



PARENT HANDBOOK
INTERNATIONAL COLLEGE

ACADEMIC YEAR

PRE-SCHOOL

RAS BEIRUT CAMPUS

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Dear Parents,

Welcome to the IC Preschool.

On behalf of the faculty and the rest of my team, I would like to extend a very warm welcome to you and your family as you join IC. I am delighted that you have chosen us as your preferred school.

Our goal is to offer a quality curriculum that recognizes and values each child's unique qualities and potential. To accomplish this, it is of utmost importance that we deliver a welcoming, safe and developmentally nurturing environment for every child. This handbook is designed to acquaint you with the preschool's policies and procedures. It ensures that you and your children have a meaningful experience with us.

As an IC parent, you play an indispensable role in your child's education. With that in mind, we expect you to read this handbook, follow the policies and procedures outlined, and become partners in the learning process. We welcome your comments, feedback, and suggestions about your child's experience and yours. We understand that nothing is more important than your own child. Come and talk with me or my leadership team should you have any questions or concerns.

Please feel free to contact us:

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Cedar Song



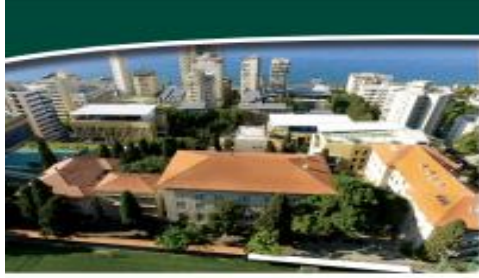
Stop! For the hours are flying,
Short are the college days,
Join in a song together
To our Alma Mater praise.
Sing of the love we bear her,
Sing of the days gone by,
Sing of the dear days passing,
Sing to a future high-Hurrah!

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, IC.

Guiding Statements



International College إنترناشونال كولج



Vision

The vision of International College (IC) 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 learners develop personal qualities and skills leading to international mindedness, intellectual curiosity, adaptability, effective communication, creative expression, compassion, community building, responsible citizenship, and an appreciation for cultural diversity. IC aims to guide our learners to develop these abilities and attitudes:

Academically

Through developing individual potential and a commitment to life-long 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 learner-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.

Global Citizenship

IC's definition of Global Citizenship incorporates the principles of IC's Guiding Statements and the IB Learner Profile. Globally-minded people see themselves as connected to an intercultural global community and demonstrate the attitudes as well as the actions of an internationally-minded person.

A globally minded person:

- Embraces diversity and demonstrates tolerance, respect, understanding, empathy and consideration towards those from different cultures, races, religions, physical and mental abilities, ideologies, and backgrounds;
- Is willing to learn from different cultures and take action to facilitate cooperation at all levels;
- Treats others equally and is willing to work cooperatively with peoples of diverse cultures, belief systems and ideologies;
- Is broad-minded and considers, with fairness and sensitivity, all points of view;
- Seeks to understand current events and issues and their impact upon societies worldwide.

Vision

La vision de l'International College (IC) est de permettre aux apprenants d'aujourd'hui de devenir des leaders et des citoyens du monde de demain.

Mission

La mission de l'International College est de permettre aux apprenants de prendre des initiatives, de réfléchir de manière critique et de servir de modèles dans une société mondiale. Le programme vise l'excellence à tous les niveaux et inclut l'éducation de toute la personne. Les diplômés de l'IC auront développé des capacités de confiance en soi, de résolution de problèmes et de prise de décision, ainsi que l'autodiscipline, la responsabilité sociale et environnementale, la conscience et le respect de la nature connectée de notre communauté mondiale.

Objectifs

L'objectif de l'International College est de garantir un environnement sûr et sécurisé où les apprenants développent des qualités personnelles et des compétences menant à l'esprit universel, la curiosité intellectuelle, l'adaptabilité, la communication efficace, l'expression créative, la compassion, la construction d'une communauté, la citoyenneté responsable et la diversité culturelle. L'IC vise à aider nos apprenants à développer ces capacités et ces attitudes:

Académiquement

En développant les capacités de chacun et en incitant chacun à apprendre tout au long de la vie grâce à un programme équilibré et rigoureux en trois langues qui vise l'excellence au baccalauréat libanais, au baccalauréat français, au baccalauréat international et au programme préparatoire au collège (CPP).

Technologiquement

Grâce à un programme technologique novateur centré sur les apprenants qui a pour objectif de promouvoir l'approche STEAM (sciences, technologie, ingénierie, arts et mathématiques), l'éducation aux médias et la citoyenneté numérique responsable, et prépare les apprenants à un monde numérique compétitif.

Ethiquement

Par la promotion des valeurs de responsabilité sociale, de développement durable, d'intégrité, de service social et communautaire et de respect des différences individuelles et de l'environnement.

Socialement

Avec des programmes d'activités scolaires et périscolaires développant la conscience civique et universelle, le leadership, l'esprit d'équipe et un engagement envers le respect, l'empathie, la justice et l'inclusion sociale.

Esthétiquement

Grâce à un programme artistique diversifié qui favorise la créativité et célèbre la diversité culturelle.

Physiquement

Grâce à des programmes d'éducation physique et d'athlétisme qui valorisent l'esprit sportif, l'esprit d'équipe et un mode de vie sain.

Citoyenneté mondiale

La définition de l'IC de la citoyenneté mondiale intègre les principes des Missions de l'IC et le Profil de l'apprenant du Baccalauréat International. Les personnes à l'esprit universel se sentent reliées à une communauté internationale interculturelle. Ces personnes agissent comme des individus à la conscience internationale.

Une personne dotée d'un esprit universel:

- Embrasse la diversité et fait preuve de tolérance, de respect, de compréhension, d'empathie et de considération envers les personnes de différentes cultures, races, religions, capacités physiques et mentales, idéologies et origines;
- Apprend volontiers de différentes cultures et agit pour faciliter la coopération à tous les niveaux;
- Traite autrui avec équité et manifeste la volonté de travailler en coopération avec des peuples de cultures, de systèmes de croyances et d'idéologies divers;
- Fait preuve d'ouverture d'esprit et prend en compte, avec justice et sensibilité, tous les points de vue;
- Cherche à comprendre les événements et les problèmes actuels ainsi que leur impact sur les sociétés du monde entier.

الرؤيا

تسعى مدرسة الإنترناشونال كولج (إي سي) إلى تمكين متعلمي اليوم ليكونوا مواطنين قياديين في المجتمع العالمي مستقبلاً.

الرسالة

تطمح مدرسة الإنترناشونال كولج إلى تمكين متعلميها من الأخذ بزمام المبادرة والتخلي وتفكير نقدي كي يصبحوا نماذج يُحتذى بها في مجتمع عالمي. يهدف منهج المدرسة إلى التفوق على جميع الأصدقاء ويتطلع على بناء الشخصية المتكاملة للمتعلمين. يتكسب خريجو المدرسة الثقة بأنفسهم ويطورون قدراتهم لحل المشاكل واتخاذ القرارات. بالإضافة إلى الإيضاح الذاتي والمسؤولية تجاه المجتمع والبيئة. كما يتكسبون الوعي لفهم طبيعة التزامات المتكسب في مجتمعنا العالمي واحترامها.

الأهداف

توفر مدرسة الإنترناشونال كولج لتعلميها بيئة آمنة يتلخون فيها السمات والمهارات الشخصية التي تكييفهم فكرياً دولياً والتي تعزز الفضول الفكري، وقابلية التكيف، والتواصل الفعال، والتغيير الخلاق، والقدرة على التعاطف مع الآخرين، وبناء المجتمع، والمواطنة المسؤولة، وتقدير التنوع الحضاري. تهدف مدرسة الإنترناشونال كولج إلى إرشاد متعلميها نحو تطوير تلك القدرات والأساليب:

أكاديمياً

من خلال تعزيز القدرات الفردية والإلتزام بفهم التعلم المستمر وذلك نتيجة لتبني منهج متوازن ودقيق يدرس باللغات الثلاث، ويسعى إلى التفوق في البكالوريا اللبنانية والبكالوريا الفرنسية والبكالوريا الدولية، والمنهج التحضيري للجامعة.

تكنولوجياً

من خلال برنامج تكنولوجي تفاعلي مبتكر، يتبع العلوم والتكنولوجيا والهندسة والفنون والرياضيات والثقافة الإعلامية، بالإضافة إلى تنمية المواطنة الرقمية المسؤولة، وتحضير الطلاب لعالم رقمي متنافس.

أخلاقياً

من خلال تعزيز مبادئ المسؤولية الاجتماعية، والتنمية المستدامة، والاستقامة، وخدمة المجتمع، واحترام العرقيات الفردية والحفاظ على البيئة.

اجتماعياً

من خلال ممارسة أنشطة المناهج الدراسية والأنشطة الخارجية التي تبنى الوعي الوطني والعالمي وتعزز روح القيادة بروح الفريق الواحد وتلتزم العدل والاحترام والتعاطف مع الآخر، وتحت على الاندماج بالمجتمع.

جماعياً

من خلال برنامج متنوع للفنون يُشجع الإبداع ويحتسب بتنوع الثقافات.

جسدياً

من خلال برامج للتربية البدنية والرياضية تعزز الروح الرياضية والعمل الجماعي وتسعى إلى نمط حياة صحي.

المواطنة العالمية

يتضمن تعريف الإنترناشونال كولج (إي سي) للمواطنة العالمية: مبادئ المدرسة وإرشاداتها المتبعة، بالإضافة إلى مفه تعريف المتعلم في برنامج البكالوريا الدولية (أي بي). يرى المفكرون ذوو التوجه العالمي أنفسهم متصلين بمجتمع عالمي متمتعاً بالثقافات ويظهرون مواقف وتصرفات الشخص ذاتي تفكير عالمي.

إن الفكر العالمي،

- يتقبل التنوع ويظهر التسامح والاحترام والتفاهم والتعاطف تجاه الآخر ويقدر من ينتمي إلى ثقافة أو عرق أو دين مختلف ومن يتمتع بقدرات بدنية وعقلية مختلفة ومن يتحدث من مذهب آخر أو ببلد أخرى.
- هو مفكر مستعد للتعلم من ثقافات مختلفة ومناخس لاتخاذ إجراءات لتسهيل التعاون على جميع المستويات؛
- يعامل الآخرين بالتساوي ويرغب العمل والتعاون مع شعوب من ثقافات، أنظمة، معتقدات وديولوجيات مختلفة؛
- هو مفكر واسع الأفق ويتقبل وجهات النظر كلها بإنصاف وموضوعية؛
- يسعى لفهم الأحداث والقضايا العالمية، ويجهد لفهم تأثيرها على المجتمعات في جميع أنحاء العالم.

Academic Program

Overview

برنامج اللغة العربية

إنّ مرحلة الروضة هي مرحلة أساسية قائمة بذاتها تؤسّس لمرحل التعليم اللاحقة. يراعي منهاج اللغة العربية في مرحلة الروضة المبادئ الأساسية للمناهج التربوية الوطنية اللبنانية. يقوم منهاج اللغة العربية على المبادئ التربوية الحديثة والتي تتجسّد في برامج وأنشطة وطرائق تدريس مناسبة تساهم في إنماء المتعلّم إنماءً شاملاً من النواحي: الجسدية، العاطفية، الاجتماعية، والذهنية، حيث يكون الطفل -المتعلّم محور العملية التربوية برمتها. يوفّر منهاج للمتعلّم المساحة المناسبة لاكتساب المهارات والكفايات اللغوية المختلفة من خلال أساليب ناشطة؛ كالاستماع والمحادثة والاعتماد على الحواس بهدف التفاعل الحسي المباشر مع عناصر البيئة المحيطة به، بالإضافة إلى التكنولوجيا وما تتضمنه من تقنيات المعلومات والاتصالات.

يتمّ تحديد الهدف النهائي الاندماجي لكل مجال تشتقّ منه الكفايات المطلوب اكتسابها بعد تحديد مراحل الكفاية، ومحتواها، والأنشطة المساعدة لها، ضمن إطار القوالب التربوية والتعليمية الحديثة؛ مثلاً: ATL (مقاربة - تعليم - تعلّم) وغيرها؛ والتي تساعد على النّماء المتكامل للطفل الذي لا يتعلّم محتوى المادة وحسب، بل يطور مهاراته ويتعلّم أن يكون باحثاً نشطاً يعرف كيفية اكتساب المعارف والمعلومات من مصادر مختلفة، وتوظيفها بطرق وأساليب متنوّعة.

Primary Years Program (PYP)

The IB Primary Years Program (PYP) for children aged 3 - 12 nurtures and develops young students as caring, active participants in a lifelong journey of learning. Through its inquiry-led, transdisciplinary framework, the PYP challenges students to think for themselves and take responsibility for their learning as they explore local and global issues and opportunities in real-life contexts.

<https://ibo.org/programmes/primary-years-programme/>

To learn more about the PYP visit the International Baccalaureate official website at IBO.org



For a more detailed overview of the PYP curriculum, check the interactive link below
[PYP Program](#)

Grade Level Curriculum Information Guides

Nursery	Petite Section
KGI	Moyenne Section
KGII	Grande Section

Academic Policies and Procedures

Assessment

Assessment is the gathering, analysis and reporting of information about student performance. It identifies student knowledge, understanding, competence, utilization in a real-world setting, and attitudes, at different stages in the learning process. The IC Assessment policy aims for consistency with its mission of academic excellence through the education of the whole person. Written reports are sent home at specific times of the year.

Link to [Assessment Policy](#)

Language

The support for language opportunities starts at home but beginning with the first few years of school until graduation, language plays a central role in the learning and achievement of students. A school with an articulated Language Policy across the curriculum is more likely to gain a pervasive institutional understanding of its responsibilities to its language learning community.

Link to [Language Policy](#)

Home Learning Policy

Home Learning is not required at the pre-school. Parents are encouraged to read to and with their children on a regular basis. Students might be asked to investigate and look for specific learnings that are covered in class. Parental support and help is appreciated when such assignments are given.

Private Tutoring

IC discourages private tutoring. Students are admitted to IC on the basis 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.

In both instances, tutoring should be for a relatively short period of time. Semester or year long tutoring should not be necessary. **Only in unusual cases, with the approval of the administration, may a teacher tutor a member of his/her class.** Parents considering private tutoring for a student should discuss the advisability of it with the subject teacher and the school director before making final arrangements. In all cases, the director must be informed of teachers undertaking private tutoring assignments and of the names of students involved.

Overview of the Student Support Services

The Student Support Team (SST) engages in a strength-based problem-solving process designed to provide support to both students experiencing difficulties in the classroom and their teachers. These difficulties can be academic or behavioral in nature. Through collaboration and research, the SST can identify solutions or interventions to address academic, behavioral or social difficulties in order to improve student performance. In other words, the Student Support Team (SST) works to identify students with needs and quickly implement strategies to eliminate roadblocks to their school success. The SST at IC brings the counselors and the learning support teachers under one umbrella for more efficient coordination of problem solving. Initial referrals of concern regarding students are channeled to the team for review. As a team, we analyze data and select alternative strategies to assist students. Parent engagement is essential. For the SST efforts to result in successful outcomes for the student, a collaborative relationship must be developed

between the team at school and the parents. Input from parents ensures that the support team has a more complete profile of the student.

When a student makes enough progress and/or modifications are no longer needed, the SST may release the student from the process. Records of the SST activity are part of the student's permanent record and thus should follow the student as he/she progresses through the educational system. However, this record is separate from the student's evaluation and reporting record. It remains confidential, accessible only to the Student Support Team, and never shared with the outside community. At any time during this process, if the team has enough evidence that the student has needs beyond what the school can provide, the team, in consultation with the parents, determine whether community resources are necessary such as off campus psychologists, therapists... etc. SST is not designed or intended as a commitment for special education services. Support from the SST occurs under the premise that the student's challenges if supported appropriately will not hinder him/her from accessing the mainstream curriculum offered. Membership of the team may vary depending on the considerations or needs of the student; however, the pedagogical leadership team and the referring teacher or teachers must attend the SST meetings. Parents should be given an opportunity to attend some of the meetings as well.

The SST process should include the following steps:

- Identification of learning, behavior and/or social-emotional problems.
- Evaluation of data.
- Development of an action plan.
- Implementation of the action plan.
- Follow-up and support.
- Continuous monitoring
-

In general, the Student Support Team Roles and Responsibilities include:

- Collecting current student work samples and data
- Gathering student profile data
- Completing the SST Referral Form and providing documentation of previous interventions for the student
- Implementing interventions and track student progress
- Collaborating with other team members
- Sharing and discussing teaching strategies to help struggling students
- Providing additional student information or data
- Implementing interventions and tracking student progress

Student Support Team Frequently Asked Questions:

1. **Who may request assistance from the SST?** The expertise of the SST is for the benefit of the entire school. Any unresolved problem that impedes learning may merit a request to SST by a teacher, administrator, parent, or student. However, the decision to apply the SST process is made by the team after careful consideration of the student's needs.
2. **What happens when SST addresses a problem?** A brainstorming and research process is used to generate recommendations for solving the problem. These recommendations are documented in SST records and given to a teacher to implement with the student. The team then meets periodically to review the student's progress and determine the need for further intervention.
3. **How long is the SST strategy implemented?** This depends on the specific problem. Student progress must be monitored to determine whether a particular strategy or intervention has been successful. The length of time the strategy is implemented is dependent upon the student's response to the intervention. The team then determines whether to continue with the same interventions, formulate new strategies, or explore other options. Some cases are of short duration, yet some at-risk students may be followed by SST for their entire school year.
4. **Should the SST refer students for a hearing/vision screening?** Yes. A request for testing by the school nurse which includes a hearing and vision screening is an initial step of the referral process. This is a safety precaution; hearing or vision problems should be ruled out since either of these have such a profound impact on a student's learning.
5. **What other types of evaluation should be used as part of the SST process?** Existing standardized test results and other assessment results and anecdotal information should be used as much as possible. Other sources of data include report cards, attendance records, behavior logs and benchmark results. Decisions of whether or not to refer a student for further evaluation should be discussed by the team and should involve the parents.
6. **Can the SST refer students for evaluation or special education consideration?** Yes, but only after several important decision criteria are met including, a) reasonable classroom interventions of sufficient duration have been carefully attempted, without success; and b) the cause of the problem is suspected to be a disability or needs that cannot be resolved without specially designed instruction/outside support.

- 7. What factors impact the effectiveness of SST?** The single most important factor in the degree of success experienced by the SST is the attitude with which school personnel and parents view the process. It is most effective when it is looked upon as a team process for supporting the teacher and student.
- 8. Must parents give consent for a SST meeting?** Parents must be invited to at least the initial SST meeting. Their consent is required, and they need to sign the necessary documents that then allow us to start the process. Every effort should be made to help parents view the student support team process in a positive light and to understand that this process is not a special education placement but rather support for their child.
- 9. Is parental consent required for screenings and evaluations?** Consent is required for any screening or evaluation in which a student is singled out from his peers. Hearing and vision screenings given to every student in a particular grade do not require consent and can be used as part of the SST process.



INTERNATIONAL COLLEGE

School Calendar

General Policies and Procedures

Arrival/Dismissal Procedures

School Hours

Nursery/PS

Everyday 7:40 am- 1:00 pm

KGI/MS and KGII/GS

Monday, Tuesday, Thursday and Friday

7:40 am to 2:10 pm

Wednesdays 7:40 am- 1:00 pm

Arrival Procedures- All Grade Levels

Gates to preschool campus will open at 7:00 am. However, official school hours start at 7.30 am, and only minimal supervision will be available before 7.30 am. We ask that you please drop your children at the gate or at the carob tree playground. We will have all our helpers on duty in the morning, and they will be ready to escort the children to their classes starting at 7.30 am. At no time should parents drop their children off in their classroom before 7.40 am.

Dismissal Procedures

Nursery and PS

Gate to the preschool campus opens at 12:50 pm for our nursery and petite section children. Parents/helpers/drivers are requested to pick the children up from their classrooms NOT before 1:00 pm. Classroom doors will open at 1:00 pm. Parents arriving before 1:00 pm are welcome to come into the campus and wait at the lower lobby area next to the gate.

KGI, KGII, MS/GS

Gate to the preschool campus opens at 2:00 pm every day, except Wednesdays, at 12:50 pm. Parents/helpers/drivers are requested to pick the children up from their classrooms on dismissal at 2:10 pm. Parents arriving before 2:10 pm (1:00 pm on Wednesdays) are welcome to come into the campus and wait at the lower lobby area next to the gate. Classroom doors will also only open at 2:10 pm (1:00 pm on Wednesdays). Children of late parents will be sent to the Ground Floor Common Area. Please be advised that the school will not be responsible for children after they have been picked up by their parents.

Further Requests

- Accept to comply with any responsible request from a school employee in the performance of his or her duty.
- Do not threaten or approach any student, staff or faculty member in an abusive or intimidating manner.
- We ask that you always show gratitude to our helpers and security members, and model this in front of your children.

Security and Safety Rules

Students, parents and other visitors have access to the College through the gate of the pre-school or the main entrance of the elementary and middle schools. All College gates are manned by security-gate-men/women who are entitled to check the identity card of every incoming person.

Security is a top priority at IC. The College has adopted a variety of security measures to ensure the safety of your child.

ALL visitors (this means everyone who is not a student/faculty/staff member) will be required to submit a valid identification card with a photo to the guard stationed at the gate. In exchange for the I.D. card, the visitor will receive a laminated "IC VISITOR" card which he/she is to wear at all times. Before the visitor receives the VISITOR card, he/she must sign in at the guard table on a sheet. Visitors are required to wear this card while on campus. This procedure is to be followed at all gates.

Packages and bags may be checked by the security officers.

Absences

Regular attendance is required for promotion. Prolonged absence will jeopardize meeting the requirements set per each grade. Appropriate measures will be decided upon in case of prolonged absence.

Parents need to call the school between 7:30 and 8:00 in the morning if their child is absent/or late. For prolonged absence, please send a note to the office.

After an absence due to illness, parents must submit an official medical report stating the specific illness and its duration. **Every effort should be made to have medical and dental appointments tended after school hours.**

In case of prolonged absence, parents need to follow up with the classroom teacher to receive home learning to cover up for the child's missed class learning.

Communication with teachers will happen through Moodle or through an assigned meeting. **It is strictly forbidden to disturb teachers during class hours.**

Tardiness

Parents are responsible to see that their children arrive on time. Please note the following:

- Classes start punctually at the assigned times (7:40 am). Students are expected to attend all classes in full.
- Teachers will record students' lateness and notify the administration.

The following measures are taken whenever a student arrives late to class at any time during the day:

The parents of the student who is late 3 times will be notified.

If tardiness continues, more than four times, the parents will be called for a meeting with the student's teacher.

If the lateness reoccurs, the parents will be called for a meeting with a member of the leadership team.

Action for any further occurrences will be decided upon by the school's administration.

Questionnaires

Quality control depends upon reliable data from a variety of sources, especially parents. With that in mind, parents may sometimes be asked to fill in a questionnaire/survey. This allows us to reflect on our work, to continue doing what we do best, to evaluate the program, and to make suitable changes to meet the needs of our students. When that happens, we urge you to take the time to read them carefully and answer them as accurately as possible.

Authorization to Pick up Students / Change of Routine

All changes to scheduled pick up routines (leaving school with a friend, not taking the bus...) require a Moodle message (Dismissal/Sortie Questionnaire) prior to 12:00 pm. Telephone calls and emails will not be accepted except for emergencies. This is a serious safety issue and part of our school policy, so we would appreciate your cooperation.

Updating Student Files/Change of Address

At the beginning of the year, parents are asked to fill out numerous forms, such as the medical form and contact details, to update each student's file. We urge you to fill these forms and return them no later than the end of October. The administration has the right to ask you not to send your child to school after the above-mentioned date until these forms are returned.

Please notify the school immediately whenever there is a change in your address or telephone number.

Visiting During School Hours

While we would love to open our doors to all guests and all parents who would like to come to school when it's in session, the reality is IC delivers a well-rounded, pre-planned curriculum that requires students' continuous attention and engagement. Parents in the building can disrupt the learning and may cause distress to the other children whose parents cannot come to school. With that in mind, parents are asked to visit classrooms only when they have been invited to, and to wait in the designated areas, lobby and Carob Tree Playground, if waiting for siblings. Any other visits that are student related during the day, like early pick-up, items drop offs etc., must go through the office.

Family Engagement

Research shows that parents' early involvement with their child's education plays an integral part in their all-around development, and it is closely linked to improved student behavior, higher academic achievement, and enhanced social skills. There are many ways for you to be involved at the preschool and your feedback is always appreciated and encouraged at every level.

Communications channels and Parental Engagement Opportunities

Include:

- Moodle for Communication- Circulars, parent letters, theme overviews, information on field trips, events and activities, all to be posted on Moodle on a regular basis. You will receive email notifications routinely.
- Coffee Mornings, to be held at least once a month, and is usually led by a member of our leadership team or a guest speaker from within the community. Everyone is welcome and there is always coffee and cake 😊 Various topics are shared and discussed every time.
- Joining Hands/Parent Involvement Program We invite you to become an active member of our preschool community by volunteering in your child's classroom and throughout the school. These opportunities may range from

reading a story to having a major impact in unique events/projects. Joining Hands activities will be routinely posted on Moodle by your classroom teachers.

- The Monthly Home-School Calendar suggests a list of activities that serve as a support to the learning that's happening in the classroom- to be posted on Moodle.
- End of Unit Presentation which would walk you through a whole unit of inquiry that the children have explored.
- Weekly Parent-Teacher Assigned Meetings. These are pre-set weekly meetings available for you to discuss any concerns you may have. All you need to do is call the school and book.
- Parent Teacher Progress Meetings. These are reserved for reporting periods to discuss your child's progress and achievement. Twice a year.
- Community Building Events to turn a school of individual students, staff and families into one community. Events might include Book Week, Mama's Big Day, Father's Day and Bring a Grandparent to School day. Calendar of Events to be posted on Moodle
- 7pm Read Aloud Fridays These are read-aloud videos to be posted on Moodle every Friday at 7pm. Begin your weekend with a book read aloud by one of our school's community members (faculty, staff, parents). Read, comment, interact, enjoy and have a good night's sleep.
- IC Preschool- Ras Beirut Instagram Page serves as a sneak peek into our classrooms throughout the day. Live posts by the leadership team while walking through the hallways.

Chain of Communication

Effective partnerships are based on a two-way communication, mutual trust, respect and shared responsibility for the education of the children. With that in mind, please consider the following recommendation when you face any problems or have any concerns. We recommend that you always start the line of communication with the teacher or staff member concerned. If not resolved, we recommend that you bring it up to the Assistant Director. If you're still not satisfied with the way your concern was handled, or if your problem was not resolved, our Director has an open-door policy for the school community.



Professional Development Service

Professional development has been one of IC's priorities in recent years. Teachers are given opportunities to attend a variety of workshops locally at universities, cultural centers, institutions etc. and international conferences abroad such as ECIS, NESAs, and IB PYP. There are in-service days (as well as Wednesday afternoons) throughout the academic year designated for this purpose. When in-service days are held during regular school days, the administration ensures that classes are covered and learning is not disrupted.

Healthy Eating

In line with our PYP transdisciplinary theme, Sharing the Planet, and to shed more light on our Active Living strand in PSPE, we, at IC, promote "healthy living", "eating sustainably" and "maintaining a balanced diet". To build the blocks for healthy eating early on, we have partnered with a family-focused caterer to provide breakfast and fruit snacks for all our children at preschool. With that we would make sure all children are eating together and establishing healthy eating habits early on.

No Nuts

Preschool is a completely nut free zone.

The school policy dictates that children are not allowed to bring any food to school. Any food brought into school by the parents, whether bought or homemade, to share as part of a party celebration or cooking class, must have a written list of ingredients. Please make sure that the items to be used do not contain nuts, nut products or traces of nuts.

Please note that when a child with a nut allergy is exposed to nuts, it could be fatal. We are depending on your cooperation in this matter.

Birthdays

Birthday celebrations are allowed at the Preschool only, and they are to be celebrated in class for the child to be aware of the concepts of time and growth, and to enjoy this special moment with their friends. Provision for such an event must be arranged with the teacher(s) in advance. The birthday celebration is to be planned in the most modest way. NO CIRCULATION OF GIFTS IS ALLOWED UNDER ANY CIRCUMSTANCES. Should a gift be sent, please let it be in the form of an educational game or book for the students to use in class. We apologize for returning gifts sent to each individual student. No balloons, costumes, accessories, or special entertainment are allowed. Siblings may not leave their class to attend birthday celebrations.

Parents who would like to send a cake must send a simple loaf cake, without sugar, frosting, cream or food coloring, to reduce our children's sugar intake. Extravagant cakes and layer cakes are not allowed whatsoever. Candles are also not allowed. Parents may take a few photos for personal memories. Class photos are not to be shared on social media.

Gifts

Gifts to school personnel are discouraged by the school administration. There is a general feeling that this may create competition among students. Gifts of symbolic value from students may be accepted.

Toilet Training Routine

In line with the children's protection of privacy, and to foster independence at school, all Nursery/PS children must be toilet trained and all KGI/MS and KGII/GS children must be toilet independent. This means they MUST be able:

- To pull down and pull up their own underwear and pants.
- To wipe on their own using wet wipes and/or tissues.
- To wash their own hands using soap and water.

We expect a few accidents of course, and our helpers are always there to assist, but the bathroom routine should be completely independent. Considering that, we ask that you take the time to train your children so that they're ready for this routine.

Required Footwear

Please make sure your children wear comfortable shoes to school every day. We require that all our students come to school with Velcro shoes.

Identification of Students' Belongings

It is very important that all the students' belongings be clearly marked with their full name. Such belongings include snack bags, book bags, pencil cases, coats, jackets, P.E. outfits, in addition to notebooks and story books. Should you lose anything, please check promptly with the school office. We keep a lost and found app updated.

Lost and Found

Students are responsible to report all missing items to their teachers. All items found on campus are brought to the office. The students are encouraged to turn in to the office anything they find on the grounds. The school is not responsible for anything left behind after school hours and during weekends. Parents are encouraged to check for lost items in the school office/lost and found app.

Toys at School

Bringing a toy to school is reserved only for Show and Tell days. We cannot be held responsible for lost or damaged toys/items.

Instructional Materials

The school supplies all students with their instructional materials at the beginning of the school year. Workbooks, notebooks, etc. are the property of the students. Textbooks and audiovisual materials are the property of the school. Parents are expected to pay or replace lost items that are the property of the school. A fee will be estimated for the use of such materials and you will be billed for them with the tuition fees.

Tuition Fees

The IC Business Office is in charge of handling all transactions connected with school fees. Please note that fees for each academic year are payable in three installments or through other arrangements with the Business Office. Students are not permitted to join classes at the beginning of a semester unless arrangements for the 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.

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.

More details here: [Environmental Policy](#)

Student Services

ID Cards

All students are issued picture ID cards in September. Parents are required to finalize the re-enrollment procedures and then check with the office to have the ID card issued.

Library

The preschool library is central to the life of the school, supporting classroom learning, and also helping students to become life-long readers. All students will make regular use of the library, in ways that are appropriate to their age and to their levels of academic and social development. When students begin to borrow library books and materials, parents are asked to help their children handle the books with care, and to return them promptly. Of course, mistakes do happen and from time to time, library books may be lost, damaged, or destroyed. If a lost book cannot be found, or is too badly damaged to be used by others, parents will be asked to replace or pay for the book. The librarian will contact the parents of the student and work with them to resolve the specific problem.

In addition to the preschool librarian, the Head Librarian at the Library Media Center (LMC), Ras Beirut campus, is always available to answer any questions that parents may have about their children and the library.

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 school library.

Health Services

A full-time nurse and a part time physician run the infirmary. Their work focuses on preventive, curative and educational matters.

- The preventive aspect involves keeping and updating a file for each student.
- The curative aspect involves taking care of illnesses and accidents. Sick students are sent to the infirmary for treatment. The Nurse checks the files for allergies etc. before deciding on appropriate medication. If the student is sick and needs further treatment, the parents are contacted immediately. In the case of a minor accident, the parents are notified either by phone and/or by a memo describing what happened and the measures which were taken. Major accidents that require hospitalizations are dealt with according to the seriousness of the situation. Parents are notified at once and asked to accompany their children to the hospital for treatment. If the accident is serious and the student requires immediate hospitalization, IC personnel will take the student to the hospital and the parents are asked to meet them there.
- Besides the preventive and curative measures, the infirmary offers an educational facet. Both, the doctor and the nurse are involved in class visitations, assemblies on hygiene, health issues etc. and on disseminating information regarding current health practices.

Please note these additional health measures:

- All students are covered by a 24-hour accident insurance policy.
- The nurse keeps a daily log on all matters. Please contact the infirmary for any clarification.
- After a prolonged absence due to illness, a student should submit a report from a medical doctor to the office documenting the illness or injury.
- At the beginning of the school year, each student must submit a medical record signed by a physician.
- If a student has a medical condition requiring specific medication, the nurse should be notified of this in writing.

Please keep your child home if he/she has:

- Fever, vomiting, or diarrhea during the previous 24-hour period.
- Heavy nasal discharge.

- Constant cough.
- Symptoms of a possible communicable disease. (These are usually sniffles, reddened eyes, a sore throat, headache, and abdominal pain plus fever). **Please notify the school at once if the student does have a communicable disease so other parents can be notified immediately.**

Financial Support

The College has established a Financial Support Fund. Support is awarded on the basis of need, academic achievement, and behavior. Students in the elementary, middle and secondary schools are eligible for scholarships. No more than two students of one family will be awarded scholarships. Please note that applications for financial aid will be available in the school offices after the second semester fee statements have been issued. At the pre-school, applications may be picked up for students at the KGII/GS level who will join the Elementary School the following academic year

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

- 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.
- Heads, arms and legs, must be kept inside the bus and out of the aisles 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 passageways 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 their 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. Such measures are considered severe and these 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.

Additional Information

- Bus-riders can use one address only. The bus service is unable to accept summer as well as winter addresses.
- Bus-riders may use a different bus line than the one assigned, provided there is a written note signed by a parent and there is a place on the bus.
- In case an adult is not waiting to receive the student, he/she will be returned to campus. Parents are to pick students up from the school office.
- Non bus-riders may not use the bus.
- Buses are regularly checked and serviced.

Behavior Management Policy and Procedure

This "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.

Students' 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

Student Behavior Expectations

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 the teacher concerned, the counselor, and/or a member of the leadership team. 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.

Community Agreements- Positive Consequences

Examples of Positive Behaviors in Action

Responsibility to OTHERS:

- Respecting others
- Listening to others
- Praising others/Encouraging others
- Helping others
- Welcoming and caring for new students
- Following acceptable use policy when using technology
- Reporting bullying/protecting others

Responsibility to SELF:

- Being honest
- Independently dressing/undressing/personal hygiene
- Understanding and applying body safety rules
- Being principled when conflicts arise
- Practicing self-control
- Following acceptable use policy when using technology

- Reporting bullying

Responsibility to ENVIRONMENT:

- Hanging backpack in appropriate place
- Keeping the school environment tidy
- Picking up litter
- Reporting damage in bathroom, to landscape, facilities and/or equipment
- Recycling/Reusing
- Saving Energy/Water
-

Responsibility to LEARNING:

- Demonstrating appropriate behavior in classrooms (listening, taking turns...)
- Demonstrating appropriate behavior outside of classrooms (sharing, taking turns...)
- Demonstrating appropriate use of technology
-

Examples of Positive Consequences

- Complimentary notes to the student from students/teachers/director
- Complimentary notes home to parents from teachers/director
- Community-wide recognition (Assemblies)

Inappropriate Behaviors

Below are examples of behaviors that violate Students’ Rights and Responsibilities and the Elementary School’s Behavior Expectations. These behaviors require disciplinary procedures outlined below.

Examples of Inappropriate Behavior

Responsibility to OTHERS:

- Physical Harm (pushing, shoving, hitting, fighting, rough play, biting, scratching, tripping, throwing objects, using/possessing objects that could cause serious injury)
- Emotional Harm (teasing, name calling, verbal harassment, purposeful humiliation, insulting comments about intelligence, size, ability, race, color, religion, ethnicity, gender, profanity, gossiping, exclusion of others from games, conversations, intimidation, bullying, abusive behavior, cyber-bullying, being dishonest or stealing)

*Note: Any of the mentioned behaviors that are considered bullying due to repetition and intent as well as those which could cause serious injury will be treated as severe

Responsibilities to SELF:

- Plagiarism/cheating
- Inappropriate dress
- Disrupting class
- Rude and disrespectful behavior
- Refraining from telling the truth
- Playing with unsafe tools
- Disrespecting body safety rules (showing private parts, taking clothes off...)

Responsibilities to ENVIRONMENT:

- Damaging property (breaking toys, tearing books...)
- Writing on objects
- Defacing bathroom or other areas in school
- Destroying landscape
- Purposely mishandling equipment in order to break
- Hiding or purposefully taking objects that belong to the school or others
- Littering

Responsibility to LEARNING:

- Disrupting the learning process (side talks, interrupting...)
- Being late
- Not respecting one's work and the work of others
- Not following classroom agreements
- Bringing games/toys or electronic equipment that are not permitted in the school or not permitted to be used during school hours.

Community Agreements – Restorative Consequences:

Disciplinary procedures are consistent throughout the Preschool. For instance, when our agreements are broken, there is a progressive set of consequences and/or procedures that are followed to create a safe learning environment. In such instances, the school's faculty and administration will rely upon our disciplinary guidelines to help promote discussion and reflection about alternative positive behaviors. It is our goal to empower our students to learn from mistakes in order to make better decisions in the future, as well as to teach them a sense of

responsibility for their own behavior. Based on the inappropriate behaviors, the following courses of action can be expected:

Level One- Disciplinary Infractions (occasionally repeated behavior)

Teacher intervenes directly with student by doing any of the following:

- A verbal reminder of the expected behavior
- Discussing and reflecting on what happened
- Reminding them of essential agreements
- Reading a book about the subject at hand
- Encouraging the children to use their words when having a disagreement
- Helping children in their attempts to settle their own disputes.
- A community service assignment (help a teacher or a friend) with choices.
- Preparing a reflection sheet to fill out (signed by both teacher and student)
- A loss of privilege related to the misbehavior.
- Email to parents

Level Two- Disciplinary Infractions (consistently recurring behavior)

Teachers, Assistant Director, and/or Director intervenes directly with student and informs parents. The incident is documented.

Level Three- Disciplinary Infractions (severe/dangerous incidents) –

The student is referred to the Assistant Director and/or Director. Parents are called for a meeting with the Director, Assistant Director, Teacher(s), and Counselor. The meeting is documented. The student may be invited to join the meeting to agree on future actions.

For repeated minor incidents or a severe incident, a student may be suspended at the Director's discretion. Suspension is a serious consequence intended to signal possible permanent removal from the community should disciplinary problems persist. Suspensions may be in-school or out-of-school.

Final Thoughts

Building emotional health and resilience is critical to optimize learning and growth, as well as to help make school a wonderful experience for your children. Here are some things that you can do. Choose one or two things to begin with and add others as you feel more comfortable doing so.

- Read daily with your children. Take them to visit bookstores and the National Libraries. Have your child see you enjoying reading your own books. Foster a love for reading. Together, build your home library one treasured book at a time.
- Spend quality time with your children. Have one-on-one time, play puzzles, games and riddles together.
- Make time to explore Lebanon over the weekends and vacations.
- Talk with your children and listen to what they have to say. Show interest, ask questions, answer their questions simply and honestly. Praise, cheer, inspire and support whenever appropriate.
- Help your children feel important at home and provide a quiet, well-lit place to read.
- Establish routines, and help your children follow your home essential agreements in order to be easier for them to apply them at school (i.e. positive work habits, speaking politely to everyone, observing manners, asking for help when needed, etc...). Make sure they're getting enough sleep.
- Help your children to be punctual and respect time by coming to school on time.
- Help your children follow the bus rules and respect the environment.
- Take control of and limit screen time (TV, I-Pad, computer games).
- Teach your child to be responsible and independent. Have them help with home chores (make their beds, set the table, clean up, ...) and provide opportunities for them to do things independently (dress, undress on their own, ask for help at a restaurant, initiate conversations)
- Stick to your principles. It's Ok to say NO! When it is against your values, beliefs and principles, just say no. Children build resilience when they don't get everything they want.
- Delay gratification, model gratitude, nurture thankfulness and foster kindness.

**Spend time exploring your neighborhood and the community around you!
Ride a bike, take a walk, laugh...HAVE FUN TOGETHER!**

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](#)