

2025 - 2026



# PARENT HANDBOOK ENGLISH PRIMARY



المدرسة اللبنانية  
THE LEBANESE SCHOOL



Dear Parents,

### Welcome to the Lebanese School!

In our school, we strongly believe in collaboration between families and school staff to create a positive and happy environment, where the child feels safe to achieve academic excellence and personal growth. It is this shared commitment and genuine partnership between school and home that will enhance the educational opportunities for our students.

This handbook is designed to help you find answers to questions you may have concerning our school. It provides an introduction to the school and an overview of school operations and routines.

We want your children to flourish in our school by offering them the best we have: a solid curriculum, rigorous coaching, extracurricular activities, and much more.

The administrative and educational teams join me in wishing you an excellent school year!

**Norma Dimassa**  
Superintendent



## VISION

To inspire life-long learners who embrace the Lebanese heritage and are global citizens of the evolving world.

## MISSION

To empower students to become independent learners and future leaders by fostering inquiry-based learning and critical thinking within a safe and supportive environment.

## CORE VALUES



## ACCREDITATION

In its efforts to provide world-class teaching and learning and prepare the students for the 21st century skills, the Lebanese School has been committed to a path of continuous improvement, seeking high levels of quality education via recognitions not only from the Lebanese and Qatari Ministries of Education, but also from international sources such as Cognia – previously AdvancED, which is a non-profit organization with more than a hundred years of work in school education, serving as a trusted partner to 36,000 educational institutions, and The French Ministry of Europe and Foreign Affairs, which granted the school the LabelFrancEducation, for being a “Francophone” establishment, adopting the French as a first language in teaching scientific subjects.

## ADMINISTRATION

The Lebanese School is administered by a Board of Directors and overseen by a Board of Trustees. You can find the list of members along with administrative staff members on the school website.

# TABLE OF CONTENTS

<b>I.</b>	<b>Head of Section's Message</b>	<b>5</b>
<b>II.</b>	<b>CURRICULUM</b>	<b>6</b>
<b>III.</b>	<b>ACADEMIC PROCEDURES</b>	<b>8</b>
<b>IV.</b>	<b>INTERNAL REGULATIONS</b>	<b>10</b>
<b>V.</b>	<b>HEALTH AND IMMUNITY</b>	<b>11</b>
<b>VI.</b>	<b>SECURITY AND EMERGENCY</b>	<b>12</b>
<b>VII.</b>	<b>DISCIPLINARY MEASURES</b>	<b>13</b>



**VIII.**

**IX.**

**X.**

**XI.**

**XII.**

**XIII.**

## TABLE OF **CONTENTS**

**ATTENDANCE** 13

**PARENT-TEACHER COMMUNICATION** 14

**SCHOOL SERVICES** 14

**HOLIDAYS** 15

**FACILITIES** 15

**ACTIVITIES** 16

## I. CURRICULUM

Dear Parents,

Welcome to the Primary Department,

In the English Primary Department, we are fully committed to providing a strong foundation for your child's educational journey. Our department is dedicated to ensuring that these formative years are filled with enriching experiences that will shape our students into well-rounded individuals.

At the heart of our approach is a focus on academic excellence. We strive to provide a comprehensive curriculum that is designed to meet the individual needs of each student, ensuring a well-balanced education. Our aim is not only to impart knowledge but also to foster critical thinking, problem-solving skills, and a love for learning.

Equally important to us is the social and emotional well-being of our students. We believe that a positive and supportive school environment plays a crucial role in a child's environment. Our teachers and staff work diligently to create a safe and inclusive atmosphere where every student feels valued and respected. We encourage collaboration, empathy, and effective communication skills among our students to cultivate a strong sense of community.

We also value the partnership between parents and the school, as it plays a vital role in a child's educational journey. We encourage open communication, collaboration, and active involvement in your child's education. Together, we can create a strong support system that ensures the best possible outcomes for our students.

All the activities and initiatives within our department align with our core values, as articulated in our vision and mission. We are committed to creating a positive learning environment where every child can thrive and reach their potential.

We value your trust and partnership, and we look forward to working together to create a fulfilling and memorable educational journey for your child.

Mrs. Helene Hobeika  
English Primary Head of Section

### English Primary HEAD OF SECTION'S MESSAGE

Email: [helene.hobeika@lsq.sch.qa](mailto:helene.hobeika@lsq.sch.qa)

Phone Number: 449344545/46 Extension: 161



We strive every minute of every day to make the educational experience for every student worthy and unforgettable. ■■

## II. CURRICULUM

### 1. OFFERED PROGRAM

The English Primary Department adopts the Lebanese curriculum, supplemented with Common Core standards to equip the students with the 21st century skills and prepare them for university life and future challenges. Furthermore, the curriculum offers a wealth of opportunities for the implementation of technological skills into students' learning. Primary education lasts 6 years. The language of instruction varies between English, Arabic and French, depending on the subject. English is mainly employed in subjects, such as science, math and English language while Arabic is used for teaching Arabic language and social studies, and French for instructing French as a foreign language.

### 2. OFFERED SUBJECTS

#### 2.1 ENGLISH

##### READING SKILLS:

During the primary years, much of the focus is on developing confident readers and writers, and responsible and autonomous learners. Students are exposed to a broad range of texts and types of writing and are prompted to use their skills in various contexts.

Students are exposed to fiction and non-fiction books, plays and poetry. They learn skills and strategies through the reading workshop method, which encourages teacher-student conferences, peer conversations and differentiated instructions.

##### ORAL COMMUNICATION SKILLS:

Oral communication skills are vital for students' academic success. They are their link with the outside world.

In the English Primary Department, students use speaking skills to communicate in real-life situations, in both formal and informal settings which are low-risk and highly interactive.

##### WRITING SKILLS:

Following the writing workshop method, students are provided with sufficient time in which they are engaged with their teachers and peers. The typical flow of a writing workshop includes a mini-lesson to inform and set a task, followed by time for writing. During concentrated student writing time, students apply instruction based on the mini-lesson. The teacher provides timely feedback, responding to questions or briefly conferencing with the students. All of these practices aim at enabling students to express their ideas flexibly and effectively.

#### ٢.٢ اللغة العربية وأهدافها

على مبدأ أن اللغة أداة تواصل وتفكير وإبداع، تتبع المدرسة اللبنانية مبدأ الوحدة اللغوية المتكاملة لتشمل مهارات المحادثة والتعبير الشفهي، الاستماع، القراءة، التعبير الكتابي.

والأهداف التي نرمي إلى تحقيقها هي إكساب الطالب :

• القدرة على القراءة والتدليل

• معجم لغوي غني

• التواصل اللغوي شفهيًا وكتابيًا

• مهارات الإبداع والتفكير الناقد

بالإضافة إلى الاعتماد على الفصحى كلغة تواصل وتعليم وإيجاد ألفة بينه وبينها ، وربط مادة اللغة العربية بالحياة اليومية .

#### 2.3 MATHEMATICS

The mathematics program for grades 1 to 6 focuses on creating problem-solvers, critical thinkers and enthusiastic math learners who can apply their acquired knowledge into real-life situations. The program puts more emphasis on understanding and using mathematical concepts (concept-based) than on just solving them (process based).

Students master concepts by progressing through three stages: concrete (use of manipulatives), pictorial (use of pictures), and then abstract (use of symbols).

#### 2.4 SCIENCE

The science program provides practices that are suitable for students' stages of development. It is standards-based and inquiry-based, with an emphasis on "hands-on" learning. In the science class, students share their ideas and communicate using scientific language, drawings, charts and tables.

The program aims at relating between children's knowledge and their daily-life experiences. The main goal is to help students develop as observers, information-seekers and problem-solvers in an ever-changing world.

## 2.5 FRENCH AS A THIRD LANGUAGE

L'objectif du français en tant que troisième langue pour les élèves du primaire anglais est, dans un premier temps, d'enrichir leur connaissance au niveau des langues et de leur permettre d'avoir une troisième langue en plus de l'arabe et de l'anglais. Etant donné qu'il s'agit d'une troisième langue, l'objectif premier est la compréhension et l'expression orales. Il s'agit en effet d'être capable de comprendre les sujets de la vie courante et de maîtriser le vocabulaire de ces thématiques. Ainsi, les élèves du primaire anglais doivent être capables de saluer, de se présenter ainsi que sa famille, de parler de son alimentation et de ses loisirs. La maîtrise des règles grammaticales écrites est quant à elle secondaire.

### ٢.٦ الإجتماعيات

#### ١ - الجغرافيا : الصف السادس

في الصف السادس تساهم مادة الجغرافيا في تكوين شخصية الطالب العلمية والثقافية ، وتوسع آفاقه ، وتلفت انتباهه الى ما يدور حوله، كي يصبح المجال الجغرافي بكل ابعاده في صلب اهتماماته؛ كما تمكن المتعلم من فهم الظاهرة الجغرافية كمركب ناتج من تفاعل مختلف العوامل البشرية والطبيعية وادراك المجال الجغرافي الذي يعيش فيه ويتفاعل معه، بالإضافة الى تنمية قدرته على التفكير النظري والمقارن، عن طريق إثارة الأسئلة الأساسية المتعلقة بموضوع معين وتعزيز مهارات استخدام المصطلحات و قراءة الخرائط بمختلف أنواعها والصور الجوية والفضائية والبيانات الإحصائية وتفسيرها.

#### ٢ - التاريخ القطري والمواطنة

تعد مادة تاريخ قطر من المواد الأساسية التي تهدف إلى تعريف الطلاب بتاريخ البلد الذي يقطنون فيه وتعزيز فهمهم للأحداث والعهود الماضية. تساعد هذه المادة الطلاب على تنمية إحساسهم بالهوية الوطنية، وتقدير الوقت كقيمة مهمة في حياتهم الدراسية. في مدرستنا اللبنانية في قطر، يساهم تعلم تاريخ قطر في تعزيز انتماء الطلاب لوطنهم الثاني، ويجعلهم يشعرون بالفخر والاعتزاز بتراثهم القطري إلى جانب تراثهم اللبناني وحضارتهم.

### ٢.٧ التربية الإسلامية

تهدف التربية الإسلامية إلى تربية الأبناء على الأخلاق، و مبادئ الإسلام، و تنمية عقولهم، و تحفيزهم على التفكير بشكل سليم.

و تأتي أهمية تدريس مادة التربية الإسلامية من مكانة الشريعة الإسلامية ودورها في تكوين مجتمع متماسك يتحلّى بالإيمان الراسخ والقيم والأخلاق الحميدة، ويحسن التعامل مع الغير، ويواجه التحديات. كما تساهم في إعداد الطالب المتزن في فكره وسلوكه بعيداً عن التطرف وتنمية قدرته على حل المشكلات وبناء الشخصية المعتدلة لديه. إضافة إلى تزويده بنتائج تعلم تربوية محددة موزونة تراعي المعارف والمهارات وتظهر ما ينبغي أن يعرفه الطالب ويكون قادراً على أدائه.

تتبع عملية انفصال التلاميذ في حصة التربية الإسلامية ، حيث ينتقل التلاميذ من الأديان الأخرى الى صفوف خاصة لتعلم مبادئ الاخلاق والقيم العامة.

## 2.8 ICT (COMPUTER)

Smartphones, tablets and laptops have invaded our lives at an exponential rate. One of the main aims of teaching ICT in the primary cycle is to equip students with knowledge and skills to become competent and confident users of technology. The teaching of computer science in the primary cycle covers the use of the computer including Microsoft Office software (Word, Excel, Powerpoint...), coding, and robotics. Our students also explore fundamental concepts, programming, new technologies, and become aware of cyber security.

## 2.9 ART

Art is a hands-on subject, has immediate rewards, focuses on positive achievements, boosts imagination and creativity, develops concrete products and fosters collaboration. Art education enables children to grow confidently and learn how to think positively about themselves and their learning. It helps make learning matter to students by giving them a medium to connect new knowledge to personal experiences and express what they have learned to others.

At LSQ a variety of techniques is introduced such as Paint, Pointillism, Cubism, Collage, Building-up Texture and so on. Furthermore, students are exposed to the work of famous artists such as Van Gogh, Picasso, Paul Cezanne, Mondrian and Britto.

## 2.10 PHYSICAL EDUCATION

Sports are not just a way to achieve a healthy physique and mind. Sports are the vehicle to promote team spirit, unity, persistence and collaboration. In the Primary Department, students are not only taught to master basic movements such as running, jumping, throwing and catching, developing balance, agility and coordination, but also to apply these movements in a range of activities. Progression is dealt with throughout the year by adding distance, weight, or/and increasing the level of difficulty to the drills given to prepare students for local schools competitions.

## 2.11 MUSIC

The Music curriculum in the English Primary is aligned with the vision of the Lebanese School, which endows it with educational, cultural, and national values. It encompasses several facets such as theories, singing, instrument playing, solfege, and listening. It also ramifies into rules, principles, signals, writing, rhythmic reading, appreciation, and history. Technology plays a key role in communicating information and motivating students to cultivate the artistic taste as complementary to mental, psychological, behavioral, social, and creative development.

## 2.12 PROTECT ED AND LEADER IN ME

Protect Ed is a program that addresses the most critical issues in child safety today. This includes their physical safety as well as their social and emotional safety. The program basically provides the students with tools and guidelines to help them deal with instances of physical danger (fires, physical harassment...) and emotional insecurity (bullying in school, cyber bullying...) In the Leader in Me Program, the students develop skills that are essential for leadership, self confidence, and life management.

# III. ACADEMIC PROCEDURES

From Grade 1 to Grade 5, our evaluation of the students' performance is standard-based. This approach requires the teachers to continuously evaluate the students' understanding through regular formative assessment. At the end of every term, a report card is shared with parents to display the students' acquisition of each standard based on the below:

Academic Performance Levels	
Exceeding	Excels at grade-level expectations, produces exemplary work · Demonstrates advanced thinking and understanding of the skills · Masters and applies knowledge and skills that lead to consistent and high quality work · Requires no support to complete the work.
Proficient	Strong performance at grade-level expectations, produces quality work · Demonstrates solid and consistent understanding of the skills · Applies knowledge and skills that lead to above-average work · Requires minimal support to complete the work.
Developing	Satisfactory performance at grade-level expectations, produces adequate work · Demonstrates partial or inconsistent understanding of the skills · Requires additional reinforcement and practice of the skills to produce average work · Requires regular support to complete the work.
Beginning	Does not meet grade-level expectations. Requires teacher's direction, support, and assistance to learn and use the skills, concepts, or strategies · Requires additional instruction and practice of the skills · Requires additional time and significant support to complete the work.
N/A	Not assessed during this particular term. Some units of study are taught at different times of the school year.

For further details, you can get back to the Assessment Policy provided on the school website.

## 1. TERMS, PERCENTAGES, AND REPORT CARDS

In Grade 6, the English Primary's main aim is continuous improvement through constant monitoring of students' performance. For this purpose, the academic year is distributed over the course of three terms, with two summative assessments; mid-year and final (Please refer to the school calendar for more specific information about term divisions). The allotted weight for each of the term examinations is the following:

Term 1	Mid-Year Exams	Term 2	Term 3	Final Exams
20%	25%	15%	15%	25%

Parents receive report cards 5 times a year; term 1, mid-year exams, term 2, term 3 and final exams. They can be accessed via the school portal and application.

## 2. MODES OF ASSESSMENT

The Lebanese School keeps track of its students' progress and is keen on measuring the intellectual development and student readiness to inform instruction and best practices. Furthermore, it seeks to prepare its students for university life so they can excel internationally. That's why it utilizes the following modes of assessments:



## 2.1 DIAGNOSTIC ASSESSMENT

The English Primary teachers administer diagnostic tests in English, Arabic and Math to collect and analyze data, and use the results to differentiate instruction, formulate groups and adjust planning pace.

## 2.2 LOCAL ASSESSMENT

Formative or on-going assessment, can take place before, during or after a lesson. The teacher uses a wide range of methods to evaluate students' comprehension, learning needs, and concepts they are struggling with, and modifies instruction and techniques accordingly. The main goal is to enhance instruction and students' learning. Formative assessment can be oral or written and of various types:

- Presentations
- Projects
- Journal Entries
- Quizzes
- Lab Work
- Exit Slips

Summative assessment mainly focuses on the lessons' outcome. It takes place at the end of term 1 and the end of the year, and helps in evaluating students' learning. For Grades 1 to 5, the summative assessment occurs during regular class time. While for Grade 6, it happens following a schedule, and have reading periods.

In any quiz/exam where failure is more than 25%, the latter must be repeated. The test is analyzed by coordinators and teachers, and an action plan is presented with recommendations for remedial. If failure percentage remains high; more than 10%, the concepts with the lowest acquisition rate will be retaught and intervention will become more intensive.

## 2.3 STANDARDIZED ASSESSMENT

Measure of Academic progress (MAP): is a computer-based achievement test in mathematics, reading and language. The computer regulates the order of difficulty of the questions so that each student takes a unique test. This test is administered twice a year, in the fall and spring.

## 2.4 DELF

Our six graders get a chance to sit for the DELF A1.1 exam which is a measure of proficiency in oral and written French language.

## 3. PROMOTION, RETENTION, DROP-OUT AND MAKE-UP EXAM

The promotion, retention and make-up processes in the English Primary Department are the following:

### 3.1 PROMOTION, RETENTION

From Grade 1 to Grade 5, students are automatically promoted with the exception of particular cases; however, Grade 6, students get promoted to a higher grade when they receive a final general average that is equal to or higher than 10 over 20. In case the students scored below 10, they will be retained in their current grade.

### 3.2 DROP-OUT

In Cycle II, students who do not meet promotion requirements and are retained in their current grades are put under academic probation. If they fail to meet the requirements for the second year, they are not allowed to repeat their grade, and are therefore asked to drop-out.

### 3.3 MAKE-UP EXAM/WORK

Students sit for a make-up exam when they achieve a general average that is equal to or lower than 12 over 20. Accordingly, the make-up will be specified, and the students will be given summer assignments. Their make-up test is based on their summer work.

Students receive summer work when they get less than 12 over 20 on one or more main subjects (English, Math and Arabic). The work should be submitted in the first week of September.

## 4. HOMEWORK

Every Thursday, the students receive a daily planner on which they have the assignments that are due for the upcoming week by date and subject. This planner is uploaded on Teams and has a variety of direct applications, projects, and reading assignments.

## 2. TECHNOLOGY IN EDUCATION

As part of our belief in the need to be up to date with the new education trends, our school encourages the utilization of technology to foster learning. To achieve this goal, we have installed Promethean Boards in all classes and provided tablets for students' use inside the classroom. The students have online subscriptions in several educational websites as well. Last but not least, the school has made use of MS Teams, a virtual platform, to make learning available, promote communication and collaboration, and share a large library of resources with all of its students

## 5. ACADEMIC SUPPORT

In the English Primary Department, the Student Support Committee follows-up by communicating with the coordinators and teachers in order to provide the necessary support and make sure the proposed action plans in each subject are carried out for the benefits of the low achievers. Furthermore, low achievers are constantly monitored and supported by the homeroom teacher and the co-teacher.

## IV. INTERNAL REGULATIONS

### 1. THE SCHOOL DAY

In the English Primary, the school day starts at 8:00 a.m. and ends at 2:30 p.m., covering seven periods with two breaks, distributed according to the following schedule:

Grades 1-2			Grades 3-4			Grades 5 - 6		
Session	Time	Duration	Session	Time	Duration	Period	Time	Duration
Period 1	8:00 - 8:50	50 minutes	Period 1	8:00 - 8:50	50 minutes	Period 1	8:00 - 8:50	50 minutes
Period 2	8:50 - 9:40	50 minutes	Period 2	8:50 - 9:40	50 minutes	Period 2	8:50 - 9:40	50 minutes
Breakfast	9:40 - 10:00	20 minutes	Breakfast	9:40 - 9:50	10 minutes	Period 3	9:40 - 10:30	50 minutes
Recess	10:00 - 10:20	20 minutes	Recess	9:50 - 10:10	20 minutes	Recess	10:30 - 11:10	40 minutes
Period 3	10:20 - 11:05	45 minutes	Period 3	10:10 - 11:00	50 minutes	Period 4	11:10 - 12:00	50 minutes
Period 4	11:05 - 11:50	45 minutes	Period 4	11:00 - 11:45	45 minutes	Period 5	12:00 - 12:50	50 minutes
Period 5	11:50 - 12:35	45 minutes	Period 5	11:45 - 12:30	45 minutes	Period 6	12:50 - 1:40	50 minutes
Recess	12:35 - 12:50	15 minutes	Recess	12:30 - 12:50	20 minutes	Period 7	1:40 - 2:30	50 minutes
Period 6	12:50 - 1:40	50 minutes	Period 6	12:50 - 1:40	50 minutes			
Period 7	1:40 - 2:30	50 minutes	Period 7	1:40 - 2:30	50 minutes			

The school timing undergoes modifications, where the school day becomes shorter during trimestral exams, the Holy Month of Ramadan and SLD Days.

### 2. DRESS CODE

All students are expected to wear the school uniform, which they obtain at the beginning of the academic year. On the days where students have physical education, they are required to wear the school P.E. uniform. Moreover, the hair is to be well groomed, and wearing make-up, nail polish and jewelry is proscribed.

### 3. BOOKS AND COPYBOOKS

Books and copybooks are provided at the beginning of the academic year to either the students or their parents. Their cost is covered in the tuition fees.

### 4. ON-CAMPUS ELECTRONIC DEVICES AND INTERNET

Students are encouraged to use electronic devices to improve their ICT skills and meet educational goals. They can use the promethean board, available in every class; the school tablets; the computer lab and the internet. Furthermore, students have access to various digital platforms in English and Arabic that help them in bridging their gaps and developing as autonomous learners.

## 5. PERSONAL ELECTRONIC DEVICES

It is prohibited for students to use personal electronic devices, especially mobile phones. The devices should remain turned off in the students' bags in case they were brought to school.

## 6. BIRTHDAY PARTIES

Birthday celebrations, whether for teachers or students, are not allowed at school. Therefore, it is proscribed to bring cakes and gifts.

# V. HEALTH AND IMMUNITY

LSQ Health Department includes full-time licensed nurses, acting as a First-Aid Unit, responsible for the assessment, treatment and referral of student injuries and illnesses that occur during the school day. Throughout the year, the nurses undergo a series of workshops, held by the Ministry of Public Health to stay updated about health protocols and procedures, as a part of their license renewal. Their practices, which comply with the Ministry of Public Health, focus on health promotion and disease prevention.

Nurse's Name	Grade Level	Email	Phone Number and Extension
Mrs. Laya! Diba	Grades 1 - 2	Laya!.Diba@lsq.sch.qa	449344545/46 - Ext. 180
Mrs. Maria Rossa Hakim	Grades 3 - 6	Mariarossa.Hakim@lsq.sch.qa	449344545/46 - Ext. 140

## 1. THE HEALTH PROGRAM

The primary objective of the LSQ health program is to promote, maintain and enhance, the well-being of the students. Parents are responsible for completing a Student Medical Record form (available on the school portal) and update it as needed/annually. In accordance with the Ministry of Public Health, three health programs are conducted on yearly basis:

- Growth Monitoring (Grades 1-6): involves height and weight monitoring through calculating the BMI to report underweight and obese cases.
- Vision Acuity (Grades 1, 3 and 5): includes checking students' vision acuity. The results are sent to the Ministry of Public Health, and the parents are notified once a problem is detected.
- Personal Hygiene (Grades 5 and 6): teaches the students about puberty and good hygienic habits.  
Another program organized by the school is:
- Dental Examination (Grades 1 to 6): a qualified dentist checks students' dental states for any problems, such as decay, requiring braces or retainers...The results are provided to all the students.

## 2. HEAD LICE

At the beginning of each school year, as a part of a routine check-up, the nurses inspect G1 students for lice. Simultaneously, they educate the parents and their children about it through presentations, circulars, and booklets.

In case of an infestation, the following is performed to help eradicate it:

- Informing the parents and the Head of Section and explaining the treatment
- Following-up after one week
- Explaining to the parents that they need to check their infected child once a week, and all the members of the family

In case of living lice, the following measures are taken:

- Informing the parents and Head of Section
- Sending the child home for a one-week treatment (The child can attend school the next day after starting the treatment)
- Inspecting the whole class

### 3. IMMUNIZATION

In-school vaccination occurs when the Ministry of Public Health launches vaccination campaigns and in accordance with the parents and the school nurse.

The nursing staff has access to every student vaccination card on the portal.

### 4. MEDICAL TREATMENT

Each visit to the nurse clinic is recorded in the student's file on the system, and the parents are notified via LSQ portal and application.

#### 4.1 ADMINISTERING MEDICATION

In case of illness, the parents are required to inform the nursing office about the medical case of their child, and should a child require medication, the school nurses are in charge of administering the medication as per the following steps:

1. The parents should submit a medical report.
2. The parents/guardian, and not their children, should supply the nurses with the medication and a doctor's prescription.
3. The medication should be in its original bottle, not a container.
4. In case the student goes by bus, the medication should be handed to the bus assistant.

#### 4.2 FEVER

If a student is found to have a temperature of 38 degrees Celsius and above, he/she is not allowed to go back to class. The nurse will do the following:

1. Inform the parents and the Head of Section.
2. Secure parents' consent to administer medication.
3. Request parents to pick up their child.

Unless the student is 24 hours free of fever, he/she is not allowed to attend classes, and if he/she has been absent for more than 3 days, he/she is required to submit a medical report.

#### 4.3 CHRONIC DISEASES

As for students with chronic diseases (Diabetes, Asthma, Epilepsy...), the parents must submit a medical report, and are to deliver the medication to the nurses, along with a medical prescription and a consent letter signed by them. The students are not allowed to carry the medications in their bags as a measure of safety precaution. The school nurses work out a management plan to follow-up with these students.

#### 4.4 COMMUNICABLE DISEASES

In the case of communicable diseases, such as mouth, hand and foot disease, conjunctivitis, influenza type A and type B, measles, or chicken pox, parents are requested to provide a medical report from Hamad Hospital, indicating that the child is fit to attend classes. If any symptoms are detected, such as very high fever, secretions, rashes, or irritations, the nurses take the following actions:

1. Assess the condition.
2. Call the HOS.
3. Contact the parents to pick up their child, and ask for a medical report.
4. Provide medication as per parents' authorization and doctor's prescription.

### 5. INJURIES AND EMERGENCIES

In case of an injury, the school follows a well-defined protocol. If the injury is minor, the nurses assess the situation and provide treatment. As for very serious injuries or medical emergencies, the nurses request an ambulance while providing the necessary care. The Head of Section and parents are immediately contacted.

## VI. SECURITY AND EMERGENCY

### 1. EMERGENCY PLAN

LSQ emergency plan comprises specific procedures to ensure everyone's safety. It is available on the school website under Crisis Management Tab.

## 2. CONTACTS IN CASE OF AN EMERGENCY

All crisis management procedures are found in the Health and Safety Policy which is communicated with all staff and students.

Name	Grade Level	Office Number	Mobile Number
Mrs. Sara Soussi (HOS)	Grades 1-2	46/449344545 - Ext. 167	X
Mrs. Helen Hobeika (HOS)	Grades 3-6	46/449344545 - Ext. 161	X
Mrs. Lynn Abdalnabi (HOS Assistant) Mrs. Soha Hachem (HOS Assistant)	Grades 1-2	46/449344545 - Ext. 168 46/449344545 - Ext. 165	77044029 31581101
Mrs. Abir Khalaf (HOS Assistant)	Grades 3-4	46/449344545 - Ext. 162	31581102
Mr. Mohammad El Oraiby (HOS Assistant)	Grades 5-6	46/449344545 - Ext. 170	31336133

## 3. EVACUATION DRILLS

LSQ conducts evacuation drills as a measure of safety precautions. This practice is held once per term for different purposes:

- Enabling students and staff to identify exits and assembly points
- Providing students and staff with the chance to practice emergency procedures in a safe environment
- Determining if students and staff comprehend and can perform emergency procedures
- Evaluating the effectiveness of evacuation procedures to improve performance

## 4. SECURITY

The Lebanese School has implemented a variety of security measures to ensure the well-being of everyone on campus. Surveillance cameras are installed in the hallways, playgrounds, cafeteria, school gates, library, and multipurpose hall. Security personnel are stationed at the school gate to verify guests' identities and prevent trespassing. Break and line up duties are assigned to monitor students and guarantee their protection.

# VII. DISCIPLINARY MEASURES

A behavior policy regulates the disciplinary measures at school. At the beginning of the school year, students are trained on it, where the homeroom teachers introduce it with its levels of infractions and consequences. For more details, please refer to the behavior policy on the school website.

# VIII. ATTENDANCE

## 1. GENERAL RULE

Considering the importance of reaching school on time and its impact on students' achievement, it is vital that students arrive to school prior to 8:00 a.m. (The doors open for both Cycles at 7:30 a.m.) Classes end at 2:30 p.m.

## 2. PARENTS', STUDENTS' AND TEACHERS' RESPONSIBILITIES

Maintaining a good attendance record helps students achieve success, both at school and in life. For this purpose, parents, students and teachers have a responsibility to ensure the smooth flow of the lesson for the benefits of all the students. Parents are responsible to see that their children arrive before classes start. Students are not allowed to be absent or be late for classes without excuse or permission. Teachers have the responsibility to check students' attendance and report any tardiness or absence.

## 3. NOTIFICATION IN CASE OF ABSENCE OR TARDINESS

In case of absence or tardiness, the parents should notify the school. If the student is absent for more than three consecutive days due to an illness, a medical report must be submitted. Any absence or tardiness is recorded on the student's file, which can be accessed via the school portal and application. Students using school bus transportation must notify the school in case of absence, tardiness, or if they, exceptionally, won't be taking the bus on a specific day.

## 4. EARLY DISMISSAL

For any early dismissal, the parents must provide a valid explanation or excuse, and pick up their child from the Head of Section assistant's office.

For more details regarding attendance, kindly refer to the Attendance Policy posted on the LSQ website.



## IX. PARENT-TEACHER COMMUNICATION

Strengthening the lines of communication between parents and teachers is essential for providing student support and achieving excellence in performance. The Lebanese School keeps parents informed about their children's activities and progress via meetings, which are organized by the school itself, or upon parents' demand.

### 1. PARENT-TEACHER CONFERENCE

Parent-teacher conferences occur twice per year, mid first trimester and toward the end of the second trimester. These reunions constitute a great opportunity for parents to learn about their child's behavioral and social skills, academic progress, points of strengths and areas in need of improvement.

### 2. OPEN HOUSE

At the beginning of each academic year, the department organizes an Open House in the purpose of acquainting the parents with their child's teachers and classrooms, and introducing them to the curriculum, modes of assessment, and grade expectations.

### 3. NEWSLETTER

At the end of every week, a newsletter is posted on MS Teams to report the learning points students will be acquiring the following week.

### 4. LSQ TIMES

LSQ Times is a newsletter that comprises articles in three languages, English, Arabic and French. It is published at the end of each month to highlight past events, achievements, and students' work, and introduce new members of LSQ community. It can be accessed via the school website, portal and application.

### 5. PORTAL, WEBSITE AND APPLICATION

Parents can stay updated about their child's/children's learning, activities and progress via the school website, portal and application and MS Teams, where they have access to photo galleries, circulars, agendas, resources, report cards, newsletters, and medical records....

### 6. EMAIL AND TELEPHONE

For any clarifications or further information, parents can email the Early Years' Head of Section, Mrs. Sara Soussi for Grades 1 and 2 or the English Primary Head of Section, Mrs. Helene Hobeika for Grades 3 to 6.

### 7. COFFEE WITH THE PRINCIPAL

On a regular basis, the principal invites parents for meetings to discuss certain topics related to the achievement of the students, which reinforces the parents' involvement in their children's education.

## X. SCHOOL SERVICES

### 1. REMEDIAL COURSES

The school offers remedial courses in the main subjects, languages and Math, and sometimes in the scientific subjects depending on needs and demands, to assist students build up their skills and bridge their gaps. The courses are delivered by the teachers on the school premises.

### 2. COUNSELING

In the English Primary Department, a counselor is present to ensure the physical, emotional and mental well-being of the students. She follows-up with the students in need, working on personal development, goal setting, academic skills, problem-solving, conflict-resolution, and emotion regulation and behavior; all kinds of obstacles that might come across their ways. Her role involves assisting teachers and communicating with parents about inquiries and concerns they have about their children.

Counselor's Name	Grade Level	Email	Phone Number
Mrs. Zeinab Kawsarani	Grades 1 - 2	Zeinab.Kawsarani@lsq.sch.qa	449344545/46 - Ext. 128
Ms. Celine Saadeh	Grades 3 - 6	Celine.Saadeh@lsq.sch.qa	449344545/46 - Ext. 177

### 3. TRANSPORTATION

The school provides students with morning and afternoon transportation services. The bus driver is always accompanied by an assistant who makes sure students are safe and are well behaving and respecting the seating plan. In addition, all buses are equipped with tablets that include students' home addresses and the route plan, cameras, and a GPS Tracking System, where parents can access it via a website and type in their credentials to track their kids' route.

### 4. LOST AND FOUND ITEMS

All lost and found items are stored in a specific cabinet, available in each department. Students or parents can access it at any time to look for their lost items. Twice a year, the objects are displayed to allow parents and students to recover what they have lost. After that, the school disposes of all non-recovered items.

### 5. STUDENT IDENTIFICATION CARD

Each student has an ID card that not only allows him/her to be identified by security and staff personnel, but also purchase food and beverages from the school canteen once recharged. The ID also includes health information, such as allergies to specific food items. Students must carry their identity cards at all times and present them, upon request, to any teacher or person in charge.

## XI. HOLIDAYS

Throughout the year, the Lebanese School takes two long breaks, the winter and spring breaks; in addition to midterm breaks for students and staff to rest. It also celebrates many holidays, such as:

### 1. LEBANESE INDEPENDENCE DAY

The Lebanese School celebrates Lebanese Independence Day in November, with related activities that remind students of their heritage and endorse their sense of patriotism.

### 2. QATAR NATIONAL SPORTS DAY

Qatar National Sport's Day is a holiday that takes place each year on the second Tuesday of February, in agreement with the Qatari Ministry of Education and Higher Education. On this day, the Lebanese School organizes sports games where teams of students enjoy the activities and learn about the importance of sportsmanship, teamwork, and maintaining a healthy lifestyle.

### 3. TEACHER'S DAY

Teacher's Day is a special day that honors teachers and their contributions in the field of education. LSQ celebrates this occasion in March.

### 4. EID AL-FITR AND EID AL ADHA

LSQ closes its doors and celebrates Eid al-Fitr and Eid Al Adha according to the dates appointed by the Qatari Ministry of Education and Higher Education.

For more information, refer to the LSQ calendar, which can be found on the school website, portal, and application.

## XII. FACILITIES

### 1. CAFETERIA

The school cafeteria welcomes students during breaks and offers them hot healthy meals, sandwiches and salads, and a wide variety of beverages. The staff of the canteen is accredited by the Ministry of Public Health and the Ministry of Education and Higher Education. The school nurses are responsible for checking the hygiene, food quality and packaging in accordance with the ministry's guidelines (no raw proteins, strong allergens...). For children's safety, the canteen provides the nurses with samples of products on daily basis, which are stored for 5 days to be tested for any suspected poisoning or hazard.

Furthermore, the school has water fountains that are equipped with filters, and they provide clean and potable water. They are tested for cleanliness and drinkability by the Ministry of Public Health once a year.

### 2. LIBRARY

LSQ is equipped with a library, where students can meet with their friends or their language teachers to have literary discussions, debates, or do activities that are related to their subjects of study. Students can also borrow or read from a wide selection of books, references, scientific and cultural publications, novels and literary works in three languages: Arabic, English, and French. Furthermore, they can use the library internet service to broaden their knowledge or research any topic of their choice.

### 3. SPORTS COURTS

The Lebanese School students benefit from the availability of indoor and outdoor courts. The courts are equipped to accommodate the following activities: basketball, volleyball, tennis and soccer.

### 4. MULTIPURPOSE HALL

LSQ campus includes a multipurpose hall used to hold celebrations, assemblies, activities, and meetings.

### 5. COMPUTER LABS

Considering the importance of computer science in modern education, the school has fully equipped computer labs, which are used for learning IT courses, researching, and using different software.

### 6. SCIENTIFIC LABORATORIES

The Lebanese School is equipped with scientific labs that make students enjoy learning, encourage them to put into practice the acquired scientific concepts, and enhance their observational and experimental skills.

## XIII. ACTIVITIES

Activities and events, whether academic or extracurricular, are planned by the subject teachers to provide opportunities for students to follow special interests to cater to their physical, mental and emotional well-being.

### 1. FIELD TRIPS

The English Primary Department organizes educational and fun field trips, where students learn new concepts based on observation and application, and at the same time, unwind and enjoy the company of their friends and teachers. The outings are not mandatory, and transportation is provided by the school.

### 2. ASSEMBLIES

During the year, the English Primary Department holds assemblies in the school's multipurpose hall to inform students about past events, showcase their talents, enhance their presentation skills and self-confidence, and highlight an important theme.

### 3. EXTRACURRICULAR ACTIVITIES

The Lebanese School of Qatar offers its students a wide array of activities, ranging from sports, to music, to performing arts, to mental math, to coding and robotics, promoting academic enrichment, creativity as well as intellectual growth and a healthy lifestyle.

### 4. GRADE 6'S FAREWELL CEREMONY

The English Primary Department organizes a farewell for Grade 6 students, in which they receive diplomas and wear caps and gowns to celebrate their progression from Primary to Middle School.