



STUDENT HANDBOOK
INTERNATIONAL COLLEGE

ACADEMIC YEAR 2019-2020

SECONDARY SCHOOL

RAS BEIRUT CAMPUS

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School Calendar



For an up to date calendar please click the link below

[**School Calendar 2019-2020**](#)

Cedar Song



Stop! For the hours are flying,
Short are the college days,
Join in a song together
To our Alma Mater praise.
Sing of the love we bear her,
Sing of the days gone by,
Sing of the dear days passing,
Sing to a future high-Hurrah!

Pure as the snows of the mountains,
Deep as the purple sea,
Clear as the crystal fountain,
Cedar-strong our love shall be,
Come true sons of the college,
Come, for the time's not long.
Rest from your search for knowledge,
Join in a loyal song-Hurrah!

CHORUS

Sing to our Alma Mater,
Queen of the East is she
First in the heart's devotion,
All our praise to thee, I.C.

Guiding Statements

Vision

The vision of International College (I.C.) is to empower learners of today to be global citizen leaders of tomorrow.

Mission

The mission of International College is to empower learners to take initiative, think critically, and serve as role models in a global Society. The curriculum aims for excellence at all levels and embraces the Education of the whole person. Graduates of IC will have developed self-confidence, problem solving and decision-making abilities as well as self-discipline, social and environmental responsibility, and an awareness of and respect for the connected nature of our global community.

Objectives

The objective of International College is to provide a safe and secure environment where students develop personal qualities and skills leading to international mindedness, intellectual curiosity, effective communication, creative expression, compassion, community building, responsible citizenship, and an appreciation for cultural diversity.

I.C. curricula promote the development of the whole person in the following areas:

Academically

Through developing individual potential and a commitment to lifelong learning as a result of a balanced and rigorous program in three languages that strives for excellence in the Lebanese Baccalaureate, the French Baccalaureate, the International Baccalaureate and the College Preparatory Program.

Technologically

Through an innovative learning driven technology program that promotes steam (Sciences, Technology, Engineering, the Arts and Mathematics), media literacy, and responsible digital citizenship, and prepares learners for a competitive digital world.

Ethically

Through the promotion of the values of social responsibility, sustainability, integrity, community service and respect for both individual differences and the environment.

Socially

Through intra- and extra-curricular activities that develop civic and global awareness, leadership, team spirit, and a commitment to respect, empathy, justice and social inclusion.

Aesthetically

Through a diverse arts program that promotes creativity and celebrates cultural diversity.

Physically

Through physical education and athletics programs that promote sportsmanship, teamwork and healthy living.

الرؤيا

تتطلع الانترنتاشونال كولدج (الأي سي) إلى تحفيز متعلّمي اليوم ليكونوا مواطنين قياديين في المجتمع العالمي مستقبلاً.

الرسالة

تطمح الانترنتاشونال كولدج الى تنقيف شبّان وشابات يمتلكون زمام المبادرة، ويتحلّون بتفكير نقدي ما يجعلهم نماذج تُحتذى في مجتمع معلوم. يتوخّى منهج المدرسة الجودة على كلّ المستويات، ويحتضن بناء الشخصية المتكاملة. يكتسب خريجو المدرسة ملكة الانتظام الذاتي، والقدرة على إيجاد الحلول، والتحلّي بروح المسؤولية في المجتمع، والثقة بالنفس، ووعي أهمية التكامل بين الأمم واحترام تنوّعها.

الأهداف

توفّر الانترنتاشونال كولدج لأبنائها بيئة آمنة حيث ينمّون السمات الشخصية، والمهارات التي تعزّز العقلية الدولية، والفضول الفكري، والتواصل الفعال، والتعبير الخلاق، والقدرة على التعاطف، وبناء المجتمع والمواطنة المسؤولة، وتقدير التنوّع الحضاري. تعمل مناهج الانترنتاشونال كولدج على بناء الشخصية المتكاملة:

علمياً

من خلال تعزيز القدرات الفردية، وترسيخ مفهوم التعلّم المستمرّ وذلك بتبنيّ منهج متوازن متطلّب، يُدرّس باللّغات الثلاث، ويهدف إلى النّجاح والتفوّق في البكالوريا اللبنانية والفرنسية والدولية والمنهاج التحضيري للجامعة.

أخلاقياً

من خلال تعزيز مبادئ الاستقامة والخدمة العامة واحترام الفوارق الفردية والحفاظ على البيئة.

اجتماعياً

من خلال النشاطات الصفية واللاصفية التي تُتمّي الإحساس بالوعي وبالمسؤولية المدنية محلياً وعالمياً، وتعزّز روح القيادة والعمل الفريقي، وتلتزم مفاهيم العدل الاجتماعي.

جماليّاً

من خلال منهج متنوّع للفنون يُقدّر الإبداع والحضارات والثقافات عامّة.

جسديّاً

من خلال منهج للتربية البدنية والرياضية يُغلي من شأن الرّوح الرياضية ويسعى الى نمط حياة صحيّ.

Academic Program

Parents and the school are partners in the responsibilities of helping our students develop socially, physically and intellectually with proper attitudes and behaviours which enhance the child's healthy development.

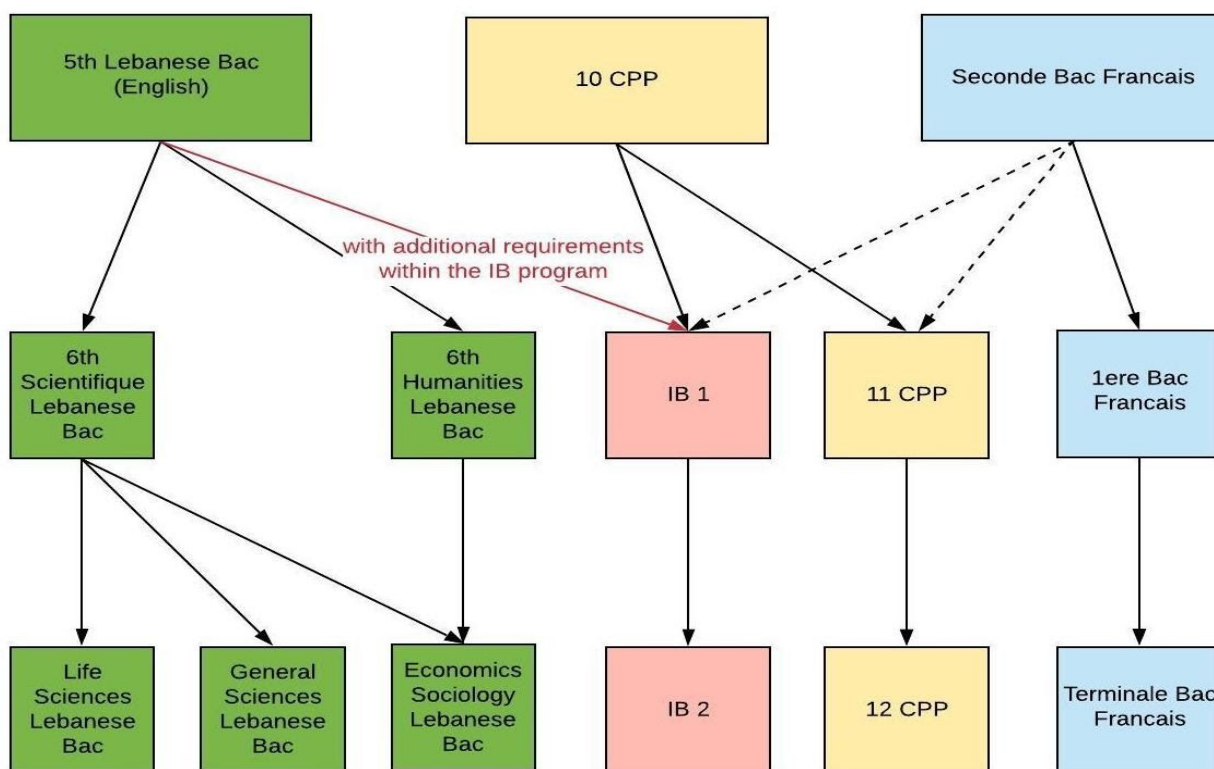
Overview

A curriculum may be thought of as a roadmap directing teaching and learning towards specific goals. It includes a definition of the content to be learned and the skills to be mastered. These two instructional components are applied in a systematic way across all grade levels and disciplines, thus ensuring a strong level of continuity and connectivity amongst all programs.

International College offers four academic programs: the College Preparatory Program, the Lebanese Baccalaureate, the French Baccalaureate and the International Baccalaureate. The purpose of IC's Curriculum is to bring these programs together within a common Curriculum Framework emphasizing a common approach to teaching and learning based on IC's mission and objectives.

IC curriculum is built around recognized international and national standards and is hosted in the Atlas Rubicon Curriculum Management Software application.

Program of Studies



The secondary school is a three-year cycle and consists of four different programs:

- The Lebanese Baccalaureate Program (taught in English) prepares students to graduate in one of the following options: Humanities, Economics and Sociology, Life Sciences, and General Sciences.
- The French Baccalaureate Program and the International Baccalaureate Diploma Program are designed as two-year programs that allow graduates to fulfil the requirements of various national and international education systems, allowing entry into the sophomore year of some universities .
- The College Preparatory Program is a two-year program that allows graduates to fulfil the requirements of various national and international education systems, with entry into the freshman year at university.

Courses

The description of the courses in the different programs and at different levels is exhaustive and is beyond the scope of this handbook. Please refer to the IC website for more information.

Academic Policies and Procedures

Academic Promotion / Graduation Requirements

Rationale

In order to be eligible for promotion or graduation, a student must:

1. Pass all courses and have a general yearly average of 70 or above.
2. Fulfil the specific conditions for placement in the upper class as specified in the tables that follow.
3. Complete all program requirements.
4. Have a record of regular attendance.
5. Fulfil the requirements of the Community Service Program/CAS.
6. Have a clean disciplinary status (for graduates only).

In the event of not meeting requirements 1, 2 & 3 above:

- Students who are failing one or more courses are allowed two make-up exams, in one major and one minor or in two minor courses.
- The make-up exams take place:
 - For undergraduates: during the month of September (the date will be announced to students on their end of year important dates to remember sheet)
 - For graduates: the dates for make-up exams will be posted with the end of year results.

Any student who fails to meet the minimum requirements listed above, will risk exclusion from Commencement Exercises or will risk not being promoted to a higher level.

A promotion decision into a specific track will be based on student results and recommendations given by teachers and the administration during the end of year class meetings.

Students are expected to inform the administration of their choice of option (if they meet promotion requirements to that option) by April of the preceding academic year. The school reserves the right not to open a section or option if there are less than six candidates registered.

Requests for dropping/adding/switching classes will be considered by the Administration on a case by case basis during the first two weeks of the new school

year (the "Drop and Add Period"), based on student results and availability of places in related courses.

Lebanese Baccalaureate Program

5TH	2NDE
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SUBJECT	H/W	COEF	MIN GRADE HUM	MIN GRADE SCI	H/W	COEF	MIN GRADE HUM	MIN GRADE SCI
ARABIC	5	2	70	65	5	2	70	65
ART	0.5	1	65	65	0.5	1	65	65
BIOLOGY	2	2	60	70	2	2	60	70
CHEMISTRY	3.5	2	60	70	3.5	2	60	70
DRAMA	1	1	65	65	1	1	65	65
ECON/SOCIAL	2	2	70	60	2	2	70	60
ENGLISH	6	2	70	65	4	1	65	65
ELECTIVE (OPT)	2	1	65	65	2	1	65	65
FRENCH	2	1	65	65	6	2	70	65
HISTORY/GEO /CIVICS	4	4	70	60	4	4	70	60
MATH	5	2	65	70	5	2	65	70
MUSIC	0.5	1	65	65	0.5	1	65	65
P.E.	2	1	65	65	2	1	65	65
PHYSICS	3.5	2	60	70	3.5	2	60	70
COMMUNITY SERVICE	N/A	0.5	65	65	N/A	0.5	65	65
CITIZENSHIP	N/A	0.5	65	65	N/A	0.5	65	65
TOTAL	39	25			41	25		

Subjects showing a minimum grade in BOLD are considered "Major" subjects.

Lebanese Baccalaureate Program

6th & 1ère

SUBJECT	6 th Hum			1 ^{ère} Hum			6 th Sc			1 ^{ère} Sc				
	H/W	Coe f.	Min Gr. for Hum. ES	H/W	Coe f.	Min Gr. for Hum. ES	H/W	Coe f.	Min Gr. for ES GS	LS	H/W	Coef.	Min Gr. for ES GS	LS
Arabic	6	4.5	70 : 70	6	4.5	70 : 70	3	2.5	70 : 65 : 65		3	2.5	70 : 65 : 65	
Art	1	1	65 : 65	1	1	65 : 65	1	1	65 : 65 : 65		1	1	65 : 65 : 65	
Biology	1	1	60 : 65	1	1	60 : 65	3	3	65 : 75 : 65		3	3	65 : 75 : 65	
Chemistry	1	1	60 : 60	1	1	60 : 60	3.5	3	60 : 70 : 70		3.5	3	60 : 70 : 70	
Drama	1	1	65 : 65	1	1	65 : 65	1	1	65 : 65 : 65		1	1	65 : 65 : 65	
Eco. / Soc.	5	3	65 : 70	5	2	65 : 70	2	2	70 : 65 : 65		2	2	70 : 65 : 65	
English	5	3	70 : 70	4	1	65 : 65	4	2	70 : 65 : 65		3	1	65 : 65 : 65	
Elective (optional)	2	1	65 : 65	2	1	65 : 65	2	1	65 : 65 : 65		2	1	65 : 65 : 65	
French	2	1	65 : 65	5	3	70 : 70	2	1	65 : 65 : 65		4	2	70 : 65 : 65	
History, Geo, Civics	5	5	70 : 70	5	5	70 : 70	3	4.5	70 : 60 : 60		3	4.5	70 : 60 : 60	
IDP	1	1	70 : 70	1	1	70 : 70	1	1	70 : 70 : 70		1	1	70 : 70 : 70	
Math	4	3	65 : 70	4	3	65 : 70	6	6	65 : 70 : (75)		6	6	65 : 70 : (75)	
Music	1	1	70 : 65	1	1	70 : 65	1	1	65 : 65 : 65		1	1	65 : 65 : 65	
PE	2	1	65 : 65	2	1	65 : 65	2	1	65 : 65 : 65		2	1	65 : 65 : 65	
Philosophy	2	3	70 : 70	3	3	70 : 70	-	-	- : - : -		-	-	- : - : -	
Physics	1	1	60 : 60	1	1	60 : 60	5.5	4	60 : 70 : (75)		5.5	4	60 : 70 : (75)	
Community Service	--	0.5	65 : 65	--	0.5	65 : 65	--	0.5	65 : 65 : 65		--	0.5	65 : 65 : 65	
Citizenship	--	0.5	65 : 65	--	0.5	65 : 65	--	0.5	65 : 65 : 65		--	0.5	65 : 65 : 65	
Total	40	32.5		43	31.5		40	35			41	35		

Hu: Humanities, ES: Economics & Sociology, LS: Life Science, GS: General Science, IDP: Interdisciplinary Projects

For promotion to the General Science class, students are required to obtain a combined average of at least 77 in both the Math and Physics courses together, with no grade less 75 in either course.

Lebanese Baccalaureate Program

7th/Terminales: Humanities, Economics & Sociology, Life Sciences & General Sciences:

SUBJECT	Humanities			Eco. & Soc.			Life Sciences			General Science		
	H/W	Coef.	Min. Gr for.	H/W	Coef.	Min. Gr. for	H/W	Coef.	Min. Gr. for	H/W	Coef.	Min. Gr. for
	E F	E F	E F	E F	E F	E F	E F	E F	E F	E F	E F	E F
Arabic	6	4.5	[70]	4	3	65	3	2.5	60	3	2.5	60
Biology	1	1	60	2	1	60	6	5	70	-	-	-
Chemistry	1	1	60	1	1	60	7	4	[70]	5	4	(70)
Drama	2	1	65	-	-	-	-	-	-	-	-	-
Econ & Soc	-	-	-	9	8	70	-	-	-	-	-	-
English	5 2	4 2	[70] 65	3 2	2 1	65	2	2 1	65 60	2	2 1	65 60
Elective (Optional)	2 2	1 1	65 65	2 2	1 1	65	2	1 1	65 65	2	1 1	65 65
French	2 5	2 4	65 [70]	2 3	1 2	65 65	2 3	1 2	65 65	2 3	1 2	65 65
History, Geo, Civics	5	5	70	4	5	[70]	3	4.5	60	3	4.5	60
I.T.	1	1	65	1	1	65	1	1	65	1	1	65
Math	2	2	60	5	3.5	[70]	6	4	[70]	11 12	8	70
Philo. (Ar.)	4	3	[70]	-	-	-	-	-	-	-	-	-
Philo. (E/F)	7	3	[70]	3	2.5	65	2	2	65	2	2	65
Physics	1	1	60	1	1	60	6	4	[70]	7	5.5	(70)
PE	2	1	65	2	1	65	2	1	65	2	1	65
Citizenship	--	0.5	65	--	0.5	65	--	0.5	65	--	0.5	65
Total	41	31		39	31.5		40 41	32.5		40 41	33	

In Humanities, Economics & Sociology: A minimum grade of 65 is allowed in any one of the courses indicated between brackets [] In Life Sciences: A minimum grade of 65 is allowed in any two of the courses indicated between brackets []

In General Sciences: A minimum grade of 65 is allowed in any one course indicated between parentheses ()

Programme du Baccalauréat Français (année scolaire 2019 - 2020)

Critères de passage en classe de 1^{re}

Une **moyenne générale de 10/20** au moins est requise pour le passage en Première, mais aussi :

- **aucune moyenne en dessous de 8,5/20 ;**
- **un maximum de deux disciplines avec des moyennes situées entre 8,5/20 et 10/20**
- l'élève doit satisfaire aux exigences de son **parcours d'orientation**, de **vie de classe**, de **citoyenneté** et de **service communautaire** pour être promu en Première.

Examens de passage pour être promu en classe de 1^{ère}

- Un **maximum de deux examens de passage** est autorisé si les conditions énumérées ci-dessus ne sont pas respectées.
- Aucun examen de passage ne sera autorisé à un élève dont la moyenne globale est inférieure à **10/20** . Dans ce cas, un redoublement sera autorisé.

Les probations académiques

- Un élève dont les moyennes, sur les bulletins scolaires, ne correspondent pas aux minimums requis dans **deux disciplines**, incluant les options facultatives, sera placé en **probation académique** même si sa moyenne globale est supérieure à 10/20.
- Un élève dont les moyennes ne correspondent pas aux minimums requis dans **trois disciplines ou plus**, sera placé en **stricte probation académique** même si sa moyenne globale est supérieure à 10/20.

Voir le tableau ci-dessous pour les recommandations pour l'admission dans un enseignement de spécialité en Première.

MATIÈRE	Nombre de périodes par semaine	Coefficient	Conditions d'admission dans un enseignement de Spécialité en Première ¹
Arabe (LVA ou LVB)	3	2	
Anglais (LVA ou LVB)	3	2	10/20 en anglais en tant que LVA pour la Spécialité LLCE .
Français	6 (5 périodes en classe entière et 1 période d'AP ² en demi-groupe s)	4	10/20 pour toutes les spécialités.
Histoire/Géographie	5 (4 périodes en classe entière et 1 période d'AP ² en demi-groupe s)	4	10/20 pour la Spécialité HGGPSP en Première.
Physique - Chimie	5	4	10/20 pour la Spécialité P/C en Première.
SVT (Sciences de la vie et de la Terre)	4	4	10/20 pour la Spécialité SVT en Première.
Mathématiques	5	4	10/20 pour les Spécialités Mathématiques et NSI en Première.
SES (Sciences économiques et sociales)	2	2	10/20 pour la Spécialité SES en Première.
SNT (Sciences numériques et technologie)	2	2	10/20 pour la spécialité NSI en Première.
EPS (Éducation physique et sportive)	2	2	

Option facultative (Musique, Théâtre, Cinéma/Audiovisuel, Arts plastiques ou LVC) ³	3	2	10/20 en LVC si l'élève choisit de poursuivre le cours en classe de Première. 10/20 en Musique, Théâtre, Cinéma/Audiovisuel, Arts plastiques si l'élève compte poursuivre la même option en Première.
MATIÈRE	Nombre de périodes par semaine	Coefficient	Conditions d'admission dans un enseignement de Spécialité en Première ¹
Orientation	1	-	L'élève doit satisfaire aux exigences d' orientation afin de passer en classe de Terminale.
Vie de classe / citoyenneté	1	0,5	L'élève doit satisfaire aux exigences de vie de classe / citoyenneté (un minimum de 10/20) afin de passer en Terminale sans probation disciplinaire.
Service communautaire	-	0,5	L'élève doit satisfaire aux exigences de service communautaire (un minimum de 10/20) afin de passer en Terminale.
Total	39 - 42 ⁴	-	-

¹ Chaque élève admis en classe de première devra choisir trois enseignements de *Spécialité*. Le nombre d'enseignements de *Spécialité* offert en Première dépendra des choix des élèves, des profils d'orientation des élèves, des effectifs et des ressources en termes de corps professoral.

Les enseignements de *Spécialité* qui seront offerts en 2019 - 2020 sont les suivants:

1. Physique/Chimie (PC),
2. Sciences de la vie et de la Terre (SVT),
3. Mathématiques (M),
4. Numérique et sciences informatiques (NSI),
5. Sciences économiques et sociales (SES)
6. Histoire – Géographie, géopolitique et sciences politiques (HGGPSP)
7. Langues, littératures et cultures étrangères (LLCE) (Anglais)

² AP = Accompagnement personnalisé.

³ L'établissement ne peut pas garantir le premier choix de l'élève en *option facultative*.

N. B. : Les élèves n'ayant pas opté pour un enseignement de spécialité en mathématiques doivent obligatoirement s'inscrire à un cours de **mathématiques supplémentaires** (3 périodes hebdomadaires) en Première et ne pourront donc pas s'inscrire à un enseignement facultatif. Le cours de mathématiques supplémentaires de Première est offert en anglais.

⁴ En fonction du choix des enseignements choisis par l'élève.

Critères de passage de la classe de 1^{re} en classe Terminale

Une **moyenne générale de 10/20** au moins est requise pour le passage en Terminale, mais aussi :

- **aucune moyenne en dessous de 8,5/20 ;**
- **un maximum de deux disciplines avec des moyennes situées entre 8,5/20 et 10/20**
- l'élève doit satisfaire aux exigences de son **parcours d'orientation**, de **vie de classe / citoyenneté** et de **service communautaire** pour être promu en Terminale.

Examens de passage pour être promu en classe de Terminale

- Un **maximum de deux examens de passage** est autorisé si les conditions énumérées ci-dessus ne sont pas respectées.
- Aucun examen de passage ne sera autorisé à un élève dont la moyenne globale est inférieure à **10/20** . Dans ce cas, un redoublement sera autorisé.

Les probations académiques

- Un élève dont les moyennes, sur les bulletins scolaires, ne correspondent pas aux minimums requis dans **deux disciplines**, incluant les options facultatives, sera placé en **probation académique** même si sa moyenne globale est supérieure à 10/20.

- Un élève dont les moyennes ne correspondent pas aux minimums requis dans **trois disciplines ou plus**, sera placé en **stricte probation académique** même si sa moyenne globale est supérieure à 10/20.

Les volumes horaires hebdomadaires et les coefficients des cours de 1^{re} -

MATIÈRE	Nombre de périodes par semaine	Coefficient	Remarques
TRONC COMMUN			
Arabe (LVA ou LVB)	2,5	4	<i>Fait l'objet d'une épreuve commune de contrôle continu au cours des deuxième et troisième trimestres.</i>
Anglais (LVA ou LVB)	2,5	4	<i>Fait l'objet d'une épreuve commune de contrôle continu au cours des deuxième et troisième trimestres.</i>
Français	5,5 <i>(5 périodes en classe entière et 1 période d'AP¹ aux deux semaines)</i>	4	<i>Épreuve anticipée orale et écrite en fin d'année de Première.</i>
Histoire/Géographie	4,5 <i>(4 périodes en classe entière et 1 période d'AP¹ aux deux semaines)</i>	4	<i>Fait l'objet d'une épreuve commune de contrôle continu au cours des deuxième et troisième trimestres.</i>
Enseignement scientifique	3	4	<i>Fait l'objet d'une épreuve commune de contrôle continu au cours du troisième trimestre.</i>

			<i>Le volume horaire hebdomadaire de l'enseignement scientifique : 1 période de SVT et 2 périodes de P/C.</i>
EPS (<i>Éducation physique et sportive</i>)	2	4	<i>Cette discipline est évaluée trimestriellement selon les modalités du contrôle en cours de formation.</i>
ENSEIGNEMENTS DE SPÉCIALITÉ (3 enseignements au choix)			
Physique - Chimie	6	4	<i>L'élève abandonne un de ses trois enseignements de spécialité à la fin de l'année de Première. La spécialité abandonnée fait l'objet d'une épreuve commune de contrôle continu au cours du troisième trimestre.</i>
SVT (<i>Sciences de la vie et de la Terre</i>)	6	4	
Mathématiques	6	4	
NSI (<i>Numérique et sciences informatiques</i>)	6	4	
SES (<i>Sciences économiques et sociales</i>)	6	4	
HGGPSP (<i>Histoire - géographie, géopolitique et sciences politiques</i>)	6	4	
LLCE - Anglais (<i>Langues, littératures et cultures étrangères</i>)	6	4	<i>L'élève doit avoir choisi l'anglais en LVA pour pouvoir s'inscrire en LLCE (spécialité anglais) en Première.</i>
OPTIONS FACULTATIVES (une seule option possible)			
Option facultative (<i>Musique, Théâtre, Cinéma/Audiovisuel, Arts plastiques ou LVC</i>) ²	3	4	<i>Une option facultative suivie en Première peut être abandonnée en fin d'année scolaire. Cependant l'élève ne pourra pas s'inscrire, en Terminale, à une option facultative non suivie en Première.</i>
ORIENTATION / VIE DE CLASSE - CITOYENNETÉ / SERVICE COMMUNAUTAIRE			
Orientation	0,5	-	<i>L'élève doit satisfaire aux exigences d'orientation afin de passer en Terminale.</i>

Vie de classe / citoyenneté	0,5	0,5	L'élève doit satisfaire aux exigences de vie de classe / citoyenneté (un minimum de 10/20) afin de passer en Terminale sans probation disciplinaire.
Service communautaire	-	0,5	L'élève doit satisfaire aux exigences de service communautaire (un minimum de 10/20) afin de passer en Terminale.
Total :	39 - 42 ³	-	-

¹ AP = Accompagnement personnalisé.

² L'établissement ne peut pas garantir le premier choix de l'élève en *option facultative*. La priorité est accordée aux élèves qui ont suivi une option facultative en 2^{de} et qui souhaitent la poursuivre en 1^{re}.

N. B. : Les élèves de 1^{re} n'ayant pas opté pour un enseignement de spécialité en mathématiques doivent obligatoirement s'inscrire à un cours de **mathématiques supplémentaires** (3 périodes hebdomadaires) et ne pourront donc pas s'inscrire à un enseignement facultatif. Le cours de mathématiques supplémentaires est offert en anglais.

³ En fonction des enseignements choisis par l'élève.

College Preparatory Program

10th Grade

Subject	H/W	Coef.	Min. Grade
Arabic	3	2	65
Elective	2	1	65
Biology	4	2	70
Chemistry	4	2	65
Drama	1	1	65
Economics/Management	2	1	65
English**	6	4	70/75
French	3	2	70
IT	1	1	65
Math**	5	3	65/75
PE	2	1	65
Physics	4	2	65
History/Geography	3	2	65
Citizenship	--	0.5	65
Total	40	24.5	---

**The second grade in English and Math is required for acceptance into IB courses.

Students can opt for either the IB Diploma Program (IB DP), or Grade 11 of the College Preparatory Program (CPP).

Students are promoted to **IB I DP** from grade 10 CPP if they obtain:

- Approval of the class teachers and Administration based on academic level, demonstrated study skills and attitudes to learning.
- A minimum grade of 75 in English

Students are promoted to **Grade 11 CPP** from grade 10 CPP if they:

- Obtain a general average of 70 and above
- Meet the above minimum requirements

College Preparatory Program

11th Grade

SUBJECT	H/W	Coef.	Min. Grade
Arabic	3	2	65
Elective	2	1	65
Biology	4	3	70
French	3	2	70
Drama	2	1	65
Economics/ Management	3	2	65
English	6	4	70
History/Geography	3	2	65
IT	1	1	65
Math	4	3	65
PE	2	1	65
Service Learning Citizenship	1	1	65
Citizenship	---	0.5	65
Total	34	23.5	

Students are promoted to Grade 12 CPP if they:

- Obtain a general average of 70 and above
- Meet the above minimum requirements

College Preparatory Program

12th Grade

SUBJECT	H/W	Coef.	Min. Grade
Arabic	3	2	65
Elective	2	1	65
Biology	4	3	70
French	3	2	70
Drama	2	1	65
Economics/Management	3	2	65
English	6	4	70
History/Geography	3	2	65
History	3	2	65
IT	1	1	65
Math	4	3	65
PE	2	1	65
Service Learning	1	1	65
Citizenship	---	0.5	65
Total	34	23.5	

Students are eligible to graduate if they:

- Obtain a general average of 70 and above
- Meet the above minimum requirements

International Baccalaureate Diploma Program

Year I

SUBJECT	H/W		Coef		Min. Gr. for IB II	
	SL	HL	SL	HL	SL	HL
Arabic	4	6	2	3	Ab Initio 65	
					A/B 65	B 70
Visual Arts	4	6	2	3	65	70
Biology	4	6	2	3	65	70
CAS	3 to 4		-	-	Pass / Fail	
Chemistry	4	7	2	3	65	70
Computer Science	4	6	2	3	65	70
English A	5	7	2	3	65	70
Economics	4	6	2	3	65	70
Film	4	6	2	3	65	70
French B	4	6	2	3	65	70
History	4	6	2	3	65	70
Math	5	6	2	3	65	70
Physics	4	7	2	3	65	70
Psychology	4	6	2	3	65	70
Business Management	4	6	2	3	65	70
Spanish Ab initio	4	-	2	-	65	-
Theatre	4	6	2	3	65	70
TOK	3		2		65	
Citizenship	--		0.5		65	
Total	40 to 42		17 or 18			

Students are promoted to IB Year II if they have
 Attained the above mentioned averages in the selected courses with an
 overall average of 70 and above.

International Baccalaureate Diploma Program

Year II

SUBJECT	H/W		Coef		Min. Gr. for graduation	
	SL	HL	SL	HL	SL	HL
Arabic	4	6	2	3	Ab Initio 65	
					A/B 65	B 70
Visual Arts	4	6	2	3	65	70
Biology	4	7	2	3	65	70
Business Management	4	6	2	3	65	70
CAS	3 to 4		-	-	Pass / Fail	
Chemistry	4	7	2	3	65	70
English A	4	6	2	3	65	70
Economics	4	6	2	3	65	70
French	4	6	2	3	65	70
Film	4	6	2	3	65	70
History	4	6	2	3	65	70
Math	5	8	2	3	65	70
Physics	4	7	2	3	65	70
Psychology	4	6	2	3	65	70
Spanish Ab initio	4	-	2	-	65	-
Theatre	4	6	2	3	65	70
TOK	2		2		65	
Citizenship	--		0.5		65	
Total	40 to 43		17 or 18			

In the IB Program: The following conditions represent the graduation requirements in IB Year II:

- Obtain the above mentioned averages in the selected courses with an overall average of 70 and above.
- Submit all IB diploma projects and reports (including the Extended Essay, the Theory of Knowledge (TOK) Essay, and satisfy the Creativity, Activity and Service (CAS) conditions.

Academic Probation

Academic Probation is applied when a student has failed more than one course at the end of a semester/trimester reporting period.

- A student failing two courses is put on Academic Probation
- A student failing three courses or more is put on Strict Academic Probation

Academic Probation is reviewed at the end of each semester or trimester (for students within the French Baccalaureate) reporting period.

A student on academic probation may be denied participation in school trips, events or activities. A student on academic probation can only be promoted once. If the academic probation is not resolved during that year, he/she will be asked to repeat the year.

Repeating a class

Students will be allowed to repeat a class only once at the Secondary School, on the conditions that:

- School Administration recommends it.
- Has not repeated a class at the secondary school before,
- Is born within the age limits specified for that class, and
- Is not a graduate.

Homework Expectations

Homework is designed to consolidate and reinforce skills and understanding and to provide students with an opportunity for guided, structured independent learning outside the classroom. Homework may take many forms besides written work. These include: reading, research, learning, thinking about a subject, planning, designing, calculating, drawing, exploring, rehearsing, interviewing and so forth.

Parents are asked to ensure that a suitable time and place is set-aside at home for their child to complete his/her homework. Parents are also requested to monitor their child's homework and contact the advisor or the school counselor for any question, problem, or concern.

Students facing difficulty with aspects of their work should be encouraged to speak with their subject teacher or advisor.

Special Needs Accommodations

The administration recognizes the importance of having an up-to-date Special Education program, with a sufficient number of trained personnel, to assist students for whom it is professionally judged to be necessary and useful. IC will do its best within its resources to promote excellence in special education as in all other IC programs.

- IC administrators and faculty acknowledge their obligation to identify students with special needs early in their education and to work conscientiously with such students and their families to assist them in succeeding academically and socially at IC. When it is determined, after taking into account all relevant circumstances that IC is no longer the right school for the student, IC administrators and faculty members will work with the parents and the student to identify educational or training alternatives. The objective is to be as helpful and as compassionate to the student and his/her family in the difficult transition to a new setting.
- IC faculty members and administrators appreciate that each student has distinct strengths and weaknesses, and it is their responsibility to develop the potential of each student to the fullest, within the parameter of IC's standards.
- Because IC offers a challenging academic program, and will continue to do so, it enrolls students who can be expected to perform well, through the full duration of their education.
- The indefinite retention of a student whose record of performance shows that he or she cannot keep pace does not serve, generally, any positive purpose in a competitive environment such as IC's and may even be harmful to the student.
- It is incumbent on IC administration and faculty to render full and honest judgment to parents about the capability of individual students to keep pace and benefit from the progressively more challenging program at IC
- It is the expectation of the faculty and administrators that each student enrolled will be able to keep pace with the IC program. Beyond the lower levels, it is expected that a student with an earlier identified social problem will have received adequate remediation or have developed sufficient alternative learning and coping strategies so that he or she will be able to advance successfully with his or her class.

The Secondary School offers a well-developed learning support program with two learning support specialists to students promoted with learning difficulties or identified with learning difficulties after being accepted at IC.

Private Tutoring

The Secondary School does not encourage private tutoring. Students are admitted at the Secondary School because of their ability and, ordinarily, whatever remedial assistance a student needs should be provided in the classroom. However, there are two cases where private tutoring may be necessary:

- To cover material a student has missed due to a long absence from school.
- In exceptional cases, to fill specific gaps that student may have in prerequisite knowledge.

Parents should inform the school if a student is being tutored. In addition,

- An IC teacher may not privately tutor any of his/her students.
- The College will not be involved in financial arrangements for private tutoring.
- Tutoring should be for a relatively short period.

Behaviour Management Policies and Procedures

Rationale

International College is committed to maintaining an environment where teaching, learning, and personal growth can take place in a safe and positive community which encourages each student to do his/her best in all his/her endeavours in order to reach his/her full potential. The School strives to promote honesty, respect, responsibility, empathy and trust.

The aim of the Behavior Management policy is to create responsible self – disciplined students able to balance between self-fulfilment and responsible toward others.

Principles that guide the Behavior Management policy are:

- Discipline with dignity
- Positive communication and reinforcement
- Preventive vs punitive
- Fairness
- Mutual respect

Rights and Responsibilities

Students are expected to accept responsibility for their own actions. It is expected that they will be honest and will demonstrate basic respect for the dignity and rights of others including rights of person, expression, and property.

The relationship between rights and responsibilities is pivotal to behavior expectations. It's necessary for all to uphold and honor their responsibilities to preserve rights for everyone.

Student's Rights & Responsibilities

At IC, students enjoy the rights to-

- Learn, work and socialize in a friendly, safe and supportive environment with dignity, fairness and respect without discrimination with respect to race, gender, national origin, religion or individual differences.
- Feel valued, respected and to be listened to.
- Be empowered to work toward academic, personal and social growth.
- Express ideas and opinions appropriately with due respect for others.

- Be fully informed and understand School's rules and behavior expectations.
- Choose a class representative and/or run for student's elections.

Students are expected to:

- Respect the opinions and rights of others.
- Develop positive courteous and respectful relationships without discrimination with respect to race, gender, national origin, religion or individual differences.
- Be accountable for their own behavior and demonstrate honesty and integrity.
- Be active learners and allow other students to learn in a safe and productive environment.
- Attend classes, activities and events punctually and regularly.
- Respect personal belongings, others belongings and School property.
- Keep campus clean and contribute to the implementation IC environment policy.
- Understand, respect and honor School rules, regulations and expectations including but not limited to: harassment, cyberbullying, safety and security, violence, drugs, alcohol, tobacco, cheating and plagiarism, technology and cellphone use, dress code and use of IC's names in social media.
- Accept the decisions and actions taken by the school.

Teacher's Rights & Responsibilities

At IC, teachers enjoy the rights to:

- Teach in a friendly, safe and satisfying school environment
- Receive respect with no discrimination in respect to differences
- Be supported by the whole school community

Teachers are expected to:

- Support students in the learning process and promote each student as a valued member of IC community
- Maintain professionalism as IC model courtesy, trust, caring, respect and fairness
- Foster positive, respectful and appropriate communication and relationships with students, parents and other staff
- Be consistent in the implementation of the policies of the school, set responsible and reasonable limits and make fair judgments

Parent's Rights & Responsibilities

At IC, parents enjoy the rights to:

- Feel welcome and know that their children are working, learning and socializing in a friendly, safe and supportive school
- Be listened to with respect and consideration

- Participate actively as members of the school community

Parents are expected to:

- Support their children in their learning across all programs
- Inform the school of circumstances that may impact on the students' progress and behaviour
- Work as partners with the staff in the problem-solving processes
- Model courtesy, trust, caring, and respect
- Understand, respect and support the school community's rules, regulations, requirements and expectations and accept the decisions and actions taken by the school

Behavior Expectations



Student Honor Code

International College promotes an environment of honesty, respect, responsibility and trust. It encourages students to take pride in themselves, their talent and ability, their school, their teachers and classmates. The following are conduct and honor expectations for all IC students.

Honesty

- A commitment to truthful words and actions
- A commitment to academic honesty and integrity

Respect

- A commitment to appreciate others, their views, and values
- A commitment to honorable and respectful behavior
- Attending all classes on time, contributing positively to discussions, meeting academic deadlines, and performing to the best of one's ability
- Following school and classroom rules and procedures

Responsibility

- Assuming ownership for one's work, words, deeds, and actions
- Exercising personal courage to do the "right" thing by taking action against wrongdoing, regardless of peer pressure
- Accepting accountability for one's choices

Compassion

- Exhibiting kindness, caring, and a willingness to help others
- Having empathy for the feelings and emotions of others

Harassment and Bullying

This section should be read in conjunction with the Board Policy Manual (Policy: 5.092) and the [Child Protection Policy](#)

The College does not tolerate bullying or harassment and will take strict disciplinary measures to ensure a safe environment for all of its students and school personnel. All members of the school community are committed to ensuring a safe and supportive environment that fosters learning based on the core values of integrity, compassion, respect for individual differences, and cooperation.

Link to: [Harassment and Bullying Policy](#)

All the above applies to the use of all electronic media. Refer to the [Responsible Digital Citizenship Policy](#)

Absences, Illness and Clinical Appointments

It is the responsibility of International College to provide each student with the best education possible. The learning, which takes place in the classroom, is a fundamental component of the student's educational experience and cannot be compensated for in any other manner.

- **Regular attendance is required for promotion or graduation. A student absent for more than 15 periods of a subject may result in disciplinary probation, rendering the student ineligible for all awards and representative opportunities on sporting teams, cultural trips and academic tours. The school report card will show total of all absences, regardless of justification.**
- Attendance in all classes is compulsory. Documents for reasons behind any absences must be presented to the floor advisor on the day the student returns. An absent student has the obligation to assume all his/her academic responsibilities.
- **Students are expected to be at school for all scheduled assessments.** A valid, verifiable reason (presented in writing) or a valid medical report needs to be presented to the floor advisor to be excused from the assessment and to be eligible for a make-up test. If a medical absence recurs, the student needs to present a medical report from the school physician or from a hospital emergency room.
- **Permission to leave school:** Students are expected to be at school every day for their full program. In case of emergency, the student must present a written permission from his/her parents to the floor advisor in order to be able to leave the campus and a note from the doctor following the

consultancy required. All absences from classes are counted towards the 15 day/class maximum stated in Item 3.

- **Permission to travel:** A travel form needs to be completed and presented to the administration for the director's consideration at least two weeks in advance. Travel not of an emergency nature will count towards the 15 day/class absence limit listed in Item 3 above.

Tardiness

- The first class starts at 7:40 am sharp. Every student should refer to his/ her weekly schedule to keep track of dismissal time. Students are expected to attend all classes in full.
- Students who are in class at the sound of the starting bell are counted as tardy.
- Students who are more than 15 minutes late may not be allowed to enter class.
- Any time a student arrives late to class without a valid excuse, 2 points are deducted from his citizenship grade. An observed pattern of lateness or cutting class will lead to disciplinary measures including, but not limited to detention, service hours and suspension and can jeopardize a student's chance of promotion or graduation.

The total number of absences will be included on the grade report.

Classroom Behavior

A classroom environment is one conducive to learning; therefore an atmosphere of mutual respect between students and their classmates, and between students and their teachers should prevail. Differences of viewpoints or concerns should be expressed in terms which:

- Are supportive of the learning process
- Create an environment in which students and faculty may learn to reason with clarity and solidarity
- Are respectful and tolerant of opposing viewpoints without forsaking their own identities
- Develop an understanding of the community in which students live.

Therefore, each student has the privilege to be in a classroom where student behavior does not interfere with the ability of the teacher to teach effectively or the ability of other students to learn.

Students have a responsibility to abide by the code of classroom conduct, and any other appropriate classroom rules established by the classroom teacher.

The following rules are evidence of good classroom conduct:

- Teacher arrival announces a new period; students are expected to be ready to start work and seated at the sound of the second bell.
- During a period, students may leave their seats only with the permission of the teacher.
- The bell indicates to the teacher that the period has ended; it is up to the teacher to excuse the students.
- Once finished with a test or exam, a student should wait quietly until dismissed by the teacher.
- Students should have all their books, supplies, and materials with them at the beginning of every class, before the second bell sounds.
- Eating, drinking (except for water) and chewing gum are not allowed during class periods.
- Smartphones are not allowed to be with students during class, unless specifically directed by a teacher.

Students who do not meet the expectations for classroom conduct will face disciplinary consequences appropriate for the incident.

Note that teachers will report regularly on conduct of students via Moodle reports, and this will contribute to the student's base citizenship grade (refer to section).

Behavior in school or at school sponsored events

IC aims to develop personal qualities leading to self-discipline and self-confidence through the following:

- The Secondary School is a community and taking care of its property is the responsibility of all of its members. Any damage to school property or property being used by IC (eg. classrooms, hallways, playgrounds, busses, etc) that cannot be attributed to an individual will be the responsibility of every member of the class and all students will be charged for repairs.
- The Secondary School expects all students to be honest and behave accordingly. Any dishonest behavior (such as theft, lying, etc.) will result in severe disciplinary measures that may lead to expulsion.
- Substance possession and use (cigarettes, alcohol, drugs, etc.) is strictly prohibited by all school rules and regulations. Severe disciplinary measures will be applied. Students involved risk expulsion and police involvement.
- The use of foul language or physical violence of any sort will not be tolerated.
- Safety and Security: All types of safety hazards (including but not limited to Firecrackers, smoke bombs, stink bombs, etc.) are strictly prohibited. Any kind of vandalism to school property is a major offense. A student involved in

such an act will have to make up for damage incurred and will suffer severe disciplinary measures.

- When student safety is at stake, the school reserves the right to access students' personal belongings.
- Conduct in hallways and other public areas is to be quiet and orderly at all times.
- Card playing and gambling are forbidden on campus.
- Every student should always carry her/his IC ID and be ready to produce it when asked to do so.
- Students are advised to write their name & class on all their belongings so that they can be traced in case of loss.
- Students will assist in maintaining a clean and attractive campus. Disciplinary measures will be taken in case of littering and dirty classrooms.
- A substitute teacher has the same authority as the class teacher. Students should show proper respect and do the work required.

Note: All the above rules and expectations apply on the IC campus and on any school supervised events that happen off-campus.

Cheating and Plagiarism/Malpractice

- Plagiarism: Is considered a major academic and behavioral offense. It is equivalent to theft.
- Plagiarism is defined as "an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author" (Word reference dict.). Lack of intent or difference in language or program is not an excuse. For guidelines on citing sources, ask your teachers, or see your librarian about handouts covering the MLA and APA guide to bibliographies and in-text citations.
- Collusion: supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment of another.
- Duplication of work: the presentation of the same work for different assessments.

Link to [Academic Honesty Policy](#)

Consequences:

- All assessment should be the authentic work of the student. In case of malpractice, the student will automatically receive a grade of zero and will be placed on disciplinary probation. Students will be required to resubmit the assessment task under full supervision at school. A repeat incident will lead to increased disciplinary measures.

- Plagiarism, cheating, communicating with another student during a formal assessment, or any other case of malpractice will result in sanctions for all parties involved.

Procedures during tests and exams

The following represents the policy and procedures that students should follow during all tests/exams they sit for at the secondary school:

- The instructions of the teacher/ proctor must be obeyed at all times. The teacher/ proctor may expel any student whose behavior interferes with the proper conduct of the examinations.
- When instructed to enter the examination room, students are requested to do so in a quiet and orderly manner.
- Students are not allowed in any examination rooms without proctor or advisor supervision.
- Students should sit in the assigned place, be seated at least five minutes before the examination is scheduled to start, and comply with the decision of the teacher/ proctor.
- Students should write their name and class on all materials provided for the exam.
- Students arriving late will not be given extra time to complete the exam, unless cleared by the administration in the form of a note submitted to the proctor at the time the student enters.
- Students who have submitted their examination should remain seated until the teacher/proctor allows them to leave the examination room. They are not allowed to leave the examination room once they have entered, unless in case of emergency or after approval of the teacher/ proctor.
- Students must come fully prepared to all exams/tests and bring to their seats only material required for the examination. Materials may not be borrowed from other students in the exam/test room.
- Any form of communication between students is strictly forbidden during exams. The consequences for any type of communication between students during exams may include, but may not be limited to, the paper being removed or marked for a grade deduction,
- Teacher/ proctor is not authorized to answer questions related to the exams.
- Personal belongings must be placed in areas as indicated by the teacher/ proctor.
- All answer sheets must be submitted to the teacher/proctor once the exam is over. Students who forget to do so will not be allowed to submit any answer sheet at a later stage.
- Receiving, possessing and sharing unauthorized information is considered cheating. This is a serious offense committed by all the students involved. Consequences may include, but may not be limited to the test being

cancelled, no make-up exam and being placed on disciplinary probation. Further appropriate measures will be taken depending on the severity of the case.

- Cell phones, electronic devices and smartwatches are strictly forbidden during exams unless clearly stated on the exam paper as being required for the exam.

Failing to observe any of the above exam procedures will subject the student to disciplinary measures.

Cellphone Expectations

If not required for instruction by the teacher, upon arrival to class, all phones must be placed in the wall unit prior to the start of each class. Not meeting cell phone expectations means an automatic disciplinary report and confiscation of the phone for up to one month.

Security and Safety Rules

In order to maintain a safe and secure environment the following rules are applied:

- Secondary school students are not allowed in the Pre-School and Middle School play areas.
- The yard in front of Rockefeller and Sage Halls cannot be used for any activity in particular: football, blade-rolling, etc. These activities are confined to sports areas only.
- Students are strictly forbidden to leave the campus on their own during school hours without the approval of the secondary school administration.
- A faculty or staff members should always supervise after school hours' activities.
- Unauthorized after school hours' student activities on IC premises are not permitted. The IC administration shall not be held liable for any accidents that may occur during such activities.

Dress Code

International College's dress code reinforces its philosophy and objectives in educating self-disciplined young men and women with positive self-images.

IC students are expected to abide by the following dress code:

- Keep their stomachs covered at all times and do not wear tight or short skirts, revealing torn clothes, tank tops, spaghetti straps, military clothing, or inappropriate makeup. Shirts must cover midriff and back.
- Shorts (including PE shorts), skirts, and dresses must be longer than the student's fingers when the student is standing with the arms extended at his/her side.
- Tights and leggings, as long as they are opaque and not see-through in nature, may be worn to school. Leggings, panty hose, and/or stockings that are made of a sheer material must be covered by an appropriate top or skirt that is longer than the student's fingers when the student is standing and the arms are extended at his/her side.
- Hats/hoodies are not to be worn inside the College buildings.
- Abstain from wearing clothing with inappropriate content, including, but not limited to: foul language, references to alcohol, tobacco, drugs, political parties, or gangs.
- Personal hygiene must be attended to at all times of day, especially after PE.
- Clothing may not be see-through; under garments may not be visible.
- Students must wear footwear at all times. Flip flops or slides are not permitted.

Students who fail to observe the dress code will be asked to remove the offending article of clothing (if possible), to cover the offending article of clothing or will be required to return home to change.

Responsible Digital Citizenship

Digital citizenship aims for respectful, informed and responsible use of technology systems. The college views digital citizenship as a shared responsibility between students, parents and the college.

Link to [Responsible Digital Citizenship Policy](#)

AUP - Acceptable Use Policy in Technology

International College provides access to technology for supporting and extending the educational process, engaging in collaborative work, and obtaining, creating and disseminating information. IC wishes to encourage the growth of technology skills among the students, and realizes that success with projects of personal interest develops skills that will ultimately benefit learning at IC.

Link to [Acceptable Use Policy in Technology](#)

Termination or prohibition of user access

Teachers are authorized to take prompt and appropriate action to enforce the rules of conduct and /or to prohibit Internet use by persons who fail to comply with the Technology Acceptable Use Policy as stated or implied herein.

IC students are expected to abide by the Acceptable Use Policy. Any student who violates any term of this policy will be subjected to severe disciplinary actions that might lead to suspension and even expulsion.

Rules of Conduct

- IC computers will not be used for illegal activity or for the access of inappropriate materials.
- Installation, downloading, or modification of software is prohibited.
- Users will respect copyright laws and licensing agreements.
- Users will not make any attempt to damage, modify, or gain unauthorized access to restricted files, accounts, networks, computer equipment and software.
- Students must log in to their own IC accounts when using the computers.
- Users will respect the privacy of other users, and will refrain from attempting to view or read material being used by others.

BYOD - Bring Your Own Device Policy

With their parents' or guardian's knowledge and permission, students of the Middle and Secondary School levels may use their privately-owned internet-enabled device on the school's wireless network subject to teacher and staff permission.

BYOD refers to any personally-owned internet-enabled device used to complete assignments, projects, and other work. These devices include, but are not limited to, computers, (laptops, tablets, iPads), all types of mobile phones and devices, and any other technologies as they come into use.

[Link to Bring Your Own Device Policy \(BYOD\)](#)

Use of Photos and Videos of Students in School Publications

The International College may take and use images, video and photos of students and/or their work for the purpose of promoting or communicating about school activities and events across both campuses. Such activities may include, but not be limited to, athletic competitions, team photos, music and drama productions, classroom activities, group and individual projects as well as recognition of students for their exceptional talents, achievements, and awards. Images and/or published articles may be used in school print and/or electronic publications such as newsletters, yearbooks and, brochures).

Additionally, it may feature on the school website and on any of IC's official social media platforms:

Facebook: @InternationalCollegeLB

Instagram: @internationalcollegelb

Twitter: @IC_Lebanon

YouTube: ICLebanon

LinkedIn: International College

Unless otherwise stated in writing and submitted to the school Director each school year, parents and/or legal guardians authorize IC to use photos, video and images of students for the above purposes. International College will avoid the use of personal information which, in the school's determination, represents a privacy or security issue.

Use of IC's Name in the Media

Students at IC are strictly forbidden to refer to IC's name orally or in writing in any external activity that includes the media or fund raising or personal matters without the prior consent of the administration.

Using offensive, abusive or otherwise inappropriate language, images or messages in any form about the school and members of its community, through any type of announcement or public display, will be considered a major disciplinary violation and will lead to strict disciplinary action, including suspension or expulsion from school

Cyberbullying

This section should be read in conjunction with the Board Policy Manual (Policy: 5.092) and the **Child Protection Policy**

Bullying and harassment can take many forms. Bullying carried out through the use of information and communication technologies such as text, social network sites, email, instant messaging (IM), apps, gaming sites, chat-rooms and other online technologies is considered as Cyberbullying. This includes (but not limited to): Sending or posting a humiliating, hurtful or offensive message, statement, or image on a private or on a public online platform (that can be viewed and/or repeated by others or not) that may cause embarrassment, pain, fear or discomfort to the victim.

- Flaming and trolling: sending or posting hostile messages to "inflamm" the victim and start a conflict.
- Happy-slapping: recording and then posting a humiliating picture or video of the victim for others to see.

- Identity theft: stealing the victim's passwords or taking over their online account and using it to send or post incriminating or humiliating pictures or videos online.
- Photoshopping: altering a digital image of the victim and sending or posting that image, putting the victim in an embarrassing situation.
- Physical threats: sending a threatening message making the victim fear for their safety or well-being.
- Rumor spreading: spreading rumors and gossip through email, text messaging, or social networking sites that may be hurtful to the victim.
- Encouraging, participating, maliciously commenting on any act of cyber-bullying, even if not the initiator of the act.

Environmental Policy

Education for sustainable development should enable the school community to develop a life ethic that values all people and the natural environment. The implementation of this policy should therefore contribute to and support the provision of a pleasant and socially responsible environment.

Link to: [Environmental Policy](#)

Levels of Infraction and Disciplinary Consequences

IC teachers, staff and administration are responsible for enforcing a fair, and consistent discipline procedures. The entire community is engaged in teaching, modeling and practicing appropriate behaviors that promote a safe and caring school environment.

As a school, we expect our students to conduct themselves in a way to bring credit to themselves, their families and their school. Students will demonstrate positive examples of behavior expectations in action. IC values positive feedback and recognition for students who follow the behavior expectations regularly.

Students who have difficulty in meeting these expectations will be subject to disciplinary consequences depending on the level of infractions and previous record of violations, within the context of their social and emotional development stage. Emphasis of consequences will be on educating students regarding responsibilities, personal choices and accountability and not on punishment.

A positive and continuous communication between parents, teachers and school administration is key to a positive school environment.

If a student needs assistance in meeting the expectations, he/she will first meet with a teacher, disciplinarian and/or counselor. The student will review expectations

for appropriate behavior, develop an action plan, and may be asked to fulfil an appropriate consequence. If the incident is repetitive and/or more serious, the student’s parents will be contacted and the disciplinary procedure followed.

Level-One Disciplinary Infractions	Related Consequences
<p>Level-one disciplinary infractions include, but are not limited to the following:</p> <ul style="list-style-type: none"> - Repeated lateness to class or any other school obligation. - Eating/drinking in class - Failure to clean up food and drinks/littering - Any violation of the dress code - Unauthorized use of cellphone (including plenary sessions and presentations) - Talking or being disruptive in class, during presentations or assemblies - Inappropriate or foul language 	<p>A level-one disciplinary infraction will be dealt with by the teacher and/or the school disciplinarian. It will typically result in (but not limited to):</p> <ul style="list-style-type: none"> - A verbal reminder - A reflection sheet/action plan to fill out - A loss of privilege - Disciplinary slip - Warning letter and/or a detention - More severe consequences depending on circumstances. <p>Counselling is provided upon need. Parents are informed and incidents are documented if needed.</p>

Level-Two Disciplinary Infractions	Related Consequences
<p>More serious violations of school rules, or repeated violations of level-one infractions, are viewed as level-two disciplinary infractions.</p> <p>Level-two disciplinary infractions include, but are not limited to:</p> <ul style="list-style-type: none"> - Leaving campus without permission - Skipping a class or other school obligation 	<p>Level-two disciplinary infractions will be dealt with by the school disciplinarian and/or Director</p> <p>It will typically result in (but not limited to):</p>

<ul style="list-style-type: none"> - Disrespect to a member of the community - Any behavior that disrupts the educational process or the daily operation of the school - Any behavior that impacts negatively the reputation of the school - Cheating/plagiarism (first incident) - Lying or displaying a dishonest behavior - Failure to fulfil a detention or service hours - Mild vandalism - Moderate to mild negative contact/harassment/bullying. 	<ul style="list-style-type: none"> - A reflection sheet/action plan to fill out - A loss of privilege - A community service assignment (help a teacher or a friend) - One or more service hours - Student’s withdrawal - In-school detention and/or disciplinary probation - More severe consequences depending on previous violations and/or circumstances. <p>Counselling is provided. Parents are informed. Incidents are documented.</p>
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Level-Three Disciplinary Infractions	Related Consequences
<p>The most serious disciplinary infractions are considered level-three disciplinary infractions and must be referred to the School Climate Unit for consideration and decisions.</p> <p>Level-three disciplinary infractions include, but are not limited to, the following:</p> <ul style="list-style-type: none"> - Use, possession, promotion or distribution of tobacco, alcohol, drugs, or any illegal substance on campus or at any school-sponsored activity. - Use, possession, distribution of any type of safety hazards on campus or at any school-sponsored activity - Any behavior that harms or has the potential to harm any 	<p>Level-three disciplinary infractions will be dealt with by the Dean of Students, Director and Head of School Climate Unit.</p> <p>It will typically lead to but not limited to:</p> <ul style="list-style-type: none"> - In-school-detention and disciplinary probation. - Out-of-school suspension and disciplinary probation - Restitution for damages - Student’s withdrawal - More severe consequences depending on previous violations and/or circumstances - School expulsion.

<p>member or members of the school community</p> <ul style="list-style-type: none"> - Gross disrespect to a member of the school community - Gross physical violence - Inappropriate intimacy/sexual activity on campus and/or at school-sponsored events - Hazing, bullying, harassment, intimidation, or any behavior that makes another Member of the community feel threatened or unsafe—physically or emotionally - Severe cyberbullying and defamation. - Gross vandalism - Intentional or repeated cheating and plagiarism - Theft - Repeated level-one and/or level-two disciplinary infractions 	<p>Counselling is provided. Parents are informed.</p> <p>Incidents are documented.</p>
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Disciplinary Probation

A high standard of behavior, as set out in the Objectives of the College, is expected from all students at all times. A pattern of unacceptable behavior or attitude may lead to disciplinary probation.

- A student is placed on disciplinary probation upon the recommendation of the Administration.
- Students on disciplinary probation may be denied participation in major school activities, events and ceremonies.
- If the student shows substantial and consistent evidence of progress in behavior and attitude, at the discretion of the Administration, probation may be removed. These decisions are taken at the end of the next grading period.

A student will not be allowed to continue his/her enrollment at IC if his/her behavior does not meet the school's standards. Serious violations of the school's code of conduct can result in temporary removal from school (suspension) or permanent withdrawal from IC (expulsion.)

Citizenship Grade

This report, made every term, is considered a formal statement of student behavior; including his/her disciplinary, absence, and lateness records during the period under review. Its purpose is to encourage students to achieve their best academically, socially, and in self-discipline habits.

The citizenship grade is set out of 100 possible points based on the records of classroom teacher Moodle reports and the reports of administrators and floor advisors, to best reflect each student's average behavior over the term. Deductions are applied to this set grade based on attendance or discipline considerations as outlined below.

The citizenship grade is administered by advisors and appears on every grade report and transcript and will also be considered in any university recommendations requested from the College Counselling Office.

A failing citizenship grade will lead to automatic disciplinary probation.

The Attendance & Discipline components of Citizenship grade, and computational procedures for deductions, include:

Attendance

- Absences: Every unexcused absence means an automatic deduction of 5
- Lateness: Every unexcused lateness means an automatic deduction of 2
- Cutting: One incident means the deduction of 20 points

Discipline

- Self-discipline infraction reports: Every disciplinary report means a deduction of 10 points. Once given by a teacher it cannot be removed. An observed persistent and repetitive pattern of self-discipline infraction reports, even minor incidents, can jeopardize the future of the student with the school.
- Disciplinary Probation: disciplinary probation means a deduction of 40 points;
-

N.B: The above measures apply to all school related activities, including out-of-school trips, community service and other extracurricular activities.

Student Services

Student Support Services

Counseling Services

Professionally trained and experienced school counsellors oversee many services for students. They address the needs of students through the implementation of a comprehensive, developmental school counselling program. They work with all students, including those who are considered at risk and those with special needs. They are specialists in human behaviour and provide assistance to students through 4 primary interventions: counselling (individual and group, large group guidance, consultation and coordination).

Duties

The secondary school counselors of International College strive to provide students, their families and staff the following services:

- Getting to know each of their students on an individual basis through class and break observations and planning for each one of them accordingly.
- Meeting each of their individual students' needs.
- Building an accommodating and encouraging learner-based environment, where each student is enabled to reach his/her optimal potential and be successful and happy.
- Offering broad, competent and direct counseling services, geared towards addressing a variety of issues (academic, social/emotional, personal).
- Addressing crisis situations, and providing crisis counseling.
- Managing conflict and providing mediation.
- Providing proactive leadership to support families and school staff.
- Collaborating and coordinating with school staff and families to ensure the holistic well-being of the student.
- Creating a data-driven, systemized method of documenting and reporting, based on needs and effective methodologies.

Confidentiality

Secondary School Counselors are guided by a Confidentiality Policy: all information stays confidential unless the student admits he/she wants to harm him/her and/or others.

Visits

All students might wish to visit the counselor's office. The aim of this varies from a simple guidance to a more complex one. If students feel anxious, depressed, and uncontrollably angry or confused, they may choose to turn to the counselor for help in responding to the feelings and/or situation. Or, when the Administration, faculty or parents observe that the student might benefit from guided help, they may share that concern with the student and/or with the counselor and arrange for the student to meet with a counselor to talk over the student's circumstances and explore what might be done differently.

Some counseling sessions are a one-time thing, such as student walk ins. Students are free to come for counseling during their breaks, after school hours and during their elective course since counselors have an open door policy.

Occasionally the student finds himself or herself in need of support beyond the training or time capacities of the counselor. In such a case a referral to an outside specialist is recommended.

College Counseling Service

The University Admissions and Career Guidance Centre at International College aims to assist secondary school students in making informed decisions about their future educational plans and career choices. IC's college counseling program is designed to help students explore their strengths and interests and ultimately gain admission to the universities that best suit their ambitions and career goals.

Applying to colleges and universities is an exciting and revealing experience that gives students the opportunity to look at who they are, what they value and what they might want to do with their lives. It can also be a complicated, demanding and time-consuming process. IC counselors help guide, support, and counsel students and parents as they research universities, make choices, select and visit universities and complete applications.

The department offers college preparation services that include:

- University guidance
- Parent information programs
- PSAT administration
- SAT preparation courses
- Application workshops
- College essay development
- College visits and fairs
- Resume development
- Summer program applications

- Interview preparation and strategies
- High school planning
- Creating a college list
- Application planning, timeline, and organization
- College financial guidance
- College tours

The department has a career development program that includes career fairs, activities where students take personality tests and interest inventories that shed light on possible career interests, and job shadowing and internship opportunities that might help students confirm their career path of choice.

Advisory Program

The Advisory Program focuses on the use of teachers as advisors who involve their students individually and in-groups in guidance activities. The Advisory Program promotes academic success and student well-being by focusing on personal factors (self-esteem, motivation, and anxieties), interpersonal factors (peer relations, student-teacher relations), and strategies for school success (study skills, test-taking abilities, development of self-efficacy). It caters to students' needs depending on their grade level: Grade 10 Advisory program targets students' Social and Academic Adaptation to the secondary school, Grade 11 aims at Strengthening Academic & Social Skills and Grade 12 aims at Getting Students Ready for University.

The Community Service Program

The community service program has been designed to foster a spirit of responsibility, creativity, citizenship and social awareness as well as to offer students an opportunity to learn about and volunteer with different institutions and Non-Governmental Organizations working in Lebanon. The program themes include environment, health, individuals with disabilities, disadvantaged groups (street children, orphans, delinquent juveniles, and refugees), libraries and literacy, as well as awareness and support campaigns.

To be promoted, students in 5th/2nde are required to complete 30 hours, and students in 1ère/6th, 25 hours by the end of May. Graduating students must complete a total of 20 hours, including 10 hours of class project, in order for them to graduate. The community service grade appears on grade reports, and students are required to submit a record sheet (provided at the beginning of the year) along with a reflection e- portfolio on the activities completed. Students are encouraged to design their own projects and participate beyond the required service hours.

The Activities Program

Student activities are planned to improve the quality of education. They stem from IC's belief in the importance of co-curricular experiences in developing well-rounded individuals.

Social, cultural, and philanthropic activities are provided within the program. Each activity is designed to develop an attitude of co-operative teamwork and a sense of individual responsibility and good citizenship.

We have more than 30 clubs offered at the Secondary School and they address different topics and talents such as Literary Magazines, Spanish, Martial Arts, Model United Nations, Zumba, Ted-Ed, Environmental Pioneers, Creative Writing Club, Photography, Debate, Performing Arts, Choir, Drama, Chess, Hip Hop, Cheerleading, Computer Programming, Mobile Application, Social Entrepreneurship, Graphic design and Cartooning. Participation in co-curricular activities depends upon success in the academic program.

The advisor in consultation with the Activities Office and the Director of the Secondary School must approve discussions, social activities, and lecture topics with the names of lecturer(s) two weeks prior to the designated date.

The location of the College offers access to many historical sites as well as cultural events. Field trips to many parts of Lebanon as well as cultural and educational trips are organized and are considered part of a well-rounded education in coordination with the social sciences, electives, clubs, performing arts and visual arts programs.

Library Media Center

The LMC/CDI (Library Media Center /Centre de Documentation et d'Information) is located on the top floor of Rockefeller Hall and is the primary academic resource for students and teachers in the secondary school. In addition to many thousands of books in the three instructional languages of the school (English, French, Arabic), the library subscribes to dozens of magazines and newspapers, and has an extensive collection of DVDs. The library web pages contain much useful research information and provide access to Destiny (the library catalogue), and online encyclopedias, databases, and periodicals.

The library staff is always available to help students and teachers to find specific materials, to do online research, or to recommend something good to read.

The LMC/CDI is used by hundreds of students every day, for serious research, quiet class work, or casual browsing and recreational reading. It is expected that students will respect the rights of other library users and not disturb them.

Students who fail to respect library rules or the Acceptable Use Policy will be asked to leave.

- We ask that the students do not bring food and drinks to the library (water is allowed).
- Classes are booked into the library through cooperative plans between teachers and librarians. Individuals using the libraries should be careful not to disturb these classes.
- Students may use the Demo Room for quiet study or group work whenever it is free.
- Students are requested to keep the library area clean and tidy for others to use.

Borrowing Materials

Books and magazines may be borrowed for up to two weeks; students who wish to extend this period must bring in the item to have it renewed at the library. If a library item is not returned by the Date Due, the student will be charged overdue fines each day the item is late according to the following:

- LL 1,000 for books and LL 2,000 for audio-visuals (DVDs, CDs, etc.)

Although the library will send out reminders when materials are past due, it is the responsibility of students to remember to return materials promptly. Remember: others may be waiting to use the borrowed books. Students with overdue items or outstanding fines will have their borrowing privileges suspended. If a book is lost or damaged beyond repair, students will be expected to replace it or to pay the cost of replacing it. Any unpaid fines or unreturned books will result in the student's end-of-year report being withheld by the office until the matter is settled.

Computers

The LMC/CDI has 27 computers available for student use. Students must log on to their personal IC accounts to use the computers.

Computers are available for educational purposes, to support academic study and research, not for personal or recreational use such as gaming or social media. Students may also use their own electronic devices on the Wi-Fi network.

Printers

One printer, located at the Help Desk, is available for student use.

Photocopying

A photocopier is available for student use. Students may purchase a photocopy card for LL 3,000 (valid for 50 copies) at the circulation desk.

Library Check-Out Procedure for Students Leaving IC

Students who have indicated they are not returning to school the next year:

- Librarians will contact those students who have items borrowed from the library and ask the student to return these items.
- The Librarian will send to the office the names of students who have not returned the items to the library. The students on this list will not receive their grades until the item(s) are returned and all financial obligations to the library are cleared.
- When the items are returned, the librarian will give the student a clearance/check out slip indicating that the student has taken care of his/her responsibilities to the library.

Students in Grade 12

- After final exams, students will receive a clearance form from the office and take it to the librarian for her signature.
- If no items are borrowed, the librarian will sign the slip.
- If items are borrowed, the student will be given a list of those items and asked to return or pay for the items as soon as possible.
- The clearance form will only be signed after the student has cleared all his/her obligations with the librarian.

Cafeteria

The College operates a cafeteria, which provides sandwiches and snacks prepared under sanitary conditions and served at reasonable prices.

Lockers

Lockers are assigned to all students by the Floor Advisors. Lockers are the responsibility of the students to whom they are given.

Health Services

All students are required to complete the data form, which is circulated by the Secondary School in order to ensure that proper care is provided in case of emergency.

Students may consult the doctor during scheduled hours, and the nurse at any other time of the day. In case of serious illness, students will be referred to their family physicians.

In case of accidents which occur on the campus or in connection with any College-sponsored trip or activity, and which require medical attention, students must inform the Secondary School Office immediately so that insurance reports may be expedited.

Infirmery hours: Monday through Friday 7:30 – 3:30 p.m.

Financial Aid

International College grants aid to qualified students based on academic achievement, established financial need, and conduct. The Administration strives constantly to increase the funds available for this purpose, which it considers a fundamental and significant aspect of its program.

A number of scholarships granted to students are made possible through the generosity of alumni, parents, business firms, and IC friends.

Financial Aid Applications are available through the school office of the secondary school.

Offices Open Monday Through Friday 7:30 – 3:30 pm

BELL SCHEDULE

MONDAY/TUESDAY/ THURSDAY/ FRIDAY		WEDNESDAY	
7:35	1st Bell	7:35	1st Bell
7:40-8:30	1st Period	7:40-8:25	1st Period
8:30-9:20	2nd Period	8:25-9:10	2nd Period
9:20-10:10	3rd Period	9:10-9:55	3rd Period
10:10-10:30	Break	9:55-10:15	Break
10:30-11:20	4th Period	10:15-11:00	4th Period
11:20-12:10	5th Period	11:00-11:45	5th Period
12:10-13:00	Break	11:45-12:05	Break
13:00-13:45	6th Period	12:05-12:50	6th Period
13:45-14:30	7th Period	12:50-13:35	7th Period
14:30-15:15	8th Period	13:35-14:30	Break
15:15-16:00	9th Period	14:30-15:10	8th Period
		15:10-15:50	9th Period

Celebrations

The Secondary School does not allow any birthday or other celebrations in or outside the classroom. The organization of activities such as: parties, holiday's celebrations, etc., falls under the umbrella of the Activities Office.

Gifts

Individual gifts to school personnel are discouraged by the school administration. There is a general feeling that this may create competition among the children.

Items Left at School

To help students develop a sense of responsibility, parents are urged not to send to the school office belongings forgotten at home by their children. Classes will not be interrupted to convey such belongings. Parents and friends may not interrupt classes to convey messages to students. In case there is a need, parents are urged to pass by the Secondary School office and the message will be promptly communicated to the child in question.

Change of Address

Parents are required to notify the office in writing of any changes in addresses or telephone numbers. It is essential that the school has telephone numbers where parents or where an alternate responsible adult can be reached in case of an emergency.

Lost and Found Items

Lost and Found: articles of clothing, books, keys, money, wallets, pocketbooks, and other valuables will be deposited in the Secondary School Lost & Found at the main Administration Office.

Money At School

Students are encouraged to carry only a reasonable amount of pocket money to school. Money or other valuables should not be left in lockers or bags, as the school cannot assume responsibility for any lost or stolen personal property.

School Fees

Please note that fees for each academic year are payable in two instalments. Students are not permitted to join classes at the beginning of a semester unless arrangements for the full payment of fees have been completed within the deadlines announced by the College. Checks should be made payable to International College.

No refunds can be made to students who withdraw from the College for any reason after the beginning of a semester.

Transportation: School Bus Safety Rules

Riding the school bus is a privilege. Our responsibility is to take students safely to school and return them safely home after school is dismissed. **To help us accomplish this task, we believe it is important for both students and parents to review International College Bus Service's Safety Rules.**

Students are expected to conduct themselves in a proper manner and respect all conduct and road safety rules from the time they leave their homes to the time they arrive to school and back again. All expectations of proper behavior on campus extend to buses. It is the driver and the supervisor's responsibility to maintain a calm, safe, and respectful environment at all times. Students are expected to:

- Wear seat belts at all times (if available)
- Be polite to the driver and supervisor. Respect, cooperate and follow the directions of the driver and supervisor at all times.
- Remain seated at all times and face the front of the bus.
- Keep all heads, arms, legs, etc. inside the bus and out of the passageways at all times.
- Avoid fighting, bullying, or harassment of any kind.
- Be courteous to the other students. All are expected to refrain from the use of profane/obscene language and or gestures.
- Speak in a soft voice while riding the bus. Loud talking or other noise can distract the bus driver and is not allowed.
- Refrain from littering, graffiti, or any other act of vandalism.
- Refrain from eating, drinking, or chewing gum on the bus.
- Avoid bringing anything alive or dangerous (such as glass containers, sharp objects) on the bus.
- Keep passageway clear – books or bags are tripping hazards and can block the way in an emergency.
- Wait for the bus to stop completely before getting up from the seat. Then, walk to the front door and exit.

Any action that provides a distraction to the driver is considered a safety hazard and is grounds for disciplinary action. Any student found vandalizing or meddling with the bus equipment or committing an offense will be subject to automatic referral to the Disciplinary Committee. Severe measures that may result in suspension from the bus or from school.

If a student is expelled from the school bus, the student will no longer be allowed to use this service for the balance of the year or the coming school year(s). **Bus fees are not refundable if a student is suspended or expelled.**

Change of usual routine: If for any special reason you want your child to change his usual daily routine, such as:

- Board another bus to accompany a friend,
- Leave earlier than usual for an appointment,
- Walk home with a friend,
- Meet someone of the family outside the school, etc.

Please send with him/her a written note to be presented to the office.

- Bus riders can use only one address.
- Bus riders may use a different bus line provided if there is a written note signed by the parent and there is space on the bus.
- Non bus-riders may not use the bus.

Links

[Academic Honesty Policy](#)

[Acceptable Use Policy in Technology](#)

[Assessment Policy](#)

[Bring Your Own Device Policy \(BYOD\)](#)

[Child Protection Policy](#)

[Employee Code of Conduct](#)

[Environmental Policy](#)

[Harassment and Bullying Policy](#)

[Language Policy](#)

[Parent Code of Conduct](#)

[Privacy Policy](#)

[Responsible Digital Citizenship Policy](#)

[Student Accident Insurance Policy 2019-2020](#)

[Student Honor Code](#)