



*MARY MOTHER OF WISDOM
AIN SAADEH*

STUDENT'S HANDBOOK 2015-2016

SAGESSE HIGH SCHOOL
AIN SAADEH
METN
LEBANON
P.O.BOX 1476 Beit Mery

TEL + 961 1 872145/6/7/8
FAX + 961 1 872149

E-mail: sagessehs@sagessehs.edu.lb
Website: www.sagessehs.edu.lb

Sagesse High School is:

- **Accredited by the Ministry of Education of the Lebanese Republic. Decree #6228, January 15th, 1995.**
- **Accredited by the Middle States Association (MSA) December 1, 2009.**
- **Authorized by the International Baccalaureate Organization (IBO) April 15, 1997.**
- **IB Diploma Program recognized by the Italian Government.**

Table of Contents

A. Sagesse High School

A.1 Mission.....	5
A.2 Beliefs.....	5
A.3 Lebanese Anthem.....	6
A.4 Campus Ministry.....	7
A.5 SHS Contact Information and Communication Procedures.....	8

B. Admission Policy

B.1 Admission Procedure.....	9
------------------------------	---

C. Academic Policies

C.1 Academic Programs.....	10
C.2 Periods per Subject.....	10
C.3 Homework Policy.....	11
C.4 Study Habits.....	11
C.5 Assessment and Grading.....	11
C.6 Narrative Evaluation.....	12
C.7 Report Card.....	12
C.8 Parents/Teachers Meetings.....	13
C.9 Reinforcement Sessions.....	13
C.10 Tutoring.....	13
C.11 Awards.....	13
C.12 Drop and Add Policy.....	14
C.13 Academic Integrity/Honesty.....	15
C.14 Academic Probation.....	15
C.15 Academic Notification.....	15
C.16 Promotion Requirements.....	15
C.17 Repeating Class.....	16
C.18 Make-Up Exams.....	16
C.19 Qualifying Exams.....	16
C.20 Orientation.....	16
C.21 Shifting to the American Program.....	16
C.22 Study Periods.....	17
C.23 Computer and Technology Use.....	17
C.24 Physical Education Classes.....	17

Non Academic Policies

D.1 Telephone Use.....	18
------------------------	----

D.2 Attendance.....	18
D.3 Absence.....	18
D.4 Tardiness.....	19
D.5 Early Departures.....	20
D.6 Class Schedule.....	20
D.7 Dress Code.....	20
D.8 Classroom Behavior.....	21
D.9 Policy during Tests and Exams.....	23
D.10 Theft.....	23
D.11 Bus Safety Policy.....	23
D.12 Disciplinary Probation.....	23
D.13 Color Day Policy.....	24
D.14 Substance Abuse.....	24
D.15 Assemblies.....	24
D.16 Celebration Policy.....	24
D.19 Dangerous Items	25
D.20 Calendar.....	25
D.21 Yearbook	25
D.22 Policy for Students who drive their cars to school.....	25
D.23 Class Picture Policy.....	25
D.24 Discipline Policy.....	26
D.25 Security and Safety.....	26
D.26 Extra Curricular Activities.....	27
D.27 Cell Phone Policy.....	27
D.28 Destruction of School Property.....	27
D.29 Offensive/ Abusive Behavior and Bullying.....	27
D.30 Politics.....	28
D.31 Recess/ Break Policy	28
D.32 Recess/ Break Times.....	28
D.33 Teachers' Lounge.....	28
D.34 Bulletin Boards.....	28
D.35 Dismissal.....	28
D.36 Electronic Devices Policy.....	29

E. Health Policies

E.1 Illness/Injuries.....	29
E.2 Infirmary.....	29
E.3 Medications.....	29
E.4 Special Health Conditions.....	30
E.5 Parents Contact Numbers in case of Emergencies.....	30

E.6 Hygiene.....	30
E.7 Cleanliness.....	30
F. Services	
F.1 Libraries.....	30
F.2 Science Laboratories.....	30
F.3 IT Rooms.....	30
F.4 Book Fairs.....	31
F.5 Field Trips.....	31
F.6 Lockers.....	31
F.7 SHS Supply Store.....	32
F.8 Photocopy and Printing	32
F.9 MUN Policy.....	32
F.10 Students' Council and Students' Organization.....	32
F.11 Counselling and Spiritual Guidance.....	32
F.12 Lost and Found.....	33
F.13 Active Citizen Project.....	33
F.14 Special Education Department.....	33
F.15 Career Counselling and University Guidance	33
F.16 Supervision Policy.....	33
G. Facilities	
G.1 Auditoriums.....	34
G.2 Cafeterias.....	34
G.3 Parking Lots.....	34
G.4 Gymnasium.....	34
G.5 Playgrounds.....	34
G.6 Elevators.....	34
G.7 Buildings.....	35
G.8 Rest Rooms.....	35
Appendices.....	36
Forms	
Student Personal Details Form.....	46
Signature Form.....	46

A. Sagesse High School

A.1 Mission

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 promotes various enriched educational opportunities and operates in an environment that instigates empathy and compassion.

A.2 Beliefs

We believe that

- each person is respected and valued as one created in the image and likeness of God;
- knowledge enhances the goodwill of human kind and society;
- each person has equal worth and treats others with respect;
- students are prepared to actively and constructively contribute to the shaping of a better world;
- each person has unlimited potential and has the opportunity and capability to learn and develop into a well-rounded individual;
- learning is a flowing partnership among teachers, students and parents;
- human resources are the most important asset; to the success of the mission.

A.3 Lebanese Anthem

The Lebanese national anthem was adopted on the 12th of July of the year 1927. It was composed by Wadi' Sabra and written by Rachid Nakhleh.

كُنَّا لِلْوَطَنِ لِلْعُلَى لِلْعَلَمِ
مِلءُ عَيْنِ الزَّمَنِ سَيِّفُنَا وَالْقَلَمِ
سَهْلُنَا وَالْجَبَلِ مَنِيَّتُ الرِّجَالِ
قَوْلُنَا وَالْعَمَلِ فِي سَبِيلِ الْكَمَالِ
كُنَّا لِلْوَطَنِ لِلْعُلَى لِلْعَلَمِ
كُنَّا لِلْوَطَنِ

شَيْخُنَا وَالْفَتَى عِنْدَ صَوْتِ الْوَطَنِ
أَمْدُ غَابِ مَتَى سَاوَرَتْنَا الْفَتَنِ
شَرْقُنَا قَلْبُهُ أَبَدًا لِبَنَانِ
صَاتَهُ رَيْبُهُ لِمَدَى الْأَزْمَانِ
كُنَّا لِلْوَطَنِ لِلْعُلَى لِلْعَلَمِ
كُنَّا لِلْوَطَنِ

بَحْرُهُ بِرُهُ دُرَّةُ الشَّرْقَيْنِ
رِفْدُهُ بِرُهُ مَالِيءُ الْقَطْبَيْنِ
إِسْمُهُ عِزُّهُ مَنْذُكَانَ الْجُنُودِ
مَجْدُهُ أَرْزُهُ رَمِزُهُ لِلْخُلُودِ
كُنَّا لِلْوَطَنِ لِلْعُلَى لِلْعَلَمِ
كُنَّا لِلْوَطَنِ

Latin transliteration:

Koullouna lil watan lil aoula lil aalam.
Mil'ou aynil zaman, sayfouna wal qalam.
Sahlouna wal jabal, manbiton lirrijal.
Qawlouna wal aamal fi sabeelil kamal.
Koullouna lil watan, lil aoula lil aalam.
Koullouna lil watan.

Shaykhouna wal fata, aında sawtil watan.
Osdou ghaben mata, sawaratnal fitan.
Sharqouna qalbohou, abadan lobnan.
Sanahou Rabbohoul li madal azman.
Koullouna lil watan, lil aoula lil aalam.
Koullouna lil watan.

Bahrouhou barrouho, dourratoul sharqayn.
Rifdohou birrohou, mali'oul qotbayn.
Ismouhou aizzohou mounzou kanal jodoud.
Majdohou arzohou ramzohou lil kholoud.
Koullouna lil watan, lil aoula lil aalam.
Koullouna lil watan.

A.4 Campus Ministry

Mass: Students' attend regular masses at school or in various churches.

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 religions are to stand up with the rest and do their own prayers silently or join in the class prayer.

Spiritual Retreats: A one-day spiritual retreat will be organized for each class in the secondary division. Students will go off campus to a monastery designated by the school Ministry and will participate in a spiritual retreat conducted by religious counselors. Students from other religions have the choice to attend those retreats or not.

Spiritual Counseling: Catholic Priests and school counselors are available on campus throughout the school day for guidance. Students, who wish, may seek individual spiritual counseling during recess.

A.5 SHS Contact Information and Communication Procedures

The school staff and faculty may be contacted
by phone at: 0961 1 872145/6/7/8
by fax at: 0961 1 872149
or by email at: sagessehs@sagessehs.edu.lb

Phones are answered from 7:30 a.m. until 5:00 p.m.

The IB & A.P. Coordinator office may be contacted
by phone at: 0961 1 872145 ext. 120
by email at: ladymaaloufib@yahoo.com or maalouf_lady@sagessehs.edu.lb or
ap-ib-programs@sagessehs.edu.lb

The Head of Secondary Division-LP office may be contacted
by phone at: 0961 1 872145 ext. 222
by email at: SecondaryLP@sagessehs.edu.lb

The Head of Intermediate Division office may be contacted
by phone at: 0961 1 872145 ext. 115
by email at: intermediate_division@sagessehs.edu.lb

The Assistant to the IB & A.P. Coordinator office may be reached at 0961 1 872145 ext.128.
The Assistant to the Head of the Secondary Division-LP office may be reached at
00961 1 872145 ext.141
The Assistant to the Head of the Intermediate Division office may be reached at
00961 1 872145 ext.152

Phones are answered from 7:30 a.m. until 2:45 p.m.

B. Admission Policy

B.1 Admission Procedure

Requirements for Application:

- Completed Application Form
- Completed Medical Form with a copy of vaccination card for Preschool and Elementary Division applicants
- Copy of a valid passport or Lebanese ID card; if the candidate holds other nationality(ties), copies of all passports must be provided to school.
- 4 passport size photos
- Copy of baptismal certificate if applicable (for Preschool and Lower Elementary)
- Copy of school grades or transcripts of the most recent academic year
- A non-refundable application fee of \$100 either by check payable to Sagesse High School or in cash

Requirements for Admission:

- A personal and family interview
- An entrance examination starting grade 1 candidates
- An acceptance letter (from the School Administration)

Requirements for Registration:

- Development fund fee of \$1000 per family by check payable to Sagesse High School, in cash, or by wire transfer to: Bank Audi – SOFIL, Lebanon
- USD Account No. 270861 462 002009 14
- IBAN USD LB37 0056 0002 7086 1462 0020 0914
- SWIFT Code: AUDBLBBX
- Students applying from within Lebanon
- Must provide a copy of their final report card or transcript
- Must provide an original official attestation from their previous school stating the completion of their academic year with good conduct, certified by the Ministry of Education
- In case the applicant is joining the American Program, he/she must provide a certified copy of his/her exemption* from the Ministry of Education at UNESCO building.
- Students applying from outside Lebanon
- Must provide a copy of their final report card or transcript.

- In case the applicant is joining the American Program, he/she must provide a certified copy of his/her exemption* from the Ministry of Education at UNESCO building.

Minimum Entrance Age Requirements:

Nursery	Students must be three years old by December 31
KG1	Students must be four years old by December 31
KG2	Students must be five years old by December 31
Grade One	Students must be six years old by December 31

Admission Testing Policy:

In screening for admission and grade placement:

- Preschool students will be assessed during an interview.
- Grades 1 to 12 students will be interviewed by the head of division prior to the written placement tests scheduled in early July and early September (to be determined):
 - Students in grades 1 to 6 will sit for placement tests in English, Math, French, and Arabic
 - Students in grades 7 to 9 will sit for placement tests in English and Math. In addition, students joining the Lebanese Program will sit for a placement test in Arabic.
 - Students in grades 10 and 11 American Program, Secondary 1 and Secondary 2 Lebanese Program, and International Baccalaureate (IBDPI) will sit for placement tests in Math, English, and in other subjects as determined by the head of division during the interview.
- It may be necessary to test further if the results indicate difficulties

C. Academic Policies

C.1 Academic Programs

At Sagesse High School we offer the American Program (Accredited by MSA), Lebanese Program from K to 12 and an authorized IB Diploma Programme at the Secondary level. A Special Needs program is also offered.

C.2 Periods per Subject

The number of periods per subject in the secondary classes can be accessed on the school website.

C.3 Homework Policy

At high school level students are expected to spend a minimum of 3 to 4 hours of homework each afternoon. The homework assigned in each subject for each grade level is posted on the school website.

C.4 Study Habits

- Students are responsible for all the material explained in class.
- Students must do their homework on their own.
- Students must not do their homework or write the solution and answers on the textbook unless instructed to do so by the teacher.
- To achieve better results, students are advised to study the lesson before attempting to solve the homework.
- Daily studying is essential for long term learning.
- While studying, students are encouraged to write down any questions or exercises which they could not understand in order to ask for help from their teacher during class or during the break.
- While preparing for a quiz, test or exam, students are expected to solve or answer all the exercises. Reading or memorizing problems or exercises is not the proper way to study.
- Questions related to exam or test material should not be postponed till the day of the exam or the test. Teachers will not help students on those days.
- Students must meet the deadlines set by the teacher otherwise they will be penalized.

C.5 Assessment and Grading

Students have their grades reported four times per academic year which include two monthly and two term exams' grades. The grade average reported per subject is composed of the various results obtained through regular assessments such as quizzes and tests, lab work, projects and portfolio activities, internal assessment work (where applicable), homework and class participation. The weight that each of these assessments has on the monthly grade is determined by the Head of Department (HOD) depending on the required objectives of each subject.

The monthly grades are issued in report cards. Parents may access their son's/daughter's report card on the school website using their individual electronic password which is provided by the school IT Department.

Moreover, two narrative evaluations are posted on the website and reported to parents. Two term exams are administered during the academic year.

For IB classes each term exam is double the weight of a monthly grade.

For A.P. and L.P. classes each term exam is one and a half the weight of a monthly grade.

In A.P.

- The passing grade is 65/100 for A.P. courses and 80/100 (or 4/7) for IB courses.

In IB

- The passing grade is 4/7 (or 80 / 100)
- A letter grade of ‘C’ for TOK and Extended Essays.

In L.P.

- The passing grade is 10/20 for L.P. courses

A.P. students in a particular grade are eligible for promotion to the next grade level if their general cumulative average is 65/100.

L.P. students in a particular grade are eligible for promotion to the next grade level if their general cumulative average is 10/20.

- The letter ‘U’ on the report card will be given to students whose cumulative average in a particular subject is less or equal to 30/100.
- The letter ‘I’ (for Incomplete) on the report card will be given to students who were absent during a number of tests, quizzes or other assessments to a point that their average cannot be computed unless they take make ups for their missing evaluations. The letter "I" will then be changed by the subject teacher.

The ‘N/A’ notation (for not applicable) on the report card will be given to students when assessment procedures could not be applied for valid excused reasons that were approved by the concerned HD.

C.6 Narrative Evaluation

Narrative evaluations, describing the student’s performance in each subject, are posted on the school website and reported to parents twice per academic year. However, teachers may write remarks regarding the general performance of a student on the website where parents can access this information.

C.7 Report Card

The monthly grades are issued in report cards. Parents may access their son’s/daughter’s report card on the school website using their individual electronic password which is provided by the school IT Department. Students have their grades reported four times per academic year which include two monthly and two term exams’ grades. The grade average reported per subject is composed of the various results obtained through regular assessments. Parents are expected to sign the report card and have their son/daughter return it to the floor supervisor.

C.8 Parents/Teachers Meetings

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

C.9 Reinforcement Sessions

Students facing academic difficulties in certain subjects during the school year might be requested to attend reinforcement sessions as a promotion requirement. These sessions are planned by the school and are taught by SHS teachers. The frequency and the length of the sessions will be determined by the concerned HOD and HD. Interested students may also register for the reinforcement sessions. Students will be charged an additional fee to cover the expenses of the sessions.

C.10 Tutoring

Sagesse High School does not encourage private tutoring unless there is an eminent need for it either to cover material which the student missed due to a prolonged excused absence from school or to acquire prerequisite knowledge necessary to continue in a particular course. In such cases tutoring is considered as a remedial measure and should not extend for long periods of time. Parents who desire private tutoring sessions for their son / daughter with Sagesse High School teachers must fill in a "Private Tutoring Request Form" at the HD's assistant office. The suitable teacher for the requested tutoring will be designated by the HOD and /or the HD. It is worth mentioning that SHS is neither responsible nor involved in the tutoring logistics and rates.

All tutoring involving Sagesse High School teachers or staff must be approved in advance by the concerned HD. SHS teachers may not tutor their students unless they obtain prior approval from the concerned HD.

C.11 Awards

Awards may be issued to a student based on the academic performance of the student and the recommendation of the teacher and HOD. In addition, winners in science and math fairs, MUN as well as other competitions also receive an SHS award. All awards, except for the

seniors' and the MUN awards, are distributed to students during the Award Ceremony at the end of the academic year.

Seniors receive their awards during the commencement exercises together with the SHS High School Diploma. MUN awards are distributed during the MUN Award Ceremony.

The awards are issued based on the criteria listed below.

First Rank: Student has achieved the highest overall cumulative average per grade level*

Second Rank: Student has achieved the second highest overall cumulative average per grade level*

Third Rank: Student has achieved the third highest overall cumulative average per grade level*

Award for outstanding academic performance: The student has maintained an outstanding overall cumulative average throughout the academic year

For Senior Students:

Award for outstanding academic performance: Cumulative average $\geq 90/100$

For A.P. Courses:

Award of Excellence per course: Cumulative average $\geq 90/100$

For IB Courses:

Award of Excellence per HL course: Cumulative average $\geq 90/100$

Award of Excellence per SL course: Cumulative average $\geq 95/100$

* The overall cumulative average is calculated without the final exam results.

C.12 Drop and Add Policy

The drop and add period extends for a total of two weeks at the beginning of the academic year. A student may drop a course or change levels of a course (where applicable) upon approval of the subject teacher and HOD and the HD. The student has to fill out a drop and add sheet to obtain approval to drop and add courses. Students are not allowed to drop or add a course without prior approval from the HD. It is worth mentioning that there is a specific drop and add sheet for language courses which must be filled by students who wish to drop or change levels of a language course. Requests to drop and/or add courses after the assigned period of time will be evaluated individually and is subject for approval by the HD.

C.13 Academic Integrity/Honesty

Academic integrity is the expectation of every Sagesse High School student. Any student who jeopardizes this will be reprimanded accordingly. Infractions include but are not limited to:

- Forging signatures: the student will receive a warning with a possible suspension and the student's parent / guardian will be contacted by the HD.
- Cheating, copying or taking another's work: the student will be awarded a zero for the assignment in question. He / she will also receive a warning with a possible suspension and the student's parent / guardian will be contacted by the HD.
- Infractions involving plagiarism will be dealt with according to the plagiarism penalty policy (PPP) which is posted on the website.

If an IB candidate is found guilty of malpractice, the school is entitled to decide that the candidate will not be permitted to register for the examinations and hence is disqualified from the IB Diploma Programme. (refer to the IB Regulations)

C.14 Academic Probation

A student is placed on academic probation whenever he/she does not meet the requirements of a particular course. In such a case the student and his guardians/parents will have to sign an academic probation contract and the student may be denied participation in some school activities. If the student does not meet the course requirements, then he/she will be asked to drop the course or shift to a lower course level (where applicable).

All students who are admitted to the IB Diploma Programme are on probation and must sign the IB candidate contract.

Students who are promoted to the next grade level with academic probation have to sit for qualifying exams in the courses that they failed to meet the requirements.

C.15 Academic Notification

Academic Notice: an academic notice is given to the student by the teacher or HD due to the infractions listed in the rules and regulations (refer to Appendix A).

C.16 Promotion Requirements

Any student who fails to meet the minimum requirements in one or more courses, or whose conduct is not deemed worthy or who does not fulfill the requirements for her/his class will not be promoted to the next grade level. The promotion requirements may be accessed on the school website.

C.17 Repeating Class

A student is allowed to repeat a class at SHS if the following criteria are applicable:

- The student has not repeated a class at SHS.
- The student is not considered to be old for the relevant grade level.
- The student does not have a disciplinary probation.

C.18 Make-Up Exams

In case of a failing overall cumulative average, students are allowed two make-up exams (in one 5-credit and one 4-credit courses or in two 4-credit courses). The make-up exams are administered in September. It is worth mentioning that in particular situations the deliberation committee may decide to assign the number of make-up exams.

C.19 Qualifying Exams

Students who are promoted with academic probation have to sit for qualifying exams in the courses that they failed to meet the requirements. These exams are administered in September. The qualifying exam grade will be used instead of the final exam score so as to calculate the new average per subject and hence the new total average. It is worth mentioning that students who wish to improve their score in a subject(s) may petition to obtain permission to sit for the qualifying exam(s) in that/those subject(s).

C.20 Orientation

Orientation sessions for students and parents are scheduled at the beginning of the academic year. During these sessions teachers and HODs give a brief presentation about the mode of work and the assessment criteria in their subjects.

In addition, the IB & A.P. Coordinator schedules orientation sessions for the

- parents of IBDP1 students to inform them of the IB DP regulations and grading system
- parents and students of 10 AP going up to 11AP or IBDP 1 (in May)
- parents and students of 9AP going up to 10AP (usually in May or June)

C.21 Shifting to the American Program

Students are not allowed to shift to the American program from the IB or L.P. during the academic year. Exceptions are only allowed upon the recommendation of the teachers, HODs, HD and with the approval of the rector.

C.22 Study Periods

All IB students are expected to go to the library during their study periods. Students are to make use of the library resources and computers during these periods and are expected to abide by the Library rules. Absence from the study periods on a day or any part of a day without a legitimate excuse is a serious problem and will be dealt with accordingly. Excused absences from the study periods must be reported to the librarian and the floor supervisor. A pass must be given by the floor supervisor, teacher, HD or librarian to justify the absence of the student.

C.23 Computer and Technology Use

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 are posted regularly.

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

Computer Use: Two computer labs for student use are available one in Block A and the other in Block B. Besides attending regularly scheduled ITGS/computer classes, students are allowed to use the computer labs when time and schedules permit under the supervision of a teacher or staff member.

SHS computers are strictly monitored. Students are not allowed to make any changes in any configuration, password or program without the written consent of the Computer Department.

Using a school's computer to bully, defame, threaten or spread rumors about other students or teachers is strictly forbidden.

Moreover, spreading a negative image of the school on the internet, might lead to dismissal of the student from school. In case of any act of vandalism to either the hardware or software of the computer, the responsible student has to pay for the repairs and will be reprimanded accordingly. Food and drinks are prohibited in the computer labs.

C.24 Physical Education Classes

Physical education classes are mandatory for all students unless they have a medical excuse. In case of illness or injury the student must submit a medical report, indicating the recovery period, to the teacher which will be kept in the student's file. In case of an emergency,

students must report to the infirmary so that the nurse issues them a sports exemption note if she sees it necessary. During PE classes students must wear the SHS sports uniform. Upon the approval of the IB DP coordinator students may participate in a physical education class if it coincides with one of their study periods.

D. Non Academic Policies

D.1 Telephone Use

The school office phone may be used only in the case of an emergency. Students who need to call their parents may request permission from the HD before requesting the use of the school phone in the assistant's office.

D.2 Attendance

Students are expected to attend school regularly unless excused for illness, injury, serious emergency, or an office approved absence. In case of emergencies, students are allowed to be absent up to a maximum of 10 school days or up to a maximum of six periods per subject in IB courses per year. Exceptional cases will be dealt with individually.

Parents are expected to call the assistant's office by 8:00 a.m. to notify the school that their child or children will not be in school or will arrive late on that particular day. Every absence has to be justified with the appropriate documentation to be kept in the student's file. On the morning following the absence, the student is required to bring a note signed by his parent explaining the reason for the absence. The student must check in at the head of division's (HD's) assistant office to hand in the note and receive a permit slip to join the class. The student is required to present the permit slip to the floor supervisor.

D.3 Absence

Unexcused Absence:

A student "skipping" class will be subject to disciplinary action, including a zero grade for any missed assignment. An unexcused absence is one not determined as excused.

If a student is absent from school for a day or any part of a day without a valid excuse, then he/she will not be allowed to participate in school-related activities on that day or afternoon. Excessive absenteeism is a serious problem that will be dealt with accordingly. The HD will contact parents/ guardians by phone at home or work place when such problems arise. In case of a First Violation: parents will be contacted and a conference between the student, HD and parents will be held. The student is required to make up time missed by

doing work during detention.

In case of a Second Violation - a conference among the student, parent and HD will be required and measures will be taken (such as signing a behavioral contract) before reinstatement. The student is required to make up time missed by doing work during detention or at home.

Pre-Approved/ Excused Absence:

Unless an emergency exists, all absences from school that are not related to illness or injury must be requested in writing or by phone by the parents / guardians from the HD at least 48 hours in advance in order for the absence to be officially recorded as excused. If the request is approved, the student will be expected to finish all make-up assignments that the teachers give the student in each of the courses he/she is taking. An copy of the assignment make-up slip which includes all the work and the concerned teachers' signatures must be returned to the HD's assistant prior to the departure date or all absences will be recorded as unexcused.

Make-up assignments issued prior to departure must be completed and turned in upon the student's return to school. Make-up assignments and tests issued after the student's return must be completed within the time specified by the teacher or a grade of incomplete (I) will be received.

Students who are doing below average, have poor study habits and / or are habitually late with class assignments are strongly advised not to miss valuable schooling as this adds to the pressure on the student when it comes to the catching up process and finishing all the make-up assignments requested from them.

Failure to obtain an approved absence will place the students in greater jeopardy upon return to school in terms of make-up work and final grades.

Note: Homework may be accessed on the SHS website.

D.4 Tardiness

All students are to be in class by the time the bell, indicating the beginning of the class period, rings. Late students will be given a notice. If the lateness is repeated, then the students will be receive a disciplinary notification and will have to serve detention.

Repeated tardiness will result in disciplinary action.

- Every three tardiness situations in a class will result in the student being charged with an unexcused absence, which will result in detention.
- Students tardy to the first period must get a permit from the HD's office.

- Students tardy to other classes must have an excuse from the preceding teacher. Teachers will penalize tardy students. Students are to be seated in classrooms when class begins. There is a two minute passing period between each class period. No tardy excuses will be given by the HD's office between classes.
- Students who accumulate 4 unexcused tardiness cases will be assigned detention.

Parents and guardians are kindly asked to abide by the policies and must call the school whenever the student is going to be absent.

Below are the contact numbers:

- Secondary Division- L.P.
Assistant's office: 01- 872145 /6/7 ext. 141
- Secondary Division- IB & A.P.
Assistant's office: 01- 872145 /6/7 ext. 128
- Intermediate Division.
Assistant's office: 01- 872145 /6/7 ext. 152

D.5 Early Departures

Students are not allowed to leave the school grounds between 7:45 a.m. and 2:30 p.m. unless they have a leave pass approved by the head of division. Parents must call the assistant's office to request a leave pass for their child whenever they need their son/daughter to leave early from school. Parents are reminded not to schedule appointments for their children during school schedule to limit their absences from school.

D.6 Class Schedule

Classes start at 7:45 a.m. sharp and end at 2:30 p.m. It is worth mentioning that IB students have two extended days and finish after 2:30 p.m. on those days.

D.7 Dress Code

General appearance should be neat, clean, and appropriate for school attendance. Any student who comes to school without proper attention having been paid to personal cleanliness or neatness of dress may be given a notice or detention or even be sent home to prepare himself / herself properly for attending school.

- Students are to wear the appropriate school uniform at all times.

SHS Official Uniform: Grey pair of trousers/ skirt/blue shirt/tie/ sweater/ blazer/ black pairs of shoes. SHS official uniform must be worn during all outings and official school events.

SHS Sports Uniform: SHS sweat suit and athletic shoes. It must be worn on assigned activity or PE days.

SHS Casual Uniform: Jeans / blue shirt / sweater / black pairs of shoes. SHS casual uniform may be worn on days when there are no outings and official school events scheduled.

N.B. All SHS uniform garments are available at the school supply store. Failure to abide by the SHS dress code will result in a notice and/or a detention.

The following matters must also be abided by:

- Make up, flashy nail polish and excessive jewelry are prohibited.
- Hair must be trim, clean and neatly groomed. Unconventional hairdos are prohibited.
- Piercing is not allowed.
- Gentlemen are not allowed to wear earrings.
- Gentlemen faces must be clean-shaven, no beards or mustaches, with sideburns in moderation. Those who regularly fail to do so will be required to go home to shave.
- Sunglasses and hats are not to be worn in the school buildings.
- Tattoos must be covered by clothing.
- Gentlemen must wear their pants at the waist and must not allow underclothes to show.
- Skirts must not be shortened or rolled up. The skirt should not be shorter than 3 inches above the knee.
- Shirts must always be tucked under the trousers or skirts.
- Students are not allowed to wear the PE shorts in class. They must wear their track suits on top. It is worth mentioning that PE uniforms may only be worn on the days when students have PE classes.
- On color days students are expected to wear decent clothing that does not promote any indecent slogans, pictures and logos or tobacco, alcohol and drugs. Students are not allowed to wear military or torn clothing. Tight leggings, short skirts, shorts, and tank tops are not allowed on color days.

Students who do not adhere to the dress code will be sent home to prepare themselves properly for attending school and will be given a remark/notice. If the infraction is repeated, then the students will be asked to serve detention.

D.8 Classroom Behavior

While in the classroom or during lessons students

- are expected to behave respectfully and positively contribute to an atmosphere conducive to learning

- are to follow the teacher's instructions and classroom rules at all times
- are expected to express their opinions in a proper and orderly manner and must respect the opinions of others
- are expected to collaborate with the teacher and their classmates to ensure a learning environment that promotes collegiality and empathy and that does not impede or interrupt the teaching or learning process.
- may not change their seats or leave their seats without the permission of the teacher
- have the right to speak and ask questions when the teacher gives them permission
- are not allowed to leave the classroom when the bell rings until they are dismissed by the teacher
- must not leave the classroom without the permission of the teacher
- must abide by the rules as set in the SHS conduct of examination for students (Refer to Appendix A)
- must have with them the textbook, notebook, stationery and other materials required for the lesson
- are not allowed to eat or chew gum. At the discretion of the teacher, drinking water is permitted
- must only use the electronic devices that are allowed by the teacher
- must not destroy or tamper with school property
- must keep their desks and classroom clean and tidy
- must use the English language in all classes whose language of instruction is English
- are asked to stand up whenever a teacher or a staff member enters the classroom
- must be seated and be ready for the lesson before the teacher enters the classroom
- must follow their teacher in a quiet and orderly manner when going to the laboratory, to the library, to another classroom, or to the auditorium
- must follow all the safety guidelines and instructions
- must wear the uniform properly in class
- must sit properly on the chairs
- must sit according to the seating plan provided by the teacher / supervisor
- must write their names and grade/class on their textbooks, notebooks, etc.
- must not wander around or leave the classroom without the permission of the teacher
- must not bring radios, cell phones, games, or other unauthorized objects to class. All unauthorized items will be confiscated and given to the supervisor, who in turn will hand it in to the HD
- must write down the correction of class work, homework, quizzes, tests and exams on their notebooks
- are not allowed to do homework or other assignments for another subject during lessons. Students doing this will be reported to the supervisor and the appropriate measures will be taken
- are not allowed to use corrector fluid
- are not allowed to borrow stationery during tests, quizzes and exams.

D.9 Policy during Tests and Exams

Students must observe and abide by the SHS conduct of examination for students during quizzes, tests and exams (Refer to Appendix A)

D.10 Theft

Students are responsible for their belongings. In case of committing theft, the concerned student will be issued a warning and a possible suspension or dismissal from school may be issued depending on the severity of the case. The students will have to provide for the restitution of the stolen item. Parents / guardians will be called for a conference and the appropriate counseling will be suggested. All misplaced items must be given to the lost and found department and students must keep their books and copybooks in their lockers.

D.11 Bus Safety Policy

- Students must abide by the bus safety rules and must remain seated during the bus trips. Students should not distract the driver under and must abide by the instructions of the bus assistant.
- Students are not allowed to throw any objects or extend any portion of their bodies through bus windows.
- Vandalism of any kind will not be tolerated.
- Improper conduct or fighting is prohibited.
- No prohibited material or item is allowed on the bus.
- Buses only stop at pre-assigned stations; any stop for personal errands is prohibited.
- All aisles, doors and emergency exits must remain unobstructed at all times.
- Students are not allowed to ride a different bus unless they submit a note signed by their parents and they obtain the approval of the bus controller.

All disciplinary incidents on the bus will be reported by the bus assistant to the general supervisor who will inform the HD to decide on the appropriate measures.

Parents and students may report to the HD any incident that happened while riding on the bus so appropriate measures are taken to rectify matters.

Students who have their own means of transportation may not ride the SHS buses.

D.12 Disciplinary Probation

At any time of the academic year the unacceptable behavior or attitude of a student may lead to disciplinary probation. The Administration may place a student on disciplinary probation based on the recommendation of the Disciplinary Committee and/or the class teachers. Students on disciplinary probation could be denied

- the privilege of participating in school activities such as the awards ceremony, MUN trips, class activities and trips
- attendance of the senior graduation, running for prom king or queen
- running for class representative or membership in the student's council

Any student whose conduct is not deemed worthy or who does not abide by school regulations, at any time throughout the year, will not be allowed to continue the academic year and will be dismissed from school upon the approval of the rector.

D.13 Color Day Policy

Color days are assigned by the administration. On color days, students are given the permission to not wear the SHS uniforms. On such days, students are expected to wear decent clothing that does not promote any indecent slogans, pictures and logos or tobacco, alcohol and drugs. Students are not allowed to wear military or torn clothing. Tight leggings, short skirts, shorts, and tank tops are not allowed on color days.

Students who do not abide by the color day's dress code will be sent home to prepare themselves properly for attending school and will be given a remark/notice. If the infraction is repeated, then the students will be asked to serve detention or will be denied participation in future color days.

D.14 Substance Use and Abuse

Any substance use is prohibited on campus. Any student who uses substances at school will be suspended from three days to total dismissal depending on the type of substance used. The school reserves the right to test any student when suspected of substance use or abuse.

D.15 Assemblies

Assemblies may be held once per month to discuss matters of concern to students.

D.16 Celebration Policy

No celebrations which involve food and drinks are allowed inside the classroom. If any such celebration is called for, permission is required from the HD who will decide whether or not the celebration will be allowed to be held in the classroom or in the cafeteria. All after school celebrations must be approved in advance by the administration.

D.17 Dangerous Items

All dangerous items are prohibited on school premises. Students in possession of any dangerous item (including fireworks) will be issued a warning and a possible suspension or dismissal from school may be issued depending on the severity of the case. A conference with the parents / guardians will be called for.

D.18 Calendars

The head of division issues a yearly academic calendar at the beginning of the school year and updates it when necessary. 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 posted on the school website.

D.19 Yearbook

The SHS yearbook is distributed in July with the final report cards. Students who wish to contribute to the yearbook may request permission from the HD.

D.20 Policy for Students who drive their cars to school

Students are not allowed to drive their cars on school premises unless they have a driving license. If students drive their cars to school, then they must submit all the necessary documentation to obtain permission from the administration to access the school premises.

D.21 Class Picture Policy

Class pictures for the yearbook are scheduled by the HD. On the day of the class picture PE classes will be cancelled and students must abide by the following:

- All students must wear their full SHS official school uniform:
Gentlemen: blazer, tie, blue shirt, grey trousers, pullover and black shoes.
Ladies: blazer, tie, blue shirt, grey skirt, skin color stockings, pullover and black shoes.
- Tennis shoes are not allowed.
- All gentlemen must shave their beards otherwise they will not be photographed.
- Students who do not abide by the class picture's dress code will not be photographed and their pictures will not appear in the yearbook.
- Students who are absent on the specified day will not appear in the class picture.

D.22 Discipline Policy

The Rules and Regulations at Sagesse High School have been established to provide students who have discipline problems with enough opportunities to set their behavior straight and learn from their mistakes. As a result, the following disciplinary actions have been implemented:

Warning: Students are given a warning as a result of a serious infraction as specified in the school rules and regulations (refer to Appendix B).

Detention: Detention is assigned for misdemeanors related to discipline and / or academics such as repeatedly forgetting school supplies, not doing homework, obviously repeated lack of studying or others.

- Afternoon detention is held from 2:45 p.m. until 4:00 p.m. on school days. Parents or guardians have to provide transportation from school.
- Saturday detention is held from 8:30 a.m. until 11:00 a.m. Parents or guardians have to provide transportation to and from school.

Out of School Suspension: Suspended students will spend the duration of the suspension at home. They are held responsible for obtaining and studying all material covered and assigned in class during the period of their suspension. The student will be awarded a zero on any assessment that they miss due to suspension.

Expulsion: The decision to expel a student is taken by the Rector upon consulting with the disciplinary council. Expelled students are not allowed back to school.

D.23 Security and Safety

Sagesse High School strives to foster a climate of safety and security for its stakeholders. The students' safety and wellbeing are the main concern of all faculty and staff members. For this purpose the administration holds several safety drills and implements several security measures on campus. All students must participate in the safety drills and must take these drills seriously.

During school schedule, students may not leave school premises without a leave pass approved by the concerned HD. A carbon copy of the leave is given to the supervisor.

Visitor cards must be worn by all visitors or parents when they are on campus. Visitors and parents must return the card to the security personnel at the exit gate.

Each academic year car stickers are issued for the parents who drive their children to school. The car sticker should be posted on the glass window of the car.

D.24 Extra Curricular Activities

Extra-curricular activities may be organized by the administration, departments, or Students' Organization. Students are expected to participate in the extra-curricular activities as requested by the administration. Students who are absent on the days of these activities or celebrations will be reprimanded and appropriate measures will be taken. All activities days are considered as regular school days and not as days off.

D.25 Cell Phone Policy

Students are not allowed to bring their cell phones to school. If there is a need for Intermediate or Secondary students to bring their cell phones on a particular day, then they must place the cell phone in a box at 7:45 a.m. and collect it at 2:30 p.m. Each class section will be assigned a box to keep the cell phones. The class representative will be in charge of collecting the phones at 7:45 a.m. and distributing them at 2:30 p.m. It is worth mentioning that the box will be kept in the general supervisor's office during school schedule. If a student arrives late in the morning he/she must hand in his cell phone to the floor supervisor who will make sure that it is placed in the assigned class box.

If students do not abide by the policy and are caught with a cell phone during school schedule, then the following measures will be taken:

- First infraction: The student receives a warning and must serve detention.
- Second infraction: The cell phone is confiscated for three days.
- Third infraction: The cell phone is confiscated for a week.

If students are caught using the cell phone, without permission, to record conversations or class discussions, access any applications, cheat, bully or video record or photograph people, then severe measures will be taken according to the SHS discipline policy.

D.26 Destruction of School Property

Students who damage or destroy school property will have to provide the school with the appropriate restitution. Moreover, the students will be issued a warning as well as a Saturday detention. In extreme cases, students may be expelled.

D.27 Offensive/ Abusive Behavior and Bullying

Any act that threatens, degrades, disgraces, abuses, offends or injures a fellow student, a faculty or staff member will lead to a meeting with the parents and a warning, suspension, or expulsion from school depending on the severity of the act.

D.28 Politics

Political slogans, posters, pamphlets and political propaganda are prohibited. Political debates are not allowed unless they are part of the curriculum and have been approved by the school administrative board.

D.29 Recess/ Break Policy

Students are to stay out of the classroom floors during recesses. For any activities that are to take place inside the classrooms or in the hallways during recess, students must obtain a prior permission from the HD.

D.30 Recess/ Break Times

In the secondary division students are given two breaks throughout the school schedule.

First break: from 10:15 a.m. until 10:40 a.m.

Second Break: from 12:20 until 12:50 p.m.

For the IB extended school schedule a third break is allowed from 2:30 until 2:40 p.m.

Students are to stay out of the classroom floors during recess. They may stay in the school cafeteria, in the library or outside on the playgrounds.

D.31 Teachers' Lounge

The teachers' lounge is off limits to students. Should a student request to meet with a teacher, the meeting must occur outside the teachers' lounge in an adjoining classroom.

D.32 Bulletin Boards

Students who wish to post notices or activities on bulletin boards must obtain prior approval from the HD. The HD reserves the right to remove any item that is not in the best interest of Sagesse High School students. Any tampering with the bulletin board material will be considered an act of vandalism and will be dealt with accordingly.

D.33 Dismissal

A student may be dismissed from school in one of the following cases:

- Any student who fails to meet the academic and/or disciplinary requirements risks being dismissed from the school at the end of the academic year. A reevaluation of the student's academic and disciplinary performances is carried

out during the deliberation meeting and a decision is reached as to whether the student is asked to repeat the year or in extreme cases is dismissed from school.

- Any student whose conduct is not deemed worthy or who does not abide by school regulations, at any time throughout the year, will not be allowed to continue the academic year and will be dismissed from school upon the approval of the rector.

D.34 Electronic Devices Policy

Electronic devices of all kinds or any personal music devices are not to be used on campus during school hours i.e. from 7:45 a.m. until 2:30 p.m. unless the student has obtained permission to use them. Students using these devices without prior permission will have their devices confiscated to be returned to their parents in person and will receive a notice/warning/remark depending on the severity of the infraction.

E. Health Policies

E.1 Illness/Injuries

Permission to leave school for health reasons will only be granted upon the advice of the nurse. Upon advice from the nurse, the Head of Division's office will notify the parents and make the necessary transportation arrangements. Injured students must go directly to the infirmary.

E.2 Infirmary

The infirmary is located in Block B on the first floor. It is open from 7:40 a.m. until 2:30 p.m.

Students who become ill or injured during the school day may use the infirmary room. Students are required to have a pass to the infirmary room from a classroom teacher, except in emergency situations. Students must stay in the infirmary until they are asked by the nurse to go back to their classes. In the case where a student needs to go home to recuperate, the nurse will notify the parents to pick up the student.

E.3 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/ guardians. The medication will be kept with the nurse and the students will go to the infirmary to take it. Moreover any student who goes to the infirmary must inform the nurse of any medical treatment he / she is undergoing and of any medication taken during that day.

E.4 Special Health Conditions

Parents of students with special health conditions must inform the HD and the nurse about any unusual health risk or condition that might present a threat to their daughter/son.

E.5 Parents Contact Numbers in case of Emergencies

Parents must provide the IT Department with a phone number where they can be reached at all times especially in case of emergencies.

E.6 Hygiene

Personal hygiene must be attended to at all times of the day, especially after PE classes.

E.7 Cleanliness

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

F. Services

F.1 Libraries

The school Library provides access to information for all students and staff. It is open from 7:45 a.m. until 2:30 p.m. Monday through Friday. Standard Library regulations have to be respected (Refer to Appendix C).

F.2 Science Laboratories

All students working in the school's laboratories should read and follow the safety regulations (Refer to Appendix D).

F.3 IT Rooms

There are two IT rooms on campus. One is on the third floor in Block B and the other is on the ground floor in Block A. Students are expected to abide by the computer and technology use policy and must consider the IT room as a classroom and hence behave accordingly.

F.4 Book Fairs

Book fairs are organized by the library personnel throughout the academic year. Parents are welcome to visit the book fairs during the set schedule. Students are allowed to visit the book fairs during breaks.

F.5 Field Trips

Field trips including career fair trips may be scheduled on any day of the week except Sundays. All students must participate in the field trips that are assigned for their class and must abide by the dress code and instructions, including safety and security, set for the concerned trip. Students must have their parents sign the consent strip and must return it to the floor supervisor before the deadline indicated in the circular sent to the parents to inform them of the trip. Students who are absent on the days of field trips or career trips will be reprimanded and appropriate measures will be taken. All field trip or career trip days are considered as regular school days and not as days off.

F.6 Lockers

Lockers are placed in the hallways on each floor next to the classrooms. A locker is allocated for each student at the beginning of the academic year. School authorities may open or inspect a locker at any time. Students should abide by the following:

- Valuables should not be brought to school or stored in lockers.
- Lockers are the property of the school and are provided as a convenience and a privilege.
- Lockers and locker keys are not to be shared with other students.
- Students are supposed to visit their lockers in the morning and at the end of each break in order to get the materials necessary for their courses.
- Students are not allowed to go to their lockers during classes.
- Students are expected to organize their books and copybooks in the lockers and should not leave their books in the classrooms especially at the end of the day. All items that are left behind in the classrooms at the end of the day will be collected by the cleaning staff and are sent to General Supervisor's where they will be kept for 2 days before they are discarded. Students may retrieve their misplaced items from the General Supervisor's office within those two days.
- Students, who lose their locker keys, may request from the supervisor to open the locker with the master key until the maintenance personnel change the lock and key. Students must pay the fee for changing the locker lock and key.
- Students who fail to return the locker key at the end of the academic year will not receive their final report cards until they pay the fee for changing the lock and key.

F.7 SHS Supply Store

The SHS supply store is located in Block A. The SHS uniform garments and the SHS copybooks are available for purchase at the supply store. The supply store is open between 8:00 a.m. and 1:30 p.m. Students must obtain a Block A pass to visit the supply store during recesses. It is worth mentioning that all SHS students must use the official SHS copybooks with the school logo that are available in the supply store.

F.8 Photocopy and Printing

Students are allowed to print and photocopy in the library. All students must pay a fee to print or to photocopy papers. The library does not provide colored printing or photocopying.

F.9 MUN Policy

Students who wish to participate in the SHS MUN activities or conference must abide by the SHSMUN department policy (Refer to Appendix E).

F.10 Students' Council and Students' Organization

Secondary students may run for class representatives of their class sections. A campaign week is usually organized and students running for this position are supposed to read their letters of intent to their classmates. The elected class representatives serve on the Students' Council. Members of the Students' Council will elect the president and vice president of the council.

Secondary students may volunteer to form part of the SHS Students' Organization. Members of the organization choose the committee they wish to serve on and elect the president and vice president of the Students' Organization.

It is worth mentioning that the Students' Council and students' Organization are supervised by an advisor from the SHS staff.

F.11 Counselling and Spiritual Guidance

Catholic Priests and counselors are available on campus throughout the school day for guidance. Students may seek individual spiritual counseling during recess.

F.12 Lost and Found

Students are expected to stitch their names on the garments of their school uniforms and write their names on all their books and copybooks. Lost items should be given to the general supervisor.

F.13 Active Citizen Project

All secondary students participate in the activities that are planned for their grade levels as part of the Active Citizen Project.

F.14 Special Education Department

For IB students the IB's "Candidates with inclusive assessment arrangements" policy applies to candidates with special needs.

For A.P. and L.P. students the special education department will decide on the accommodations that are suitable for each student based on the recommendations mentioned in the evaluation. An additional fee will be charged depending on the type of program designed.

F.15 Career Counselling and University Guidance

A student may make an appointment with the career counselor, who will help the student know more about his/her skills, capacities, and competencies so he/she can make the best educational and occupational choices throughout his/her working life.

Career counselling involves a one to one conference between the student and the counsellor and employs several tools and techniques that highlight the student's potential, interests and abilities.

It is worth mentioning that the IB & A.P. Coordinator and the University Guidance counsellor schedule advising days for students in the IB Diploma Programme and the American program to help them decide on the course selection that suits their abilities and that meets the admission requirements of the majors they want to pursue at college level. The advising sessions are usually schedule in July after the issue of the final report cards.

F.16 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 at hand. Furthermore, the supervisors accompany the students during recess. In case of an emergency, students are requested to report to them.

G. Facilities

G.1 Auditoriums

There are two auditoriums on campus one in Block A and another in Block B. The discipline required in the auditorium is the same as that required in class.

- All students entering the auditorium must be accompanied by a teacher or staff member.
- No food or drinks are allowed.
- All aisles, doors and emergency exits must remain unobstructed at all times.

G.2 Cafeterias

There are two cafeterias on campus. The Block A cafeteria is for the Lower and Upper Elementary students. The Block B cafeteria is for the intermediate and secondary students. Eating is permitted in the students' designated cafeteria or in the playground. All food and drink must be consumed there. Students are expected to keep the cafeteria clean. Littering is prohibited.

G.3 Parking Lots

Three parking lots are found on campus one in each Block. These parking areas are available for parents faculty and staff. Parents are kindly asked to abide by the instructions of the security personnel regarding parking lots.

G.4 Gymnasium

The gymnasium building is located near the main entrance gate of the SHS campus. It is intended for student use during physical education classes and activities.

G.5 Playgrounds

Intermediate and secondary students have access to the same playgrounds during recesses.

G.6 Elevators

Elevators are available in Block A and B for the use of faculty and staff as well as visitors. Students may only use the elevator if they have an elevator pass from the HD. In case of injury or illness students may request an elevator pass to use the elevator throughout their recovery period.

G.7 Buildings

There are four main buildings on the SHS campus.

Block A: It includes the school administration, accounting office, lower and upper elementary divisions and the SHS supply store.

Block B: It includes the intermediate and secondary divisions.

Preschool: It includes the preschool division

Gymnasium: Gymnasium for all students

G.8 Rest Rooms

Students' rest rooms are found on each floor of each building and in the playgrounds. The girls and boys rest rooms are on different floors in the buildings and in different locations in the playground. Students are expected to use the rest rooms with a concern for their own as well as for the general hygiene and wellbeing of others. Furthermore, students must not write on the rest room walls or doors or damage any utility in those areas.

Appendix A: Conduct of the Examinations Notice to Students

CONDUCT OF THE EXAMINATIONS Notice to Students

1. When instructed to enter the examination room, students must do so in a quiet and orderly manner.
2. No form of refreshment may be taken into the examination room. (At the discretion of the proctor, drinking water is permitted.)
3. Students may take to their desk/table **only** the following items:
 - General stationery (for example, pens, pencils, an eraser, geometry instruments, a ruler and a calculator).

Note: **Students are not allowed to use correcting fluid/pens.** Mistakes must be neatly crossed out by the student.

If required by the proctor, any item brought into the examination room must be available for inspection. This includes electronic calculators.

4. Students must make sure that their cell phones or other unauthorized electronic devices, such as eye watches, are kept in their bags on silent mode.
5. Students are **not** allowed to borrow any stationery materials from any other student.
6. Students must use blue or black ink for all written text. Pencil may be used only for graphs, diagrams or charts.
7. Students must use only the rough paper and answer sheets/booklets provided by the school.
8. Students must read all instructions very carefully. Make sure not to answer more questions than required— if a student answers extra questions they will not be marked.
9. Students must comply with the seating arrangement assigned and should remain seated until permission is given to leave the examination room.
10. The instructions of the proctor must be obeyed. The proctor has the right to ask the supervisor to expel from the room any student whose behavior is interfering with the proper conduct of the examinations.
11. Students should arrive on time for the examinations. No additional time will be allowed for the examination.
12. In cases of emergency, at the discretion of the proctor, a student may be allowed to leave the examination room and return. The student will be supervised during a temporary absence from the examination room. During a temporary absence the student must not take any material out of the examination room, have access to material during the absence, or return with any material.
13. During the examination a student must not communicate with any other student. Failure to observe this regulation may result in appropriate action by the proctor/supervisor.
14. Students are not allowed to ask the subject teacher/HOD/proctor any questions. Students must answer the examination questions the way they understand them. In

- case of mistakes in the examination papers, HODs will decide on the appropriate measures.
15. Students will not be allowed to leave the examination room during the first hour or during the last 15 minutes of any examination. If the duration of the examination is less than one hour, students will not be allowed to leave during the examination.
 16. If a student leaves the examination before the scheduled finishing time, the student will not be allowed to return.
 17. Once the examination has ended, the student must immediately stop writing and should not make any additions or amendments to his/her answers.
 18. It is the responsibility of the student to ensure that all relevant information (like name, class, date etc.) is written on the examination papers and answer sheets/ booklets prior to departure from the examination room.
 19. Students **must** give all examination papers, answer sheets, multiple choice answer sheets and rough notes to the proctor at the end of the examination.
 20. Students must leave the examination room in a quiet and orderly manner.

Appendix B: Discipline and Academic Notice Policies

In order to establish a more representative system of reporting of infractions to the school disciplinary code versus the infractions to the academic requirements per subject, the administration has started implementing the following amendments to the existing system:

Students will get a **straight warning** and a possible suspension depending on the severity of the action upon doing the following: **(including, but not limited to)**

1. Bullying (on internet or in school premises)
2. Plagiarism
3. Cheating/ Lying
4. Disrespecting faculty and staff members
5. Use of foul language
6. Intentionally damaging school property:
 - fire alarm
 - lockers and desks
 - theatre
 - lab equipment
 - library
 - computers

In addition, the student must pay for the damage and sit for detention unless it is proved that the damage was accidental.

7. Theft
8. Forging Parent/guardian/teacher/head of division's signature
9. Breaking school regulations (use of cell phone, iPod, camera, adult magazines, cards)
10. Indecent behavior
11. Promoting a bad image of the school

Students will be suspended from school upon doing the following: **(including, but not limited to)**

1. Escaping from school
2. Falsifying report cards or other official documents
3. Breaking school regulations (smoking/drinking alcohol)
4. Endangering the safety of others
5. Fighting
6. Bullying
7. Indecent behavior

In any of the above-mentioned cases, a warning letter and a suspension note will be issued by the Head of Division, to be signed by the parents and returned to the school. Three warning letters will result in a suspension.

Both actions will be reported to the IT department and will show on the report card under “Number of warnings” and “Number of days suspended”.

Students will be dismissed from school upon doing the following: **(including, but not limited to)**

1. Use of drugs
2. Recording with cell phone/camera (conversation, classroom discussions, etc..., without permission).
3. Endangering the safety of others
4. Fighting

As for **remarks and notices** they will be issued in the following cases: **(including, but not limited to)**

Misbehaving

- in class
- in the playground
- in the laboratory
- in the auditorium
- in the library
- on the bus
- during activities
- during PE class

Misbehaving includes the following:

- Talking/singing in class
- laughing in class for no reason
- playing in class
- changing place without permission
- arguing
- distracting classmates
- littering
- walking in class without permission
- not following instructions
- eating, drinking, or chewing gum
- exchanging messages and notes in class
- leaving or entering class without permission
- making noises / animal sounds
- boy using the girl’s bathroom/girl using the boy’s bathroom
- late to class/school
- ditching class/detention
- not wearing the school uniform/ not properly wearing the school uniform
- girls wearing makeup, nail polish and excessive jewelry
- boys with piercing (ear rings, brow rings, etc.)

- girls with piercing (nose rings, brow rings, etc.)
- using each other's property without prior permission
- using the lockers without permission

In the above-mentioned cases notices/remarks are issued by the supervisor and communicated to the parents. The teacher/ supervisor / HD will discuss the misbehavior with the student and with parents when needed. Detention and/ or community service can be a consequence to the action.

Please note the following:

1. Depending on the student's infraction, the Head of Division may decide on the appropriate discipline measure, upon approval from the Rector, and hence override this system if need be.
2. The school reserves the right to hold a disciplinary council whenever it feels the need for it and override this system if need be.

The Administration

Appendix C: SHS Library rules

Sagesse High School has a library in every building to accommodate the needs of the departments.

Block-A Library

General Rules for the Library

- Students leave their bags, food, and beverages outside the library.
- Students maintain their discipline by keeping to their silence and by respecting each other inside the library.
- They listen to and follow their teacher's instructions during class-visits.
- They listen to and follow the librarian's instructions whenever they are in the library.
- Students take care of school property.
 - They handle books with care (Students may not fold, rip, or damage library books.);
 - They keep the tables and chairs clean and in position;
 - They do not eat or drink while working on the computers.
- After selecting a book, the student must check it out from the librarian. The librarian stamps the return date at the back of the book. The student must return the book to the library on the assigned date. However, he or she may extend that period by checking the book out again according to the procedure above.
- Reserving books is not possible. The returned books will be placed on the shelves within twenty-four hours after being returned.
- Students may check out up to two books per week from the library.
- Library visits have to be well planned; students visit the library during class periods accompanied by their teachers. The teacher would have prepared or asked the students to get the needed material for his or her class in advance.
- Students use the color codes to locate books in the library accordingly.
- Any lost book will have to be refunded by the student who had not returned it to the library.
- Students must pay a fee to print or to photocopy papers. The library does not provide colored printing or photocopying.
- A schedule is set for students to visit the library during break time in order to give a chance to both Upper and Lower Elementary students to enjoy reading.

Block-B Library

General Rules for the Library

- Students leave their bags, food, and beverages outside the library.
- Students maintain their discipline by keeping to their silence and by respecting each other inside the library.
- They listen to and follow their teacher's instructions during class visits.
- They listen to and follow the librarian's instructions whenever they are in the library.
- Students take care of school property.
 - They handle books with care (Students may not fold, rip, or damage library books.);
 - They keep the tables and chairs clean and in position;
 - They do not eat or drink while working on the computers.
- After selecting a book, the student must check it out from the librarian. The librarian stamps the return date at the back of the book. The student must return the book to the library on the assigned date. However, he or she may extend that period by checking the book out again according to the procedure above.
- Reserving books is not possible. The returned books will be placed on the shelves within twenty-four hours after being returned.
- Students may check out up to two books per week from the library.
- Library visits have to be well planned; students visit the library according to a schedule set by the administration. The students make use of the library to research, study, or read.
- Students locate books in the library according to Dewey's Classification System. They ask for the librarian's assistance when needed.
- Any lost book will have to be refunded by the student who had not returned it to the library.
- All students must pay a fee to print or to photocopy papers. The library does not provide colored printing or photocopying.

Appendix D: Laboratory Safety Rules

All students working in the school's laboratories should read and follow the safety regulations listed below. To indicate that you have read and understood the safety regulations, you are asked to sign and date this list upon completion of this important task. You should check to see that your lab partner(s) has(ve) likewise read and signed the safety regulations, for you will be allied closely while working together in the laboratory.

- 1) Do not chew gum, drink or eat in the laboratory.
- 2) Never taste or smell chemicals. Never smell or inhale gases or fumes.
- 3) Never touch chemicals with your hands. Wear gloves where appropriate.
- 4) Your apparel should be appropriate for laboratory work. Long hanging necklaces; heavy jewelry, and excessive bulky clothing should not be worn in the lab.
- 5) Safety goggles and apron should be worn by everyone
- 6) Pin or tie back long hair and roll up loose sleeves when working with flames.
- 7) Contact lenses should not be worn in the laboratory because there is a possibility that chemicals may infuse under the contact lenses and cause irreparable eye damage.
- 8) Hands should not be placed in the mouth or on the face.
- 9) Pens and pencils used should not be chewed.
- 10) Do not leave a lighted burner unattended.
- 11) Use a hot plate instead of an open flame whenever a flammable liquid is present.
- 12) Do not handle electrical equipment with wet hands.
- 13) Only lab manuals and lab logbooks are permitted in the working areas. Books, purses, school bags and such items should be placed in your desk or storage area.
- 14) Handle sharp objects, such as dissecting tools and needles, with care.
- 15) When diluting an acid, always pour the acid slowly into water, stirring to dissipate the heat generated. NEVER pour water into a concentrated acid.
- 16) Notify your teacher immediately if any chemicals, such as concentrated acid or base are spilled.
- 17) Read the label on a reagent bottle carefully before using the chemical. After removing the chemical from the bottle, check to make sure that it is the correct chemical for that procedure.
- 18) To avoid contamination, do not return unused chemicals to a reagent bottle. Similarly, never put a pipette, spatula or dropper into a reagent bottle. Instead, pour some of the reagent into a small clean beaker and use that as your supply.
- 19) Everyone should be alert and proceed with caution at all times in the laboratory. Take care not to bump another student, and remain at your lab station while performing an experiment. An unattended experiment can result in an accident.
- 20) You should read the instructions carefully. Review with the teacher the safety precautions needed to conduct the experiment safely. Only materials and equipment authorized by your teacher should be used.
- 21) Do not use chipped or cracked glassware. Discard it according to your teacher's instructions.
- 22) When heating a liquid in a test tube, turn the mouth of the test tube away from yourselves and others.

- 23) Clean up spills and broken glass immediately.
- 24) Work areas and apparatus should be kept clean and tidy. At the conclusion of each laboratory experiment, always clean and wipe dry all apparatus and laboratory work areas.
- 25) Everybody should recognize and read all safety symbols and cautions incorporated in the procedures of the laboratory experiments.
- 26) All accidents should be reported to the teacher immediately, no matter how minor.
- 27) Know the location of safety equipment such as eyewash fountains, fire extinguishers, and fire blanket. Be sure you know how to use the equipment.
- 28) Hands should be washed thoroughly with soap at the conclusion of each laboratory period.
- 29) Never work alone in the laboratory. You should only work in the lab while under the supervision of your teacher or lab instructor and with your assigned group or class.
- 30) Students working within the same group are responsible for their own safety as well as the safety of the other members of the group.
- 31) Each group of students working together is responsible for the materials, equipment and glassware used to conduct an experiment.
- 32) Laboratory reports, laboratory skills and conduct will be graded and included in the monthly grade.



SAGESSE HIGH SCHOOL
MARY MOTHER OF WISDOM SECTION
DAY AND BOARDING
AIN SAADEH

I, _____, have read and agree to abide by the safety regulations as set forth above and also by any additional printed instructions provided by the teacher and/or administration. I further agree to follow all other written and verbal instructions given in class or the laboratory.

DATE

SIGNATURE

Laboratory Manual, Addison-Wesley, Chemistry 4th Edition, Anthony C. Wilbraham, Dennis D. Staley, Michael S. Matta, Addison-Wesley Publishing Company, © 1995

Appendix E: SHSMUN Department Policy

- The SHSMUNer **is responsible** for all material covered during his/her days of absence (students are aware of this policy).
- Parents consent to the participation of their son/daughter in an MUN conference and adhere to the responsibility for the material covered during their child's absence.
- Teachers are to assist and answer any inquiry a student approaches them with (upon their return).
- Teachers are to assign tests no sooner than three days after arrival.
- SHSMUNers need to follow the CAS procedures and obtain the prior approval of the CAS coordinator if an IB student wants his/her MUN activity/conference/training to be counted as part of his/her CAS program.
- Students in grade 9 LP, Sec3, or IB2 who would like to join conferences (especially the LAU's 2-day conf. for the sake of the 25% tuition discount in addition to any Financial Aid and/or scholarships that the student might receive from LAU) have to get the approval from their HD before joining the MUN conference.
- Students who wish to join more than 2 conferences per year have to have the consent of his/her parents **and** his/her HD before joining.

MUN Department

***N.B:** In compliance with the request for a written policy for AY14/15 the above points will be implemented; however, they may be amended as seen fit after a specified trial period.*

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.

First Name: _____

Last Name: _____

Class : _____

Father's Name: _____

Mother's Name: _____

Guardian's Name: _____

Date of Birth: / /
 Date / Month / Year

Nationality: 1st Nationality _____

 2nd Nationality _____

Phone Numbers:

Home _____

Mobile (parents) _____ Mobile (guardian) _____

Phone number in case of emergencies: _____

Signature Form:

I, _____, have read and agree to abide by the school regulations as set forth above and also by any additional printed or verbal instructions provided by the administration.

Student's Name

Signature

Parent's / Guardian's Name

Signature