

STUDENT HANDBOOK

Lycée Emmanuel



GENERAL INFORMATION:

ACADEMIC CALENDAR:

Please refer to the official school website for the latest academic calendar: <https://lyceeemmanuelebanon.com/>

SCHOOL TIMINGS & BELL SCHEDULE:

Regular school hours are from 7:30 AM to 2:30 PM, Monday through Friday. Classes run from 7:40 AM until 1:45 PM. Special schedules apply for examinations and events.



LYCÉE
EMMANUEL

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1.1 MISSION & VISION

VISION

"To graduate independent learners who demonstrate critical thinking, creativity, and digital competence, prepared for success in higher education and leadership in the 21st century."

MISSION

"Lycee Emmanuel ensures high levels of learning for all students through a bilingual, inclusive program that promotes student ownership of learning, continuous improvement, and the development of academic, social-emotional, and ethical competencies."



1.2 CORE VALUES:

- Excellence - We pursue high standards of performance, effort, and continuous improvement in all areas.
- Creativity - We encourage innovative thinking, curiosity, and the expression of new ideas in learning.
- Inclusion - We promote a respectful environment where every student feels accepted, supported, and valued.
- Well-being - We support emotional, mental, and physical balance to foster overall student success.
- Integrity - We act with honesty, responsibility, and strong ethical values in everything we do.
- Empathy - We cultivate understanding, compassion, and positive relationships within our community.

2. ATTENDANCE & LEAVE POLICIES

DAILY ATTENDANCE EXPECTATIONS:

Students are required to attend all classes on time and be seated before the lesson begins. Frequent absences or tardiness disrupt the learning environment and may affect a student's academic progress. Parents will be notified in cases of excessive absenteeism.

TARDINESS & LATE ARRIVALS:

Students are expected to arrive on time to maintain classroom discipline and minimize disruptions. Three instances of tardiness will be recorded as one unexcused absence. Chronic lateness may result in disciplinary action or additional academic support interventions.

EXCUSED & UNEXCUSED ABSENCES:

Excused absences require a written note or a message via phone from a parent/guardian or a valid medical certificate which must be sent to the supervisor. Unexcused absences may lead to missed instructional time and affect the student's academic standing. Prolonged absences must be communicated to the administration in advance whenever possible.

MAKE-UP WORK POLICY:

Students are responsible for completing any missed classwork, homework, or assessments due to absences. It is the student's responsibility to communicate with teachers regarding missed work and deadlines.

3. ACADEMIC POLICIES

GRADING SYSTEM & CLASSROOM EVALUATION

Grades are based on exams, class participation, and assignments.

The grading system follows Bloom's Taxonomy, ensuring that assessments measure knowledge retention and higher-order thinking skills. Bloom's Taxonomy is structured as follows:

- Remembering – Students recall facts, basic concepts, and definitions.
- Understanding – Students explain ideas or concepts in their own words.
- Applying – Students use information in new situations and demonstrate practical application.
- Analyzing – Students break down concepts into components and examine relationships between ideas.
- Evaluating – Students justify opinions, make decisions, and assess the validity of arguments.
- Creating – Students generate new ideas, design projects, and synthesize knowledge into innovative solutions.

Bloom's Taxonomy helps students develop higher-order thinking skills by guiding them from basic knowledge recall to critical analysis, problem-solving, and creative innovation, ultimately enhancing their academic and intellectual growth.

The Classroom Evaluation is conducted each trimester to assess student behavior, cooperation, classroom environment, and overall engagement. The report helps monitor class progress, reinforce positive culture, and support continuous improvement across the school.



Lycée Emmanuel

Class Evaluation

Class: _____

Evaluation Month: _____

Advisor: _____

Rating Code

Each criterion is rated on a scale from 1 to 5:

1 = Needs Improvement

2 = Fair

3 = Good

4 = Very Good

5 = Excellent

Criterion	Description	Teacher 1	Teacher 2	Teacher 3	HOC Score (1-5)	Total Score /20
		Score (1-5)	Score (1-5)	Score (1-5)		
Behavior & Respect	Students show respect to teachers, staff, and peers. Class follows rules consistently and demonstrates positive behavior.					
Cleanliness & Organization	Classroom is clean, organized, and decorated properly. Students maintain order and care for materials.					
Positive Classroom Behavior & Conflict Management	Students show enthusiasm and motivation towards learning, contribute positively to the classroom climate, and handle disagreements calmly and respectfully. They avoid behaviors that may lead to conflict and seek peaceful solutions when challenges arises.					
Cooperation & Team Spirit	Class works together harmoniously, supports one another, and participates in group activities.					
Creativity & School Involvement	Class contributes in school events and participates creatively in projects and decorations.					
						Total /100

Notes : _____

HOMEWORK & ASSIGNMENTS

Homework is an essential part of learning and must be completed on time. It reinforces classroom instruction and develops independent study habits. Late submissions may result in grade deductions unless prior approval is obtained from the teacher.

EXAMINATIONS & ASSESSMENT RULES

Students must adhere to all examination guidelines, including punctuality and honesty. Any form of cheating, plagiarism, or unauthorized assistance will result in disciplinary action. Exam schedules and formats will be communicated in advance.

CONSISTENT STUDY HABITS

To achieve academic success, students should establish regular study routines, review class notes daily, and seek help from teachers when needed. Developing strong time management skills and setting academic goals are crucial for long-term success.



4. STUDENT CODE OF CONDUCT

A) APPROPRIATE BEHAVIOR

Students must show respect for teachers, staff, and peers.

B) RESPECT FOR DIVERSITY & NEUTRAL DISCUSSIONS

Political, Religious & Adult discussions should be avoided in the classroom to maintain a respectful and inclusive learning environment.

C) DRESS CODE & APPEARANCE POLICY

Students must always adhere to the dress code to maintain a respectful and professional school environment.

D) TECHNOLOGY & INTERNET USE POLICY

Students must adhere to the technology and internet use policy to ensure a responsible and secure digital learning environment.

E) SAFETY & SECURITY POLICIES

Students must follow all safety and security policies to maintain a secure and orderly school environment.

F) DISCIPLINARY SYSTEM & PROCEDURE

Students are held accountable for their actions, ensuring they understand the impact of their behavior and take responsibility for maintaining a respectful and disciplined school environment.

A) GUIDELINES FOR APPROPRIATE BEHAVIOR AMONG STUDENTS

- **APPROPRIATE BEHAVIOR:**

- Treat others with kindness and respect.
- Help and support classmates when needed.
- Include others in group activities.
- Use polite language and gestures.
- Respect personal space and belongings of peers.

- **INAPPROPRIATE BEHAVIOR:**

- Bullying, teasing, or name-calling.
- Physical aggression (pushing, hitting, or kicking).
- Excluding or isolating peers intentionally.
- Using inappropriate or offensive language.
- Taking or damaging others' property without permission.

Students who engage in inappropriate behavior may face disciplinary action, including counseling, warnings, and further consequences as deemed necessary by the school administration.



B) RESPECT FOR DIVERSITY & NEUTRAL DISCUSSIONS

NO POLITICAL OR RELIGIOUS DISCUSSIONS

To maintain an inclusive and respectful learning environment, students are discouraged from engaging in discussions related to politics and religion during school hours.

RESPECT FOR DIVERSITY

All students are expected to respect different cultural, religious, and personal backgrounds, fostering an atmosphere of acceptance and unity.

MAINTAIN APPROPRIATE CONVERSATIONS

Students must avoid discussions related to adult, sexual, or inappropriate topics. Conversations should remain respectful and politically correct at all times.

FOCUS ON ACADEMIC DISCUSSIONS

Students are encouraged to actively participate in meaningful discussions that enrich their academic learning, foster critical thinking, and stimulate intellectual growth. By exchanging ideas and perspectives, they develop analytical skills, enhance their ability to articulate thoughts clearly, and cultivate a deeper understanding of various subjects.

C) DRESS CODE & APPEARANCE POLICY

UNIFORM REQUIREMENTS

School uniforms promote equality, inclusivity, and focus by minimizing social disparities and distractions. They simplify routines and foster a strong sense of community, creating a more harmonious school environment.

PROFESSIONAL APPEARANCE

Students must maintain a neat and professional appearance. The following are not permitted:

- Excessive makeup
- Long loose hair (must be tied back if required for safety or professionalism)
- Polished nails
- Any other accessories that may cause distraction in class



D) TECHNOLOGY & INTERNET USE POLICY

Students must adhere to the technology and internet use policy to ensure a responsible and secure digital learning environment.

PERSONAL ELECTRONIC DEVICES

Phones must be switched off on the School's premises and stored in designated areas. Cell phones should be placed in the designated phone box upon arrival at school. This ensures students remain focused on their education without unnecessary distractions.

SOCIAL MEDIA GUIDELINES

Students should use social media responsibly. Any misuse, including cyberbullying or inappropriate content, will lead to disciplinary action.

USE OF SCHOOL COMPUTERS & INTERNET

Students may only use school computers and internet services for academic purposes. Unauthorized access to inappropriate websites or engaging in online misconduct is strictly prohibited.

PROFESSIONAL COMMUNICATION

Students must maintain appropriate student-teacher boundaries in digital communication. Official school channels should be used for academic discussions and inquiries.

DIGITAL CITIZENSHIP

Students are expected to be responsible digital citizens by respecting others online, protecting their personal information, and engaging in ethical online behavior.

E) SAFETY & SECURITY POLICIES

EMERGENCY PROCEDURES

Fire drills and lockdown drills must be followed as instructed & according to the Emergency Evacuation Plan. Firefighters and emergency experts conduct yearly drills and training sessions on a school-wide level to ensure students and staff are well-prepared for emergency situations.

PROHIBITED ITEMS & ACTIONS

Students are strictly prohibited from bringing or using any items that pose a threat to the safety and well-being of others. This includes:

- Vapes, cigarettes, and any tobacco products
- Any form of violence or aggressive behavior
- Firearms, sharp objects like scout knives
- Explosives, fireworks, or hazardous chemicals
- Sales, trading or promotion of any items or services is totally prohibited on school premises

These rules are in place to maintain a safe, respectful, and conducive environment for learning.

Any indulgence in these prohibited items or actions will result in expulsion from the school, as determined by the administration!

F) DISCIPLINARY SYSTEM & PROCEDURE

FIRST AND SECOND WARNINGS:

The first two warnings are oral warnings. However, even for oral warnings, a notification (warning form) should be sent to the parents to inform them of the student's behavior. Parents are required to sign this form to acknowledge the warning.

THIRD WARNING:

If the student continues to misbehave, the third warning is a written warning. Along with this, an extra homework assignment or a deduction of grades from the behavior note will be given. This written warning must also be signed by the parents.

FOURTH WARNING:

For the fourth warning, the student will receive another written warning, and the parents will be called for an immediate meeting with the school administration to discuss the student's behavior.

NOTE: Any student who receives two written warnings is barred from participating in school outings. If no further warnings are issued for three months, they regain eligibility for outings.

FIFTH WARNING:

Upon the fifth warning, the student will receive a written warning along with a temporary expulsion. The parents must sign a pledge acknowledging the gravity of the situation and agreeing to comply with the school's behavior expectations moving forward.

FINAL STEP:

Expulsion by the school administration. Any student who is expelled from the school will not be eligible for re-enrollment in future academic years under any circumstances.

5. SCHOOL'S COMMITMENT TO STUDENT SUCCESS

At Lycee Emmanuel, we are dedicated to fostering a supportive, inclusive, and stimulating learning environment where every student can thrive. Our commitment to student success includes:

- Academic Excellence – Providing high-quality education, engaging lessons, and personalized support to help students reach their full potential.*
- Student Well-Being – Ensuring a safe and welcoming school environment that promotes emotional and mental well-being.*
- Personal Development – Encouraging leadership, creativity, and critical thinking through diverse extracurricular and academic programs.*
- Respect & Inclusion – Celebrating diversity and fostering a culture of mutual respect among students, staff, and the school community.*
- Guidance & Support – Offering counseling, mentoring, and career guidance to prepare students for their future endeavors.*

AT LYCEE EMMANUEL, WE BELIEVE THAT EVERY STUDENT MATTERS, AND WE ARE COMMITTED TO HELPING EACH INDIVIDUAL SUCCEED ACADEMICALLY, SOCIALLY, AND PERSONALLY.

6. STUDENT COUNCIL

The student council will serve as a leadership body that represents students, enhances school life, and collaborates with teachers and administration. Each class will have one Representative on the Student Council.

The responsibilities of the Representative include:

1. STUDENT REPRESENTATION & ADVOCACY

- Serve as the voice of the student body to the school.
- Act as a liaison between students and staff to promote a positive school environment.
- Gather student opinions, concerns, ideas, initiatives & suggestions to present to the Student Council.

2. SCHOOL & COMMUNITY ENGAGEMENT

- Help organize school-wide events, including cultural days, awareness campaigns, sports tournaments, and charity drives.
- Participate in community service projects that promote social responsibility.
- Assist in school improvement initiatives such as cleanliness campaigns, beautification projects, and student-led workshops.

3. LEADERSHIP & PEER MENTORSHIP

- Encourage a positive school culture by promoting respect, responsibility, and student unity.
- Encourage classmates to follow school rules and policies.
- Guide younger students by serving as mentors.
- Support new students in adjusting to school life.

4. COMMUNICATION & DECISION-MAKING

- Participate in monthly meetings to discuss student issues and event planning.
- Participate in discussions, voting, and decision-making & provide feedback to classmates on meeting outcomes.
- Support teachers and administration in enhancing the learning experience and extracurricular activities.
- Develop and distribute newsletters, and announcements about school events.

A representative is a leader who embodies the voice of their peers, champions their interests, and upholds the values of responsibility and service.



SELECTION CRITERIA FOR STUDENT COUNCIL MEMBERS:

To ensure that student representatives are capable and responsible, candidates must meet the following qualifications:

1. ACADEMIC PERFORMANCE

- Maintain a good academic track record.
- Demonstrate commitment to learning and personal development.

2. LEADERSHIP & COMMUNICATION SKILLS

- Exhibit initiative, responsibility, and teamwork in school activities.
- Have the ability to speak confidently and clearly in front of students and staff.
- Be an active listener who can understand and convey student concerns effectively.

3. RESPONSIBILITY & ETHICAL BEHAVIOR

- Maintain a strong disciplinary record (no major violations or repeated infractions).
- Show punctuality, reliability, and commitment to school duties.

7. ELECTION OR NOMINATION PROCESS

- Obtain recommendations from teachers verifying their leadership skills and behavior.
- Receive endorsements from classmates (e.g., through voting or nomination).
- Students can apply, be nominated, or be elected based on school policy.

7. EXTRA-CURRICULAR & CO-CURRICULAR ACTIVITIES

Lycee Emmanuel encourages students to engage in extra-curricular and co-curricular activities to enhance their personal growth, leadership skills, and academic experience. Participation in these activities fosters teamwork, creativity, and time management while enriching the school experience.

SPORTS & ATHLETICS:

- The school provides multiple sports programs, including football, basketball, and track & field. Students are encouraged to participate in sports to develop discipline, teamwork, and a healthy lifestyle.

ACADEMIC COMPETITIONS & EVENTS:

- Students have the opportunity to take part in academic competitions such as science fairs, and writing contests, which help enhance their knowledge and critical thinking skills.

VOLUNTEERING & COMMUNITY SERVICE:

- Lycee Emmanuel believes in giving back to the community. Students are encouraged to engage in community service programs that promote social responsibility and leadership.

SCHOOL PERFORMANCES & CULTURAL EVENTS:

- Students can participate in school plays, music concerts, talent shows, and cultural festivals, fostering creativity and appreciation for the arts.

NOTE: Any student representing the school, whether in MUN, the graduation speech, or any other event, must be selected on merit, demonstrating strong academic performance and ethical conduct.

8. DIGITAL LEARNING & RESOURCES

SCHOOL LIBRARY ACCESS VIA MICROSOFT TEAMS:

Students have full access to the School Library through Microsoft Teams using their designated school accounts. This includes access to previous exams, study resources, educational videos, and all class-related materials to support their learning.

STUDENT SCHOOL DOMAIN:

Each student is provided with a unique school domain email:

Name@lyceeemmanuelebanon.onmicrosoft.com

This account is essential for accessing Microsoft Teams and is used for:

- Online class group work
- Virtual classes and workshops
- Email communication with teachers and peers
- Submitting assignments and accessing course content
- Any additional collaborative activities...

Students are encouraged to regularly check their school accounts and utilize these digital resources to enhance their academic experience.



For any inquiries, students may contact the school administration via Email (patyhanna@lyceeemmanuelebanon.onmicrosoft.com or geo@lyceeemmanuelebanon.onmicrosoft.com), written letters or visit <https://www.lyceeemmanuel.edu.lb/>

Students can Refer to the In-School Event Calendar for the year's extracurricular and co-curricular participation opportunities.

Note: All rules and regulations outlined in this handbook are explained in detail during the Student Rules and Regulations Workshop, which takes place in the first week of the academic year.

