



Elementary II Division Rules and Regulations
2023-2024

I. Rules & Regulations

A. **Uniform:** The school uniform, as detailed in *Appendix A*.

B. **Tardiness and Absence:**

Students are expected to be

- In the Assembly Hall before 7:45 a.m.
- In class by the 2nd bell after the 1st recess
- In their playground by the 2nd bell after the 2nd recess
- In case of absence, parents should inform the Administration about the reason.
- In case of absence due to sickness for more than two days, a medical report is required.
- Repeated tardiness will be regarded as deliberate; it will be dealt with firmly.
- A medical report is required in case of absences from exams.

C. **Transportation and Departure from School:** 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. In case of any changes, parents should send a request by mail or written to the Administrative Secretary. Students who are not picked up from the Division before 3:15 p.m. will be waiting at the main gate (The bus transportation policy is detailed in *Appendix D*).

D. **Classroom Rules:** Students should respect and take care of school property. Inappropriate behavior in class such as: eating, drinking, chewing gum, writing on desks and walls and use of all electronic devices is not tolerated.

E. **Written Work:** All written work must be submitted on time, neat, tidy, and personal.

F. **Circulation in and out of the Division or Assigned Areas:** Students are expected to be silent during Assembly, on the stairs, and in the hallways, and cannot leave the division without permission.

G. **Dishonesty:** All forms of dishonesty will be dealt with promptly.

H. **Nonacademic Classes:** All students are expected to attend and participate in non-academic classes.

I. **Mobile Phones:** The use or display of mobile phones is **categorically prohibited** during school hours. In the rare event of an emergency requiring the student to have her/his mobile, it will be kept in the Administration and handed back to her/him at the end of the school day.

Kindly note that to avoid disturbing ongoing classes, access to the EII Division has been diverted to the black gate next to the Intermediate Division.



II. Discipline

Jesus & Mary School students are expected to observe a decent composure that reflects their upbringing and JM “belonging” at all times and in all circumstances.

The conduct is graded over hundred on the Report Card. The student gets a full grade if he/she behaves well and follows the Division Rules. Any inappropriate behavior will be dealt with accordingly.

At the 1st incident:

The student will be given an oral warning, and the matter will be discussed with her/him to help her/him understand the implications of her/his misbehavior and adjust her/his behavior with the concerned teacher or supervisor.

From the 2nd incident onwards:

The teacher or supervisor will give the student a Disciplinary Slip, and one or more point(s) will be deducted depending on the nature of the misconduct.

*(Please refer to **Appendix B** for the adopted Disciplinary Slip.)*

- **The three categories of offenses are:**

1. Minor Misbehavior: Misbehaviors that are considered to be minor, unintentional, and non-disruptive.
2. Major Misbehavior: Misbehaviors that are disruptive, intentional, and relatively serious.
3. Serious Misbehavior: Misbehaviors that are serious, deliberate, and unworthy of a Jesus & Mary Student.

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

- Disciplinary Slips may be issued by the Principal, Assistant Principal, teachers, or supervisors.
- Once a student is issued a Disciplinary Slip, s/he must leave the classroom; register the offense with her/his respective supervisor, then return to class. Teachers issuing Disciplinary Slips are requested to register the student’s name on the Daily Teaching Record.
- All disciplinary slips should be signed by the student, the teacher/supervisor, the Principal, and the student’s parents/guardians.



Deduction of points occurs as follows:

A. First Category-Minor Misbehavior:

Misbehavior	Measure
<u>Noncompliance with the classroom rules:</u> - Chatting - Causing distraction - Inattention - Sleeping	One point One point One point One point
Impoliteness towards peers	One point
Noncompliance with the uniform rules	One point
Noncompliance with safety measures	One point
<u>Academic Malpractice:</u> - Not doing homework - Not having book/copybook - Not writing notes	One point One point One point
Tardiness	One point
Eating, drinking or chewing in class	One point
Off task behavior	One point
Chatting during tests	One point
Not following instructions	One point

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

B. Second Category-Major Misbehaviors:

Misbehavior	Measure
Premeditated cheating	Two to Five points
Impoliteness/Lack of respect towards teachers and staff members	Two to Five points
Verbal and minor violence	Two to Five points
Possession of prohibited items, mobiles	Two to Five points
Absence from or leaving class without permission	Two to Five points
Repeated minor misbehavior	Two to Five points
Bullying	Two to Five points

For Major Misbehavior, five points are removed from the total number of points and this needs the Principal's approval.



C. Third Category-Serious Misbehavior:

Misbehavior	Measure
Vandalism	Decided by the Disciplinary Council
Physical Violence	Decided by the Disciplinary Council
Repeated Bullying	Ten Points and Decided by the Disciplinary Council

Losing points will lead to the following measures:

Total Remaining Points	Measure
90	Warning Letter *
85	Meeting with parents
80	Two-day Suspension
70	One-week Suspension
65 and below	Expulsion

***a warning letter means that the student’s behavior is becoming alarming and an improvement is requested to avoid suspension or expulsion.**

The student can receive a Blooming Slip and gain points if s/he respects the Rules and Regulations during all the school hours and if her/his behavior towards the person offended has noticeably improved. Please see *Appendix C*.

The Guidance and Counseling Department will be informed in case of serious and repetitive misbehaviors.

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



APPENDIX A

Elementary II Division Uniform Code – Girls

The JM Elementary II Division uniform consists of:

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

A. The Formal School Uniform:

- School white polo shirt (short or long-sleeved to be worn under the skirt).
- School knee-length checkered skirt.
- School cardigan.
- White tights on cold days and white socks on warm days.
- Dark-colored shoes or white.

B. The Regular School Uniform:

- School white polo (short or long-sleeved).
- School knee-length checkered skirt or school green trousers or knee-length Bermuda shorts.
- School cardigan.
- White tights on cold days and white socks on warm days.
- Dark-colored shoes or white.
- School parka (Anorak).

C. The Sports Uniform:

- School jumper suit (hoodie and pants).
- School sports shorts.
- School sports T-shirts (short or long-sleeved).
- White socks.
- Trainers.

P.S.: * Girls with long hair should keep it tied away from their faces. Dyed hair, makeup and nail polish are not allowed.

* The lab coat is mandatory for Grade 6 students.

* On cold days, a white turtleneck T-shirt may be worn under the school polo shirt.

* Students can wear any other school uniform item available at home (green school pullover or vest...).



Elementary II Division Uniform Code - Boys

The JM Elementary II Division uniform consists of:

- D. The **formal school uniform** for official occasions.
- E. The **regular school uniform** for regular school days.
- F. The **sports uniform**.

A. The Formal School Uniform:

- School white polo shirt (short or long-sleeved to be worn under the trousers).
- School green trousers.
- School cardigan.
- White socks.
- Dark-colored shoes or white.

B. The Regular School Uniform:

- School white polo (short or long-sleeved)
- School trousers or knee-length Bermuda shorts.
- School cardigan.
- White socks.
- Dark-colored shoes or white.
- School parka (Anorak).

C. The Sports Uniform:

- School jumper suit (hoodie and pants).
- School sports shorts.
- School sports T-shirts (short or long-sleeved).
- White socks.
- Trainers.

**P.S.: * Boys should maintain a short haircut throughout the school year.
Dyed hair is not allowed.**

*** The lab coat is mandatory for Grade 6 students.**

*** On cold days, a white turtleneck T-shirt may be worn under the school polo shirt.**

*** Students can wear any other school uniform item available at home (green school pullover or vest...).**



APPENDIX B

DISCIPLINARY SLIP



2023-2024



Elementary II Division

Date: ___/___/___

Student's Name: _____

Class: _____ Time: _____

Minor Misbehavior (-1)

- Chatting causing distraction
- Not doing homework
- Not following instructions
- Off task behavior
- Eating in class/drinking in class without permission /chewing
- Not having book/copybook
- Tardiness
- Noncompliance with the uniform rules
- Noncompliance with safety measures
- Impoliteness towards peers

Major Misbehavior (-2 ...-5)

- Cheating
- Bullying
- Verbal and minor physical violence
- Possession of prohibited items/cellphone / smart watch
- Repeated minor misbehavior
- Absence from or leaving class without permission
- Impoliteness/Lack of Respect towards teachers and staff members

Serious Misbehavior (Disciplinary Council)

- Vandalism
- Physical Violence
- Repeated bullying

Other (specify): _____

Teacher's/ Supervisor's Name and Signature

Student's Signature _____

Removed Points:

Total Grade:

Principal's/Assistant Principal's Signature

Parent's/Guardian's Name and Signature



APPENDIX C



2023-2024



Elementary II Division

Date: ___/___/___

BLOOMING SLIP

Student's Name: _____

Class: _____ Time: _____

Slight improvement (+1)

Attitude/Behavior

Remarkable initiative

Major improvement for at least one month (+2 ...+5)

Attitude/Behavior

Remarkable initiative

Other (specify): _____

Added Points:

Total Grade:

Teacher's/ Supervisor's Name and Signature

Principal's/Assistant Principal's Signature

Parent's/Guardian's Name and Signature



APPENDIX D

قطاع النقل

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

1- أنظمة باص المدرسة

أ- على التلميذ أن يكون جاهزاً 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 أي الساعة 3:05 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 المسجلون فيها فقط.

2- السلوك داخل باص المدرسة:

تتمنّى المدرسة من أولادها التلاميذ:

أ- احترام السائق والمرافقة ومعاملتها بتقدير، والتقيّد بتوجيهاتها.

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

ج- إبقاء الأيدي والرأس داخل الباص في جميع الأوقات.

د- عدم الصراخ أو التحدّث بصوت مرتفع يزعج الآخرين.

هـ- عدم الأكل والشرب إلاّ في ظروف يُتفق عليها.

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.



3- 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 قرّر 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.

4- 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 مناسباً.

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

الإدارة