

Internal Regulations

Preamble

The internal regulations of the Antonine International School (AIS-Dekwaneh) apply to all members of the educational community, including students, teachers, non-teaching staff, and parents. This document reinforces guidelines for civility and behavior. Each member of this establishment acknowledges the inviolability of these regulations and the need to adhere to rules established collectively. The objective of these regulations is to foster a community where individuals of varying ages and roles coexist with equal respect and dignity.

Students and staff within the school are expected to uphold the following core principles:

- **Tolerance and respect for others** in personality, beliefs, and ideas.
- **Equality of opportunity and treatment** for all, regardless of gender or other diversity factors.
- **Respect for physical, psychological, and moral integrity.**
- **Respect for the environment, facilities, and shared property.**

I. Rights

Article 1 – Student Rights

Each student enrolled at AIS-Dekwaneh is entitled to high-quality education tailored to their needs, promoting their personal and academic growth in a discrimination-free environment that emphasizes respecting equality of opportunity. The safety of the students is among AIS-Dekwaneh's top priorities. Any violation of these rights on a physical, emotional, or moral level will be met with strict disciplinary action.

Article 2 – Parental Rights

Parents are requested to attend a school council two to three times annually as they are an active factor of the school's operations. Regular meetings and exchanges must be arranged by the principal and teaching team at times convenient for parents. They have the right to be informed of their child's academic performance and behavior. Parents may also bring a representative or third party to these meetings if needed.

Article 3 – Rights of Teaching and Non-Teaching Staff

All school staff members are entitled to respect for their role and duties by all members of the educational community.

Article 4 – Right to Expression

AIS-Dekwaneh encourages students to freely express themselves and exercise their civic rights and responsibilities while respecting others, valuing diversity, and fostering a spirit of tolerance.

Middle and high school students have individual and collective expression rights through the election of representatives and the right to meet. These rights are to be exercised while respecting diversity, neutrality, and consideration for others.

II. Conduct Rules

Article 5 – Attendance and Punctuality Requirements

Students are expected to attend classes and support programs for which they are registered, adhere to the timetable, and comply with the knowledge assessment methods. Students cannot refuse to study specific portions of the curriculum or miss classes without exceptional authorization or legitimate cause.

Article 6 – Respect for Others and the Learning Environment

The institution is an educational community where each person should demonstrate tolerance and respect for the personalities and beliefs of others. Respect for students, all staff members, politeness, and care for the environment and equipment are mandatory. All community members must ensure that the school remains welcoming, avoiding any form of vandalism or disorder of furniture and materials. Each individual shares responsibility for maintaining the institution's order. Any act of willful damage will result in disciplinary action for the student and restitution by the parents.

Article 7 – Parents' Right to Information

Students and parents must be consistently informed of the school's procedures and operational methods. They are kept up-to-date on academic results, events, and activities organized within the institution through physical notices, the school website, mobile applications, SMS, etc.

1. Academic Progress Information

- **Competency Booklets** for Cycles 1, 2, and Grade CM1, and **Report Cards** for other levels are provided to parents via the school application each trimester, tracking the student's academic development.
- Parents can schedule meetings with the cycle head or their child's teachers to discuss academic progress or potential challenges.
- After distributing competency booklets and report cards, the school holds trimester meetings per cycle where teachers present student performance and progress strategies, allowing parents to ask questions and seek additional clarification.

2. Behavioral Information

- Each student's behavior is monitored daily in class and during breaks. Any notable behavior (positive or requiring attention) will be communicated to parents through phone calls, notes in the agenda, mobile applications, or appointments.
- Parents may request a meeting with the cycle head or teacher to discuss their child's behavior, development, or required educational measures.

3. Shared Responsibilities

- Parents are encouraged to actively monitor their child's progress, attend meetings organized by the school, and collaborate with the educational team to support the student's academic and behavioral development.

Article 8 – Respect for Principles of Community, Secularism, and Pluralism

All students, teachers, and staff members must respect the diversity of opinions, beliefs, and cultural backgrounds. The school encourages the active participation of all students in collective activities—whether educational, athletic, or cultural—promoting an inclusive environment. The education provided is neutral and aligned with the principles of secularism. Furthermore, the school values the richness of diverse cultures, languages, and traditions, encouraging awareness and respect for differences. Initiatives are also undertaken to raise students' awareness of republican values such as liberty, equality, and fraternity as part of citizenship education.

Article 9 – Child Protection and Dignity Guarantees

- 1. Prohibition of Corporal Punishment and Humiliating Treatment:** Any form of corporal punishment or degrading treatment toward children is strictly prohibited. This includes all types of physical, verbal, or psychological abuse.
- 2. Respect for the Child's Dignity:** Each child has the right to respect for their dignity as an individual. The school ensures that interactions among teachers, staff, and students uphold this dignity.
- 3. Protection Against Discrimination:** The school is committed to treating each child fairly, without discrimination based on race, gender, religion, ethnicity, language, or any other diversity trait. Non-discrimination is essential to preserving every child's dignity.
- 4. Consideration of Specific Needs:** The school acknowledges that some children may face difficult circumstances and adapts its protective measures according to their needs.

III. Organizational Procedures of the Institution

Article 10 – Admission and Enrollment

1. School Admission

- a. Enrolling a child requires a registration certificate and a valid ID or equivalent, in compliance with mandatory education requirements. Should any documents be missing, admission cannot be delayed, but missing items must be provided promptly.
- b. For students transferring from another institution, a certificate from the previous school is required.
- c. Documentation verifying the child's mandatory vaccinations, such as a medical certificate and a photocopy of the health record, must be provided.
- d. Any child aged three by January 31 of the current year may be enrolled in preschool according to Lebanese law under the Ministry of Education.

2. Parental Authority

- a. At enrollment or when family circumstances change, divorced or separated parents must provide the school administration with a copy of the court ruling or official document specifying parental authority and the primary residence of the child.

- b. If only one parent holds parental authority, this must be proven through official documentation provided to the administration.
- c. Separated parents are responsible for coordinating with the school to obtain documents related to their child's academic progress.

Article 11 – Student Supervision

1. Supervision during recess and all transition times must be conducted with utmost diligence. Active participation by all school staff is essential during these periods, as most incidents and conflicts arise during transitions, sometimes causing significant challenges with families and the broader educational community.
2. The organization of responsibilities and duties must reflect these needs to improve the school environment and foster a calm, positive atmosphere daily.

Article 12 – Inclusion of Students with Long-Term Health Conditions

1. Students with chronic illnesses, allergies, or food intolerances are welcomed at the school and should be able to attend while receiving necessary treatments or dietary accommodations in a safe environment.
2. An Individualized Health Plan (PAI) is designed to support the integration of these students, specifying tailored accommodations that ensure their well-being at school, based on available resources.

Article 13 – Entry and Exit Times

1. **Entry Time:** AIS opens its doors from 7:00 a.m. as follows:
 - 7:40 a.m. for Cycle 1 students.
 - 7:35 a.m. for students in Cycles 2, 3, middle, and high school.
2. **Exit Time:** Students leave accompanied by parents or by school bus (excluding high school students).
 - Cycles 1 and 2: 2:20 p.m.
 - Cycles 3, middle, and high school: 2:40 p.m.
3. For extracurricular activities, schedules will be communicated to parents in advance.

Article 14 – Tardiness

1. Any student not in class after the morning bell is considered tardy.
2. Tardiness disrupts learning and is only accepted with valid justification. No tardy student may join class until the second session begins.
3. Tardy students must obtain authorization from the designated supervisor.
4. After three instances of tardiness, the student will be required to complete additional tasks in the library throughout the day.
5. Family emergencies or unforeseen accidents will be taken into consideration as justified tardiness.

Article 15 – Absences

1. Absences should be exceptional. In case of an unplanned absence, families must inform the administration as soon as possible by phone or email.
2. For absences due to contagious illness, a medical certificate must be submitted to the school health service.

3. Repeated unexcused absences, especially selective ones, will lead to disciplinary action. After three unexcused or inadequately explained absences, a meeting with the Head of School, the parents, and the student will be organized.

Article 16 – Early Departures

1. Appointments with pediatricians, dentists, or other specialists should be scheduled outside school hours.
2. A student may only leave the school grounds with parental or guardian request and school administration approval.
3. If the administration deems it necessary for a student to leave during the day (due to illness or other reasons), the parents will be informed immediately.

Article 17 – Coordination with School Transportation

1. AIS-Dekwaneh provides a transportation service upon request.
2. Students are required to adhere to safety and behavior guidelines on the school buses.
3. AIS-Dekwaneh's liability ends once the student exits the bus.
4. Students enrolled in the transportation service will be dropped off at the address provided by their parents or guardians.
5. Students must respect the bus and the people on it (supervisor and driver), in alignment with the expected behavior of an Antonine student.

Article 18 – Organizing Dialogue between Families and the Teaching Team

1. At the start of the school year, collective meetings will introduce the educational objectives, curriculum, and annual schedule. Additionally, quarterly meetings may be organized to inform parents about learning progress and classroom projects.
2. Individual meetings can be arranged at the request of parents or teachers to assess the student's academic path and specific needs. Parents may request a meeting with teachers using the available communication channels.

Article 19 – Hygiene and Safety Rules

1. Personal Hygiene:

- Students should keep their nails clean, unpolished, and trimmed to prevent scratches.
- Regular scalp inspections are recommended.
- Boys' hair should be kept short, and girls' hair should be tied back.
- The infirmary should be notified promptly of any potential infestation.

2. Dress Code:

- Students are expected to wear clean, simple, and appropriate attire.
- They must attend AIS-Dekwaneh in the school uniform.
- Any inappropriate or eccentric attire is strictly prohibited.

3. Safety in School Premises:

- Restricted areas will be marked and explained to students at the start of the school year.
- Access to the teacher's lounge is strictly prohibited for students.
- Cycle 1 and 2 students must be accompanied by staff (supervisor, teacher, or assistant) when going to any school facility.
- Students will be accompanied by their teacher when moving around the school for sessions that require it.

- During recess, students must vacate classrooms, hallways, and staircases and proceed immediately to the designated play areas.
- 4. Medical Services:**
 - Sick children should not attend school to promote their own health and limit the spread of infections. They may return after full recovery and the resolution of symptoms.
 - Medication administration at school is limited to essential cases (e.g., asthma, diabetes). Medication should be sent with clear instructions on dosage, timing, purpose, and ideally a prescription. An adult must deliver it to the infirmary.
 - In the event of a student falling ill during school hours, the administration may permit early departure based on the nurse's advice. The nurse must inform the parents.
 - Upon enrollment, parents must complete a medical form signed by the family doctor, which will serve as a reference.
 - The school physician will examine each student during the year and can be contacted if needed.
- 5. Accidents:**
 - For minor accidents, students are treated by the school nurse. In the event of more serious accidents, parents or guardians are notified immediately, and urgent care is administered by the school. If parents cannot be reached, necessary actions will be taken by the administration.
- 6. Insurance:**

AIS-Dekwaneh subscribes to individual accident insurance for all its students, covering them throughout the school year, during school hours, and during school-organized trips and activities

Article 20 – Security Measures, Emergency Preparedness Plan (PPMS)

- 1.** The vicinity of the school is closely monitored to prevent gatherings that could compromise student safety:
 - An adult is stationed at the school entrance to welcome students.
 - Visual inspections of bags may be conducted.
 - The identities of individuals not affiliated with the school are consistently verified.
 - Three safety drills must be conducted during the academic year. These measures are implemented in accordance with current regulations and with discernment.
- 2.** At the beginning of the school year, the emergency plans for "intruder alert" and "major risks" must be updated. (Refer to Annex – Emergency Preparedness Plan, PPMS)

Article 21 – Anti-Bullying Prevention Measures

- 1.** The right to attend school without experiencing harassment is integral to the right to education. No student should suffer from harassment, whether due to words or actions within or outside school that undermine their dignity, harm their physical or mental health, or degrade their learning environment.
- 2.** School bullying may hold the legal guardians of the minor responsible and may also constitute a criminal offense, subject to legal accountability of the perpetrator, whether minor or adult.
- 3.** AIS takes appropriate measures by training staff to identify subtle signs in classrooms, during recess, around the school grounds, and on field trips.
- 4.** An anti-bullying and anti-cyberbullying policy is actively implemented as part of the pHARe program at AIS. (Refer to Annex – pHARe Program)

Article 22 – Use and Prohibition of Certain Personal Items

This article aims to regulate the use and presence of certain personal items within the school to ensure safety, mutual respect, and a conducive learning environment.

1. Mobile phones, smartwatches, and other communication devices are prohibited during class hours and in common areas unless explicitly permitted by staff for educational purposes.
2. Unauthorized use of such devices will result in confiscation, with the item returned at the end of the day. For repeated offenses, parents will be required to retrieve the device.
3. Students are strongly discouraged from bringing valuables or fragile items to school. The school accepts no responsibility for their loss, theft, or damage.
4. Items that are shock-sensitive or fragile, such as glass objects, should not be brought to school unless specifically approved for educational projects.
5. Dangerous objects, such as weapons, knives, sharp tools, blunt objects, or flammable substances, are strictly prohibited on school grounds.
6. The wearing of ostentatious accessories (e.g., large chains, bulky bracelets, piercings) is discouraged for safety reasons and to avoid distractions in class. If rules are not followed, students will be asked to remove the item. Any violation of rules regarding the use or prohibition of personal items will result in disciplinary action, from temporary confiscation to parent meetings. For repeated offenses, stricter sanctions may be applied.

IV. Disciplinary Measures

Article 23 – School Disciplinary Actions

1. School disciplinary actions address minor breaches of student obligations and disruptions in the classroom or school. These actions are based on student behavior, independent of academic performance. They are internal measures, implemented by school administrators, educators, or teaching staff.
2. Disciplinary actions are internal to school operations and cannot be contested by students or their legal guardians. These actions are not recorded in the student's administrative file but are communicated to parents.
3. Disciplinary actions are intended as part of an educational approach shared by all staff and the educational community.

Article 24 – Disciplinary Procedures and Sanctions

1. Disciplinary procedures are governed by general principles of law: a progressive system of disciplinary sanctions is established to help students understand the need to adopt self-driven behavior aligned with their individual responsibilities and the collective life at school, thus promoting autonomy.
2. Sanctions must be justified and explained. Disciplinary sanctions are applied by the school head or cycle head, addressing infractions against individuals or school property, as well as serious or repeated violations of student obligations. Sanctions must adhere to principles of proportionality and individualization.
3. Sanctions must have an educational objective and are recorded in the student's file.

Article 25 – Positive Reinforcement Measures

To highlight acts of civility, active involvement in citizenship and school life, solidarity, and responsibility toward oneself and others, the school encourages initiatives and mutual support, particularly in academic, health, and preventive contexts. Recognizing students' achievements in various fields—sports, community involvement, arts—enhances their sense of belonging to the school and promotes their participation in the collective life. The class council may award the most deserving students with acknowledgments, compliments, or encouragement. (Refer to Annex – Disciplinary Measures)