

# LWIS-Universal School Of Lebanon



## Elementary Handbook

"we measure success one happy learner at a time"

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**The Lebanese Society for Education & Culture**

# **UNIVERSAL SCHOOL OF LEBANON**

(Founded September 1999)

## **Administration Management Team**

School Principal – LWIS Network BOT

**Amal Farhat El-Hassan**

Administration Manager

**Jocelyne Abdallah**

Head of Registrar

**Aline Chahine**

## **Head of Sections / Leadership Team**

Head of Preschool – KG1, KG2, KG3 & G1

**Mona Sassine**

Head of Elementary School - G2 to G5

**Fida Khat**

Head of Middle School - G6 to G8

**Diana Najjar**

Head of Senior School - G9 to G12

**Katy Zakharia**

Learning Support/School Counselor

**Jana Issa**

Head of Teaching & Learning (Pre-Elem)

-

Career Guidance Counselor

**Jamil Farah**

Head of ICT

**Rony Bassim**

## **International Baccalaureate**

IB Diploma Program Coordinator

**Sassine Sarkis**

## **Subject Coordinators**

Arabic  
**Houtaf El-Hassan**

French  
**Nadine Deeb**

English  
**Katy Zakharia**

English Social Studies  
**Jamil Farah**

Arabic History, Geography, Civics & Philosophy  
**Mireille Khalil**

Math and Physics  
**Mirella Rahme**

Science  
**Diala Jreij**

Physical Education  
**Salim Najjar**

*Dear Parents,*

*I would like to extend a very warm welcome to you and your child. The USL Elementary Section is part of a vibrant, successful, and happy multicultural school where we have high expectations and high standards for our students and ourselves.*

*In the following pages of this Handbook you will find details of the facilities available to the children who attend the Elementary Section at USL.*

*We are very keen to form positive and successful partnerships with our parents for the benefit of their children. There will be many and varied opportunities for you to participate in the life of the school. We hope that your child will be very happy during his or her stay with us, and you can be assured of our best attention to your child's needs at all times.*

*With best regards,  
The Elementary Section*

## **ELEMENTARY SECTION**

### **Our Philosophy**

The Elementary School Curriculum is designed to nurture the child in all dimensions of his/her life: cognitive, emotional, imaginative, aesthetic, social and physical. The Section's goals are to foster the development of critical thinking, reasoning, and communications skills that help students to build an educational foundation that will give them knowledge, skills, and self-confidence.

Our philosophy is that all children are naturally curious, enthusiastic, and eager to acquire new experiences and knowledge. As educators, it is our responsibility to provide an educational experience to maximize each child's potential. We emphasize a well-rounded curriculum that incorporates child-centered principles. The curriculum embraces different teaching approaches and methodologies that complement and enrich our academic program.

### **Our Goals**

- To provide our students with a warm atmosphere in which a comprehensive scholastic program of fundamental education can be given.
- To provide a variety of educational materials to enhance our curriculum.
- To provide the opportunity for children to learn the content through varied hands-on experiences.
- To provide the opportunity for each student to grow academically and socially, thus preparing the child for lifelong learning.

## **The School**

Universal School of Lebanon (USL) is a co-educational school that is learner-centered in its philosophy of education and multi-national in curriculum, staff, students, range of services, and student opportunities. USL is located in Bterram, El-Koura, North Lebanon at an altitude of 300 meters. The school is a member of LWIS (Learners World International Schools) network.

## **Mission Statement**

Our mission is to provide a safe and nurturing environment where quality education lays the foundation of life-long learning through building confidence and creativity. Universal School of Lebanon promotes the use of technology to enhance active learning, with the aim of developing independent learners. Our curriculum prepares our learners to be global citizens through multicultural activities, community outreach programs and international projects. Our faculty gives each learner the opportunity to develop to his/her fullest potential.

### **Our mission at USL is strongly tied to the following beliefs:**

- ✓ We believe that student learning is the chief priority and that the child's educational program should be a shared responsibility involving the home, school, teacher, and students.
- ✓ We believe that our curriculum must be flexible, challenging, and ever changing so that each child will achieve success and satisfaction in life.
- ✓ We believe in an educational program that helps to develop the whole child in the cognitive, affective, social, aesthetic, and physical domains.
- ✓ We believe that the school should provide a safe environment and an educational program to meet the needs of each child so that he/she is encouraged to function at his/her full potential.
- ✓ We believe that each child should be provided with opportunities to establish him/herself both as an individual and a member of a group.
- ✓ We believe that educational experiences should enable students to learn to communicate effectively, solve problems competently, think critically and creatively, and behave responsibly.
- ✓ We believe that integrating technology in a meaningful way enables students to develop information technology skills and be updated with most recent advances in computer education.
- ✓ We believe in promoting awareness at the social, environmental, and multicultural levels.

## **The school goals fall under three major categories:**

### **The Academic Achievement Goals and Study Habits that Relate to Core and Special Courses:**

#### ***The Universal School of Lebanon curriculum is designed to:***

- ✓ Furnish students with a base knowledge of facts, terms, and principles that govern the mathematical, physical, and social sciences.
- ✓ Empower students with productive and receptive English language skills with emphasis on expressive writing, public speaking, and critical strategic reading, as well as literature appreciation.
- ✓ Prepare students for SAT I & II, TOEFL, as well as the Lebanese Brevet and Baccalaureate Official Exams.
- ✓ Involve students in their own learning through research that leads to understand concepts, possess skills and permit them to seek resolutions to questions and issues while they construct new knowledge.
- ✓ Involve students in their own learning through use of portfolio assessments that support instructional goals and reflect change and growth over a period of time. Also, to encourage student, teacher, and parent reflection that provides continuity in education from one year to the next.
- ✓ Help students master the basic skills through active learning with special emphasis on collaborative learning models.
- ✓ Help students capture the connection between what they are learning in school and daily life experiences.
- ✓ Offer community service projects that provide the opportunity for students to learn responsibility, experience the satisfaction that comes with helping others, and to acquire new skills as young citizens.
- ✓ Integrate the use of technology throughout their learning process.

### **The Cross-Disciplinary Processes and Abilities that Relate to the Personal Development of an individual as a Human Being:**

#### ***The school curriculum is designed to allow students to:***

- ✓ Develop a positive self-image and recognize and accept one's capabilities and/or limitations.
- ✓ Develop the ability to socialize with others and have a sense of community spirit and civic responsibility.
- ✓ Develop the ability to think critically and apply the problem-solving approach in all walks of life.
- ✓ Develop good physical habits that lead to a healthy happy life.
- ✓ Develop aesthetic appreciation of nature, art, and music that advance enjoyment and life fulfillment.

**The Cross-Disciplinary Processes and Abilities that Relate to the World of Work in the Context of the 21<sup>st</sup> Century:**

*The school curriculum is designed to enable students to:*

- ✓ Acquire, use, evaluate, maintain and apply information from various resources, such as electronic data storage systems, books, media and resourceful human beings.
- ✓ Convey effectively communications through speaking, writing, performing, or creating products, and receive communications by observing, reading, and listening, regardless of the language used.
- ✓ Generate new ideas, make the appropriate decisions, and solve problems through logical reasoning, originality, and tolerance of ambiguity.
- ✓ Display responsibility, self-esteem, self-management, personal integrity, and honesty.
- ✓ Allocate time, money, materials and other resources when conducting research, a project or a scheme.
- ✓ Work effectively in teams to successfully complete a project or any other activity.
- ✓ Appreciate own culture and cultures of others, and understand the concerns and perspectives of people from different social and educational backgrounds.

**EDUCATIONAL AIM**

**Curriculum**

Through thorough, focused planning, each child will have access to a broad curriculum, reflecting continuity and progression, catering for the needs of all children.

All students follow a curriculum, which focuses on the following areas:

- Languages (English, Arabic, and French)
- Mathematics
- Science (includes Life, Earth, and Physical Science)
- Social Studies (History, Geography, and Civics)
- Computers / Integrated Technology
- Expressive Arts and Music
- Physical Education

Children will be motivated through access to a full range of learning and teaching approaches appropriate to their needs. A wide variety of teaching methods and strategies are utilized, depending on the subject and needs and abilities of the children. We also seek to ensure that we adopt approaches that will cater for the variety of learning styles within each class.

### **Additional Support for Learning Needs**

The Elementary Section is responsive to all students, including those with special learning needs. This group is diverse and includes students with physical and/or mental disabilities, with specific learning difficulties, and those students yet to achieve fluency in English.

An inclusive curriculum for these students is one where:

- their teachers, their families, and the school community work together to plan and deliver a program which meets their particular learning needs
- they are given encouragement and support to enable them to participate as fully as possible
- appropriate resources, equipment, and technology are used to support their learning.

## **HOME AND SCHOOL LINKS**

### **Parental Involvement**

The Elementary Section recognizes that cooperation among teachers, parents, and children is the key to a successful education for your child.

If you have any concerns or issues you would like to discuss, please contact the school. Teachers are assigned hours to meet with parents during the week. Parents need to call the school office to secure an appointment with any teacher they desire to see. Similarly, if we have any concerns regarding your child, we will contact you in order to resolve any problems as early as possible. In addition, a “Note from the Teacher” slip can be sent at any time to parents should the teacher wish to communicate a message.

Memos from the principal are sent when needed, and parents are urged to ask their children for any memo or message from the school so they are always updated with all that is taking place at school. Memos to all USL parents are usually given to the eldest child for families having more than one child at school. A phone message will be sent to parents for emergency changes that the school is obliged to take under specific situations.

### **Reporting to Parents**

The school will provide parents with reports so that you can see what your child is doing, and how he/she is progressing. A midterm progress report is sent in the middle of each term. Grade reports are sent at the end of every term, at which time there are parents’ meetings which offer you the opportunity to discuss how your child is doing in school. You can also contact the school at any time with any matter that you wish to raise.

Our progress reports will help you to get to know more about the curriculum which each child follows and describes what has been taught. We welcome any comments or additional information from parents to help us provide the best possible education for your child.



Elementary students from Grades 1-3 are evaluated according to a legend. The legend differentiates among the following:

<b>E</b>	<b>(Excellent Progress)</b>	<b>S</b>	<b>(Satisfactory)</b>
<b>VG</b>	<b>(Very Good Progress)</b>	<b>N</b>	<b>(Needs Improvement)</b>
<b>G</b>	<b>(Good Progress)</b>	<b>I</b>	<b>(Individualized Program)</b>

Students in Grades 4-5 are graded according to the following legend:

<b>A+ : Outstanding</b>	<b>95 – 100</b>	<b>C : Average</b>	<b>70 - 74.99</b>
<b>A : Excellent</b>	<b>90 - 94.99</b>	<b>D+ : Satisfactory</b>	<b>65 - 69.99</b>
<b>B+ : Very Good</b>	<b>85 - 89.99</b>	<b>D : Unsatisfactory</b>	<b>60 - 64.99</b>
<b>B : Good</b>	<b>80 - 84.99</b>	<b>F : Failing</b>	<b>0 - 59.99</b>
<b>C+ : Above Average</b>	<b>75 - 79.99</b>	<b>I : Individualized Program</b>	

## **EXPECTATIONS OF STUDENTS**

**USL students are expected to fulfill the following expectations concerning:**

### **Homework**

Learning consists of many aspects, including comprehension and retention. Homework is an important tool to help in the retention of information and to build good study habits. It is imperative that students spend adequate time at home doing homework in order to reinforce skills and concepts they have learned at school.

### **Presentation of work**

Present organized neat and tidy work (homework, class work, research papers, presentations, tests and projects).

### **Books and Materials**

Textbooks are issued to students on a rental basis. The consumable workbooks and copybooks are the property of the students, while the textbooks are the property of the school. The student is generally expected to take care of all the textbooks, consumables, and stationary in his possession. Students are not to write on their textbooks, and any total damage to or loss of the textbook will result in charging the student with a total replacement fee or a damage fee, depending on the degree of the damage. The school administration will not replace a lost or totally damaged consumable workbook or stationary in the first term.

## **Student Dress Code**

Students are expected to wear their uniforms at all times in school and during field trips, and to wear the full PE uniform on PE days. All items are available for purchase at the school office.

### **The School Uniform is comprised of:**

School blue jeans  
Grey sweatshirt  
Purple polo shirt (long/short sleeves)  
School winter jacket

### **For Physical Education:**

Grey jogging pants and purple jacket  
Grey shorts and purple t-shirt

If a student chooses not to wear his/her uniform to school, the parents will be called to bring in the uniform, or if not possible, the student will not be able to attend classes. Students are not allowed to go on field trips without wearing the school uniform.

**Please ensure your child's name is on all items of clothing.**

## **Behavior**

We have an expectation that our children will be well-behaved both within school and when we take groups on visits, and our Discipline Policy reflects this.

- All children have the right to feel safe and to be respected.
- Aggressive behavior (verbal and physical) is unacceptable.
- Everyone will be treated fairly.

If a child is misbehaving or disrupting the environment in the class, the class teacher will deal with the situation initially. If the situation persists, or if there has been a serious breach of discipline such as causing injury to another pupil or defiance to a member of staff, the matter will be referred to the Head of the Elementary Section, who will decide on the appropriate action. Depending on the seriousness of the matter, parents may be brought in.

## **Bullying Policy**

Based on our school's mission, USL is committed to provide all students with a safe educational environment in which all members of the school community are treated with dignity and respect. The USL Elementary Section has an obligation to promote mutual respect, tolerance, and acceptance.

USL students are given positive choices that will help students to prevent behavior of intimidating, harassing, or bullying another student through words or actions based on, but not limited to, any of the following actual or perceived characteristics: age, color, race, religion, sex, physical or mental ability or disability, political belief, or socioeconomic status. The school defines bullying by any act or combination of acts (*physical contact, name calling, threats, pranks, spreading rumors, damaging personal property, and cyber bullying*).

Such behavior that is considered bullying includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

USL expects students and/or staff to immediately report incidents of bullying to the Head of Section. Staff who witness such acts take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

The USL Elementary Section ensures bullying does not occur on the school campus. USL provides staff development training in bullying prevention and cultivating acceptance and understanding in all students and staff to build the school's capacity to maintain a safe and healthy learning environment.

To prevent conflict, the Elementary Section will incorporate conflict resolution education and problem solving techniques into Character Education. This is an important step in promoting respect and acceptance, developing new ways of communicating, understanding, and accepting differing values and cultures within the school community and helps ensure a safe and healthy learning environment

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying.

### **Consequences:**

Students found guilty of bullying will be disciplined. Consequences include, but are not limited to, one-on-one discussions during break, cool-down time in the inner area, after school detention, loss of privileges, loss of ability to participate in any after school and extracurricular activities, parent conferences, and/or suspension. Consequences may also include a long-term suspension or expulsion, depending on the nature of the action.

### **Prohibited items at School**

Any object which presents a safety hazard or interferes in any way with the educational operation of the school is prohibited.

Students are not allowed to have or use mobile phones, I-pods, or any pocket sized computer games in school except when agreed upon by the school administration during field trips.

### **Student Rights**

Student involvement in the educational process is a basic right. Active involvement includes planning and evaluation in an atmosphere of mutual respect.

- I have the right to be an individual at school, free from prejudice and discrimination.
- I have a right to be respected and not physically or emotionally abused.
- I have the right to express my ideas when appropriate and be a part of the development process at school.
- I have a right to a safe school.
- I have a right to tell my side of the story at the appropriate time.
- I have a right to know the school rules.

## **Attendance**

All students are expected to be at school regularly and to be on time for all classes to develop habits of punctuality, self-discipline, and responsibility. Late arrivers disrupt the class. Daily attendance is part of the student's records and is listed by term on grade reports.

## **Tardiness and late arrivals**

All late arrivals to school must report to the front desk officer to obtain a tardy slip before entering class. Tardy slips are judged to be excused or not excused by the head of section.

## **EXTRA CURRICULAR ACTIVITIES**

Our school's academic programs offer a wide variety of co-curricular activities to supplement formal learning. Students are strongly encouraged to become involved in a co-curricular program. The diversity of the co-curricular program ensures that there is something for all student interests and ability levels. Our students are challenged to use their recreational time in a constructive and fulfilling manner and within the general scope of goals set for the school.

These activities include:

- The development of new skills that reflect the specific interests of individual students.
- Personal and social development through the provision of experiences that enhance personal attributes such as cooperation, tolerance, self-confidence, and respect for others, as well as the environment.
- An appreciation of multiculturalism.

## **The After School Activities Program**

The After School Activities Program comprises a variety of sports and recreational club activities that are open to students and faculty. These activities include:

Basketball  
Soccer  
Gymnastics

Aerobics & Modern Dancing  
Creative Hands/Handcrafts  
Volleyball

## **Yearly Events**

USL community members celebrate the following yearly events, starting in October:

Pumpkin-Carving Night  
Halloween Party  
Iftar in the Holy month of Ramadan  
Lebanese Independence Day Celebration  
Adha Celebration  
Christmas Caroling and Christmas Party  
Ski trip  
Mother's Day Brunch  
Easter Egg Hunt  
Annual Day-A-Thon  
Annual Sponsored Walk  
Annual Book Fair  
Annual Science fair  
End of Year Preschool/Elementary Celebration

## **SCHOOL FACILITIES**

### **Bus Services**

Transportation is provided to all students who live in Batroun, Tripoli, Zgharta, Jbeil and villages of Koura. The bus driver and the attendant are in charge of the passengers on the bus at all times. They are responsible for safely transporting students and should be obeyed at all times.

### **Food Services**

Students may purchase food and juice at the school cafeteria, where they can sit and eat. During first break students can buy a Lebanese breakfast, and a hot meal on the second break. Students may sit in the cafeteria to eat and gather during these times. Once a month a menu is handed out to students. Refer to the school website ([www.lwis-usl.edu.lb](http://www.lwis-usl.edu.lb)) for the monthly menu.

### **Computer and Computer Network**

All Elementary students are required to bring laptops to school on a daily basis. E-books and PDF books from different subjects are downloaded onto their computers. Internet is available throughout the school for support of education and research.

## HEALTH POLICY

### Medical and General Health Care

#### **Accidents**

The student should report any accident, no matter how minor, to a teacher immediately. In the case of severe accidents, emergency care will be given, and the parents will be notified before the student is taken to the emergency unit of a hospital in the vicinity of the school. A teacher or staff member will accompany the student to the hospital, and parents would be expected to meet their child at the hospital. In any case, if surgical or any medical application is required to be done to the child, the parent's consent will have to be secured. Most USL staff have taken a first aid course with the Lebanese Red Cross.

#### **Administering medication at school**

It is the policy of USL that all children's medication is to be administered by parents at home. Any student that is required to take medication during regular school hours must comply with the appropriate administrative regulations. If children are required to take prescribed or non-prescribed medication during school hours, only the nurse will administer the medication in compliance with the following regulations:

1. An appropriately labeled medication container must be brought to the nurse.
2. The nurse will administer medication.
3. Children will not at any time carry medication to school.
4. Medication must be brought to school by parents or guardians.
5. Written permission must be given by the parent for both prescribed and non-prescribed medication, including aspirin, cough medicine, etc.
6. Medication must include child's name, name of medication, time to be administered, dosage, duration of time for administering medicating, and a physician's and/or parent's signature.

The School Nurse will:

- ✓ Keep a record of the administration of medication.
- ✓ Keep medication in a secure place.
- ✓ Return unused medication to parents only.

## GENERAL INFORMATION

### **Birthdays**

Birthdays are important to children, and they like to share them with their friends. If you would like to celebrate your child's birthday at school, please notify the Front Desk Officer one week in advance.

### **Field Trips**

Throughout the year, field trips will be organized for the children's educational interests. A memo informing parents of the field trip will always be sent home. A child will only be allowed to participate in the field trip if the permission slip is signed by a parent or guardian. The parents are advised well in advance of any planned field trips and have the right not to send their child on the field trip.

### **Lost and Found**

Lost articles may be claimed in the office. It is strongly suggested that all articles be properly marked with the student's name. Unclaimed items are donated to charity at the end of the school year.