

***Rules of Procedure of
Notre Dame of Nazareth School***



Beirut - Achrafieh





Rules of Procedure

The Rules of Procedure of the School specifies the rules of conduct that ensure an efficient operation of the school life as well as the harmonious human relations between the concerned people.

- **Article I** **General Organization of the Establishment**
- **Article II** **Studies Organization**
- **Article III** **School Life Organization**
- **Article IV** **Discipline**
- **Article V** **Students Support Systems**

Article I: General Organization of the Establishment

1) Admission to School

The registration applications for all the classes (Kindergarten 1 to Second Secondary, boys and girls) should be submitted in January for the academic year starting in September of the same year. Admission is made based on the available places, after an aptitude and knowledge test and after the deliberation of the Admission Board.

Brothers and sisters of the students have the priority, as well as the children of the alumnae.

2) Re-enrollments

For the re-enrollments of the students in School, a memo distributed in March gives all the useful information.

3) Official Exams Classes (Intermediate Certificate, General Secondary Certificate)

The documents to be provided (Individual Record, Photos...) for the official examination classes, should be remitted in September.

4) Registration Fees and Tuitions

The fees for registration, re-enrollment and tuitions are fixed in agreement with the Parents Committee.

5) Timetables

Pre-school: from 7:45 till 13:30.

Elementary: from 7:45 till 14:25.

Intermediate: from 7:30 till 14:25.

Secondary: from 7:30 till 15:15.

Two recesses are programmed for each cycle, at different schedules.

6) Premises Usage

Students have the right to use any premises that encourage the educational follow-up and the school life organization:

- Libraries





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- DIC (Documentation and Information Center)
- Computer and Radio/TV Rooms
- Laboratories and Workshops (Technology, Drawing)
- Church, chaplain and catechesis rooms.
- Stadiums, Sports and physical education halls.
- Infirmary.
- Cafeteria.

They are asked to respect and keep clean these premises, gardens and equipment made available to them.

In case of damage or loss of any of the equipment, the repair / replacement will be made at the expenses of the parents.

7) Security

Each student has the right to work and to live safely in his school. Consequently, each student is called to strictly respect all the instructions, in order to avoid accidents and to limit their consequences.

- a- The students' supervision is ensured during their presence on campus, **within the limits of the school timetable** and during the trips organized by the School.
- b- Any trip organized by an instructor or any youth movement (guides, scouts ...) approved by the School, requires the written authorization of the parents, as requested by a memo.
- c- Regarding the trips organized outside the School timetables, the parents are asked to pick up their children upon their return, since no additional surveillance can be provided by the School who shall not be liable **outside the timetables**.
- d- The special instructions given by the teachers and the physical education consultants should be strictly followed by the students.
- e- Parents are asked to make sure that their children do not bring any hazardous or dangerous items to School: penknives, knives, cutters, lighters, matches, arms...
- f- The School insurance covers accidents occurring on campus and during the trips organized by the School.
- g- Cars passage and parking is prohibited within the School premises, except for the instructors.
- h- The entry permit granted to students upon their request, to use the external sports areas outside the School timetable and the extracurricular activities organized by the School do not involve the Establishment responsibility, because no surveillance can be ensured during these moments.

Article II: Studies Organization

1) Work

Each student must take part in his own education by taking charge of his work in an active and diligent way. He has the right to be informed, since the beginning of the year, about the program's objectives, methods and content including the evaluation methods.

He shall have the following duties:

- a) The student must actively participate in the courses and class projects.





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- b) The student must learn to be responsible – alone – of his work, maintaining the shape of his books and notebooks. It is advisable that the parents trust their child, by motivating him to listen well in class, and by exerting a discrete monitoring of the homework.
- c) Assignments should be handed over on the mentioned date. It is essential that homework and revisions are made on a daily basis.
- d) A student must take advantage of the teaching provided in class. It is hence strongly advised not to multiply the private lessons. In case of a need for leveling up, consultation with the Administration would be essential.
- e) The timely drop quizzes (written exams) and the continuous examination (written and verbal questionings) all throughout the year allows the evaluation of the student's knowledge, competencies and progress.

2) Work Evaluation System

- a) Depending on the levels and the dates set by the Administration, the parents shall receive the Report Card. The student's work and behavior evaluation is done by the Board of Class. The Report Card should be duly signed by the parent(s) or the tutor and returned to School.
- b) The work evaluation serves as a pedagogic guide for passing grades. At the end of the First Secondary, and besides passing grades, it will serve as an orientation guide towards the following divisions: science, literature and socio-economics. Orientation criteria are communicated at the beginning of the First Secondary.
- c) Admission in the upper class is determined based on:
 - 1. A general average of 10/20. A passage exam will be imposed in case the student does not earn this average.
 - 2. The instructors' recommendations and the decision of the Board of Class.
 - 3. The final decision lies solely on the Director.
- d) The Graduation Diploma as well as the certificates for the universities are granted based on the results earned during the three years of study of the secondary level.

Article III: School Life Organization

1) Uniform

The uniform is compulsory from pre-school to the second secondary inclusive. The students of the class of Grade twelve are free to dress as they like, within the limits of decency and good manners.

Make-up and other artifacts are prohibited.

In the class of physical education and sports, each student has to adopt the specific costume required by the School.

Good body hygiene and clean attire are a must.





2) Correspondence Book

The Correspondence book remains always with the student; it shall serve as link between the Administration, teachers and parents, to request an appointment or to explain a short absence. For the permit to exit before the end of sessions, parents should address the Administration by means of the Correspondence Book. No exit permit shall be granted over the phone. Each correspondence should be dated, and the signature should be in conformity with the specimen affixed on the beginning of the book.

3) Students' Exit Permit

Students of the Secondary level have the right to an exit card delivered upon **written request** from the parents. Besides this case, no student can exit without any special permit.

4) Tardiness and Absences

Repetitive tardiness and absenteeism are incompatible with a serious school work. By enrolling at school, each student commits to participate in the entire education program proposed by the Establishment.

- Tardiness

Students must compel themselves to a strict discipline and arrive on time, in order to avoid disturbing the whole class. The latecomer¹ cannot attend the class².

At the beginning of each academic year, measures to be taken in the event of repetitive tardiness are decided by the Administration according to the levels.

- Absences

- 1) a- A sick student should stay home. Parents are requested not to send him just for taking an exam; the child will be risking failing the exam and uselessly contaminating³ his companions.
b- Any absence due to a minor disease, and not exceeding two days, should be justified on the Correspondence Book.
c- If the absence is extended, you should inform the School and submit a medical attestation whenever back to class, especially in the event of a contagious disease.
- 2) In case of an unjustified absence, parents will be convened for clarification, especially if the absence occurs on the day of a test or a day before.
- 3) A student, who does not submit, after an absence, an excuse from the parents and/or a medical attestation, will not be admitted in class.
- 4) In the classes of the Primary level, parents are requested to alert the supervisors before 9 o'clock in the morning about their desire to get the subjects of the lessons and homework.

¹ The latecomer is the student who reveals a systematic tardiness to classes.

² At Pre-school and early Elementary, each case will be treated individually.

³ Any student who had fever cannot return to class unless he remains at least 24 hours with no sign of fever.





5) Health

- a) Each student has the right to benefit from care given by the School nurse-on-duty. The nurse's role is to host, listen and provide care. She will dispense the first aid care and shall alert the Administration and the physician, the latter will orient towards the appropriate solution (hospital, etc...). In the case of treatment of a chronic or a passing disease, parents should alert the Cycle Supervisor who shall take the necessary measures.

The School physician provides the mandatory medical visits. Students cannot elude the health examinations and check-ups organized to their best interest. The student's medical file shall remain strictly confidential.

- b) Any accident, even if benign, occurring to a student within the Establishment (PES, recreation yard, etc ...) should be immediately reported to the nurse.
- c) Annual exemptions from physical education and sports are examined by the School physician upon submittal of a medical certificate from the treating physician.⁴

Occasional exemptions by written requests duly reasoned, dated and signed by the parents on the Correspondence Book, are approved by the Cycle Supervisor before the beginning of the course. The student must then present his Book withholding the exemption, to the teacher concerned.

6) Transportation

- a. Students must wait for the School bus on the street, in the specified location.
- b. Students taking the School bus are not authorized to change the bus, nor the stop or to return home on their own without any written approval by the parents.
- c. Students are requested to reveal a respectful behavior towards the personnel and to ensure cleanliness of the School buses.

Article IV: Discipline

1- Rules of Conduct

In the interest of the whole group and for a good conviviality, the student must reveal politeness and listening, while respecting others, whether they were adults or toddlers.

As for the behavior outside the Establishment, the Administration reserves the right to adopt measures it judges adequate, in case the behavior and attitude affect the reputation of the School.

- a- Objects prohibited at School (non-exhaustive list in alphabetical order):
Chewing-Gum, Cigarettes, Drugs, Electronic Games, Jewelry, Lighters, Mobile Phones, Music Players, Sharp Objects, Weapons ...

⁴ A special form must be returned to School.





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Possession of drugs and/or alcohol is strictly prohibited and vindicates final expulsion.

It is strongly not recommended that students carry large amounts of money.

b- Books or non-academic magazines brought to School should bear the signature of the teacher. Political or advertising brochures cannot be introduced to School.

c- Commercial activities, sales or purchase, are prohibited within the School premises.

2- Disciplinary Sanctions

One of the goals of the School's education is to learn and to respect Rules and Regulations.

In this respect, the School Director and educational staff favor dialogue and finding pedagogic solutions, prior to any measure aiming at sanctioning a student.

Sanctions are resolved in complete respect of the concerned student's rights.

In the event of violation of the regulations, sanctions can vary from a simple verbal excuse to final expulsion from School, going through verbal warning, then written warning or detention.

a) Disrespectful conduct (rudeness, insolence, class disruption and tardiness) towards an adult or a colleague imply verbal or written excuses. Depending on the severity of it, he shall be sanctioned by a warning given by the CE/ Director or the Cycle Supervisor.

b) Cheating leads to the annulment of the assignment, **and** a written warning.

c) Robbery and destruction of equipment belonging to the School or to an individual imply the punishment and sanction of the guilty and the reparation of harm and damage.

d) Three warnings lead to the temporary suspension of classes. In severe or recurrent cases, suspension may become permanent after the resolution of the Board of Discipline chaired by the CE/ Director.

e) Physical and verbal violence at School are unacceptable and will be sanctioned depending on their severity. These sanctions may vary from a warning to the final expulsion.

3- Disciplinary Authorities and Procedures

a- Authorities are, in ascending hierarchical order:

- The Teacher
- The Cycle Supervisor
- The Board of Discipline
- The CE / Director.





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b- Procedures:

- Verbal warning is given by the teacher.
- Written warning is given by the Cycle Supervisor or the CE/ Director, depending on the case.
- Temporary suspension from class is resolved by the CE/ Director.
- Permanent expulsion from the Establishment is resolved by the Board of Discipline chaired by the CE / Director.

Article V: Students' Support Systems

The provided support systems facilitate the pedagogic follow-up, flourish human relations and contribute in the development of faith and spiritual life of each.

- 1- Students supervision is ensured by the supervising personnel (ensuring surveillance as well), assuring the implementation of the regulations, along with the teachers and the Cycle Supervisors. Their prime responsibility being the student development. In fact, the student has the right to live in an atmosphere that favors work, love of learning and self-confidence.
- 2- Productions, well-conducted individual researches, as well as efforts to progress shall receive cheers and praises, as the student would have proven responsibility and autonomy.
- 3- A responsible conduct shall merit praises as well.
- 4- The struggling student will receive the necessary help and support to overcome his issues. He can address the concerned teacher, the tutor or the class delegates who will report to whom it may concern.
- 5- In the event of a familial or personal situation that can affect a child's conduct or work, parents are requested to inform the Cycle Supervisor or the CE / Director accordingly. In the same way, parents will be notified in the event of a major issue.
- 6- In the event of a dispute at the level of human relations, student–teacher or student–student, the Cycle Supervisor or the tutor will be responsible of smoothing the difficulties over.
- 7- For the good sake of collaboration with the parents, meetings shall be organized by levels and their presence will be highly recommended.

