

Elementary II Division Rules and Regulations
2025-2026

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 asked to comply with the rules.
- A second offense will be regarded as deliberate, and students' parents will be asked to send the proper uniform from home.
- A third offense will be regarded as a serious premeditated action and will be categorized as Minor Misbehavior.
- Further offenses will be regarded 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.
- In class by the 2nd bell after the 1st recess
- In their playground by the 2nd bell after the 2nd 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.
- In case of absence, parents should inform the Administration about the reason.
- In case of absence due to sickness for longer than two days, a medical report from the treating physician is required.
- Repeated tardiness will be regarded as deliberate; it will be dealt with firmly.
- Absence from scheduled tests or exams is serious:

- Absent students will be allowed to sit for a make-up test **only if** a medical report from the treating physician is submitted to the Principal. As for the absence from exams, a 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 one term.
- Make-up tests/exams are administered on a designated day within seven to ten days 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 without a permission from the Division Principal.

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 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:

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 without permission, chewing gum, writing on desks and walls and using all electronic devices (smart watch included) 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 or Assigned Areas:**

Jesus & Mary Elementary II 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 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. **Dishonesty:** All forms of dishonesty will be addressed promptly. Cheating will lead to a 25% deduction from the grade, and in severe cases, a minimum grade of 1/20 will be assigned.
- H. **Non-academic 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 must be kept in the Administration office and will be returned at the end of the school day. If a student violates this rule, he/she will receive a disciplinary slip, and the phone will be kept at school for one week.

II. Conduct Grade

Jesus & Mary School students are expected to maintain a decent composure that reflects their upbringing and JM belonging at all times.

Conduct grade follows a 100-point scoring system. A student gets full points for good behavior and adherence to 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 who issue 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. Refusing to sign a Disciplinary Slip does not cancel it.

Deduction of points occurs as follows:

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
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	One point
- Not having book/copybook	One point
- Not writing notes	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 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	Detention during Recess Meeting with Parents
80	Two-day Suspension
75	One-week Suspension
70 and below	Expulsion
71 - 80 (Final Conduct Grade)	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 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 shirt (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 shirt.**

*** Students can wear any other school uniform item available at home (green school pullover or vest, Jubilee t-shirt...)**

Elementary II Division Uniform Code – Boys

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 shirt (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 shirt.**

*** Students can wear any other school uniform item available at home (green school pullover or vest, Jubilee t-shirt...)**

APPENDIX B

2025-2026

Elementary II Division

Date: ____/____/____

DISCIPLINARY SLIP

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

 JESUS & MARY SCHOOL Rabweh - Lebanon	 ib Diploma Programme
2025-2026	
<i>Elementary II Division</i>	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

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.