

**Elementary I Division
School Year 2025-2026**

Rules and Regulations

A. Uniform:

My appearance speaks many things of me and my home. The school uniform grants every student the same status and respect, reflects the school identity, and promotes belonging.

- Elementary I students are required to attend school in full uniform and follow good grooming etiquette. *Please refer to the enclosed Uniform Appendix A for details.*
- All items of the school uniform must be clearly labeled.
- Parents of students who repeatedly fail to wear the correct uniform will be contacted and asked to attend to the matter.
- Jewelry is NOT allowed.

B. Attendance:

Punctuality is a sign of respect for self and others; a trait which I, a JM student, am expected to develop.

- Students are expected to:
 - ✓ Be in the assembly hall before 7:45 a.m. every day
 - ✓ Leave school at the 2:55 p.m. closing bell. For their safety, students are not to arrive to school before 7:15 a.m. and must be picked up no later than 3:15 p.m. as supervision cannot be ensured outside this time bracket.
- Late students must be accompanied by a parent or guardian to see the principal who will then issue a permission slip to enter class.
- Students who are not picked from school by 3:15 p.m. will have to wait for their parents at the main gate.
- Regular attendance is mandatory.

C. Sickness and Absence:

For the well-being of every child as well as that of the entire Elementary I community, specific health and hygiene regulations are implemented at school.

- Parents are urged to promptly report any illness, health complications, or communicable diseases to the reason of absence.
- A medical report from the treating physician is required for any absence of more than two school days.
- Students who have fever, a persistent cough, a runny nose, diarrhea, or are vomiting, must stay home.
- In case a child exhibits any of the above symptoms or has an accident during the day, the Division Principal/Nurse will contact the parents and discuss with them the measures to be taken.

D. Classroom Rules:

My class is my second home; I will do my best to follow its rules.

- In class, students are expected to:
 - ✓ Adopt a decent attitude that reflects their upbringing and JM belonging at all times.
 - ✓ Be clean and well-organized.
 - ✓ Remain calm and avoid disturbing others.
 - ✓ Respect the teaching schedule and the content of the curriculum.
 - ✓ Cooperate with teachers and accept their advice gracefully.
 - ✓ Follow instructions given by the supervisors and teachers.
 - ✓ Behave courteously and kindly.
 - ✓ Respect school property.
- Eating, drinking, chewing gum, writing on desks and walls are not allowed.
- Students are expected to refrain from visiting other classes or circulating in the hallway between classes.
- Permission to leave class is granted by the incoming teacher.
- Students are not allowed to possess electronic gadgets, toys or magazines.

E. Discipline:

Discipline is the training that develops self-control, order, efficiency and character. Basic to all discipline is the principle of respect - respect for oneself and for others.

- Students are expected, at all times, to behave obediently and respectfully towards everyone at school. They are to show gentleness and courtesy towards their fellow students.
- Parents are expected to cooperate with the school by enforcing self-control and discipline.
- *Please refer to the Behavior Plan Appendix B*

F. Written Work (Class Work – Homework):

I hear, and I forget, I see, and I remember, I write and I understand.

- Students are expected to submit all written work on time, neat and tidy.
- Written work, unless otherwise specified, should be personal.
- In case assigned work is repeatedly submitted late, the teacher will:
 - ✓ Talk to the student.
 - ✓ Give a verbal warning.
 - ✓ Write a note on the agenda.
 - ✓ Confer with the parents.

G. Circulation in and out of the Division:

Right now, is a great time to make a good choice.

- Students are expected to:
 - ✓ Line up with friends when the bell rings in order to go to class with the teacher.
 - ✓ Be silent during Assembly, on the stairs and in the hallways.
 - ✓ Stay out of the classrooms during breaks and before classes start.
 - ✓ Be accompanied either by the teacher in charge or the supervisor when changing classrooms.
 - ✓ Obtain a permission slip to visit the infirmary and return it duly filled and signed by the nurse.
 - ✓ Have the Principal's permission to leave the school before the closing bell.
- Parents are requested to inform the Principal of any changes in students' pick-up arrangements.

H. Dishonesty:

Honest hearts produce honest actions!

- Dishonesty is a serious offense, and a JM student is expected to be always honest.
- Dishonesty may take the form of copied homework, lying, cheating in tests and so on.

I. Non-Academic Classes:

It never gets easier; I just get better!

- All students are expected to participate in non-academic classes.
- Only students who have a medical report will be exempted from P.E. classes.

Jacqueline Najjar

Principal

Elementary I Division Uniform Code

A. Girls

- Checkered dress
- Long sleeves polo with logo for cold days and short sleeves polo for warm days (checkered on the neck)
- Cardigan with dark lines and school logo
- Green pants with elastic waist for cold days and Bermuda for warm days
- School Anorak
- White tights
- Dark or white shoes

P.S. Long hair is expected to be worn in a ponytail or pigtail either braided or loose.

B. Boys

- Green pants with elastic waist for cold days and Bermuda for warm days
- Long sleeves polo with logo for cold days and short sleeves polo for warm days (checkered on the neck)
- Cardigan with dark lines and school logo
- School Anorak
- Dark socks
- Black or white shoes

P.S. Boys should maintain a short haircut throughout the school year.

C. P.E uniform

- SD hoody
- Sports pants with fine green lining (piping) on the sides.
- Sports shorts with fine green lining (piping).
- Long sleeves gray t-shirt and short sleeves gray t-shirt (not polo).
- Black Rhythmic shoes

Behavior Plan

The Elementary I Behavior Plan was designed to help students remain on track. Students are expected to observe a decent composure that reflects their upbringing and JM belonging at all times and in all circumstances.

- The conduct grade is over **one hundred on the Report Card**. The students get a full grade if they behave well and follow the Division Rules. Any inappropriate behavior will be dealt with accordingly.

EI Disciplinary Measures:

- **At the first incident:**
The student is given a **verbal warning** from the teacher or supervisor.
- **At the second incident:**
Time Out: A specific time out is scheduled for ten minutes with the supervisor and fill out a Think Sheet.
- **At the third incident:**
The student will be **referred to the Assistant Principal** who will contact the parents, and 1 or more point(s) will be deducted depending on the nature of the misconduct.
- **From the fourth incident onwards:**
The student will be **referred to the principal** who will have a conference with the parents and points will be deducted.
 - ✓ The student can regain a plus one if he/she respects the Behavior Plan for two consecutive weeks or if he/she does something good.
 - ✓ Disciplinary slips may be issued by the Principal, Assistant Principal, teachers, or supervisors.

Deduction of points occurs as follows:

A. First Category - Minor Misbehavior:

Misbehavior	Measure
Noncompliance with the classroom rules: - Chatting - Causing distraction - Inattention - Sleeping	One point
Impoliteness towards peers	One point
Noncompliance with the uniform rules	One point
Noncompliance with the safety measures	One point
Academic Malpractice: - Not doing homework - Not having book/copybook	One point
Tardiness	One point
Eating, drinking without permission or chewing in class	One point
Off task behavior	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 item.	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 Disciplinary Council
Physical Violence	Decided by Disciplinary Council
Repeated Bullying	Ten points and Decided by Disciplinary Council

D. Losing points will lead to the following measures:

Total Remaining Points	Measure
90	Warning Letter
85	Detention during recess Meeting with parents
80	Two-day suspension
75	One-week suspension
70 and below	Expulsion
71 ...80	Disciplinary Probation

- 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 he/his behavior towards the person offended has noticeably improved.
- 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.**

JM Bus Safety Rules

Jesus & Mary bus transportation service aims at providing a safe and enjoyable ride to and from school for all students. Each student, as well as her/his parents/guardians, is responsible for her/his behavior while on the school bus. Parents are expected to instruct their children to follow safe riding practices.

1. General Rules:

- a. Students must be at the bus stop prior to the arrival of the bus.
- b. Students must go directly to the bus after the dismissal bell. Buses leave school at 3:05 p.m. The school is not responsible for students who are late.
- c. Only bus registered students can be transported to and from school.
- d. Buses will only follow assigned routes. Students shall be picked up and dropped off at the points agreed upon at the beginning of the school year.
- e. Students cannot change buses due to the limited seats.
- f. Written permission (letter, message) to the Division Principal is required if parents/legal guardians decide to accompany their children to school in the morning or pick them up in the afternoon or during the school day.
- g. Unacceptable conduct on the school bus may result in suspension from school transportation.

2. Bus Rules:

- a. Respect the driver, supervisor, and other students and follow directions.
- b. Stay in your assigned seat and use your seatbelt.
- c. Be courteous and use no profane language.
- d. Always keep your head, hands, and feet inside the bus.
- e. Speak quietly and make no noise that would distract the driver or disturb others.
- f. Do not eat or drink or chew gum.
- g. Keep the bus clean and refrain from damaging seats, windows, or equipment.
- h. Hold your backpack and items or place them under your seat. The bus aisle must be clear at all times.
- i. Do not throw any objects on the bus floor or from the window.

3. Consequences for Conduct Violations

- a. First time: The Transportation Officer gives a verbal warning.
- b. Second time: The Transportation Officer informs the Division Principal, and the student is asked to change seats.
- c. Third time: The Division Principal informs the parents and gives the student a written warning.
- d. Fourth time: Upon the Administration decision, riding the bus may be revoked for a few days, weeks, or for the whole school year.