappropriate behaviour.
5. Threatening to do actual bodily harm to a member of school staff, student, visitor, fellow parent/career or pupil, regardless of whether or not the behaviour constitutes a criminal offence.
6. Damaging or destroying school property.
7. Threatening emails or texts / voicemails / phone messages or other written communication.
8. Abusive, offensive or damaging comments regarding the school or any of the pupils/parents/staff at the school, on facebook or any other social site.
9. The use of physical aggression towards another adult or child. This includes physical punishment against your own child on school premises.
10. Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards your own child (such an approach to a child may be seen to be an assault on that child and may have legal consequences).
11. Smoking whilst on or near school property.
12. Dogs being brought on to school premises.

## **Should any of the behaviour outlined in this policy occur on school premises, the following will happen:**

1. A meeting with the parent / care-taker would be had to discuss the inappropriate behaviour.
2. If meeting with the parent / care-taker did not resolve the issue, a formal letter would be sent to invite the parent / care-taker for a formal meeting in the presence of the School Principal.
3. If the behaviour still continues another letter would be sent explaining that the student / parent / care-taker has been banned from entering the school premises.

Any concerns you may have about the school or any of the pupils/parent/staff at the school must be made through the appropriate channels either by speaking to the class teacher or the administration in person OR via the school whatsapp group 71 183559, so they can be dealt with fairly and appropriately for all concerned.

We trust that parents and care-takers will assist our school with the implementation of this policy and we thank you for your continuing support of the school. Thank you for your cooperation.

## **B. 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.

## **C. 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. Avoid crowded and public areas.
3. Students should wash their hands frequently throughout the day with soap and water, for at least 20 seconds.

4. 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.
5. Avoid touching your eyes, nose, or mouth.
6. Practice good respiratory etiquette. Cover coughs and sneezes with a tissue or the inside of your elbow.
7. Do not share personal items: bottles, food, pens, pencils, etc.
8. Clean and disinfect highly-touched surfaces before and after using them.
9. Throw away used tissues.
10. Be alert for sickness symptoms: Fever, cough, shortness of breath, runny nose, red eyes, etc.
11. Stay home if sick. Doctor's report is required.
12. Your health matters.

## D. 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, please check with your child's home room teacher.
- 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 after 3:15pm and with an adult.
- Parents will not be allowed to bring any extra food for their children during the day. All food needed for the day should be sent with your child from the morning.

## **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.

- We STRONGLY advise that 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.

## E. 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 2022-2023, 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.
Trousers	Any dark blue (navy blue). Tight trousers are allowed but NOT leggings. They must conform to the following regulations: <b>NO jeans and NO LEGGINGS 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) 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. Girls can wear one bracelet but it should NOT be expensive or gold.
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. Boys MUST tie their hair if they have long hair for a specific reason after getting a permission from the Senior Office.
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.
8. The school is not responsible for anything sent to school with your child. Everything sent to school with your child MUST be clearly labelled with the full name of your child.

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.
- For safety reasons, parents are NOT allowed to enter a classroom either once their child is dropped off in the morning, or at dismissal time. We kindly request that you wait outside the classroom until the teacher is able to assist you.
- 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.
- For safety reasons, parents are NOT allowed to enter a classroom either once their child is dropped off in the morning, or at dismissal time. We kindly request that you wait outside the classroom until the teacher is able to assist you.
- 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.
- Only Senior and Junior 5 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 note that drop off/pick up time is NOT a time to ask the teacher about your child. It is a practical impossibility for the teacher to respond in a professional way while taking care of their students and while there are other parents/students within earshot.

If you would like to discuss your child with their teachers, please follow the schedule of teachers' appointments which will be distributed during the first

month of the academic year. Appointments can also be made through the Junior Office.

- It would also be much-appreciated if you did not discuss school issues if/when you meet teachers in a social setting outside of school, such as a Mall or a restaurant.

## 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%, student misses their trip that term. Parents are notified by a whatsapp message.
- 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 or inside 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.
  - -10 going to the Senior Cafeteria before 3:15pm.
  - -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.
- 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:**

3. Teachers may issue -2 and -5 directly for moderate to serious offences.
4. 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.
  - -10 going to the Senior Cafeteria before 3:15pm.
  - -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.

Things J5 students can be issued a Saturday Detention for:

- Fighting a multiple of 4 times.

## **H. Homework Policy**

*"Homework should not cause you or your child any anxiety."*

We understand that many parents are working and the last thing they want to do after the stress of a day's work is supervise homework. They want the time they have with their children to be quality time, without the pressure of homework to be completed.

However, we feel that homework is an important part of how children learn and remember and we are committed to it.

Homework is important for the following reasons:

- 1: To enable students to complete any work that they did not have enough time for in class.
- 2: To reinforce what was taught during the day and to help the student remember what they have just been studying in class. This is usually done by setting exercises or a series of questions to help them practice what they have learnt.
- 3: To help students identify areas in which they are confused and enable them to ask intelligent questions of their teacher the next day.

### **Key Point:**

- Do not worry if your child is not able to do their homework correctly; just encourage them to try their best to complete it.



- If you do their homework for them, the teacher will think that the student has understood the lesson when in fact it is you that have understood the lesson, not your child!

We believe that each child is unique and has different abilities. This means that students of the same grade level might need different amounts of time to finish the same homework. Each child is supposed to study between 45 and 90 minutes per day.

- Daily homework maximums are as follows:

Junior 1 and 2	30 mins. To 1 hour daily
Junior 3	35 mins. To 1 hour daily
Junior 4 and 5	45 mins. To 1.5 hrs daily

- Holiday homework maximums are as follows:

Long weekends	2 days homework
Christmas and Easter vacation	3 days homework
Summer work (Maths, English, Arabic)	4 weeks homework (approximately)

Note: All holiday homework will be revision. Booklets should not be deliberately created. There is no Special Arabic Summer work.

- Homework conditions:
  - Late projects
  - If a project is brought in one day after it's due, 10% of the mark will be deducted. If a project is brought in on the third day, 50% of the mark will be deducted. The project will not be accepted afterwards.
  - Parents are NOT allowed to make their child's projects.
  - Help with homework  
We expect parents to oversee homework. However, when it becomes obvious that the child's parents are completing their work, 20% of the mark will be deducted. Additionally, the student will have to re-do the homework/project at home.

# I. Policy on Tests

The following policy has been introduced in order to harmonize the ratio of teaching lessons and test periods, and improve the presentation quality.

- The formula for the quantity of graded work per term is one graded assignment (homework, quiz, test...) for each lesson in the week + 1.
- Only one test may be scheduled per day except in J5 classes.
- All tests are typed on headed paper and approved by the Administration.
- All tests must be approved by Administration.
- Students are required to review their work when they are asked.
- There will be no make-up tests for absent students.
- Only students who have an Individualized Educational Program (IEP) agreed with Dr. White may have extended time for tests.

## Cheating Policy Junior 5

Theft, cheating, assisting another student to cheat, and plagiarism are considered behaviours that are inconsistent with academic integrity.

This policy has been drafted after considering the maturity of Junior 5 students and their ability to differentiate between right and wrong.

- A student who is caught cheating has 2 grades deducted from the test/marked work and a note goes home to the parent in the student's agenda.
- A student caught cheating twice in a row, is given a zero on his test/marked work and the parent is informed by the administration.

## J. Conduct and Agenda Policy

You need to follow your child's conduct and Agenda on a regular basis. It is school policy that teachers are no longer checking the student's agenda; everything is being placed on Google classroom. If the Agenda is not on Google classroom by 5pm every day, your child is not responsible to do the homework they were asked to do.

Whenever you would like to check your child's conduct you can go to: <http://lesson.lesbg.com>. Input your child's username and password. You will then be able to see all the details about them.

Make sure you check your child's Agenda on Google Classroom on a daily basis. Input your child's username and password. You will then be able to see all the details. The daily homework is posted on LESSON every day before 5pm.

If your child cannot tell you their username and password, the school is more than happy to help you with this issue. All you have to do is call Miss Rima on the school number (ext 117) and she will offer any assistance you need.

Please note, if your child's conduct goes below 80%, parents are contacted, either by SMS or by phone. If your child's conduct goes below 60%, they will not be allowed to attend the school trip for that term.

## **K. Absence/ Homework Policy**

- Parents must contact the Junior Administration (Tel: 05 924090 ext:117) at the beginning of the day (before 10:00 am) to inform them that their child is absent. IF this is done, the homework will be automatically prepared to be collected from the office at the end of the day. If this is not done, no homework will be prepared.
- If a child is going to be absent for more than three consecutive days, the parents or guardians must call the school on 05 924090 ext:117 at the earliest opportunity.
- The homework for absent students is posted **on Google Classroom. Input your child's username and password. You will then be able to see all the details.** The daily homework is posted on LESSON every day before 5pm.
- No one (parent, sibling or friend) may pick up the homework from the classroom. Everything is posted on Google Classroom.
- Missed lessons, including tests, will NOT be re-taught but will be generally reviewed during the coming lesson.
- Homework may not be requested in advance of a planned period of absence.

Please note that you are allowed to take your child before 2:50pm only 3 times per year. If it's an urgent matter and you have to take them more than 3 times, you will need permission from the school principal.

## **L. Policy for unavoidable absences from school**

It may come to pass that your child has to be out of the country for various, unavoidable reasons and therefore, be absent from school. During the time that the student is out of school, the following policies will be observed:

1. Any work done during the student's absence is the responsibility of the student and the student alone.
2. Teachers are not responsible to prepare any work for the student to take with them.
3. Any homework assigned during this time, will be the responsibility of the student.
4. Any tests or quizzes taken during this time, will be recorded as absent.

## **M. Meeting with Teachers Policy**

Parents often attempt to ask the teachers about their child during the arrival or the dismissal time.

In order to avoid any misunderstanding, please know that teachers have been asked by the administration NOT to discuss students with parents unless in a meeting with the parents.

Therefore please do not ask any teacher about your child at any time, except during a proper meeting set between the parents and the teacher in the office.

- It is a practical impossibility for the teacher to respond in a professional way while there are other parents and other students within earshot.
- If you would like to discuss your child's issues with any teacher, you must make an appointment to speak to the teacher. You can follow the schedule of teacher's appointments which will be distributed during the first month of the academic year OR you can schedule an appointment by phone through the administration if you would like to meet with the teacher of your child.
- Please note, any request sent to any teacher through the Administration will definitely be followed. The Administration or the Teacher will call back ONLY if it is an URGENT matter, otherwise parents must follow the schedule of teacher's appointments in order to discuss their children's issues.
- Teachers are not allowed to discuss serious child's issue on / over the phone.
- **Teachers are forbidden to talk with parents about their children during dismissal time.**

- It would be much-appreciated if you did not discuss school issues when you meet teachers in a social setting outside the school, such as a mall or a restaurant or via any social media messages.

## N. Summer Work

Former students only:

- Exceptionally for this academic year 2022\_2023, Summer Work will be collected and graded on how much the child manage to finish from it during the summer.
- A general quizzes will be administered in order to work on the students' weaknesses.
- The Summer Work quizzes will run without notification to students or parents.

## O. Tutoring Policy

In order to provide a service that is fair to parents and teachers, the school has introduced a tutoring policy.

- Teachers **may NOT** tutor the students they teach.
- If your child requires tutoring, you must contact the Junior Administration, not the teacher.
- Our tutoring rates have been standardized and are available upon request.
- Please note, all details should be dealt with and agreed upon by the parents and the tutor.
- The teacher who tutors your child is responsible for your child during after school hours; the school is not responsible.
- The school is not responsible for the academic level of the teacher that you would choose to tutor your child.

## P. Bus Policy

1. Students who are on the school bus should go straight to the bus as soon as the dismissal bell rings at the end of the day.
2. If a student misses the school bus, the administration will call their parents and the parents should organize to come and collect them from school.
3. If a student is on a school bus and misbehaves, an SMS message will be sent to the parents informing them of this. If this happens **THREE** times, the student will not be picked up by the bus for 5 days.

4. If your child normally rides the school bus, and for some specific reason, you do not want your child to go home by bus, the Junior Administration **MUST** be informed **BEFORE** 2:00pm.

## Q. Facebook Pictures

Please note, as a school, we are not obliged to publish any picture on Facebook. We don't have a photographer employed JUST to take pictures around and upload them on Facebook. The reason we are doing it, is for parents to get a taste of the activities that are going on at the school.

We do understand your feelings when you do not see your child's picture while looking at the photos but, it would be IMPOSSIBLE for us to put the picture of EVERY single child at the school EVERY TIME we do a school or a class activity.

If your child does not appear in the pictures, please know it is not because we differentiate between students or because your child is not loved. These ideas are totally the opposite of our school's characteristics.

The reasons might be because of the following:

- Your child was absent on the day of the activity.
- Your child was absent during the lesson the activity was held.
- The picture taken for your child didn't come out properly in order to be published.

**Please note, IF, for any reason, you do not want your child's picture to be published on the school's Facebook page, you must inform the Junior Office as soon as possible.**

## R. Birthday Parties And Sharing Sweets

### Birthdays at School:

Birthdays are an exciting and awesome time for each child. Everyone feels special on their birthday. Children usually have high expectations for this day and, of course, part of that is to celebrate with classmates at school.

Unfortunately, it would be impossible for teachers to be able to plan, carry-out and clear up after each birthday for each child in their classroom. Although this is disappointing for all of us, we must have the new learning experiences that the teachers have programmed for the year as priority.



We would like to apologize to ALL the parents for not being able to accommodate your requests in regards to birthday parties at school. As a compromise, we will try to make your child's birthday as memorable as possible.

- In the Infant Department, teachers celebrate students' birthdays at the end of every month. The school provides the treats for the celebration.
- In the Junior Department, teachers will make sure that when a student has a birthday; their classmates will sing "Happy Birthday" and keep in mind that this is a special day for them.

## Sweets and other refreshments:

Accordingly, the same rule applies for sending sweets, chocolate bars, cupcakes and other refreshments with your child to share with their classmates. Although we really appreciate the care you give by sending these things, we must request that you do not send anything. We, as a school, are providing the necessary items when needed. We hope this will relieve you of any pressure you may have felt in regards to these issues.

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## "STAND STRONG"



Thank you for your kind cooperation and understanding.

Steve White BSC DIC PhD  
Principal

Mrs. Grace White  
Coordinator of Junior & Infant Departments

We care. We love. We teach.