

Student- Parent Handbook

2024-2025

Stars College High School

1.1-Mission Statement

"Stars College aims to contribute to the formation of distinguished national personalities, equipped with administrative, scientific, social, historical, media, and educational capabilities. We strive to provide students with the necessary skills in modern languages and sciences, enabling them to keep pace with the technological revolution and the rapid flow of information through lifelong learning. We are also committed to fostering the values of ethical citizenship to ensure that our graduates are influential figures in society. Furthermore, we measure the success of our programs through rigorous evaluations to guarantee the desired positive impact."

1.2-Vision

"To cultivate a dynamic learning environment that empowers students to become innovative, ethical leaders and engaged citizens, equipped to navigate and contribute positively to a diverse and rapidly changing world."

Our Approach:

- **Innovative Curriculum:** We offer a dynamic curriculum that integrates the latest advancements in education with a focus on real-world application.
- **Experienced Faculty:** Our dedicated and passionate teachers are experts in their fields and committed to student success.

- **Personalized Learning:** We believe in providing individualized attention to cater to each student's unique learning style and potential.

1.3- Core Values

1. Integrity

Upholding the highest ethical standards in our educational practices and interactions.

2. Excellence

Striving for the highest standards in academic and personal growth.

3. Inclusion

Fostering a diverse and welcoming environment that celebrates all individuals.

4. Lifelong

Encouraging continuous education and adaptability to new challenges.

Learning

1.4- Educational Pillars

- **Academic Excellence:** A balanced curriculum that encourages research and innovation.
- **Skill Development:** Leadership programs and soft skills training to prepare future leaders.
- **Technological Proficiency:** Integrating digital literacy and STEM programs into the curriculum.
- **Civic Engagement:** Community service initiatives that promote ethical citizenship.
- **Language Acquisition:** Multilingual education fostering cultural understanding.
- **Personal Development:** Support for mental health and extracurricular involvement.

1.5- Definition of Learning

Learning is a continuous, transformative, and reflective process, where learners engage with the world and connect meaning to understanding.

1.6- What will learning look like at our school?

Purposeful and meaningful learning takes place in an inclusive and safe environment with competence, compassion, and a range of individual and collaborative experiences. Students learn how to learn and are appropriately challenged to think critically and creatively, use their voice with confidence, take action, and embrace opportunities for growth.

1.7- Introduction

This handbook has been prepared to serve as a reference for Stars College students, parents and teachers. Students and parents are asked to familiarize themselves with the contents of this handbook.

1.6- Contacting of School:

Contact details for the school are as follows:

Phone: Abbasyeh: 07380444

Zebdine: 07769772

Email: info@stars-college.edu.lb

A complete list of contact details for faculty and staff is available on the school website.

2. ALL SCHOOL PROGRAM- General Expectations

The relationship between the school and parents is the main guarantee for the student to receive distinctive educational services. This relationship is based on the terms and conditions that have been clearly defined in this contractual form, which is legally binding on both parties, namely the school and parents.

Affiliation with Stars College makes it imperative to first review and approve the terms of the bylaws.

2.1 - Registration and Acceptance:

- The applicant is considered for registration as a candidate for admission to the school until the completion of the registration form and its return to the administration.
- The school has the right to refuse the registration of any student applying to the school if he does not complete the required conditions from the school, and the completion of admission depends on the availability of a seat for the student in the school and that the parents have met all the admission requirements.
- Admission is based only if parents agree to the offer of registration of the student.

- If the documents are incomplete when submitted to the school, incorrect, falsified or manipulated in any way, the student will not be accepted.
- **The school has the right to add any additional requirements for admission whenever it feels the need to do so.**

2.2– Curriculum:

Compulsory subjects: These subjects are required according to the rules and directives of the Ministry of Education.

All students are required to learn Arabic from kindergarten to 12th grade.

Stage	Kindergarten	Primary stage from the first basic to the fifth	Intermediate Stage Grades 6-9.	Secondary
Subjects taught	Arabic English French (Zebdine) Mathematics Science Sports Education Technical Education	- Arabic - English - French (Zebdine)- Mathematics - Science - Sports - Education - Technical Education - Religious Education.	- Arabic Language - English Language- French (Zebdine) - Mathematics - Science – Sports Education – Art Education - Religious Education - Social Education (History - Geography - National Education).	- Arabic Language - English Language – French (Zebdine) - Mathematics - Science – Sports Education - Technical Education – Life Skills - Social Sciences (History - Geography - National Education - Social and Economic Philosophy)

2.3 – Evaluation Policy:

Various methods are used to evaluate the student during the academic year. These methods include personal and psychological evaluation, continuous evaluation, final evaluation, projects and work carried out by the student, as well as all the results of his work in the laboratories, and academic tests:

2.3.1- Kindergarden

A sophisticated evaluation using a reading and writing evaluation form, with continuous notes on each student in preparation for filling out the periodic examination.

2.3.2- Primary stage from the first basic grade to the fifth basic grade:

- Tests, exercises, homework and classwork.
- Education activities:
- Evaluation of the end of a learning unit.
- Final evaluations.
- Continuous evaluation.

2.3.3- Intermediate and Secondary:

- Tests, exercises, homework and classwork.
- Evaluation of educational activities.
- Evaluation of the end of a learning unit.
- Evaluation in writing.

- Quarterly exams (first – second – third semester)
- Encouragement and Completion Policy (Complementary): At a minimum, the student must have a passing grade of 55%.

2.4 – Installments:

Contact the Administration office.

2.5- Relationships with Parents:

- Parents are notified of school reports through the **School Portal**.
- The supervisors are **contacted** on their own numbers, during the period from (**8 am to 4 pm**), through a text or voice message, provided that the concerned supervisor responds when possible within the previously specified period.
- For inquiries and observations, contact the following school numbers: 07/380444
- The school sends feedback to parents via **the stars College app** or directly to the parent.
- Parents are asked to respond to invitations to participate in meetings and activities organized by the school.
- The guardian has the right to meet with the principal or teachers based on a prior appointment requested by the receptionist, or in their free time sent to the parents.
- The principal and teachers can call the parents when necessary, so the guardian must cooperate and respond to the call.

- The school principal and educational officials receive parents according to prior appointments, taking into account emergency matters.
- It is not possible to communicate with **the principal at times of opportunity and when dismissed.**

2.6 – Morning Attendance:

- The school opens at **7:30 in the morning**, so we apologize for not receiving any students before that.
- Classes start at eight in the morning, in the event that the student is late, you must contact the concerned principal to justify the morning delay.
- School ends at 14.00 from Monday to Friday.
- We apologize for allowing any student to leave before the end of the shift except in emergency cases, which are shared with the concerned principal.

2.7 – School Leaving and School Transportation:

- At the **end of the working hours**, pupils who rely exclusively on **private transportation** shall be handed over to their parents or to the person assigned by them, or to the bus driver determined by the school.
- Any change regarding the time of leaving the school or the student's destination of transportation (the **home of his relatives or friends**) must be notified by a prior written letter to the responsible principal or by phone from the guardian to the receptionist.
- Students enrolled in school transport **must comply with the following**:
 - The obligation to wait for the **bus** in the morning at the specified time, provided that the driver waits for only **3 minutes**, and in the event of delay and non-compliance with the specified time, the driver leaves without taking the student and his guardian must take him to school.
 - Respecting safety rules (**not taking the head out of the bus window, not running towards the bus or between buses, not opening the bus door before it stops...**) Adhering to the instructions of the teacher on duty or the driver and general fitness (**not to throw waste out of the bus window, not to talk to passers-by in the street, not to utter inappropriate words...**).

- Keeping the bus clean and not damaging its contents (**seats – curtains – windows – handles..**) In the event of destruction of any of its contents, the costs of repair shall be borne by the guardian.
- - If there are any comments or complaints, the person responsible for school transportation is contacted through the phone number that will be distributed to students at the beginning of the school year.
- In the event that the parents are **late** at the end of the shift, the students remain under the supervision of the principal until 14:30.
- Pupils' cars and motorcycles are prohibited from entering the school campus (as they do not have legal licenses).

2.8 – Attendance:

- Regular attendance at school is a **duty**, so any absence on the same day must be reported by phone with the receptionist.
- It is necessary in the absence **of a medical report** or **written justification** by the guardian to the concerned supervisor.
- In case of (prolonged) absence (contagious disease or other...), parents are kindly requested to inform the school and send the necessary medical reports.
- In the event of absence resulting from exceptional circumstances (such as travel), the administration must be informed of this to ensure proper follow-up of students' achievement.
- Delay in arriving at school should be of an exceptional nature because it is detrimental to the proper functioning of the school.
- In the event that there is no actual response, the school has the right to take the necessary measures.
- For the safety of everyone, the school apologizes for receiving any student who suffers from (heat, vomiting, diarrhea or any infectious disease..).

2.9. School Dress:

- **General controls for boys and girls:**

School uniforms are mandatory and school sports uniforms are exclusively during the days that include a sports class.

- Coats are **navy / black / bordeaux** without drawings and logos, or a school coat.

- **Jeans, navy or black.**

- **Special Controls:**

Boys	Girls
It is forbidden to extend the "ghurr" hair or let the hair fall on the eyes so that it covers them or part of them	If wearing the hijab: It should be navy, black, Bordeaux or white , taking into account the fixation of the hijab and preventing leaving the handkerchief open.
It is strictly forbidden to tie hair and wear any hair accessories (bond/buckle...), and it is also forbidden to show any tattoo	It is forbidden to leave hair straightened, and it is forbidden to make up and show accessories or bring any of them to school

2.10 – Health:

- Students who are undergoing medical treatment during school hours must have their guardian provide a written prescription that is delivered to the concerned principal accompanied by medicines.
- In the morning, the school will not receive any sick students or their temperature is high, in which case the principal calls the parents to ask them to bring them home.
- If the student has a health problem, the parent must provide the school with medical reports.

2.11 – How to behave – Group life:

- Group life dictates respect for the rules of living together and respect for people in every circumstance and time.
- The student only attends the school with class supplies (**books, notebooks, pencils...**), and it is worth keeping them (**arranging them, tabulating them, binding them, keeping them clean...**)
Not to touch the personal property of others, and to notify the concerned caretaker in the event of the loss of any of his own property (**books, diary, money , notebooks ...**).
- Dangerous games and violent actions are forbidden, as is verbal violence.

- It is prohibited to possess and use electronic games **and phones** during the school day.
- It is prohibited **to bring the cell phone** except when absolutely necessary, provided that it is delivered to the caretaker in the morning.
- The student is prohibited from selling or exchanging any of his private property with his colleagues inside the school campus.
- It is prohibited to tamper with the contents of the class (**board – cabinets – tables – curtains – windows...**) Or the playground equipment and asks to keep it completely clean and to commit to throwing waste in the place designated for it and to respect public order in the classroom and the playground alike (not shoving, respecting the role while buying food, queuing immediately after ringing the bell, taking permission from the principal to leave the playground, finishing food before ringing the bell, not staying in the classroom or walking around the floors during the opportunity time...).

To access eschool connect and eschool agenda, parents will be given a username and password. Students will have their login and password.

2.12. PARENT-TEACHER-STUDENT CONFERENCES

Conferences are held formally once during each semester. The purpose of these conferences is for the student, parent and teacher to share student strengths and goals. Parents are always encouraged to maintain contact with the teachers and should feel free to make an appointment to speak with their child's teacher/s if they deem it necessary. Teachers will also contact parents throughout the year as needed to discuss student progress.

2.13. STUDENT SUPPORT SERVICES

Stars college believes that all students can learn. We offer support services to enrolled students when necessary. The need, the type and the amount of intervention are determined by the Student Support Team in collaboration with the student's teachers and parents.

The school's aim is to offer an educational program where all students will be supported to ensure everyone is successful.

2.14. Messages to Students:

Only messages of an urgent and emergency nature will be given to students during the instructional day.

Every effort should be made to avoid unnecessary interruptions in school. Secondary students are responsible for checking their eschool connect inbox.

2.15. Extra-Curricular Activities:

The school believes that extra-curricular activities are an integral part of the educational program. Stars College provides an extensive offering of Extra-Curricular Activities (ECA) for all students across three seasons.

Information about ECA and how to sign up will be sent home at the beginning of each Season. ECA fees, where applicable, apply per season and are dependent on the activity. Activities provide opportunities for leadership and personal growth. Students are encouraged to take part in at least one activity during the school year.

2.16. Emergency School Closure and Campus Evacuation

The security of the campus and the safety of our students is a priority matter. The school has a classroom evacuation plan in place, and teachers and students practice the evacuation drill periodically. If a

situation threatens the safety of our students in school, we will keep them safe until we can get them home. Unless there are reasons to act hastily, students will be transported home in the normal fashion at the end of the regular school day. If the school must close early, students will be evacuated according to school plans and procedures. Parents will be contacted.

In the event of school closure for any emergency which prevents the operation of school buses or other transportation, the Head of School will initiate systems in place to notify families that school will not be in session by email, WhatsApp messages and the school's website.

2.17. LOST AND FOUND

A collection of lost items is located outside the canteen. Valuable items are kept at the front reception desk.

Parents are advised to check the lost and found in the event that a child may have misplaced an item. Lost and found items will be put on display several times per year. Please collect any items that your child may have misplaced. A week after the summer holiday begins, all unmarked and unclaimed items will be given to a local charity.

Please label coats, jackets, and personal items to avoid loss.

2.18. HEALTH SERVICES

Students may go to the nurses' office any time during the school day when ill or injured. The school nurse will notify parents, and if necessary, the student will wait in the school's infirmary until they can be picked up.

2.19. Visitors:

Should a student wish to bring a visitor to school, the student must present a written parental request and obtain permission from the Direct administrator three days prior to the proposed visit. Such visits are only allowed during the lunch break to ensure minimal disruption to the teaching and learning environment. The school secretary will inform the teachers.

3. General Guidelines

3.1. STUDENT RIGHTS AND RESPONSIBILITIES

3.1.1 STUDENT RIGHTS

Students at the Stars College High School have the right to learn in an inclusive and safe environment.

3.1.2. STUDENT RESPONSIBILITY

To ensure student rights, each student has the responsibility to:

- understand that all individuals are accountable for their actions, verbal or physical;
- respect themselves;
- respect the property, rights and feeling of others;
- fulfill academic and personal obligations in an honest and truthful manner;
- treat all members of the school community with courtesy and consideration;
- work to resolve conflict peacefully;
- respect school rules and refrain from disruptive behavior;
- strive to realize personal potential;
- cooperate in maintaining a clean and safe school environment.
- The above are inclusive of the use of the internet, technologies, and all virtual media.

3.1.3. STEPS TO RESOLVING DIFFERENCES

We believe that ideas and concerns are best addressed by communicating first with the person who is most immediately and directly responsible. All members of the community should respect the rights and privileges of others and cooperate with members of the school community.

From time to time, any member of the community may have difficulty with a decision or hold a differing point of view. In such a situation, this should be addressed by discussing the decision and/or making a suggestion to improve things with the person most directly involved. The path of resolution for a classroom or instructional issue is the classroom teacher first. If a matter is not satisfactorily resolved at these levels, then the teacher or student may see the Head of Grade at the secondary then Assistant Principal/ Principal, and at the Elementary may see the School Assistant Principal and the Principal.

3.1.4. COMMUNICATION FLOWCHART

- Decisions made by teachers, or any staff member may be appealed to the Assistant Principal.
- Decisions made by the Assistant Principal may be appealed to the Principal.
- Decisions made by the Principal may be appealed to the Head of School.

- Decisions involving expulsion may be appealed to the Board.

Please see the Communication Flow Chart below for assistance on the process for discussing concerns or suggestions at Stars College.

3.2. Communication Flowchart

A parent or student with an idea or concern is encouraged to follow the proper communication path.

To whom do I bring my idea or concern? ↓	
The person most immediately and directly responsible ↓	
See the teacher for any issue relating to a particular class ↓	
Has there been a satisfactory resolution or acceptance of the idea?	
YES ↓	NO ↓
Mission Accomplished	The next step is to address your issues with the Assistant Principal ↓
	Has there been a satisfactory resolution or acceptance of the idea? ↓
YES ↓	NO ↓
Mission Accomplished	The final step is to address your issues with the Principal

3.3. SUPPORTING POSITIVE STUDENT BEHAVIOUR

Stars College High School encourages all students to be responsible and take ownership of their behavior. Should a behavior concern arise:

1. The teacher will speak to the student about the concerning behavior and clearly explain the expectation.
2. If the behavior is repeated, the family will be sent an email.
3. The teacher will organize a meeting with the parents and the administrators or Principal as needed.

3.4. PROCEDURES FOR ACADEMIC INTEGRITY

Students are expected to do their own work and to demonstrate honestly what they have learned. Any instance of academic dishonesty such as plagiarism (using another's work without giving due credit), cheating (using crib notes, looking at another person's work, copying another's homework, allowing your homework to be copied), or using information from the internet or other media without citing sources or talking during a testing session are not meeting the school's mission and vision expectations.

4. STUDENT LIFE

4.1. FIELD TRIPS

Classes and grade levels may take educational field trips off-campus several times a year. Field trips are essential to the curriculum, and students are expected to attend. Parents will be informed of the time of departure and arrival, the mode of transportation and the site to be visited. Appropriate adult supervision will be maintained at all times. Parent/guardian permission must be obtained through eschool connect for the student to participate in the trip. Students will not attend trips without parental or guardian permission.

Field trips are planned to connect with classroom learning and provide students with an opportunity for relevant, practical, experiential learning. Those who cannot participate must have approval from the Principal and should stay at home during field trips that take place for one day.

4.2. FIELD TRIP BEHAVIOR

Students must follow all guidelines laid down by the leader of the trip and individual chaperones. At no time are students permitted to leave the group or location of the trip. Students are expected to set a good example and represent the school proudly as Stars College “ambassadors.” All school expectations apply to field trips.