

**Secondary Division Rules and Regulations
2023-2024**

I. Rules & Regulations

A. Uniform:

Order, equality, and discipline are among the virtues promoted by Jesus & Mary School. The school uniform is essential in that it helps students acquire the above and develop their sense of belonging to the school community.

- The school uniform, as detailed in the enclosed *Appendix A*, is divided into two parts: the regular and the official uniform.
- Students failing to wear the correct uniform will be given a letter specifying the non-conforming uniform item(s) and asked to comply with the rules.
- Second time infringement will be regarded as deliberate and the student's parents will be asked to send the proper uniform from home.
- Further infringement will be regarded as serious premeditated actions and will be categorized as Serious Misbehavior.

B. Tardiness and Absence:

Punctuality is a value to be developed and observed by all as it reflects self-discipline and respect for others.

- Students are expected to be:
 - In the Assembly Hall **before** 7:45 a.m. every day.
 - In class by the 2nd bell after recess.
- Students coming late must be accompanied by a parent or guardian and cannot enter class unless with a permission slip signed by the Principal.
- Tardiness on the day of an assigned test or exam is not allowed.
- In case of absence, the student's parents or guardians must call the Division Administration to specify the reason for absence.
- A medical report from the school doctor is required for any absence of more than two school days.

- Absence from scheduled tests or exams is serious.
 - Absent students will be allowed to sit for a make-up test only if a written medical report from the **school doctor** is submitted to the Principal. As regarding absence from exams, a written medical report from the **school doctor** is required. Otherwise, absent students will be given the minimum grade on the missed test or exam.
 - A student may sit for a maximum of three make-up tests/exams during any one term.
 - Make-up tests/exams are given on a designated day within a maximum of one working week from the missed tests/exams.

C. Transportation and Departure from School:

Since our priority at Jesus & Mary school is the student safety and well-being, students are not allowed to leave school before the closing bell or leave with anyone other than the parents or the person assigned by the parents without a permission from the Division Principal.

Kindly note that students are not allowed to change bus due to seating limitation and safety precautions.

D. Classroom Rules:

The school is a community in which all thrive in mutual respect. Respect at Jesus & Mary is three-fold: all members of the community are invited to develop self-respect, respect of others, and respect of school property.

- Eating, drinking, chewing gum, writing on desks and walls and use of all electronic devices are examples of inappropriate behavior not tolerated in class.
- Students are expected to be in class **before** the teacher comes in and are expected to refrain from visiting other classes or circulating in the hallway between classes. Students who are late to class will be given a Disciplinary Slip by the teacher.
- Parents of students suffering from a particular condition requiring special attention are asked to inform the Principal of the matter so that appropriate measures may be taken.
- Permission to leave class is granted by the incoming teacher.

- Students are expected to respect and to always take care of school property. They will be penalized for any damage or loss of school property or equipment such as rented books, desks, walls, doors, lavatories and so on. Any deliberate disrespect of school property or inappropriate behavior will be considered as Serious Misbehavior.

E. Written Work:

At Jesus & Mary, assessment and evaluation are comprehensive and continuous. Thus, every item of the student's work is valued.

- All written work (homework, projects, assignments and so on) must be neat, and tidy, and submitted on time.
- In case assigned work is repeatedly submitted late, the matter will be considered as deliberate and will be dealt with accordingly.
- Written work, unless otherwise specified, is strictly personal. Thus, any copied work will be regarded as cheating and will be categorized as a Serious Misbehavior.

F. Circulation in and out of the Division:

Jesus & Mary Secondary students are role models to their younger peers and are recognized by their demeanor, their politeness, and their compliance with the rules.

- Students are expected to be silent during Assembly, on the stairs, and in the hallways.
- Students are requested not to be in the classrooms during the breaks and before classes start.
- Students changing classrooms are to do so silently whether they are accompanied by the teacher in charge or by the Supervisor or they are on their own.
- Permission to leave the Division building is granted by the Principal, Assistant Principal, or the Supervisor.
- Permission to leave School before the closing bell is granted by the Principal or the Assistant Principal.

- Students returning to the Division are asked to inform the Supervisor of their return.
- Students wishing to go to the Infirmary should obtain a Permission Slip from the Principal, Assistant Principal, or Supervisor and return it duly filled and signed by the nurse on duty to the Supervisor; then, upon their return to class, show it to the teacher.
- Failure to comply with any of the above will be considered as deliberate disruptive behavior.

G. Dishonesty:

Honesty is one of the fundamental values defined by the Jesus & Mary School ethos which all Jesus & Mary School members strongly advocate. At Jesus & Mary, dishonesty is a Serious Misbehavior and a major symptom of fundamental underlying ills. As such, it is in no way tolerated in the Secondary Division. Dishonesty may take the form of plagiarism, copied work, lying, cheating in tests and exams, etc.

- All forms of dishonesty will be dealt with promptly by the Division Principal in consultation with the Assistant Principal and concerned adults (teacher, staff member and others) and will be categorized as Serious Misbehavior.
- Whenever a student is caught cheating by the test/exam supervisor, the school reserves the right to remove the paper and consider the test/exam invalid or allow the student to continue her/his work depending on the gravity of the misbehavior. In any case, a minimum of 25% will be deducted from the test/exam grade.
- Repeated cheating may lead to immediate suspension or expulsion from School upon the Rector's decision.

H. Nonacademic Classes:

At Jesus & Mary, education is holistic; thus, the importance of all non-academic classes and activities.

- All students are expected to attend and participate in non-academic classes. Exception is made for those students with a written medical report stating that they are to be exempted from P.E. These students will then have to attend a research methodology class instead.

I. Mobile Phones:

Mobile phones are beneficial and necessary tools in many a circumstance. However, they are distracting, incompatible with studying, and irrelevant in a school setting.

- The use or display of mobile phones is **categorically prohibited** during school hours.
- Mobile phones are to be kept switched off and out of sight from 7:45 a.m. to 2:55 p.m.
- Failing to comply with the above policy will lead to the confiscation of the phone for at least one full week the first time, for two weeks the second time, and for a whole semester the third time.

J. Smoking and Substance Use:

- The possession and consumption of alcohol, tobacco, vape, and inhalants/solvents are strictly forbidden and will lead to detention, immediate suspension, or expulsion from school.

II. Conduct Grade

The sole purpose of all Jesus & Mary Rules and Regulations is to help students develop their full potential and become self-disciplined role models for others. Discipline is designed to encourage and celebrate positive behavior as well as effectively guide students to recognizing and avoiding any disruptive behavior.

Jesus & Mary School students are expected to always observe a decent composure that reflects their upbringing and JM belonging. Any inappropriate behavior will be dealt with accordingly.

- Please refer to *Appendix B* for the adopted Disciplinary Slip.
- Disciplinary Slips may be issued by the Principal, Assistant Principal, teachers, or supervisors.
- Students are NOT to leave the classroom for misconduct without a Disciplinary Slip.
- The Principal then categorizes the misbehavior committed and deals with the matter accordingly.

- **The three categories of misbehaviors are:**
 - Minor Misbehavior: Misbehaviors that are minor, unintentional, and non-disruptive.
 - Major Misbehavior: Misbehaviors that are disruptive, intentional, and relatively serious.
 - Serious Misbehavior: Misbehaviors that are serious, deliberate, and unworthy of a Jesus & Mary Student.

- Any repeated misbehavior - though minor - will automatically be considered as deliberate and, thus, serious.

A. First Category: Minor Misbehavior

Misbehavior	Measure
Chatting /Causing distraction	One point
Eating and/or drinking in class	One point
Chewing	One point
Morning Tardiness	One point
Noncompliance with the uniform rules	One point
Sleeping	One point
Off task behavior	One point
Impoliteness towards peers	One point
Not doing homework	One point
Being late/ Absent from class	One point

Any Minor Misbehavior repeated five times will automatically be considered major.

B. Second Category: Major Misbehaviors

Misbehavior	Measure
Premeditated cheating	Five points
Impoliteness/Lack of respect towards teachers and staff members	Five points
Verbal and minor violence	Five points
Repeated bullying	Five points
Repeated minor misbehavior	Five points
Absence from/or leaving class without permission	Five points
Using the cellphone without permission	Five points
Chatting during tests and exams	Five points

For Major Misbehavior, five points are removed from the total number of points, and this needs the Principal's approval. Parents are directly informed of the same misbehavior and the measure can vary from detention to community service work, to a one-day school suspension, or to an out-of-school suspension.

Some of these misbehaviors, such as repeated bullying, will be handled with the counselor's assistance.

C. Third Category: Serious Misbehavior

Misbehavior	Measure
Vandalism	Decided by the Disciplinary Council, Ten points
Extreme Verbal and Physical Violence	Decided by the Disciplinary Council, Ten points
Substance Use	Decided by the Disciplinary Council, Ten points
Prohibited items (fireworks, tobacco, lighters, knives, vapes...)	Decided by the Disciplinary Council, Ten points

This third category falls under the zero-tolerance category. Parents are called immediately, and extreme measures are taken depending on the act itself and on the student's disciplinary record.

D. Fourth Category: Academic Integrity

Malpractice	Offence	Disciplinary Measures
Copying from another student during a test or exam	Major	-Zero on test or exam -25% deduction of the final grade -Not allowed to sit for a make-up test or exam
Reading an abridged version of a book instead of the original one	Minor	-Oral warning
Turning an assignment copied from another student	Serious	-Do the assignment again and have grades subtracted -Write an apology letter
Copying sentences from a book, journal, or the internet without citing them	Minor	-Rewrite the assignment
Unauthorized collaborative work when the teacher asked for individual	Major	-Written warning by the Principal
Using unauthorized material during a test or exam	Serious	-Academic probation -Semester suspension from classes
Stealing someone else's paper and passing it as one's own	Serious	-Meeting with the relevant student, parents, teacher, and Principal

E. Merits

Improvement	Merit
Slight improvement	One point
Major improvement for at least one month	Five points

The Merit is suggested by the teacher who has given the student the warning or the demerit and is given when the student shows good behavioral progress for at least two weeks and good academic performance. The Merit is only implemented at the teacher's discretion and after the Principal's approval.

The Merit Slip neutralizes a disciplinary slip previously given.

The Principal has the right however to give more points in case the positive change is big and for a long period of time.

The Merit Slip can also be given to a student who is exemplary, worthy of praise, or who has demonstrated remarkable initiative.

F. Steps

When the student has 10 points removed, he/she gets a warning letter that could help him/her be more aware of the situation and take his/her own behavior in hand.

After this letter, if his/her behavior does not improve and he/she has 10 additional points removed, he/she will get detention.

Losing five extra points will lead him/her to a suspension. If the student reaches 75/100, he/she will be asked to withdraw from school.

Points	Measure
90	Warning Letter
80	Suspension
75 and below	Expulsion

A student whose Conduct Grade goes below 75/100 will be reoriented to another school and so will face expulsion.

When a Serious Misbehavior is committed, the Disciplinary Council meets upon the Principal's request, and sends the suggested measures decided as well as the procedure to be followed to the Rector (and Vice-Rector for School Life), who in turn takes the final decision.

G. The Disciplinary Council

The Disciplinary Council, headed by the Rector and/or the Vice Rector, is a council that includes at least five other members: The Principal, The Supervisor of the Class, The Homeroom Teacher, and Two Teachers. The Principal chooses the teachers and any other staff member he/she believes must take part in the decision.

Once the decision is taken and approved, the parents are informed, and the decision is irrevocable.

It is to be noted that the Conduct Grade is very important for university files and school diploma.

H. The School Diploma

Any student whose conduct grade reaches 75/100 would lead him/her to a waiver of the school diploma.

The School Rector reserves the right to overrule any or all of the above Rules and Regulations.

Nathalie El Hani
Secondary Principal
IB Coordinator

NH/td

APPENDIX A
Secondary Division Uniform Code - LADIES
As of July 12, 2023

The JM School Uniform for the Secondary Division Ladies consists of:

- A. The **formal uniform** for official occasions.
- B. The **regular school** for regular school days.
- C. The **sports uniform**.

A. The formal school uniform:

- School white shirt.
- School knee-length checkered skirt.
- Black opaque tights on cold days.
- Below-the-ankle low heeled less than 4 cm shoes (black, dark blue, grey, or brown).
- School black blazer.

B. The regular school uniform:

- Black trousers from outside the school or the school knee-length checkered skirt.
- Dark-colored shoes (black, dark blue, grey, or brown) or white.
- School long-sleeved polo.
- School short-sleeved polo.
- School white shirt.
- Secondary Division hoody.
- School black opaque tights.
- School black blazer.
- School lab coat.

C. The sports uniform:

- School sports hoody.
- School sports pants.
- School sports shorts.
- School sports long-sleeved gray T-shirt.
- School sports short-sleeved gray T-shirt.
- Trainer shoes.

P.S. The lab coat is mandatory.

Secondary Division Uniform Code - GENTLEMEN

As of July 12, 2023

The JM School Uniform for the Secondary Division Gentlemen consists of:

- A. The **formal uniform** for official occasions.
- B. The **regular school** for regular school days.
- C. The **sports uniform**.

A. The formal school uniform:

- School white shirt.
- School grey trousers.
- Dark socks.
- Dark-colored shoes (black, dark blue, grey, or brown) or white.
- Belt.
- School slim cut red tie.
- School black blazer.

B. The regular school uniform:

- Dark-colored shoes (black, dark blue, grey, or brown) or white.
- School grey pants/bermuda.
- School long-sleeved polo.
- School short-sleeved polo.
- School white shirt.
- School red necktie.
- School black blazer.
- Secondary Division hoody.
- School lab coat.

C. The sports uniform:

- School sports hoody.
- School sports pants.
- School sports shorts.
- School sports long-sleeved gray T-shirt.
- School sports short-sleeved gray T-shirt.
- Trainer shoes.

D. Grooming:

- Short hair and clean-shaven.

P.S. The lab coat is mandatory.

APPENDIX B

Secondary Division.

Date: ___/___/___

DISCIPLINARY SLIP

Student's Name: _____

Class: _____

Time: _____

Minor Misbehavior (-1)

- Chatting / Causing distraction
- Chewing
- Eating and/or drinking in class
- Morning Tardiness
- Noncompliance with the uniform rules
- Not doing homework
- Sleeping
- Impoliteness towards peers
- Off task behavior
- Late/ Absent from class

Major Misbehavior (-5)

- Premeditated cheating
- Repeated bullying
- Impoliteness / Lack of Respect towards teachers and staff members
- Verbal and minor physical violence
- Repeated minor misbehavior
- Absence from/or leaving class without valid reason
- Chatting during tests and exams
- Cell phone

Serious Misbehavior (Disciplinary Council) (-10)

- Vandalism
- Extreme verbal and physical violence
- Prohibited items (fireworks, tobacco, lighters, knives, vaping...)
- Other (specify): _____

Teacher's/ Administrator's Name and Signature

APPENDIX C



2023-2024



Secondary Division

Date: ___/___/___

MERIT SLIP

Student's Name: _____

Class: _____

Time: _____

Slight improvement (+1)

Attitude/Behavior

Remarkable initiative

Major improvement for at least one month (+5)

Attitude/Behavior

Remarkable initiative

Other (specify): _____

Teacher's/Administrator's Name and Signature

Thank you

قطاع النقل

يهدف النقل المدرسيّ الى تأدية خدمة مريحة وفعّالة في جوّ من الهدوء والأمان لتلاميذ المدرسة. لذا، يُرجى من الأهل التقيد بما يلي حفاظًا على سلامة أولادنا.

١- أنظمة باص المدرسة

أ- على التلميذ أن يكون جاهزًا عند نقطة وقوف الباص المتفق عليها عند الموعد المحدد لوصول الباص.

ب- التوجّه مباشرة الى الباص بعد انتهاء الحصّة الأخيرة. يغادر الباص المدرسة بعد عشر دقائق من نهاية الحصّة الأخيرة أيّ الساعة ٣:٠٥ بعد الظهر. إن المدرسة غير مسؤولة عن أي تأخير للتلميذ ناتج عن الإهمال، أو اللعب، أو التلهّي في الكافيتريا وغيرها.

ج- تحتفظ المدرسة بحقّها في تعليق مشاركة أي تلميذ من المواصلات المدرسيّة بسبب سلوك غير لائق.

د- يستخدم باصات المدرسة التلاميذ المسجّلون فيها فقط.

٢- السلوك داخل باص المدرسة :

تتمنّى المدرسة من أولادها التلاميذ :

أ- احترام السائق والمرافقة ومعاملتها بتقدير، والتقيّد بتوجيهاتهما.

ب- الجلوس على المقعد المخصّص لهم ووضع حزام الأمان عند سير الباص.

ج- إبقاء الايدي والرأس داخل الباص في جميع الأوقات.

د- عدم الصراخ أو التحدّث بصوت مرتفع يزعج الآخرين.

هـ- عدم الاكل والشرب.

و- عدم تخريب الباص ومقاعده أو الكتابة عليها أو على الزجاج.

ز- إبقاء الحقائب والكتب والأغراض الشخصيّة بعيدة عن ممر التلاميذ داخل الباص.

ح- عدم رمي أي شيء من نافذة الباص.

٣- الإذن بمغادرة باص المدرسة :

- أ- الالتزام بمسار الباص : أي نزول التلميذ من الباص في المكان المتفق عليه منذ بدء العام الدراسي.
- ب- تغيير الباص : لا تقبل إدارة المدرسة بنقل التلميذ من باص الى باص آخر نظرًا الى الأماكن المحدودة.
- ج- في حال قَرّر الأهل اصطحاب اولادهم من المدرسة واليها بأنفسهم في يوم معيّن، عليهم ابلاغ إدارة قسم أولادهم في المدرسة خطيًا أو ارسال بريد الكتروني الى مديرة القسم.

٤- الإجراءات التأديبية للتلاميذ المشاركين في باص المدرسة :

- إنّ التلميذ الذي لا يلتزم بقواعد السلوك داخل الباص يكون عرضة للإجراءات التالية :
- تنبيه شفهيّ من المسؤول في الباص.
 - تنبيه خطي.
 - تغيير مكان التلميذ في الباص عينه.

في حال تكرار المخالفة ومضايقة الآخرين :

- يبلغ المسؤول عن الباصات إدارة المدرسة التي بدورها تُبلّغ الأهل بالإجراءات التي اتخذت.

في حال قيام التلميذ بأي سلوك يعيق السائق ويعرّض سلامة التلاميذ للخطر كاستخدام الفاظ منافية للأخلاق، أو الشجار والدفع والتصارع، أو رفض طاعة المرافقة :

- يُمنع المخالف من استخدام باص المدرسة من يوم الى عشرة أيام وذلك بحسب ما تراه إدارة المدرسة مناسبًا.

وفي حال تكرار المخالفة، يُمنع المخالف نهائيًا من استخدام الباص.

الإدارة