



**SAGESSE HIGH SCHOOL  
MARY MOTHER OF WISDOM SECTION  
AIN SAADEH**

**Preschool Division**

**Student's Guide**

**2017 - 2018**

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## **MISSION**

### **Academic Programs:**

At Sagesse High School, we offer the American and Lebanese Programs from K to 12 and the IB Diploma Program at the High School level. ESL and special needs programs are also offered.

### **Beliefs:**

We believe that:

- Each person is respected and valued as one created in the image and likeness of God.
- Spreading knowledge enhances the goodwill of human kind and society.
- Students are prepared to contribute actively and constructively to the shaping of a better world.
- 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.

### **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 promotes tolerance and compassion.

# Preschool Division

## **Mission Statement**

Our mission at Preschool Division is to provide our students with great childhood experiences that they will cherish for the rest of their lives. We lay the foundation for our students to succeed throughout their lives. We pave the path for them to become respectful human beings, critical thinkers, confident persons, responsible and successful citizens, lifelong learners, and strong believers.

## **Division Beliefs**

- We believe that each student is a unique individual with great potentials.
- We believe in respectful and positive relationships among students, teachers, parents, and administrators.
- We believe in providing our students with a healthy and safe learning environment.
- We strongly believe that the student learns not only lessons but also a way of thinking.
- We believe that every value and belief we plant in the child will bloom when he/she grows up.

## **Social Goals**

The Preschool Division is the first encounter of the child with real life. Our goal is to make the smooth transition between the children's first home and his/her second home. We work hard to enforce the following social characteristics: respecting rules, developing good relationships (friends and teachers), punctuality, and positive characteristics traits (caring, sharing, helping....).

## **Academic Goals**

Our main academic goals are to plant the seeds of knowledge and scientific curiosity, to make math closer to reality, to show that the importance of language is its use in real life, and to highlight the importance of arts in building their characters.

## **Hours of attendance:**

Children should arrive at school between 7:30 a.m. and 7:45 a.m. and should be collected at 2:15 p.m. sharp. The school is responsible for your child from 7:15 a.m. until 2:45 p.m.

## **Arrival and Departure:**

Upon arrival, parents are asked to drop their children from the main entrance to their floor gate.

Students will be received by the supervisor or class assistant.

Upon arrival, bus students will be received by the supervisor or class assistant at the main entrance.

Upon departure, parents are asked to pick up their children from the floor gate.

Students will be handed to parents by the supervisor or class assistant.

Upon departure, parents are asked to pick up their children from the floor gate.

Upon departure, bus students will be guided to their assigned buses by the supervisor, teachers, and class assistants.

\*Parents should wait in the designated areas. They are not allowed to enter the classrooms or hallways.

**Absences:**

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 the Skoolee program on our website to know what was covered on that day. 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.

**Lateness:**

All students should be in class on time. In case the student is late for more than 2 times, a note will be sent to parents. If the lateness is repeated, a conference with the parents will be requested.

**Early Departures:**

Parents who want to take their children from school earlier than 2:15p.m. need a leave pass approved by the head of division.

**Parking Lots:**

There are 2 parking lots for parents. Parents are asked to abide by the traffic rules for their safety and the safety of the children.

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

**Commuting Changes:**

Students are not allowed to ride a different bus unless they have a note signed by their parents and approved by the head of 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.

**Access to the Sagesse High School 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 regularly.

Every student is issued a Sagesse High School website account and password. Parents can access the personal information related to the student's academic record at school including the report card and daily class work and homework assignments using the personalized account.

**Phone Numbers:**

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

**Office –Hours:**

Ms. Josiane Dagher, Head of Preschool Division, will be available in her office to discuss any problem your child might have at school every day from 7:30 a.m. till 3:00 p.m.

An appointment is required if you are unable to meet with the head of division on the above-mentioned times: Tel: 01-872145 ext 301/6/8. E-mails could be sent to the following address for less urgent matters. Allow a day or two for a reply: [dagher\\_josiane@sagessehs.edu.lb](mailto:dagher_josiane@sagessehs.edu.lb)

**Communication Procedure:**

Circulars are sent when necessary.

All circulars are posted on the school website [www.sagessehs.edu.lb](http://www.sagessehs.edu.lb).

A monthly calendar is posted on the website concerning all school activities.

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

**Calendar:**

The head of division issues a yearly 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 will be posted on the school website.

**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.

**Daily Report (Nursery Classes ONLY):**

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

**Agendas:**

Each KGI and KGII student will use an agenda to record homework assignments or notes sent to parents by the teachers or vice versa. Parents are to check the agendas daily.

**Homework Policy:**

Homework is an opportunity for parents to actively participate as partners with their children in the education process. Homework gives students the opportunities to consolidate, reinforce, and extend the skills they learned in the classroom. Students are expected to seriously complete all the homework assigned by the teachers within the time deadline. Frequent failures to complete the homework assignment will lead to a conference with the parents to discuss the appropriate measure to be taken.

**Parents-Teachers Conferences:**

Parents-Teachers conferences will be held during the academic year. All parents are expected to attend those meetings considered essential in the coordination between teachers and parents. Teachers will provide the parents with a general view of the student's performance at school and may provide parents with suggestions that will help the student improve his/her academic achievement.

Parents may request from the head of division through the head of division's assistant to meet with any particular teacher for an individual meeting anytime during the school year. Teachers are not expected nor obliged to meet parents without prior arrangements. Moreover, 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.

For safety and professional purposes, it is highly recommended that parents not ask teachers questions during drop in and pick up time.

### **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.

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 head of division.

### **Promotion Requirements:**

All students will be promoted to the higher class except those who do not meet the standards set by the administration.

### **Repeating Class:**

If a student does not reach the required level, he/she will be asked to either repeat his class or leave the school. The appropriate decision will be reached based on a conference held between the administration and parents.

### **Psychological and Counseling Guidance:**

Upon the recommendation of the teachers, the Counseling Department sends a psychologist for observation. A list of recommendations and suggestions are sent to the HD. The HD meets with parents for recommendations and suggestions.

### **Report Card:**

Report cards are issued 3 times per year. Report cards can also be obtained from the school website by using the personal pin code.

### **Awards:**

Students receive awards from their teachers and head of division in class and with report cards. Awards are given out for achievement or progress in all subjects taught as well as for behavior, good attitude, leadership, sports, handwriting, spelling, bravery, group work etc....

### **Library:**

The library is open during school hours. Students will visit the library with their teachers during class hours.

### **Bathrooms:**

Students will receive assistance from school helpers whenever they enter the bathroom.

### **Book Store:**

The book store is located in Block A. It is open during the day and sells a variety of notebooks, stationery, and uniforms.

### **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.

**Breakfast:**

Parents are asked to send a healthy breakfast with their children. Chips, chocolate, or candies are not allowed. Any remaining or unhealthy food will be sent back with the students.

**Hot Lunch:**

On daily basis, a healthy hot lunch meal will be provided by the school. The monthly menu will be sent to parents.

**Celebrations Policy:****Class Parties:**

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...)

**Birthday Parties:**

Students are not allowed to celebrate their birthdays at school.

**Dress Code:**

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 are to wear the school apron at all times except on the days when they have sports; they must wear their school sports uniform.

N.B. All SHS garments are available at the school supply store.

**All garments have to be clearly marked with the child's full name or initials.**

**Physical Education Classes:**

Students must wear the appropriate uniform to participate in P.E. class. Students who are unable to participate in sports class for various reasons must bring a written note from their parent or physician stating the reason for nonparticipation.

**Special Needs Policy:**

Internal screening and observations for students who show difficulties are provided by the school's Special Education Department. Recommendations will be sent to parents for any needed follow up.

**Theft:**

In case of theft, parents will be called for a conference and the appropriate counseling will be suggested.

**Health:****Infirmary:**

The infirmary is located on the GF floor. The school nurse is available from 7:30 a.m. until 2:30 p.m. In case of emergency or illness, the school nurse will contact the parents to inform them of their child's condition. The school nurse extension is 302.

**Illness / Injuries:**

Permission to leave school for health reasons will only be granted upon the advice of the nurse. The nurse's office will notify the parents and make the necessary transportation arrangements.

**Fever:**

Children with fever should be kept at home to limit the spread of disease.

**Contagious Illness:**

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

**Medications:**



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.

**Special Health Conditions:**

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

**Healthy Food:**

Students are encouraged to get fresh fruit and vegetables to school. Chips, lollipops, chewing gums, and candies are not allowed.

**Accidents:**

All students benefit from an insurance covering 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.

**Illness at school:**

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

**Chronic Illness:**

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.

**Permission to be absent from the sports class:**

Excuses to be absent from the P.E. period must be presented to the head of division.

**The school's protective isolation:**

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.

**The Ministry of Health recommendation:**

A student with a temperature 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.

\* All information regarding your child visiting the school infirmary is posted on Skoolee. You are kindly asked to check the website daily for any updates. However, in case of any urgent incidents or requests, the nurse will contact the parents immediately.

\* In case the student is absent for more than 2 days, his/her parents must present a medical report

\*The school nurse will contact the parents before giving any medication.

\* In case parents want their child to take a certain medicine at school, they are asked to give it to the HD office enclosing a detailed envelop pertaining the procedures.

\* Parents are to refrain from sending any medication with their children for safety reasons.

**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.

**Cleanliness:**

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

## **Supplies Needed for Preschool Students**

### **Nursery Students**

Back pack or school bag

1 cap

School Books

Water thermos (gourde) marked with student's name

Change of clean clothes in case of accidents (Pants-shirt-socks-underwear)

2 packs of personal antiseptic wipes

1 small bottle of antiseptic gel

4 passport photos

### **KGI Students**

Back pack or school bag/ pencil case

1 cap

School Books

Plastic or laminated covers on all books– Student's name on the outside of each book

Water thermos (gourd) marked with student's name

Change of clean clothes in case of accidents (Pants-shirt-socks-underwear)

2 packs of personal antiseptic wipes

1 small bottle of antiseptic gel

4 passport photos

### **KG2 Students**

Back pack or school bag

Pencil case

1 cap

School Books

Plastic or laminated covers on all books– Student's name on the outside of each book

Water thermos (gourde) marked with student's name

Apron with name marked on front or sports uniform depending on schedule

Change of clean clothes in case of accidents (Pants-shirt-socks-underwear)

2 packs of personal antiseptic wipes

1 small bottle of antiseptic gel

4 passport photos

### **Lost and Found:**

Lost items will be kept in class.

### **Classroom and Playground Behavior:**

Students are expected to behave respectfully inside and outside the classroom. Students are to follow the teacher/assistant's instructions at all times. The below rules will be reinforced throughout the academic year.

#### **Classroom and playground rules:**

1. Students must show respect to all fellow classmates, teachers, class assistants, staff members.....
2. Students must follow their teacher/class assistant in a quiet and orderly manner when going in and out of the classroom.
3. Students must follow all the safety guidelines and instructions.
4. Students must wear the uniform properly in class.
5. Students must sit properly on the chairs in class, library, music room and lunch room etc.....
6. Students must keep their tables, classroom, lunch room, and library, music room, playground etc.. clean and tidy.
7. Students must not wander around or leave the classroom without the permission of the teacher or class assistant.
8. Students must never cause damage to school property or the property of others.

9. Students must not talk with others when the teacher is speaking to the class or during class discussions.
10. Students must raise their hands and wait until they are given permission to address the teacher or classmates.
11. Students must not hit, push, kick, or pinch.....their friends inside and outside the classroom.
12. Students must not use bad words inside and outside the classroom.
13. Students must wait for their turn.
14. Students must clean up after work and play.
15. Students must take care of toys and class equipment.
16. Students must share with their friends.
17. Students must show respect to the properties of others.
18. Students must not get milk bottles, dummies, or personal toys etc.... to class.
19. Students must show respect to the properties of others.
20. Students must sit according to the seating plan provided by the teacher.
21. Students must not be late to class or school.
22. Students must not lie to teachers, supervisors, or staff members.
23. Students must not use each other's property without prior permission.

**Action Taken:**

We will be using the Traffic Light Behavior System (Green, Yellow, and Red) this year.

\*All students start on the Green Traffic Light at the beginning of the school day. In case the student does not follow class rules, the teacher follows the assigned procedure:

- 1- Step One: The teacher stops the student and explains which rule was not followed (3 times).
- 2- Step Two: The teacher stops the student, explains which rule was not followed, and the child's name/picture on the yellow traffic light (3 times).
- 3- Step Three: The teacher stops the student, explains which rule was not followed, and puts the student's name on the "Red Traffic Light".
- 4- Step Four: The teacher stops the student, explains which rule was not followed, and sends the student to the head of division (2 times).
- 5- Step Five: The head of division meets with the parents to discuss the issue.
- 6- Step Six: The appropriate counseling will be suggested by the counseling department in a conference with the parents.

In case the student follows class rules, shows better behavior, or makes any kind of improvement, the teacher follows the assigned procedure:

- 1- Step One: The teacher praises the student and gives him/her a smiley face on a customized behavior chart.
- 2- Step Two: Every student with 5 smiley faces will receive an award from the head of division. The student who gets 5 awards will receive a small gift from the head of division.

- In every report card, a grade will be put regarding the student behavior according to the following skills:

<b>Behavior Skills</b>			
<b>Respect:</b>			
Respects peers, teachers and staff members			
Respects school property and the property of others			
<b>Punctuality:</b>			
Arrives to class on time			
Submits homework and classwork on time			
<b>Discipline:</b>			
Follows direction			
Abides by school and classroom rules and regulations			
<b>Character traits:</b>			
Demonstrates positive character traits towards peers, teachers and staff members			
Demonstrates a level of concern for others			
Shows interest in learning and remaining on task			

**Josiane Dagher**  
**Head of Preschool Division**

**Student Personal Details Form**

*Parents are kindly requested to fill out the information using block letters and have their son/daughter return it to the floor supervisor.*

**Name:** \_\_\_\_\_

**Father's Name:** \_\_\_\_\_

**Mother's Name:** \_\_\_\_\_

**Guardian's Name:** \_\_\_\_\_

**Date of Birth:**            /            /  
   Date   /   Month            /   Year

**Nationality:** 1<sup>st</sup> Nationality \_\_\_\_\_

   2<sup>nd</sup> Nationality \_\_\_\_\_

**Phone Numbers:**

Home    \_\_\_\_\_

Mobile (parents)    \_\_\_\_\_ Mobile (guardian) \_\_\_\_\_

**I have no objection to give my phone number to other classmates' parents.**

**Yes, I object** \_\_\_\_\_      **No, I do not object** \_\_\_\_\_

I, \_\_\_\_\_, have read and agree to abide by the school regulations as set forth in the Preschool Division Student Guide and also by any additional printed or verbal instructions provided by the administration.

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Parent's / Guardian's Name

\_\_\_\_\_  
Signature