

**Preschool 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.

- Preschool students are required to attend school in full uniform and follow good grooming etiquette. Please refer to the enclosed Uniform Code (*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 2:30 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.
- 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 Preschool 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 Division Principal/Nurse.

- In case of absence, parents or guardians of the student are urged to call the Preschool 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.
- 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:
 - ✓ Sit, stand and walk properly
 - ✓ Behave kindly
 - ✓ Remain calm and avoid disturbing others
 - ✓ Take turns and share
 - ✓ Be clean and well-organized
 - ✓ Be respectful towards others
 - ✓ Follow instructions given by the teachers and supervisors
 - ✓ Respect school property
- Students are not allowed to bring electronic gadgets or toys to school.

E. 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.
 - ✓ Obtain permission to visit the infirmary.
- Parents are requested to have the Principal's permission to leave the school before the closing bell.
- Parents are asked to inform the Preschool Administration of any changes in students' pick-up arrangements before 1:30 p.m.
- Please refer to the Behavior Plan (Appendix B).

APPENDIX A

Preschool Division Uniform Code (As of July 3, 2013)

The JM Preschool Division uniform consists of:

Obligatory	Optional
School Pinafore (apron) long sleeves*	School Pinafore (apron) short sleeves
School cardigan*	White turtleneck
School dark green pants for cold days* School dark green bermuda for warm days*	
School Anorak*	
Shoes (black or white)	
Socks (white)	
Tights for girls (white)	

** Items marked with (*) are available exclusively at the school shop.*

P.S.: Long hair is expected to be worn in a ponytail or pigtail either braided or loose.
Boys should maintain a short haircut throughout the school year.

APPENDIX B **Behavior Plan**

**The Preschool Behavior Plan was designed to help students remain on track.
Parents are expected to cooperate with the school by enforcing self-control and discipline.**

Preschool Disciplinary Measures:

Undesirable behaviour is dealt with in the following manner:

At the first incident:

The matter is discussed with the student to help him/her understand and adjust his/her behaviour with the respective teacher.

At the second incident:

The teacher will send the student to the Assistant Principal who will discuss the matter with him/her to help him/her understand and adjust his/her behaviour.

At the third incident:

The Principal discusses the matter with the student and calls the parents for a meeting in order to agree upon the appropriate solution. A written form of the meeting will be signed by the Principal and the parents. The case will be discussed with the Guidance and Counselling members.

- Students will get a letter grade for their conduct on the Report Card.

Sanctions:

Sanctions are meant to help students understand and be aware of the misbehavior and its consequences in a constructive way.

Sanctions are adapted to the nature of the misbehavior.

For example:

- In case of disrespecting and/or disturbing others → Fill a Think Sheet
- In case of uncleanliness → clean the mess during a specific time

Rabweh Cornet Chahwan, October, 2025

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.