



**SAGESSE HIGH SCHOOL
MARY MOTHER OF WISDOM
AIN SAADE**

PRESCHOOL DIVISION'S HANDBOOK

2018-2019 Edition

Table of Content

A word from the Head of the Division	3
School History	3
Mission Statement	4
Beliefs	4
The Preschool Division's Mission Statement	5
The Preschool Division's Beliefs	5
Social Goals	5
Student's Handbook	6
Absences	6
Early Departures	6
Lateness	6
Hours of attendance	6
Parking Lots	6
Commuting Changes	7
Calendar	7
Communication Procedure	7
Phone Numbers	7
Access to Sagesse High School's Website	7
Nursery's Daily Report	7
Agendas	8
Parents-Teachers Conferences	8
Tutoring	8
Special Needs Policy	8
School Counselor	9
Homework Policy	9
Field Trips	9
Prayer	9
School Hymn	9
Assemblies	9
Celebrations Policy	9
Dress Code	10
Hot Lunch	10
Healthy Food	10
Water	10
Accidents	10
Health	10
Hygiene	11
Supervision Policy	11
Bathrooms	11
Book Store	11
Auditorium Policy	11
Cleanliness	11
Mobile Phones and Electronic Devices	11
Activities and Sports Academy	12
Report Card and Grading System	12
Awards	12
Student's Personal Details Form	13

Dear Parents,

Welcome to Sagesse High School's Preschool Division. This handbook offers you a general overview of the school's rules and regulations in alignment with its mission statement and beliefs. The handbook includes details that will help you better understand your child's daily routine at school, where he/she is exposed to an engaging learning experience that reinforces his/ her character development and communication skills.

You are kindly asked to read through the content of this document. You are kindly asked to print, fill in, and return the last page of this document by October 2 to confirm that the content proves clear to you as stakeholders.

Thank you,

Judy Yammine
Head of Preschool Division

School History

Sagesse High School is one of the leading schools in Lebanon thanks to its educational programs and its ongoing growth. Founded and licensed to operate by the Lebanese Ministry of Education in 1992, Sagesse High School is an independent, nonprofit, Anglophone, Catholic, and academic organization.

Sagesse High School operates under the Maronite Archdiocese of Beirut. It is a co-educational school that operates as a non-profit institution. The school is affiliated to UNESCO schools and is a member of the following:

- Catholic Schools Association in Lebanon
- Anglophone Catholic Schools Association in Lebanon
- Association for IB Schools in Lebanon
- Middle East IB Association (MEIBA)
- World Academy of Sports (AFEC)

The school is licensed to grant three different programs:

- 1- Lebanese Baccalaureate Program - Life Sciences (LS), General Sciences (GS), and Sociology and Economics (SE). The school has dropped the technical section, "Professional Baccalaureate," in 2010. It was initiated as a pilot program where only 4 students had enrolled.
- 2- International Baccalaureate Diploma Programme that either offers the course or diploma, depending on the students' qualifications and choice.
- 3- American High School Program (A.P.) and preparation for SATI and SATII including DELF and DELE for the Languages Program (French and Spanish).

In 2008, the responsibilities of presiding over Sagesse High School were relayed to Rector Fr. Gabriel Tabet.

The school is working on the DOF- Designing Our Future – Protocol. The team visit took place in April 2016, and the school was granted full reaccreditation.

In 2018, the school got the accreditation from the World Academy of Sports and has launched the AFEC program, becoming the first school in Lebanon and the second in the Middle East to work on this program.

Mission Statement

Sagesse High School is a Catholic, Anglophone, co-educational school that educates and motivates students from diverse backgrounds to become life-long learners and responsible citizens with strong ethical values. The school provides various enriched educational opportunities and operates in an environment that instigates empathy and compassion.

Beliefs

We believe that:

- Each person is unique, respected, and valued as one created in the image and likeness of God.
- Spreading knowledge enhances the goodwill of human kind and society.
- We provide our students with a healthy and safe learning environment.
- Education involves a way of thinking through first-hand experiences and other learning experiences.
- Students contribute actively and constructively to the shaping of a better world and are entrusted certain responsibilities.
- Each person has equal worth and should treat others with respect.
- Each person has unlimited potential and must have the opportunity to learn and develop into a well-rounded individual.
- Learning is a shared partnership between teachers, students and parents.
- Human resources are the most important asset in the school; their professional development is strategic to the success of our mission.
- Every value and belief we plant in the child will bloom when he/she grows up.

Preschool Division's Mission Statement

Our mission at the Preschool Division is to provide our students with great childhood experiences as we lay the foundation for their success in life. We pave the path for them to blossom as respectful human beings, critical thinkers, confident children, responsible and successful citizens, life-long learners, and strong believers.

Preschool Division's Beliefs

We believe that every child

- is a unique individual with great potentials to succeed.
- has the right to learn and deserves the opportunity to have diverse learning experiences.
- is entitled to a healthy and safe learning environment.
- has to establish good communication skills with others within the norms of respect and compassion.
- is entitled to ask and inquire and explore to find answers and reach understanding.
- is entitled to have the learning opportunities that allow him/her to become a creative and confident person and a life-long learner.
- is an active participant in the learning process, and his/her ideas are valued.
- is entitled to benefit from the life-long values and beliefs of integrity, respect, and responsibility we instigate in him/her at school.
- is given the opportunity to express himself/herself at school and in society through his/her interactions and play with others.

Social Goals

A child in the Preschool Division at Sagesse High School develops social skills to promote him/her as active life-long learners and community members through various activities that include:

- interaction in small groups.
- interaction in larger groups.
- respect for personal space.
- role playing.
- show and tell.
- taking turns and listening to others.
- Sharing and collaborating.
- Group work

STUDENT'S HANDBOOK

Absences

In case of absence, parents are expected to call the head of division's office by 8:30 a.m. to notify the school that their child will not be in school or will arrive late on that particular day.

Parents can check their personal Skoolee accounts on www.sagessehs.edu.lb to know what was covered on that day and the assigned homework.

In case the student is absent for more than 2 days, his/her parents must present an appropriate excuse to justify their child's absence.

Early Departures

Parents who want to pick up their children from school before 2:10 p.m. need a leave pass approved by the head of division.

Lateness

All students should be in class on time. The underground parking gate will be closed to parents between 8:10 a.m. and 2:10 p.m. Late arriving students are admitted through the main building's entrance and should receive a pass from the head of division's assistant who will take the child to his/her class. If the lateness is repeated, the head of division will call the parents in for a conference.

Hours of Attendance

Children should be at school between 7:20 a.m. and 7:40 a.m. and should be collected between 2:25 and 2:30 p.m. sharp. The school is responsible for your child from 7:20 a.m. until 2:45 p.m. Upon arrival, students should walk to their classrooms. Teachers and assistants assist students as of 7:15 a.m.

Parents should wait in the designated areas. They are not allowed to enter the classrooms, hallways, or students' toilets.

Parking Lots

There are two parking lots for parents. Parents are asked to abide by the traffic flow rules for their safety and the safety of the children.

For security reasons, the underground parking gate will be closed for parents between 8:10 a.m. and 2:10 p.m.

Parents who drop their children through the underground parking lot are asked to trust the security guard with their cars to facilitate the traffic flow.

Commuting Changes

Bus registered students are not allowed to ride a different bus unless they have a note signed by their parents and approved by the head of the division. The note should be sent by the parents prior to the day on which the student intends to change bus.

Parents who want their children to leave with other parents or relatives have to inform the head of division ahead of time.

If the child is not going home by bus, the head of preschool division's office has to be informed maximum by 12:20 P.M. to facilitate our internal follow up.

Calendar

The head of each division issues a yearly academic calendar at the beginning of the school year and updates it regularly. It is posted on the SHS website and can be used as a reference for planning purposes.

A monthly school calendar that highlights all school events and holidays is issued and posted on the school website.

Communication Procedure

Circulars are sent when necessary.

All circulars are posted on the school website www.sagessehs.edu.lb.

In case of a short notice, an SMS will be sent.

Phone Numbers

The head of preschool division's office may be reached at 01-872145/6/7/8 extension 308.

Meetings with the Head of the Division

To meet with the Head of the Division, an appointment should be set with the division assistant. Tel: 01-872145 ext. 308.

E-mails could be sent to yammine_judy@sagessehs.edu.lb. Please give 24 to 48 hours to have the reply back. You might as well receive a call requesting a conference with the HD.

Access to Sagesse High School's Website

Parents and students are encouraged to access the SHS website and be informed about all school events and activities. All announcements and circulars are posted there regularly.

Every student is issued a Sagesse High School website account and password.

The website also includes a Blog for the Arabic Department which you can browse, and where your children may have access to online resources. Parents can access the personal information related to the student's academic record at school including the report card and daily classwork and homework assignments using their personalized account.

Nursery's Daily Report

A daily report that summarizes the child's day at school will be posted on the school website.

Parents are advised to visit the school website regularly.

Agendas

Except for Nursery classes, each Sagesse student will receive one new agenda to record homework assignments or notes sent to parents by the teachers or vice versa. Once received, parents are kindly asked to read the front section with their child and sign to the general school guidelines.

Parents-Teachers Conferences

Meeting with parents allows close follow-up on our students' academic performance.

Two Parents-Teachers conferences will be held during the academic year. Teachers will give the parents with a general feedback on the student's performance at school and may provide parents with suggestions that will help the student improve his/her academic achievement.

Other conferences may be held with teachers by appointment through the head of division's assistant. Teachers are not expected to discuss student issues outside a conference.

If the need arises, the head of division or the teacher might request to meet with the parents to inform them of the student's status at school.

Teachers may not give parents feedback on their personal phones or during drop off and pick up time for professional purposes.

All calls have to be made through the head of division's office.

Tutoring

Parents who desire private tutoring sessions for their son/daughter with Sagesse High School teachers are kindly requested to fill out a "Private Tutoring Request Form" at the head of division's office. The suitable teacher for the requested tutoring will be designated by the head of division and the concerned head of department.

Private tutoring should be considered as a last resort solution for the lack of academic performance of a student. In case it is a must, parents are kindly requested to follow the above procedure.

All tutoring involving Sagesse High School teachers or staff must be approved in advance by the school.

Special Needs Policy

Students with special needs will be screened by the SED specialists and will have a special program designed to fit their needs. An additional fee will be charged depending on the type of program designed.

Parents of students working with the special education department are expected to follow the department's recommendations and to supply the school with all necessary documents and assessments as requested.

If learning difficulties are observed in the classroom the teacher informs the Head of the Department and the Head of the Division. The parents will be called in for a meeting with the Head of the Division, the teacher(s), and the head of the SED department to discuss the case, and the referral procedure is followed as indicated in Appendix D for close observation, screening, and monitoring purposes.

School Counselor

Students are referred to the school counselor when the teacher or administrator observes a need to help them overcome certain issues. The counselor contacts the parents or guardians to discuss the situation and to work with them to assist in the case. In some cases, external intervention might be recommended by the counselor since the school does not cater for on campus therapy. Follow-up is always deemed necessary in all cases.

Homework Policy

Homework is an opportunity for parents to actively participate with their children in the education process. Parents are asked to follow up on their child's assignments in the agenda and files. Completed tasks within the allotted time have to be returned to class with the child.

Failure to complete homework assignments will lead to a conference with the parents.

Field Trips

Outings during school hours provide students with a chance to have an educational break from scheduled classes. Depending on the season and academic requirements field trips are scheduled. Parents must fill out and return a signed permission slip before each outing.

Prayer

All Christian students are expected to pray with their teachers in class at the beginning of the day before the start of the first teaching period. Students from other denominations are to stand up with the rest and do their own prayers silently or join in the class prayer.

School Hymn

The school hymn is sung daily in the morning and at school events and occasions.

The School Song;
Oh! Most pure and loving heart
Of my mother and my queen
Grant that I may love thee
Love thee daily more and more.
Grant that I may love thee
Love thee daily more and more.

Assemblies

Assemblies are held on a small scale for each class. During assemblies, students listen to moral advice, share stories and experiences, pray, participate in activities, watch educational videos, and receive academic and non academic award.

Celebrations' Policy

Class parties are held to celebrate certain occasions such as St. Barbara, Christmas etc.... Teachers will inform students ahead of time as to when the parties will be held and what each child is required to bring with him/her (Snacks, etc. ...)

Students are not allowed to celebrate their birthdays at school.

Dress Code

The general appearance should be neat, clean, and appropriate for school attendance. Jewelry is prohibited. Hair must be trim, clean, and neatly groomed. Bizarre hairdos are prohibited. Students in the Lower Elementary Division have to wear the school uniform at all times as indicated in a separate circular.

All SHS garments are available at the school supply store.

Hot Lunch

Hot lunch is served to all students in the Preschool Division. Parents may visit the school website to access the monthly menu for the main course variety. Modifications to the menu may be made when needed.

Healthy Food

In addition to healthy sandwiches, students are encouraged to get fresh fruits and vegetables to school. Chips, chocolate sandwiches, lollipops, chewing gum, candies, and nuts are not allowed. Biscuits coated with chocolate are allowed. Unhealthy snacks will be returned with the child.

Water

Every student should have enough drinking water to suffice his/her needs per day.

Accidents

All students benefit from an insurance concerning accidents during school hours (including trips). In case of emergency, the school will immediately notify parents and transfer the student to the hospital for treatment.

Health

The nurse is available at school from 7:40 a.m. until 2:30 p.m.

Permission to leave school for health reasons will only be granted upon the recommendation of the nurse. The nurse's office will notify the parents to pick up their child.

A daily record is uploaded by the nurse on Skoolee of students who have been to the infirmary.

The nurse will call parents if the child takes a fall, has fever, needs monitoring at home, or has to be admitted to the hospital.

In case of a contagious illness such as chicken pox, measles, or mumps, the student has to stay home until he/she recovers.

If the student suffers from any chronic illness, parents are asked to notify the school's Medical Services Office about it at the beginning of the academic year.

Students who have to take medication regularly must provide the school nurse with the doctor's prescription and a written request from the parents. The medication will be kept with the nurse and the students will go to the infirmary to take it. In case a student is too ill to return to class, the nurse will contact the parents to arrange transportation.

Parents are urged to inform the head of division's office about any unusual health risk or condition that concerns their son or daughter.

In case of illness during school hours, parents are required to take the student home.

In case a student has a contagious disease, the student will be placed in protective isolation and parents will be informed. Before the student returns to class, he/she should submit a medical certificate, to be approved by the school doctor, certifying that the disease is no longer contagious. A student with a fever of 38° C or more should not attend school. Parents of students who develop a raise in body temperature at school will be asked to take their children home.

Hygiene

Boys' hair must be short.

Girls' long hair must be pulled back into pony tails or braids.

Regularly washed hair will also prevent the spread of head lice.

Daily showers/baths and clean uniforms are a must.

Children's nails must always be short and clean.

Supervision Policy

Supervisors are available on each floor during classes to assist teachers, counsel students, and monitor the classrooms. In case a student leaves the classroom for any reason, he or she must first report to the supervisor who will take the appropriate measures according to the situation.

Furthermore, the supervisors accompany the students during recess. In case of an emergency, students are requested to report to them.

Bathrooms

Students are expected to use the bathrooms with a concern for their own as well as for the general hygiene and well-being of others. Bathrooms are cleaned regularly throughout the day, and they are supplied with paper towels and toilet paper twice per day. Students will receive

Book Store

The book store is located in Block A. It is open during the day between 8:30 a.m. and 1:30 p.m. and sells a variety of notebooks, stationery, and uniforms.

Auditorium Policy

All students entering the auditorium must be accompanied by a teacher or assistant. No food or drinks are allowed. The discipline required in the auditorium is the same as that required in class. All aisles, doors, and emergency exits **MUST** remain unobstructed at all times.

Cleanliness

Students are expected to keep the school campus clean. Littering is prohibited.

Mobile Phones and Electronic Devices

Lower Elementary students are not allowed to bring along their mobile phones or any other electronic devices to school. Any device that is caught with the students will be confiscated and parents may be called in to meet with the HD to discuss the breeching of a policy. In cases of emergency, the school contacts the parent.

Activities and Sports Academy

Sagesse High School's Physical Education Department offers students as of Lower Elementary the opportunity to join a variety of afternoon on campus activities during the academic year. Thus, this service is not available to students in the Preschool Division.

Report Card and Grading System

- 1- The report card is issued three times per academic year.
- 2- Report cards can also be obtained from the school website by using the personal pin code.
- 3- The report card is skill based.

Awards

Students receive awards from their teachers and head of division, and with report cards. Awards are given out for achievement or progress in all subjects taught, as well as for character skills reflected in discipline, respect, good behavior, leadership, team playing, sportsmanship, to list a few.

Judy Yammine

Head of Preschool Division

