

2026 - 2027



PARENT HANDBOOK MIDDLE SCHOOL



المدرسة اللبنانية
THE LEBANESE SCHOOL



Dear Parents,

Welcome to the Lebanese School!

At LSQ, we strongly believe in collaboration between families and school staff to create a positive and happy environment, where the children feel 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 provides an introduction to LSQ and an overview of its operations and routines. It is designed to help you find answers to questions you may have concerning the school.

We aim to ensure the flourishing of your children 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.

IB DP AUTHORIZED SCHOOL

The Lebanese School is an IB Authorized School for the IB DP Program. The Lebanese School is authorized to implement the IB DP Program and is now an IB World School. These are schools that share a common philosophy—a commitment to high quality, challenging, international education that The Lebanese School believes is important for our students. *Only schools authorized by the IB Organization can offer any of its four academic programmes: the Primary Years Programme (PYP), the Middle Years Programme (MYP), the Diploma Programme, or the Career-related Programme (CP). Candidate status gives no guarantee that authorization will be granted.

For further information about the IB and its programmes, visit www.ibo.org

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

I.	HEAD OF SECTION'S MESSAGE	5
II.	CURRICULUM	6
III.	ACADEMIC PROCEDURES	12
IV.	INTERNAL REGULATIONS	14
V.	HEALTH AND SECURITY MEASURES	15
VI.	DISCIPLINARY MEASURES	17
VII.	ATTENDANCE	17

VIII.

IX.

X.

XI.

XII.

TABLE OF **CONTENTS**

PARENT-TEACHER COMMUNICATION 18

SCHOOL SERVICES 18

HOLIDAYS 19

FACILITIES 19

ACTIVITIES 20

Dear Parents,

Welcome to the Middle School Department

Middle School is a unique and meaningful stage in every student's educational journey. Early adolescence is a time of remarkable growth, discovery, and transformation, when students begin to define who they are, what they value, and how they learn best. During these important years, our role is to guide them academically, socially, and emotionally while helping them develop confidence, independence, and a strong sense of responsibility.

At the Lebanese School of Qatar, our work is guided by the school's mission and vision: to inspire lifelong learners who embrace their Lebanese heritage while growing as global citizens of an evolving world, and to empower students to become independent learners and future leaders. We believe that education in the 21st century is not only about acquiring knowledge, but also about learning how to think critically, communicate effectively, collaborate with others, use technology responsibly, and apply learning in meaningful ways.

Although our school follows the Lebanese curriculum, our academic staff continuously enriches the learning experience through modern teaching strategies and exposure to different educational approaches and standards.

At the end of Middle School, in Grade 9, students sit for the official Lebanese Brevet examination before moving on to their High School journey. Throughout Middle School,

standardized assessments such as MAP in Grades 7 and 8 also support this process by helping us monitor students' growth, identify their learning needs, and provide the appropriate level of support and challenge.

At this stage, students are gradually expected to take greater responsibility for their learning, choices, and actions. Compared to the earlier years, Middle School gives students more opportunities to develop agency by setting goals, reflecting on their progress, asking questions, making decisions, and learning from both success and challenge. This growing sense of responsibility is essential in helping them become independent learners who are confident, self-aware, and prepared for the next stages of their academic journey.

Middle School success is built through a continuous partnership between the school and parents. Your trust, support, and collaboration are essential as we work together to help our students grow into confident learners, responsible citizens, and compassionate future leaders.

I look forward to working closely with you throughout the year and to celebrating the growth and achievements of our Middle School students.

Alaa Zaher Al Deen
Head of Middle Section

Middle School HEAD OF SECTION'S MESSAGE

Email: Alaa.ZaherAlDeen@lsq.sch.qa
Phone Number: 44934545 Extension : 721



Middle School is where students begin to turn guidance into independence, learning into confidence, and potential into purpose.■

I. CURRICULUM

1. OFFERED PROGRAM

The Middle School Department adopts a state of the art program which incorporates standards from the Lebanese Curriculum in addition to international standards that our students need to excel in their lives in higher education and in the workplace. Furthermore, the curriculum offers a wealth of opportunities for the implementation of technological skills into students' learning. Middle School education lasts 3 years each, and is validated by the Lebanese Official Exams.

The language of instruction varies between English, Arabic and French, depending on the subject. English is mainly employed in subjects, such as Sciences, Math, and the English Language while Arabic is used for teaching Arabic Language, Social Studies, and IE.

2. PROGRAMS OF STUDIES - LEBANESE TRACK

2.1 ENGLISH

The English program in the Middle School Department helps students develop language proficiency, communicate effectively, and strengthen their reading and writing skills. The program focuses on oral communication, reading comprehension, writing across different modes of discourse, research skills, literary appreciation, and novel study. It also prepares students for the Lebanese Official Exams and standardized assessments such as MAP, while equipping them with the skills needed for a successful transition to High School.

٢.٢ اللغة العربية وأهدافها

نحن في المدرسة اللبنانية نلتزم تطبيق المنهج الرسمي للدولة اللبنانية في تدريس مادة اللغة العربية وحدة متكاملة بين الحلقة الثالثة والمرحلة الثانوية، قراءة وفهماً وكتابة، كلفة أساسية توفر القدر الكافي واللازم من المعارف والمهارات والقيم في تكوين مواطن لبناني مثقف ومتمدّن، مرتبط بالهوية اللبنانية قادر على مواكبة العصر والانخراط في الحياة العاقبة، منفتح على الثقافات العالمية، متقن مهارات الاتصال في اللغة باعتبارها أداة تواصل وتفاعل ثقافي وحضاري، والارتقاء بها إلى مستوى التذوق اللغوي والأدبي والتعبير الإبداعي، وتنمية الحس بالخير والحق والجمال، متآلف مع التكنولوجيا كوسيلة تعليمية ومصدر للمعلومات، ومكتسب المعارف والمهارات التي تؤهله لحسن اختيار مجال تخصصه العالي أو لدخول سوق العمل مزوداً بالمفاهيم المناسبة وبالمعلومات النظرية والتطبيقية في مجالات الثقافة والعلوم والتكنولوجيا وحسن توظيفها

كما أننا نحرص على أن يكون التدريس حيويًا يعتمد على التفكير والتحليل والاستنتاج، وأن تكون الأنشطة الصفية واللاصفية من رحلات تثقيفية، معارض الكتب، المكتبة العامة، أبحاث، مناظرات... جزءاً لا يتجزأ من العملية التعليمية التعلمية في إيصال الفكرة لكل متعلّم بمفرده، إضافة إلى الاختبارات التي تُعتبر وسيلة إضافية لقياس مستوى المتعلّم وجعله قادرًا على معرفة مجال قوّته ونقاط ضعفه وذلك بهدف مساعدته إن أظهر نقصاً في كفاية ما أو تأخر في تحقيق هدف معين، وجعله مستعداً بشكل جيد على تقديم الامتحانات الرسمية التي تحددها وزارة التربية والتعليم في لبنان

2.3 MATHEMATICS

The Mathematics curriculum is designed to provide a comprehensive understanding of intricate mathematical concepts through an integrated and progressive approach. It not only prepares students for Brevet, but also equips them for international standardized tests. It encompasses lessons that delve into the science of numbers, their operations, relationships, combinations, generalizations, and abstractions.

Additionally, it covers spatial configurations, their structures, measurements, transformations, and the application of mathematical thinking in various fields. To ensure students develop a strong mathematical foundation and gain the necessary knowledge to comprehend and address real-life problems, it is imperative that they possess the ability to identify and employ the following skills across different domains:

- A. MATHEMATICAL REASONING
- B. PROBLEM-SOLVING
- C. COMMUNICATION
- D. FIGURES AND SPACE
- E. NUMERICAL AND ALGEBRAIC CALCULATIONS
- F. STATISTICS AND PROBABILITY

2.4 PHYSICS

The Physics program helps students become lifelong learners of physics. The program aims to develop the students' scientific skills and connect the scientific notions to the technological world of their surroundings. The Physics program builds up gradually to ensure that the students acquire, as they move up the grades, the concepts and the principles necessary to understand natural and technological phenomena and be able to explain them using scientific inquiry. The program also encourages the students to use and apply their scientific knowledge in their everyday life.

2.5 BIOLOGY

The Biology program focuses on preparing the students to succeed in the Lebanese official exams, and international exams. It seeks to develop the students' scientific curiosity and intellectual and practical scientific skills, and provide orientation toward scientific research. Students of middle grades are given the opportunity to understand concepts, analyze experiments, develop critical thinking skills, and engage in scientific inquiry. The program encourages learners to use scientific knowledge and skills in novel daily-life situations in the domains of health, environment, technology and ethics.

2.6 CHEMISTRY

The Chemistry program covers a broad spectrum of theoretical studies, along with hands-on activities. In fact, the program provides the students with scientific knowledge, and relates the latter to their everyday life. For the middle school, the first year is more focused on building up gradually students' basic chemistry knowledge. In particular, the program deals with chemical bonding, electrochemical energy, and gives an introduction to organic chemistry.

It is worth noting here that in grades 7 and 8, the students will study Physics during one half of the year and then Chemistry during the other half. Biology remains as a scientific subject that they take during the entire year.

2.7 LE FRANÇAIS LANGUE ETRANGÈRE (FLE)

L'objectif du français en tant que troisième langue pour les élèves du complémentaire anglais (Grades 7, 8, 9) 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. Dans ce cycle l'élève n'a pas à présenter des épreuves officielles en langue française. Etant donné qu'il s'agit d'une troisième langue, l'objectif premier, à part la culture générale et l'ouverture à d'autres civilisations, est la compréhension et l'expression orales. Il s'agit en effet d'être capable de comprendre les sujets de la vie courante et d'utiliser le vocabulaire de ces thématiques.

Ainsi, les élèves du complémentaire anglais doivent être capables de saluer, de se présenter, de parler de son alimentation et de ses loisirs, de son style, de ses goûts, de jouer des rôles relatifs à des situations de la vie (à l'aéroport, au restaurant, avec un responsable...), en atteignant un minimum de syntagmes nominal et verbal qui l'aideront à pouvoir se débrouiller dans des situations du vécu. Les règles grammaticales ne sont qu'un outil qu'il utilisera pour s'exprimer.

٢.٨ مادة الاجتماعيات

١. التربية المدنية والتنشئة الوطنية

انطلاقاً من أن الإنسان هو غاية كل تنشئة وطنية كانت أم مدنية، باعتباره قيمة وغاية بحد ذاته، وباعتباره كائناً اجتماعياً في جوهره، فهدفنا يرمي إلى تقوية الوحدة من خلال المفاهيم الوطنية، وتعميق الإلتزام والهوية، وتعزيز الإلتزام بالقيم الاجتماعية والمدنية، قيم الحرية والتسامح والعدالة والمساواة، وتدعيمها لدى المتعلم

٢. الجغرافيا

فضلاً عن كونها من علوم الأرض الأساسية، فهي علمٌ يعنى بدراسة المجال الجغرافي بمفهومه الشامل، والهدف منها: تنمية قدرة المتعلم على التفكير النظري والمقارنة، جمع المعلومات، تنمية مهارات البحث الميداني، والاستقصاء العلمي عند المتعلم من خلال العمل الفردي والجماعي، تنمية مهارات استخدام المصطلحات وقرأة الخرائط بمختلف أنواعها، والصور الجوية والفضائية والبيانات الإحصائية وتفسيرها.

٣. التاريخ

يسهم التاريخ في تنمية الجانب الوطني لدى الافراد بجعلهم أكثر فخرًا واعتزازاً بتراثهم وحضارة أجدادهم ومساهماتهم في المحافظة عليها؛ إضافة الى استيعاب المحطات التاريخية البارزة في تاريخ لبنان وبعض بلدان المشرق العربي حتى الاستقلال؛ كما ينمي التاريخ لدى الطالب التفاعل الإيجابي مع محيطه على اختلاف مستوياته ويعزز لديه معرفة أحداث الماضي وربطها بالحاضر والوعي بالزمن كقيمة في المدرسة والحياة واكتساب الحكم والمواقف والقصاص التي عاشها السابقون.

٤. التاريخ القطري والمواطنة

نعتد في المدرسة اللبنانية - قطر في تدريس مادة التاريخ على كتاب التاريخ القطري والمواطنة للمرحلة المتوسطة؛ وقد تضمنت سلسلة كتب التاريخ القطري والمواطنة الدمج بين مجالي التاريخ والمواطنة، بما يعزز مجموعة من القيم القائمة على الانتماء والولاء والوسطية والاعتدال والحقوق والواجبات في ظل المواطنة الفاعلة، وترسيخ مبادئ العيش المشترك بما يعمق الوحدة الوطنية، وتم الاعتماد في طرح الموضوعات على التوازن بين الجوانب المعرفية والمهارية والوجدانية المستمدة من وثيقة معايير الدراسات الاجتماعية في دولة قطر وبما يراعي الترتيب الزمني للأحداث بعيداً عن الحشو والتكرار والاسهاب، وبما يعزز جوانب التفكير الناقد والإبداعي وحل المشكلات من خلال تنوع التدريبات والأنشطة لتلبية أنماط التعلم المختلفة عند الطلبة.

٢.٩ التربية الاسلامية

يمكن تعريف التربية الإسلامية على أنها أحد العلوم التربوية التي تسعى لتنظيم سلوكيات الأفراد. تهدف التربية الإسلامية إلى تربية الأبناء على الأخلاق، ومبادئ الإسلام، وتنمية عقولهم، وتحفيزهم على التفكير بشكل سليم. وتأتي أهمية تدريس مادة التربية الإسلامية من مكانة الشريعة الإسلامية ودورها في تكوين مجتمع متماسك يتحلى بالإيمان الراسخ والقيم والأخلاق الحميدة، ويحسن التعامل مع الغير، ويواجه التحديات. كما تساهم في اعداد الطالب المتزن في فكره وسلوكه بعيداً عن التطرف وتنمية قدرته على حل المشكلات وبناء الشخصية المعتدلة لديه. إضافة الى تزويده بنتائج تعلم تربوية محددة موزونة تراعي المعارف والمهارات وتظهر ما ينبغي ان يعرفه الطالب ويكون قادراً على ادائه.

تتضمن عملية انفاصال التلاميذ في حصة التربية الاسلامية، حيث ينتقل التلاميذ من الأديان الاخرى الى صفوف خاصة لتعلم مهارات السلامة وحماية النفس.

2.10 ICT (COMPUTER)

The ICT curriculum covers coding (Small Basic, Python), microcontrollers (Arduino), computer ethics, web development, app development, photo editing, and hardware/software. Students learn programming fundamentals, advanced algorithms, and problem-solving.

They explore microcontrollers applications in robotics and IoT, which emphasize on the responsible use of technology. Web development includes HTML, CSS, while app development covers iOS/Android platforms and user interface design. The curriculum also covers computer architecture, networks, and operating systems. Through practical activities and projects, students develop critical thinking skills, which prepares them for the digital age, and equips them with software development skills, hardware knowledge, ethical considerations, and the ability to contribute responsibly to the tech world.

2.11 PHYSICAL EDUCATION

In the Middle School Department, students develop a broader range of athletic and social skills, and learn how to use them in different contexts. They communicate, collaborate and compete against each other. They develop flexibility, strength, technique, control, and balance. They race and play competitive games, such as football, basketball, volleyball, and handball. In addition, they participate in competitions within Qatar. Such competitions promote their team spirit, sportsmanship and prepare them for a very competitive world.

2.12 LIFE SKILLS

Overcoming Obstacles is a research-based K-12 curriculum that equips students with essential life skills. It provides tools for managing emotions, effective communication, collaboration, problem-solving, goal-setting, and resource management, enabling informed decision-making while fostering mutual respect and instilling valuable life lessons. Life Skills is not taught to all students. Those who do not take Islamic Education have a separate class where they learn Life Skills.

II. ACADEMIC PROCEDURES

1. TERMS, PERCENTAGES, AND REPORT CARDS

The main aim of the Lebanese School 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 teachers administer diagnostic tests at the beginning of each academic year. They 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 takes place before, during and after a lesson. The teacher uses a wide range of methods to evaluate students' comprehension, their 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
- QUIZZES
- LAB WORK
- EXIT SLIPS

Interim Assessment: This form takes place at the end of each chapter or few chapters and is counted in the students' final averages. The purpose is to have a snapshot evaluation of the students' performance before proceeding to new concepts.

Assessment Guides Instruction: In any quiz or exam where the failure rate exceeds 25%, the assessment must be reviewed by the coordinator and teacher and subsequently repeated. An action plan should be developed, including recommendations for remediation and targeted support.

For the final grade of the assessment, the original test will account for 30% of the grade, while the repeated test will account for 70%.

If, after the repeated assessment, the failure rate remains above 10%, the concepts with the lowest mastery rates will be retaught, and more intensive intervention and support will be provided. (Apply the comment to high-school Handbook)

2.3 STANDARDIZED ASSESSMENT

Measure of Academic progress (MAP) (Grades 7 and 8): 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.

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

The promotion, retention and make-up processes are the following:

3.1 PROMOTION, RETENTION

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 grades.

3.2 DROP-OUT

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

Students sit for a make-up exam when they achieve a general average that is equal to or lower than 12 over 20, or get less than 10 over 20 on one or more main subjects. Accordingly, in middle school, students have make-up in English, Arabic and Math. In Grade 9, however, students do not sit for make-up exams as their promotion to a higher grade depends on passing the Lebanese official exams.

4. HOMEWORK

Homework is assigned as needed by the teachers. It aims to help students apply learned concepts through practice, and develop positive study skills and habits, use time wisely, work independently, and take responsibility for their work. Homework includes reading assignments, worksheets/exercises to reinforce explained concepts, academic writing, presentations, researches... Parents can access their child/children's homework via TEAMS.

5. ACADEMIC SUPPORT

After the trimestral exams, students at risk are identified, and their parents are contacted. The Student Support Committee is also notified to follow-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.

III. INTERNAL REGULATIONS

1. THE SCHOOL DAY

The school day starts at 8:00 a.m. to 2:30 p.m., covering seven periods with one break, distributed according to the following schedule:

Period	Time
1	8:00 - 8:50
2	8:50 - 9:40
3	9:40 - 10:30
4	10:30 - 11:20
Break	11:20 - 12:00
5	12:00 - 12:50
6	12:50 - 1:40
7	1:40 - 2:30

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

Every Wednesday, our academic team meets for professional development to better serve our students. As a result, our school day ends at 1:45 p.m.

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 boys' hair should be short. As for the girls, they are prohibited to wear make-up and flashy nail polish. Girls are only allowed to wear long sleeve uniform tops and long pants.

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. MOBILE PHONES / SMART WATCHES

It is prohibited for students to use mobile phones and smart watches on campus. They should be submitted to the department assistant at the beginning of the day and given back to the student at the end of the day.

5. USE OF TECHNOLOGY

Technology is an essential part of teaching and learning in the 21st century and is integrated into lessons to enhance student engagement, collaboration, and access to educational resources.

In Grades 7 and 8, the school will provide students with tablets for educational use during the school day. These devices will remain at school and students will not take them home. The tablets will be kept in the classrooms and used under the guidance of teachers. Students are expected to use them responsibly and in accordance with the school's technology guidelines.

In Grade 9, students will follow the school's Bring Your Own Device (BYOD) Policy and are required to bring an appropriate device, such as a laptop or tablet, to school on a daily basis.

Technology may be used to access educational platforms and resources such as Microsoft Teams, OneNote, Padlet, Nearpod, and Kahoot, as well as other digital tools selected by teachers to support learning.

6. BIRTHDAY CELEBRATION

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

IV. HEALTH AND SECURITY MEASURES

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. Douaa Zayour	Grades 7- 8	Douaa.Zayour@lsq.sch.qa	44934545/46 - Ext. 613
Mrs. Layal Diba	Grade 9	layal.diba@lsq.sch.qa	44934545/46 - Ext. 611

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:

A. Growth Monitoring: involves height and weight monitoring through calculating the BMI to report underweight and obese cases.

B. Vision Acuity (Grades G7-G9): 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.

Two other programs organized by the school are:

C. Dental Examination: 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.

D. First Aid Training: at the beginning of the year, all school staff undergo training in first aid.

2. 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.

3. 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.

3.2 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.

3.3 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.

3.4 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.

4. 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.

5. EMERGENCY PLAN

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

6. CONTACTS IN CASE OF AN EMERGENCY

In case of an emergency, parents can contact the Middle School Head of Section of the English Track, Mr. Alaa Zaher Al Deen, or his assistant.

Name	Phone Number and Extension	Mobile Number
Mr. Alaa Zaher Al Deen	44934545/46 - Ext. 721	
Mrs. Eid Farah	44934545/46 - Ext. 722	77044096
Mrs. Hiba Bakeer	44934545/46 - Ext. 723	72230023

7. EVACUATION DRILLS

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

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

8. 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 inside the classrooms. 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.

VI. 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.

VII. 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., as classes start at this time. 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 two 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 send it as an attachment by email to the HOS or HOS assistant, and pick up their child/children from the head of section assistant's office.

5. ABSENCE DURING EXAMINATION

For the students to be able to sit for a make-up exam, parents are required to provide a medical report in case the student was absent during a day of examination.

VIII. 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/children's behavioral and social skills, academic progress, points of strengths and areas in need of improvement. Parents are also always welcome to ask for a meeting with any of the students' teachers throughout the year. In addition, the school also regularly invites parents for meetings to discuss issues related to the students' academic and behavior.

2. 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.

3. Coffee with the Principal / Counselor

On a termly basis, the principal /counselor invites parents for meetings to discuss topics related to students' achievements, which reinforces the parents' involvement in their children's education.

4. 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, where they have access to photo galleries, circulars, report cards, newsletters, and medical records....

5. EMAIL AND TELEPHONE

For any clarifications or further information, parents can email the Middle School Head of Section of the English Track, Mr. Alaa Zaher Al Deen, on Alaa.ZaherAlDeen@lsq.sch.qa, or call him using the following office number: 449344545 - Ext.721.

6. PRINCIPAL'S MESSAGE

A weekly message from the principal to the students and parents with updates, news, and important reminders.

IX. SCHOOL SERVICES

1. REMEDIAL COURSES

The school offers remedial courses in the main subjects 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 Middle School 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.

In addition, the school also provides career counseling services through the Career Counselor who is in charge of guiding the students to the right career path for them. In addition, this counselor will also help the students in selecting the right university for them and all the requirements of the admission process.

Counselor's Name	Email	Phone Number and Extension
Ms. Lucy Mitri	lucy.mitri@lsq.sch.qa	44934545 - Ext. 664

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. 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.

5. LOST AND FOUND

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

X. HOLIDAYS

Throughout the year, the Lebanese School takes one long break, the winter break ; 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.

XI. FACILITIES

1. CAFETERIA

The school cafeteria welcomes students during breaks and offers them hot healthy meals, sandwiches and salads, all of which are nut-free, 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 ministries' 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 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.

XII. Activities

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

1. FIELD TRIPS

The Middle School 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

The Middle School 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, in order to promote academic enrichment, creativity as well as intellectual growth and a healthy lifestyle.

4. CAREER ORIENTATION AND UNIVERSITY FAIR

Career and university choices are a major concern for our high school students. The counselor, in collaboration with the HOS, helps students by conducting tests and workshops to best guide them in their career choices. In addition, the school organizes a university fair and hosts local and international universities (Lebanon, France, England, Germany, United States, Qatar, etc.) to provide students with information about majors the universities offer, admission requirements, college applications, including SAT preparation and techniques on essay writing, curriculum, career planning, housing, sports and activities, work study, and costs associated with education (financial assistance, scholarships...).

5. STUDENT LIFE COMMUNITY

The LSQ Student Life Community is a middle school student-led association that mainly focuses on students' extracurricular life at LSQ. It encompasses five departments: Academics, Community Service, Activities, Media and Publications, and Yearbook. The LSQ SLC aims at empowering students by providing them with a voice and tapping into their abilities while equipping them with the needed 21st century skills, such as social, technical, emotional, leadership, communication, collaboration, critical thinking, and problem-solving. In addition, it promotes innovation and creativity, brings students together to achieve a common goal and instills accountability since the students will lead and take responsibility of departments, projects, clubs, activities, and others.