



**STUDENT HANDBOOK**  
**INTERNATIONAL COLLEGE**

**ACADEMIC YEAR**  
**MIDDLE SCHOOL**  
**AIN AAR CAMPUS**

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## **School Calendar**



**For an up to date calendar please click the link below**

**[School Calendar](#)**

# 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 متعلمي اليوم ليكونوا مواطنين قياديين في المجتمع العالمي مستقبلاً.

## الرسالة

تطمح الانترنتاشونال كولدج الى تثقيف شبّان وشابات يمتلكون زمام المبادرة، ويتحلّون بتفكير نقدي ما يجعلهم نماذج تُحتذى في مجتمع معولم. 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 بتبني منهج متوازن متطلّب، يُدرّس باللغات الثلاث، ويهدف إلى التّجّاح والتفوّق في البكالوريا اللبنانية والفرنسية والدولية والمنهاج التحضيري للجامعة.



## أخلاقياً

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

## إجتماعياً

من خلال النشاطات الصفية واللاصفية التي تُنمّي الإحساس بالوعي والمسؤولية المدنية محلياً وعالمياً، وتعزز روح القيادة والعمل الفريقي، وتلتزم مفاهيم العدل الاجتماعي.

## جمالياً

من خلال منهج متنوع للفنون يُقدّر الإبداع والحضارات والثقافات عامة.

## جسدياً

من خلال منهج للتربية البدنية والرياضية يُعطي من شأن الروح الرياضية ويسعى الى نمط حياة صحي.

# Academic Program

Parents and the school are partners in the responsibilities of helping our students develop socially, physically and intellectually with proper attitudes and behaviors 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

**Programs:** The Middle School of International College is a four-year cycle covering grades 6 to 9. It offers three different programs: **The Lebanese Program**, which prepares students for the official Lebanese Brevet examination; the **College Preparatory Program**, which is an English medium non-Brevet program commonly known as the High School program which prepares students for the High School diploma or the International Baccalaureate; and the **French Program**, which is a French medium program that prepares students for the official French Brevet examination and eventually the Baccalaureate examination.

**Candidates:** All students may join the Lebanese program. All Lebanese students wishing to pursue tertiary studies must obtain the **Lebanese Baccalaureate** at the end of grade 12 (3rd year secondary level). A student cannot sit for the Lebanese Baccalaureate examination if (s)he has not obtained the **Lebanese Brevet Certificate** at the end of Grade 9.

Lebanese students who have lived abroad for three years or more, or who carry a second nationality, and all foreign students may join the **College Preparatory Program**, or the **French Baccalaureate Program**, where the language of instruction is English and French respectively. All such students must obtain an **exemption from the Lebanese program from the Lebanese Ministry of Education**. Students who wish to pursue their studies in foreign programs need to submit the exemption papers or a signed letter of intent by the end of March of grade 5 (Elementary School)/CM2 **at the latest** (please refer also to the Arabic as a Foreign Language Policy). The different academic tracks start as of grade 6/6eme.

## **Subjects**

All programs require that the following subjects be taught (different weight is given to different subjects depending on the program followed): English, French, Arabic, Mathematics, Sciences, Social Studies and Civics, Drama, Physical Education, Art, Music, programming, integrated Information Technology skills, integrated library and research skills, integrated multimedia skills and Community Service. Grades 6, 7 & 8 / 6eme, 5eme, 4eme will also be given Design Technology classes.

## Allocation of Periods

The program is distributed over 38 periods (Monday through Friday).

The allocation of periods by level is as follows:

<b>Subject</b>	<b>Grade 6 6ème</b>	<b>Grade 7 5ème</b>	<b>Grade 8 4ème</b>	<b>Grade 8 CPP</b>	<b>Grade 9 3ème</b>	<b>Grade 9 CPP</b>	<b>3ème programme <i>Français</i></b>
<b>ENGLISH/FRENCH</b>	7	7	6	6	6	6	6
<b>ARABIC</b>	6	6	6	6	6	3	4
<b>FRENCH/ ENGLISH</b>	4	3	4	4	3	3	3
<b>MATH</b>	5	5	5	5	6	5	6
<b>SCIENCES</b>	5	5	6	5	8	9	8
<b>SOCIAL STUDIES</b>	4	4	4	4	4	4	4
<b>CIVICS/</b>	1	1	N/A	1	N/A	1	N/A
<b>ART</b>	1	1	1	1	1	1	1
<b>MUSIC</b>	1	1	1/2	1/2	1/2	1/2	1/2
<b>P.E.</b>	2	2	2	2	2	2	2
<b>ELECTIVE</b>	N/A	N/A	2	2	N/A	N/A	N/A
<b>DRAMA</b>	1	1	1	1	1/2	1/2	1
<b>DESIGN TECHNOLOGY</b>	1	1	1/2	1/2	1/2	1	1/2
<b>COMPUTER SCIENCE</b>	N/A	1	1	1	1/2	1	1
<b>CLAIMS AND ISSUES/ INTERDISCIPLIN ARY THEMES</b>	N/A	N/A	N/A	N/A	N/A	2	1

## **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.

## **Learning Support**

There is a learning support system in all grade levels. Support is offered in languages, sciences and mathematics. This support system will be offered to all students who need academic support on a regular basis throughout the year within the regular schedule at no additional cost.

In addition to regular support, there is one learning support teacher who works with students who are diagnosed with learning difficulties on individual learning plans and special accommodations as needed.

# Academic Policies and Procedures

## Academic Promotion / Course Coefficients

Students are graded based on 100 as a maximum score.

### Lebanese Program (All levels)

SUBJECT	COEFFICIENT
ENGLISH/FRENCH	1
ARABIC	1
FRENCH/ ENGLISH	1
MATH	1
SCIENCES	1
SOCIAL STUDIES	1
CIVICS	0.25
ART	0.25
MUSIC	0.25
P.E.	0.25
DRAMA	0.25
COMPUTER SCIENCE	0.25
ELECTIVE (3rd/4ème)	0.50

**Arabic, English/French, Math and Sciences are considered major subjects.**

**Minimum Requirements:** to qualify for promotion, a student needs two averages of 70 and two averages of 65 in the major subjects, no grade below 60 in all other subjects and a minimum general average of 70%.

### Non-Lebanese Programs (Except Grade 9 CPP)

<b>SUBJECT</b>	<b>COEFFICIENT</b>
ENGLISH/FRENCH	1
ARABIC	1
FRENCH/ ENGLISH	1
MATH	1
SCIENCES	1
SOCIAL STUDIES	1
CIVICS	0.25
ART	0.25
MUSIC	0.25
P.E.	0.25
DRAMA	0.25
COMPUTER SCIENCE	0.25
ELECTIVE Grade 8/4ème	0.50

**English/French, Math and Sciences are considered major subjects.**

**Minimum Requirements:** to qualify for promotion, a student needs two averages of 70 and two averages of 65 in the major subjects, no grade below 60 in all other subjects and a minimum general average of 70%.

## Grade 9 CPP

SUBJECT	COEFFICIENT
ENGLISH	2
ARABIC	1
FRENCH	1.5
MATH	2
PHYSICS	1
CHEMISTRY	1
BIOLOGY	1
SOCIAL STUDIES	1.5
MUSIC	0.5
P.E.	0.5
DRAMA	0.5
ART	0.5
COMPUTER SCIENCE	0.5
CLAIMS AND ISSUES	1

**Minimum Requirements:** to qualify for promotion to the Secondary School, students in **Grade 9 CPP** must meet all the following minimum requirements:

A final average of **70** in English, **two** final averages of **70** and **two** of **65** in four of the following subjects: Arabic, French, Math, Sciences (Biology, Chemistry and Physics combined), Claims and Issues and Social Studies. **No grade below 60. AND a general average of 70.**



## **Honor List**

Students with clear disciplinary records and averages of 80 or above and no failing grades will receive an **Honorable Mention (Mention Bien)**. Students with clear disciplinary records and averages of 85 or above and no failing grade are placed on the **Director's Honor List (Mention Très Bien)**. Students with clear disciplinary records and averages of 90 or above and no failing grade are placed on the **Director's Honors with Distinction List (Mention Excellent)**.

Placement on the Director's Honor List is a privilege. The administration reserves the right to exclude a candidate whose conduct or attitude are not deemed worthy.

## **Make Up Exams**

- All students who absent themselves have to submit a valid report/excuse to the administration and the administration will follow up on this matter.
- All students who absent themselves from an announced exam will have to sit for a make-up exam.
- All make up exams will take place every Wednesday as needed from 1:30 p.m. till 3:00 p.m.
- Unless they have been absent for more than one announced exam within a week, students cannot be given the make-up exam during the break. All make up exams will be given on Wednesdays. In case the student has more than one exam/quiz to sit for within a week, the issue will be discussed on a case by case basis.

**Any student will be allowed a maximum of three make up exams on Wednesdays during the academic year. Beyond that, a medical report from the school physician at the infirmary will be required.** If such a medical report is not supplied, the student will obtain a 40% on the exam.

## **End Of The Year Results and Make Up Exams**

If a student is short of one requirement for promotion, he/she may be allowed to sit for one make-up exam to meet requirements. A student allowed to sit for a make-up exam may be promoted on academic probation or on strict academic probation depending on how close in the make-up exam result he/she has come to meeting the requirement and on his/her academic standing.

## **Academic Probation**

The Middle School requires that, to remain in good standing, students always maintain minimum promotion requirements during the academic year. If a student

fails to meet these requirements, he or she will be placed on academic probation. Academic Probation is reviewed at the end of each semester reporting period. Students can be placed on academic probation for one year only. If they fail to meet the minimum promotion requirements for two consecutive years, they will be placed on strict academic probation. Those on strict academic probation may be required to repeat or withdraw from the College if they do not meet all requirements by the end of the academic year. Such students will not be allowed to sit for make-up exams.

A student on academic probation may be denied participation in school trips, events or activities.

## **Retention/Withdrawal**

Students who do not meet promotion requirements may be allowed to repeat if their ages permit, if they have a clear disciplinary record and if they have not yet repeated a class in the same cycle. Otherwise, such students will be asked to withdraw. The option of repeating a class is not an automatic right: students MAY be allowed to repeat if the school feels it will benefit the student. Being allowed to repeat is left to the discretion of the faculty and administration if the student's age allows it, and if that student's attitude and behavior warrant it.

## **Homework Expectations**

Homework is designed to consolidate and reinforce skills and understanding and to provide students with an opportunity for guided, structured independent learning, in the home environment or library, outside the classroom. Homework may take many forms besides written work. These include: reviewing, reading, researching, learning, thinking about a subject, planning, designing, calculating, drawing, exploring, rehearsing, interviewing, problem solving, and so forth. Finishing off work begun in class is legitimate provided it helps to develop skills of independent learning in some form.

It is important that students acquire good study habits for the future and therefore parents are asked to ensure that a suitable time and place is set-aside for their child to conclude his/her homework. Parents are also requested to monitor their child's homework and contact the advisor or the subject teacher 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 Middle 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 Middle School does not encourage private tutoring. Students are promoted to or admitted at the Middle 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,
- A special form for private tutoring must be filled in by the teacher and approved by the Head of Department and Director before tutoring begins.
- 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.

## **Awards**

International College celebrates and acclaims students who strive to excel in one or more of the following domains: academically, ethically, socially, aesthetically, or physically. At the end of each year, the Middle School recognizes its outstanding students in all areas during an awards ceremony. The following awards are granted:

### **Science, Math and Technology Fair Awards and the Science Whiz Competition Award**

This annual event has become a tradition through which students are given the chance to investigate, experiment and research topics in the fields of science, math and technology. The final product of their effort is evaluated and the projects are assessed based on well defined criteria that include creativity, scientific thought, quality of display and the clarity and effectiveness of the oral presentation.

### **Environmental Pioneers Award**

Given for outstanding participation in the Environment Club and for actively spearheading an effort towards environmental awareness in the school.

### **Elias & Suad Hanna Science Award**

This award is established by Elias and Suad Hanna to reward a student, or students, at the Middle or Upper School levels who are deeply and seriously involved in scientific research, experimentation, and creative work. A student, or students, may work on a specific project in the fields of Mathematics, Physics,

Chemistry or Biology, and shall be expected to EITHER come up with an original idea, (which could be later elaborated on and possibly implemented by professionals) to devise an instrument, process or idea previously not known or not in use OR develop, modify or improve on an existing instrument, process or idea.

Participants should demonstrate an ability to formulate a viable concept which follows scientific methods and procedures, and to implement concepts in a practical manner or, at least, to set the method and means for implementation.

Preference shall be given to ideas which serve a social or humanitarian purpose, to inventions and devices which are environmentally-friendly or those which are expressly designed to improve or protect the environment.

### **Performing Arts**

This award is given to students who have successfully and regularly participated in the performing arts club for 4 years and are now graduating. They have invested themselves fully in singing, dancing and creating.

### **Wadih Chbat Arabic Award**

This award was established by the Chbat Family to reward the best student in the Arabic language in the 3<sup>ème</sup> class, in honor of Wadih Chbat, a great teacher, father, and husband. The prize is meant to encourage young minds to participate more actively in the field of the Arabic language.

### **I.C. Brevet Award**

Awarded to the top academic performer in the brevet class.

Marwan Nsouli Memorial Award: This award was established by the Middle School faculty and staff to commemorate the rare character that our late colleague Mr. Marwan Nsouli will always be remembered for. His honest, caring, selfless dedication to the people around him will never be forgotten. This award recognizes such rare traits of character in our students and is given to a student who has distinguished himself/herself in attitude and manner showing thoughtfulness, courtesy, honesty and commitment.

### **Nuha Sangari Hachache Memorial Award**

This award was established by the Middle School faculty and staff to commemorate the outstanding character that our late colleague Mrs. Nuha Hachache will always be remembered for. Her positive and gentle spirit, creativity, dedication and professionalism will continue to live in the hearts of her colleagues and students. This award recognizes such rare traits of character in our students and is given to a student who has distinguished himself/herself in attitude and manner showing

optimism, determination, creativity, commitment and dedication to being a life-long learner.

### **Ain Aar Citizenship Award**

This award is given to a student who has distinguished himself/herself in attitude and manner showing their peer group exemplary character and team spirit.

### **Writing Award**

Criteria for writing awards:

Accuracy of language

Fluency- The flow of ideas

Organization of Ideas- Coherence and unity

Diction- Proper choice of appropriate words

Voice- Imaginative and creative work

Consistent and regular effort

# Behaviour Management Policies and Procedures

These “Behavior Management Guidelines” should be read in conjunction with the IC Guiding Statements, the Student Honor Code, the Parent Code of Conduct, the Child Protection Policy, Harassment and Bullying Policy, the Responsible Digital Citizenship Contracts, the AUPT Policy, the BYOD Policy, the Privacy Policy, and any other relevant policy and based on IC Policy Manual and the Behavior Management Policy and Procedure, Employee Code of Conduct.

## Rationale

### Introduction

The 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 endeavors in order to reach his/her full potential. The School strives to promote honesty, respect, responsibility, empathy and trust.

### Aims

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

### Principles

Principles that guide the Behavior Management policy are:

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

## Rights & Responsibilities

### At IC students enjoy the rights to:

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 essential agreements and behavior expectations.
- Choose a class representative and/or run for student's elections. (for elementary school only)

### **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 aware of their personal actions and their effect on the overall school community.
- 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's essential agreements and expectations including but not limited to: harassment, cyberbullying, safety and security, 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

**Teacher's 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 behavior
- Work as partners with all school personnel using appropriate 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.

International College cannot be responsible for the educational progress of a student who fails to maintain regular attendance. It is the combined responsibility of students and parents/guardians to cooperate with the school to ensure that the student's regular, daily attendance is maintained.

Regular attendance is required for promotion. A student with unexcused absence 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 supervisor 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, from the guardian) needs to be presented to the floor supervisor 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 office in order to receive a permission slip to leave campus and a note from the doctor following the consultancy required. Students should be accompanied by a parent or caretaker or an adult assigned by the guardian. Students must attend all classes and cannot absent themselves from selected classes during the regular school day. Attendance is taken every period.
- **A sick student is not allowed to come to school to sit for an exam and then leave.**
- Absences from scheduled exams or before such exams and from school organized trips for medical reasons must be accompanied by a medical report from the school physician.
- Students are expected to join the full day field trips organized by the school during school days otherwise, they will be required to spend the day in the school library.
- **Absences from final exams, Mid-term exams or mock Brevet exams** need to be accompanied by a medical report from the school physician.
- **Absences one day before a test or a mid-term exam or mock Brevet exam** needs to be accompanied by a medical report from the school physician.
- Appointments with doctors and/or dentists are to be avoided during class hours. Students must not leave the classroom for doctor's appointments unless it is very urgent.

Absence should not be a reason for not keeping up with academic issues. In case of absence, parents and students must make arrangements to make up for lost periods, assignments or tests.

## **Tardiness**

Students are expected to be on time for classes in the morning, after breaks and between classes. They will not be allowed late in class without a valid excuse. Tardiness is recorded in the office. The following disciplinary measures will be taken whenever a student arrives late to class any time during the day:

- A student with three incidents of tardiness will receive a written warning.
- After three more incidents of tardiness reported, the student will get a second written warning.
- The next measure will be for the student to make up the lost time by staying at school on a wednesday afternoon from 1:15Pm to 2:15. PM.

- If tardiness recurs, the student will be staying at school on a Wednesday afternoon from 1:15 PM to 3:15 PM.

## **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.

## **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 Middle 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, buses, 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 Middle 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 games and gambling are forbidden on campus.
- All types of commercial transactions between students at school are forbidden
- 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**

The College considers cheating to be a major offense. Any student caught in a premeditated act of cheating, whether in an exam or in any other setting, will be referred to the Director and severe action will be taken. In case of a second offense, the student will be asked to withdraw immediately.

Plagiarism: This is considered a major school offense. It is equivalent to theft.

**What is Plagiarism?** When you use the ideas of another person without giving that person credit, you are guilty of plagiarism. If what you write in a school project does not come from your own head, or your own experimentation, or from common knowledge, you are probably plagiarizing. To avoid plagiarism, always cite your source when you:

- Quote someone directly.
- Paraphrase someone.
- Summarize or reword someone else's ideas.

**Any project or a paper should be the authentic work of the student. If part of this project/paper is plagiarized the student may receive a zero on this project and be placed on disciplinary probation. He/she might be subjected to more severe disciplinary measures (suspension or expulsion).**

Collusion: This is defined as supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment of another.

Duplication of work: this is defined as the presentation of the same work for different assessment components.

Any other behavior that gains an unfair advantage for a student or that affects the results of another student entails sanctions on both parties concerned.

abuse of IT Facilities.

## **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 middle school:

- When instructed to enter the examination room, students are requested to do so in a quiet and orderly manner.
- Students are allowed into the examination room during the first fifteen minutes after the start of the examination. After that, students will not be allowed to sit for the examination.
- No food, drink or any form of refreshment may be taken into the examination room. At the discretion of the proctor, drinking water may be permitted.

- 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 is not 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 are not 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.

### **Cell Phone Expectations:**

In order to safeguard the privacy of the students, teachers and all other members of the IC community, students must switch off their cell phones at all times during school hours. Cell phones will be kept in the student's bag or locker for the duration of the school day and cannot be used at school unless requested by the teacher. Students will be responsible if their phones are lost, misused, stolen or damaged in any way.



It is strictly prohibited, unless approved by the administration, to use the cell phone to:

- Write and send text messages
- Make phone calls or use any of its other functions
- Take and send digital photos
- Take and send short digital video clips
- Tape any classroom session
- Access the internet

It is also strictly prohibited, unless approved by the administration, to use any other electronic device (such as camera or iPod/iPad) to take photos or record audio or video clips.

Taking photos, audio and video recordings without the prior written consent of the persons concerned is prohibited and would entail the full responsibility of the perpetrator. These materials are subject to copyright and other intellectual property rights. They may not be used, reproduced, transmitted, displayed, published, broadcasted, copied, manipulated, or modified in any form and by any means under penalty of law, without the prior written consent as indicated.

**Students in violation of this policy will have their cell phones confiscated and retained at the school office for up to a month and may be subjected to disciplinary action depending on the severity of the infraction.**

## **Security and Safety Rules**

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

- Middle school students are not allowed in the Preschool play areas next to the cafeteria and the infirmary.
- Students are strictly forbidden to leave the campus on their own during school hours.
- 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](#)

## **AUPT - 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.

### **In light of the above, I commit to the following:**

- Develop a plan with my parent(s) around technology use at home (time, location, turning off my phone or leaving it away from me at bedtime, online purchasing, etc.).
- Always use strong passwords and change them regularly. Strong passwords contain numbers, capital and small letters and/or symbols. Do not share passwords with anyone – even best friends – other than parent(s).
- Log in using only my own username and password; I never log in as someone else.
- If my school account is compromised in any way, I will contact the administration immediately for help.
- Keep my primary email address only for use by my friends and family.
- Digital harassment is not acceptable at any time. I will consult a trusted adult to work out a solution or get help when someone is mean, insulting, or obscene online or who makes me feel uncomfortable.
- Be a good online citizen and not do anything that hurts others, defames the school and any member of the school community, or is against the law.
- Do not fight, swear, or gossip through email, instant messages or social networking platforms and report anything on the internet that is considered wrong, inappropriate or criminal in nature. Do not respond to inflammatory, obscene or insulting messages.

- Do not provide personal information or post or share personal pictures of myself or others on the Internet, by phone or any other mobile platform.
- I will not lie about my age to join any website; I understand that the rules are designed to help keep me safe.
- Never download from unknown sources or websites that we don't trust any pictures, freeware, shareware, or tests.
- Plagiarism is considered cheating; pirating music, movies, and games is stealing.
- When accessing private files (from school or home) using public or shared computers, always sign out of the system and delete cookies, browsing history and temporary files to ensure strangers cannot gain access to my information.

There are serious consequences for not following these rules. Those consequences may include losing the privilege to use my phone, other mobile platforms or computers at home and at school, **suspension or expulsion** from school and the **risk of legal consequences**.

This digital citizenship plan is for my well-being and safety.

## **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.

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

<b>Level-Two Disciplinary Infractions</b>	<b>Related Consequences</b>
<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>	<p>Level-two disciplinary infractions will be dealt with by the school disciplinarian and/or Director</p>

<ul style="list-style-type: none"> <li>- Leaving campus without permission</li> <li>- Skipping a class or other school obligation</li> <li>- Disrespect to a member of the community</li> <li>- Any behavior that disrupts the educational process or the daily operation of the school</li> <li>- Any behavior that impacts negatively the reputation of the school</li> <li>- Cheating/plagiarism (first incident)</li> <li>- Lying or displaying a dishonest behavior</li> <li>- Failure to fulfil a detention or service hours</li> <li>- Mild vandalism</li> <li>- Moderate to mild negative contact/harassment/bullying.</li> </ul>	<p>It will typically result in (but not limited to):</p> <ul style="list-style-type: none"> <li>- A reflection sheet/action plan to fill out</li> <li>- A loss of privilege</li> <li>- A community service assignment (help a teacher or a friend)</li> <li>- One or more service hours</li> <li>- Student's withdrawal</li> <li>- In-school detention and/or disciplinary probation</li> <li>- More severe consequences depending on previous violations and/or circumstances.</li> </ul> <p>Counselling is provided. Parents are informed. Incidents are documented.</p>
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<b>Level-Three Disciplinary Infractions</b>	<b>Related Consequences</b>
<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"> <li>- Use, possession, promotion or distribution of tobacco, alcohol, drugs, or any illegal substance on campus or at any school-sponsored activity.</li> <li>- Use, possession, distribution of any type of safety hazards on</li> </ul>	<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"> <li>- In-school-detention and disciplinary probation.</li> <li>- Out-of-school suspension and disciplinary probation</li> <li>- Restitution for damages</li> <li>- Student's withdrawal</li> </ul>



<p>campus or at any school-sponsored activity</p> <ul style="list-style-type: none"> <li>- Any behavior that harms or has the potential to harm any member or members of the school community</li> <li>- Gross disrespect to a member of the school community</li> <li>- Gross physical violence</li> <li>- Inappropriate intimacy/sexual activity on campus and/or at school-sponsored events</li> <li>- Hazing, bullying, harassment, intimidation, or any behavior that makes another Member of the community feel threatened or unsafe—physically or emotionally</li> <li>- Severe cyberbullying and defamation.</li> <li>- Gross vandalism</li> <li>- Intentional or repeated cheating and plagiarism</li> <li>- Theft</li> <li>- Repeated level-one and/or level-two disciplinary infractions</li> </ul>	<ul style="list-style-type: none"> <li>- More severe consequences depending on previous violations and/or circumstances</li> <li>- School expulsion.</li> </ul> <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.)**

# Student 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 behavior and provide assistance to students through primary interventions: counselling (individual and group, large group guidance, consultation and coordination).

## Duties

The Middle 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

Middle 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 the 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, when needed, during class time with the approval of the teacher 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.

## **Advisory Program**

In accordance with the Guiding Statement of the College, the Middle School is committed to educating students ethically, socially and physically in addition to offering a rigorous and competitive academic milieu. The advisory program (personal, social, health education) is based on four major themes: personal relationships, social awareness, personal management and health education. These themes are developed in a spiral manner, across all levels. Based on them, there are specific and structured activities that advisors perform with their students. These activities are designed to encourage students to think about issues and give their opinions, be aware and care for others, talk about their feelings, be responsible and think about, assess and develop their potential. All activities are performed in class, during the advisory period. During these sessions students are trained to listen to one another, tolerate and understand differences among people. The emphasis is always on the experience of articulating feelings and thoughts in the presence of others. An age appropriate health education program is stressed with topics such as dental and personal hygiene, back posture, physical changes and sex education, smoking and drug abuse prevention and other topics of immediate interest and impact on adolescents.

The Director, advisors, the Middle School Counselor and the Advisory Program Coordinator are involved in the counseling process. Advisors start the academic year by meeting with advisees of the class he/she is in charge of. In parallel, advisors meet with parents of their advisees as needed.

Throughout the year, students are encouraged to seek their advisor's counsel when in difficulty. The ultimate aim is to ensure that all students meet their academic, personal and social needs.

## **Student General Services**

### **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.

### **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 offer 13 activities on the Ain Aar campus. They address all students from Elementary to Middle School, and cover a diversity of topics that always aim at cultivating creativity, problem solving, critical thinking, teamwork, and individual talents. In addition to sports, extra curricular activities include Drama, Choir, School band, Permaculture gardening, Cinema, Capoeira, Cooking, Arts, Dance and 3D design with Makerbrane.

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**

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 library is used by many 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 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 libraries are equipped with 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.

## **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.

## **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. Lockers are the responsibility of the students to whom they are given.

## **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 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 a written note with the student 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.**



## **Health Services**

All students are required to complete the data form, which is circulated by the Upper 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 Middle 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 Middle school.**

# General Policies and Procedures

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	9:55-10:40	4th Period
10:30-11:20	4th Period	10:40-11:00	Break
11:20-12:10	5th Period	11:00-11:40	5th Period
12:10-13:00	Break	11:40-12:20	6th Period
13:00-13:45	6th Period	12:20-13:00	7th Period
13:45-14:30	7th Period		
14:30-15:15	8th Period		

## Celebrations

The Middle School does not allow any birthday or other celebrations in or outside the classroom. The organization of activities such as: thematic days, holiday 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 Home**

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 Middle 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.

## **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.

## **Lost and Found Items**

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



# **Policy 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](#)**

**[Student Honor Code](#)**