

Intermediate Division Rules and Regulations
2023-2024

I. Rules and 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 asked to comply with the rules.
- A second time offense will be regarded as deliberate, and students' parents will be asked to send the proper uniform from home.
- A third time offense will be regarded as a serious premeditated action and will be categorized as Minor Misbehavior.
- Further offenses will be regarded as Serious Misbehavior. Please refer to *Discipline* on page 5.

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 Intermediate Main 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 or Assistant Principal.
- Repeated tardiness will be regarded as deliberate and categorized as Serious Misbehavior.
- 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 treating physician 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 treating physician is submitted to the Principal. As regarding absence from exams, a written medical report from the **school physician** 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 administered on a designated day within a maximum of one working week from the missed tests/exams.

C. Safety and Transportation:

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 without a permission from the Division Principal.**

- Students cannot be dropped off before the opening of the school gate at 7:15 a.m.
- Students are to be picked up as soon as the school day ends.
- The students are not allowed to walk on their own to meet you outside the school.
- Students need to **inform the school** if they will not be leaving by bus on a certain day.

Kindly note that students **are not allowed to change buses**, due to seating limitations and safety precautions.

D. Classroom Rules:

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 developing 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 enter their classroom **quietly** and refrain from visiting other classes or circulating in the hallway between periods. 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.
- Students are expected to have their books, copybooks, and stationery ready. Borrowing is not allowed.

E. Written Work:

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

- All written work (homework, projects, assignments, and so on) must be submitted **on time, neat, and tidy**.
- 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 Serious Misbehavior.

F. Circulation in and out of the Division:

Jesus & Mary Intermediate Division students are role models to their younger peers and are recognized by their demeanor, their politeness, and their compliance with the rules they have helped in setting.

- 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 be accompanied either by the teacher in charge or by the Supervisor.
- 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.

- Students visiting other Divisions should obtain a Permission Slip from the Supervisor or the Division Administration Offices.
- Students returning to the Division are asked to inform the Division Administration Office of their return.
- Students wishing to go to the Infirmary should obtain permission from the Principal, Assistant Principal, or Supervisor; then, upon their return to class, the nurse on duty calls the Supervisor to inform them of the diagnosis or treatment taken. The Supervisor then admits the student back to class.
- Failure to comply with any of the above will be considered as deliberate disruptive behavior.

G. Test Taking

We, at Jesus & Mary School, believe in the importance of order, fairness, and honesty. To impartially ensure these standards, we have put in place a clear policy concerning the administration of tests and exams:

- Students must remain seated **silently throughout the test**, from the moment the teacher starts distributing test papers, until the last paper has been recollected and the class is dismissed.
- Timing is a critical **part** of the test. Consequently, when the teacher declares that time is up, regardless of the bell, the students must put their pens down instantly. They are then asked to pass their papers forward, while remaining seated and silent.
- It is worth mentioning again that students need to have everything they need for a test ready, as borrowing is not allowed.

All the above applies for **quizzes, tests, and exams**.

Any breach in the above rules is considered cheating and will be dealt with as such.

H. 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 offense and a major symptom of fundamental underlying ills. As such, it is in no way tolerated in the Intermediate 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 and concerned adult (teacher, staff member and others) and will be categorized as Major Misbehavior.

- Cheating is not **tolerated!** Whenever a student is suspected of or 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 offense. "**Cheating**" will be written on the test/exam paper, a Disciplinary Slip will be immediately issued with 5 points removed from the Conduct Grade, and in severe cases, the student will be given the minimum grade of 1/20 on her/his exam.
- Repeated cheating will be categorized as Serious Misbehavior and may lead to **immediate** suspension or expulsion from School upon the Rector's decision.

I. Nonacademic Classes:

At Jesus & Mary, education is holistic. Thus, the importance of all non-academic classes and activities is recognized and valued.

- All students are expected to **attend and participate** in non-academic classes, spiritual retreats or events, and educational field trips. An exception is made for those students with a written medical report stating that they are to be exempted from P.E. These students will be asked to conduct research on a certain P.E. topic instead.

J. Mobile Phones:

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

- Mobile phones are **categorically prohibited** in school.
- In the rare event of an emergency requiring the student to have her/his mobile phone, it will be kept in the Assistant Principal's office as soon as s/he arrives at school in the morning and handed back to her/him at the end of the school day.
- If your child needs to get in touch with you during the day, s/he may ask permission from the Division Administration to call you using the school's landline. Parents who need to leave a message for their child may do so through the Division Administration.
- 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.**

K. Smoking, Vaping, and Substance Use:

- The possession and/or use of prohibited substances is strictly forbidden and will lead to **immediate** suspension or expulsion from school.

II. Discipline

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 moving away from any disruptive behavior.

Jesus & Mary School students are expected to observe a composure that always reflects their upbringing and JM belonging in all circumstances. 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.
- 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.
- The Principal then categorizes the offense committed and deals with the matter accordingly.
- **The three categories of offenses are:**
 1. Minor Misbehavior: Misbehaviors that are 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.

A. First Category: Minor Misbehavior:

Misbehavior	Measure
<u>Noncompliance with the classroom rules:</u>	
- Chatting	One point
- Causing distraction	One point
- Inattention	One point
- Sleeping	One point
Noncompliance with the uniform rules	One point
Noncompliance with safety measures	One point
<u>Academic Malpractice:</u>	
- Not doing homework	One point
- Disrespecting deadlines	One point
- Not having book/copybook	One point
- Not writing notes	One point

Tardiness	One point
Eating, drinking or chewing in class	One point
Chatting during tests and exams	One point
Off task behavior	One point

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

B. Second Category: Major Misbehaviors:

Misbehavior	Measure
Premeditated cheating	Five points
Impoliteness/Lack of respect	Five points
Verbal and minor violence	Five points
Possession of prohibited items	Five points
Absence from or leaving class without permission	Five points
Using the cellphone without permission	Five points
Repeated minor misbehavior	Five points

For Major Misbehavior, five points are removed from the total amount of points, and this needs the Principal’s approval. Parents are directly informed of the same misbehavior and the measure can vary.

C. Third Category: Serious Misbehavior:

Misbehavior	Measure
Vandalism	Decided by the Disciplinary Council
Physical Violence	Decided by the Disciplinary Council
Substance Use	Decided by the Disciplinary Council
Bullying	Ten Points & Decided by the Disciplinary Council

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. **Bullying, as well as some other incidents, will be handled with the assistance of the school psychologist.**

D. 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 Disciplinary Slip, and is given when the student shows good behavioral progress for at least two weeks. The Merit is only implemented at the teacher’s discretion and after the deliberation of the Disciplinary Council and the approval of the Principal.

The Merit Slip neutralizes a disciplinary slip previously given **by the same teacher only**.

The Principal has the right, however, to give more points if 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.

E. Steps:

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

After this letter, if her/his behavior does not improve and s/he has 10 additional points removed, s/he will go on a one-day suspension.

Losing five extra points will lead her/him to a two-day suspension. Losing five more points will lead to a one-week suspension. If the student reaches 65/100, s/he will be asked to withdraw from school.

Points	Measure
90	Warning Letter
80	One-day Suspension
75	Two-day Suspension
70	One-week Suspension
Below 70	Expulsion

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

When a Major or 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.

F. The Disciplinary Council

The Disciplinary Council, headed by the Rector and the Vice Rector, is a council that includes at least five other members: the Principal, a Supervisor of the designated level, the Homeroom teacher, and two teachers. The Principal chooses the teachers and any other staff member 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 promotion to the upper level.

- A student member of the student council having received a suspension will be immediately asked to **step down** from her/his responsibility.
- All Disciplinary Slips **must be signed** by the student's parent or guardian. Refusing to sign a Disciplinary Slip **doesn't change the decision taken**.

The School Rector reserves the right to overrule any or all of the above rules and regulations.

Josy Fadel
Intermediate Principal

APPENDIX A Intermediate Division Uniform Code - Girls

The JM Intermediate 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.
- Skin color 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 or Intermediate Division hoodie.
- Skin color tights on cold days and white socks on warm days.
- Dark-colored shoes or white.

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.

* 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, school anorak, ...)

Intermediate Division Uniform Code – Boys

The JM Intermediate 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 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 or Intermediate Division hoodie.
- White socks.
- Dark-colored shoes or white.

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.

* 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, school anorak, ...)

APPENDIX B

 2023-2024 

Intermediate Division Date: ___/___/___

DISCIPLINARY SLIP

Student's Name: _____

Class: _____ **Time:** _____

Minor Misbehavior: (-1)

- Noncompliance with classroom rules
- Noncompliance with uniform rules
- Noncompliance with safety measures
- Academic malpractice
- Tardiness
- Eating/Drinking in class without permission
- Chewing gum

Major Misbehavior: (-5)

- Cheating
- Impoliteness
- Verbal and minor violence
- Possession of prohibited/dangerous items
- Absence from or leaving class without permission
- Possession of a cellphone
- 3 Repeated Minor Misbehaviors

Serious Misbehavior: (Disciplinary Council)

- Vandalism
- Physical violence
- Substance use
- Bullying (-10)

Other/Specify: _____

Teacher's/Administrator's Name and Signature

Removed Points: _____



Total Grade: _____

Principal/Assistant's Remark: _____

Principal/Assistant's Signature: _____

Parent's/Guardian's Name and Signature

APPENDIX C

	2023-2024	
<i>Intermediate Division</i>		Date: ___/___/___
MERIT SLIP		
Student's Name: _____		
Class: _____		Time: _____
<input type="checkbox"/> Slight improvement in Attitude/Behavior for at least two weeks (+1)		
<input type="checkbox"/> Major improvement in Attitude/Behavior for at least one month (+5)		
<input type="checkbox"/> Remarkable Initiative (+1)		
Other/Specify: _____		

Teacher's/Administrator's Name and Signature		
<i>* The Merit Slip neutralizes a disciplinary slip previously given by the same teacher only.</i>		
Added Points: _____		
Total Grade: _____		
Principal/Assistant's Remark: _____		

Principal/Assistant's Signature: _____		

Parent's/Guardian's Name and Signature		

قطاع النقل

يهدف النقل المدرسي إلى تادية خدمة مريحة وفعالة في جو 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- التوجه مباشرة إلى 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 التلهي في الكافيتريا وغيرها.
- ج- تحتفظ المدرسة بحقها في تعليق مشاركة أي تلميذ من المواصلات المدرسية بسبب سلوك غير لائق.
- د- يستخدم باصات المدرسة التلاميذ المسجلون فيها فقط.

2- السلوك داخل باص المدرسة :

- تتمنى 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 الأيدي والرأس داخل الباص في جميع الأوقات.
 - د- عدم الصراخ أو التحدّث بصوت مرتفع يزعج الآخرين.
 - هـ- عدم الأكل والشرب.
 - و- عدم تخريب الباص ومقاعده أو الكتابة عليها أو على الزجاج.
 - ز- إبقاء الحقائب والكتب والأغراض الشخصية 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 خطياً 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