



Middle and Upper School Student Handbook

(2026-2027)

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Introduction

Ahlihah believes that both parents and school should work collaboratively to ensure better academic achievement and socio-emotional development of their children.

The purpose of this Handbook is to familiarize you with the school policies, expectations, and procedures, and to set guidelines that will ensure the efficient operation of the school and promote parent involvement. It is essential that parents and students read the Student Handbook. We are always available to answer any questions or concerns that you may have.

Mission Statement

Ahlihah School develops young minds to their best abilities, while nurturing self-confidence, respect, compassion, creativity, a joy for learning, and working collaboratively within a diverse environment. Ahlihah graduates are primed to take responsibility for their future and to be active citizens engaged in local, regional, and global issues.

Ahlihah's Code of Ethics

Integrity

Respect for self and others

Diversity

Collaboration

Excellence

Growth mindset

Quality Education at Ahlihah

Ahlihah is committed to providing quality education through:

- Providing a meaningful and relevant curriculum, learning experiences, and teaching approaches that promote the acquisition of knowledge, critical thinking, creativity, problem solving, decision making, working collaboratively, and the appreciation of the arts
- Nurturing responsibility, respect, compassion, and collaboration
- Nurturing citizenship and engagement in local, regional, and global issues
- Promoting student-centered teaching to develop students' full potential cognitively, emotionally, socially, physically, and aesthetically
- Providing a healthy, safe, protective, and supportive learning environment

- Promoting the continuous learning of the whole school community through effective and productive collaboration
- Conducting results-driven assessment and evaluation that identifies students' needs
- Strengthening home-school relationships to ensure parental and community involvement in school
- Leveraging the use of technology by the school community, in accordance with the International Society for Technology in Education standards.

Global Citizenship at Ahliah

Ahliah is committed to developing Global Citizenship and open-minded individuals through providing opportunities for:

- Appreciating diversity and multiple perspectives
- Communicating in more than one language
- Fostering citizenship and engagement in local, regional, and global issues
- Nurturing the values of respect, compassion, responsibility, collaboration and conflict resolution
- Understanding and advocating human rights, social justice, and equity
- Recognizing and appreciating different cultures, including beliefs, values, languages, heritage, environment, economic, social, and political systems
- Developing the ability to engage productively in a diverse world
- Recognizing and practicing the rights, responsibilities, and ethical behaviors of living, learning, and working in an interconnected digital world

Academics

The academic year is divided into three Terms (Progress) and two summative evaluations.

Promotion

To be promoted, students should,

1. Accumulate a passing general average in order to be promoted or graduate
- Grade 7 - 11 students need to have a passing general average above 11.25 and a passing general average (above 11.25) in all main subjects and attend a minimum of 90% of school days.

- Students who do not acquire the skills needed in Math, English, or Arabic may be assigned a remediation program/makeup exam in order to complement their learning in these subjects
- Grade 12 students need to have a passing general average above 10 and to attend a minimum of 90% of school days.

Probation

1. If students are promoted after completing makeup exams, they are promoted on academic probation.
2. If students accumulate a certain number of warnings, which may or may not lead to suspension, they get promoted but placed on behavioral probation.

Being on academic and behavioral probation means students will not receive a second chance in the coming academic year if they do not meet school requirements.

Follow-up

3. Teachers and academic administrators will continually monitor students' academic performance and take intervention measures when necessary.
4. Teachers and academic administrators might call for a parent conference if a student's academic performance or conduct falls below expectations.
5. All information concerning material covered, homework, exam dates, students' exam grades, and comments on conduct is uploaded to and updated in the school management system and is accessible only to the student or parent concerned.

Honors and exemptions

1. High achievers in all classes will have the privilege of being included in the school's honors list as follows:

<u>Honor Roll</u>
High honors (Average of > 17.5)
Honors (Average of $15.5 - 17.4$)

2. Students who achieve high marks during all three terms on a subject are eligible to be exempted from the final exams. (except for Grades 9 and 12 Lebanese Program students)

3. To be eligible for exemption from a final exam, a student must have a minimum cumulative average of
 - 16.5 in the Arabic language
 - 18 in the English language
 - 17.5 in Social Studies
 - 18 in Math and Sciences

Exemption average may be modified based on the class's performance.

A student who is not in behavioral alignment with school policy and/or is on disciplinary probation might lose the privilege of exemption from final exams, regardless of his/her average.

Academic support and remedial programs

1. The school provides academic support and remedial programs when needed and appropriate.
2. Some programs are optional, while others might be mandatory.
3. Parents will be notified of any support or remedial programs their child may need.

Guidance and Advisory

Ahliyah School's guidance and counseling program aims at working collaboratively with students, parents, and school personnel to create an environment that promotes students' achievement and well-being.

Guidance and advisory programs and services may include:

- Assistance in planning future education
 - Interpretation of rules and procedures
 - Career orientation
 - Help in improving study skills and other academic skills
 - Help with school or social concerns
 - Help with any emotional disturbances
1. Advisory activities may be embedded into the regular school day.

Field Trips

1. Field trips are an important extension of a school curriculum. For students to benefit from these activities, appropriate behavior from all students is necessary.
2. The school has the right to prohibit students from attending field trips because of disruptive behavior.

3. Parent permission slips will be signed in advance.

Library

1. All students are encouraged and entitled to use the library and to borrow books.
2. Books may be borrowed for a specified period of time.
3. A fine of 20000 L.L / school day is charged for each book returned late.
4. Damage to books beyond reasonable wear or computers and all lost books, shall be paid for by the student.
5. No materials may be taken from the library unless they have been checked out.
6. Food and drinks are not permitted in the library or labs.
7. Students on a teacher-issued library pass must first show their pass to the librarian, then work on their assigned task.
8. A student who has been asked to leave the library more than twice for disruptive behavior might lose the privilege of using the library.
9. Students using the school library should abide by the school Library policies
10. Students using technology devices should abide by the “Bring Your Own Device “(Ahlih BYOD) policy.
11. Respect and consideration for others using the library and other student facilities are necessary at all times.

Textbooks and Use of Online Learning Management Systems

1. Each student is responsible for his/her textbooks.
2. Students are expected to access their online learning platform account (s) frequently to maintain effective communication with their teachers, access resources, and keep track of assignments and deadlines.
3. The school provides every student from grade 7 to grade 12 with an Ahlih School Email account using the @ahlihschool.edu.lb domain. The account should be checked regularly.
4. Students should communicate with their teachers and other Ahlih members only through the online learning platform and Ahlih email addresses.
5. Students should respect and protect the privacy of others. They should not post online or distribute private information about others or themselves.

Attendance

Attendance guidelines

1. Ahliah Classes start at 8:00 am and end at 2:30 pm. Classes end at 1:40 on Wednesdays. Students are expected to be at school before 7:50. On Mondays, they are expected to be at school before 7:45 for the weekly assembly.
2. School gates close at 8:00 sharp.
3. Full Attendance of all classes is imperative.

Absence

1. If a student is absent from school, parents/guardians must call the school to report their child's absence prior to the absence or on the same day. Without this notification, the student's absence will be considered unexcused.
2. The following conditions may excuse a student from school attendance:
 - Personal illness or injury – a doctor's medical verification note is required by the school
 - Family emergency – an emergency situation requiring the student to be absent from school
 - Death of a relative, limited to 1 day unless reasonable cause can be shown for a longer absence
3. The parent or medical verification note should be presented to the supervisor/HoD the day the student returns to school.
4. During summative evaluations, absences must be justified by a medical report.

Unexcused Absences

Students who fail to bring a written excuse upon their return will lose the privilege of repeating tests and assessments done on the day of their absence. Students will still be responsible for completing homework and assignments that were scheduled during their absence.

A student who misses a test due to an excused absence will sit for a test on the first day after their return to school (after school hours)

Tardiness

1. Students who arrive after school gates close are marked tardy.

2. Tardy students receive a tardiness warning.
3. After the third tardiness, students will be sent home, and the absence will be considered an “unexcused absence”.
4. The school reserves the right to review the enrollment status of students who accumulate three suspensions on grounds of tardiness (9 tardies).

Lateness to Class

1. Students should be in class when the class starts.
2. Any student who does not follow this procedure will be marked late.
3. Students who are late to class should report to the HoD’s/supervisor’s office and get an admission slip.
4. The recurrence of being late to class without permission of the teacher or an administrator will result in progressive measures.

Early Dismissal

1. Students must never leave the school building without a permission slip from the HoD.
2. Failure to follow this procedure may result in disciplinary measures.

Discipline and Code of Conduct

Expected Standards of Parents’ Conduct

- All parents and guardians who engage with the school community are required to adhere to professional and respectful standards of behavior. This standard applies to communication conducted on school premises, during school events or meetings, on official school platforms (including SIS, email, and internal messaging services), and on social media when referencing the school or its community. The school has a duty of care to protect its community.
- Expected conduct includes:
 - The use of respectful language and tone in all interactions.
 - Maintaining a calm and constructive demeanor when raising concerns or discussing issues.
 - A willingness to follow established school procedures for raising concerns, seeking meetings, and submitting feedback, ensuring issues are addressed efficiently by the appropriate personnel

- Certain behaviors are strictly unacceptable from parents or guardians and constitute a serious breach of the school's communication and community standards, triggering immediate school action. Unacceptable conduct includes, but is not limited to:
 - Raising voices, shouting, or displaying aggressive body language toward any member of the community.
 - Verbal abuse, insults, humiliation, or intimidation directed at students, staff members, or other parents/community members.
 - Using threatening language, whether explicit or implicit, toward any member of the school community.
 - The use of discriminatory, offensive, harassing, or defamatory language.
 - Attempts to pressure, coerce, or bypass established communication and procedural protocols.
 - Threatens humiliate students or staff
 - Undermines the authority, credibility, or professional integrity of school personnel.
 - Posting or circulating hostile, threatening, or defamatory messages in private parent groups or on public social media platforms.
- When inappropriate or unacceptable behavior occurs, the school shall act immediately to safeguard all parties and restore a professional environment. The school reserves the right to take the following actions without delay:
 - Immediately ending a meeting or phone call.
 - Ask the parent to leave the school premises immediately.
 - Redirecting all future communication with the parent to a written format only.
 - Immediately involving senior leadership or security personnel if there is any perceived risk to the safety or well-being of staff or students.
- Any interaction involving explicit threats or aggressive escalation will be documented and escalated to senior administration without delay.
- Depending on the severity, frequency, and context of the breach of conduct standards, the school may apply one or more of the following graduated consequences and interventions. These measures aim to restore respectful communication while prioritizing

the safety and dignity of the school community. Consequences may include:

- A written warning that formally references this policy section and the specific breach committed.
 - Requirement that all future communication be conducted in writing only and/or be conducted exclusively through a designated school representative.
 - Requiring that all future meetings be supervised by a member of the school's leadership team.
 - Issuing a temporary restriction from school premises (except when legally required for student-related issues).
 - The school reserves the right not to offer admission (non-renewal of enrollment) to the student(s) associated with the offending parent(s) for the next academic year. This ultimate action is reserved for behaviors that fundamentally undermine the safety, integrity, and operational function of the school community.
 - Board Referral: Referral of the matter to the Board in cases involving threats, defamation, or sustained risk to student or staff safety.
- parents shall not record, photograph, screenshot, reproduce, store, distribute, publish, or share virtual lessons, online meetings, counseling sessions, student work, or members of the school community without prior authorization from the school.
 - To protect the privacy and safeguarding of all students participating collectively in school events, performances, celebrations, presentations, exhibitions, assemblies, or activities, parents and guardians shall agree to not photograph, video-record, livestream, or share group performances or activities involving multiple students.
 - Parents shall sign the consent form for online learning, media privacy, and event documentation
 - Parents are expected not to disrupt students and teachers during their class time, except when they are invited to volunteer in pre-planned activities.

Student Code of conduct

The discipline and code of conduct at Ahliah stem from the belief that teachers are the sole and ultimate authority in their classes, and that all disciplinary actions in the classroom are carried out at their initiative and with their consent.

Floor supervisors, HoDs, and the school principal also take part in disciplinary actions.

School rules apply while on school premises, school buses, or any other school property, on digital platforms, during school activities at or away from school, and in the school's surroundings.

- Parents/guardians will be notified of any measures taken, and a parent conference may be called for.
- A warning slip will be given to notify parents and administrators of the infraction.
- Parents are notified of the incident by the supervisor/HoD via email or phone call, and the incident is documented on the online communication dashboard and in the student's record.

The recurrence of any violation or infraction will lead to any of the following measures:

2. Assigned work related to the infraction
3. In-School detention
4. Wednesday after school detention
5. Out-of-School Suspension
6. Expulsion
7. Compensatory payment of damages
6. Loss of privileges

Any decision to suspend a student for more than two days should be discussed by the Code of Ethics Committee after giving all involved parties the opportunity to express their views.

Any of the disciplinary actions stated above might be applied for, but not limited to, any of the following:

- Disruption of the normal operation of the school
- Harassment: whether of racial, gender, ethnic, or religious nature that is deemed offensive.
- Use of profanity and obscene Language / Materials / Actions / Gestures

- Attendance: In case a student fails to comply with the attendance guidelines stated in this handbook
- Forgery: Students shall not misrepresent a signature on any document.
- Damage of Property: Students shall not cause or attempt to cause damage to school property.
- Assault: Students shall not act or threaten to act in such a way as to cause physical injury to other students, any school employee, or other persons
- Failure to abide by classroom or school instructions
- Possession of dangerous instruments
- Narcotics, alcoholic beverages, and drugs: Students shall not possess the aforementioned items
- Tobacco: Tobacco, in any form, shall not be carried or used by any student on school property or at school events
- Theft: Students shall respect others' personal ownership rights. Students shall not take ownership of others' items.
- Inappropriate Display of Affection
- Specific cyber-violations are considered serious offenses because they are interrelated with criminal offenses, identity theft, and violations of privacy.
- Computer usage: (See Ahlih BYOD Policy)
- Violation of Bus Rules: Students must follow all bus rules as outlined in Code of Conduct/Discipline – Bus Rules.
- General Misconduct: Students shall refrain from throwing objects or being abusive or disruptive in their behavior. Respect the rights, feelings, and safety of others.
- Bullying is not tolerated at Ahlih School. Bullying is an unwanted, aggressive, and repetitive behavior that involves a real or perceived power imbalance. Cyber —this means that the bully uses his/her power—such as physical strength, access to embarrassing information, popularity, or authority—to control or harm others. Power imbalances can change over time and across different situations, even when the same people are involved.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. Bullying might happen between:

- a. Student-student

- b. Students - a group of students
- c. Group of students- one student

Verbal bullying is the intentional use of offensive language. Verbal bullying includes:

- a. Teasing
- b. Name-calling
- c. Inappropriate comments
- d. Threatening to cause harm

Social bullying or relational bullying, it involves hurting someone's reputation or relationships. It might occur on social platforms. Social bullying includes:

- a. Excluding someone on purpose
- b. Telling others not to be friends with someone
- c. Spreading rumors about someone
- d. Humiliating someone in public

Physical bullying involves hurting a person's body or possessions. Physical bullying includes:

- a. Hitting/kicking/pinching
- b. Spitting
- c. Tripping/pushing
- d. Taking or breaking someone's things
- e. Making obscene or rude hand gestures

Cheating and Plagiarism

- Students are expected to complete and submit their own work. Copying work from other students or any source without proper acknowledgment contradicts the principles of integrity, respect, and responsibility.
- Such actions will not be tolerated and will result in a severe loss of grades.

Online learning

Students are held accountable for synchronous and asynchronous learning. Attendance at virtual classes is mandatory.

Students are required to maintain the same professional boundaries with teachers online as they are required to maintain in person

Students are required to select an appropriate location to join a virtual classroom - a neutral location (i.e., not a bedroom or a bathroom) in a common area in the house.

Students are required to remove all background information that could reveal their personal lives or locations. A simple white or light-colored background is best.

Appropriate dress code when joining a virtual classroom.

The virtual classrooms are recorded; however, in order to maintain confidentiality, counseling sessions are not recorded.

Digital safeguarding conduct

Students shall not record, photograph, screenshot, reproduce, store, distribute, publish, or share virtual lessons, online meetings, counseling sessions, student work, or members of the school community without prior authorization from the school. This includes sharing through social media platforms, messaging applications, AI platforms, websites, cloud storage systems, email, or other digital media.

Students' communications/inquiries will be addressed by the relevant Head of Division/ Faculty within 24 hours during the week and 48 hours over the weekend.

For more details about online learning, please refer to the Virtual Learning Guidelines document.

Dress Code

Students should respect the school dress code:

- On warm days, students should wear the school polo shirt and dark or solid-colored pants, jeans, or appropriate shorts. Pants or Jeans should be school-appropriate and should not be ripped. Leggings are not allowed.
- On cold days, students should wear the same, but add a school sweater/jumper (black, white, gray, or navy blue) and a raincoat on rainy days.
- During P.E, students should wear the school P.E uniform (there is a summer uniform and a winter one)
- A violation of the dress code will prompt the school to call parents to arrange for appropriate clothing. Students will not be allowed to attend classes until their attire complies with the school dress code.

School's Right to Search

1. Storage places provided for student use are the property of the school and, therefore, are subject to a random search at any time.

2. Administrators are authorized to conduct reasonable inspections of school property, students, and their belongings when there is reasonable cause to believe that a student may be in possession of non-permitted items.

Incident reporting

A student should report immediately to a teacher/HoD/supervisor/Child Protection Liaison Officer any incident that gives them any cause to feel threatened or uncomfortable.

All incident reports shall be addressed as per Ahliah's Child Protection Policy.

General policies

Child protection policy

Ahliah community shall adhere to Ahliah School Child Protection Policy
<https://www.ahliahschool.edu.lb/child-protection-policy/>

Grievance Policy and Procedure

Students and parents have the right to raise a grievance in the following cases:

- Improper implementation of a regulation or a procedure
- Unfair behavior or procedure used in arriving at a disciplinary action.

Students and parents have the right to follow the informal and formal procedures of the grievance policy.

Procedure:

- Student(s) or parent(s) will request a meeting with the head of the division to follow the informal procedures outlined in the grievance policy.
- Student(s) or parent(s) may proceed directly to the formal step and submit the grievance in writing to the school principal if the complaint is against the head of the division in which the student is enrolled.
- In cases involving a school employee, the student or parent filing the complaint should be aware that the employee will be given an opportunity to respond, in person and/or in writing, to the complaint. He/she might be present during any conference between the Head of the division, the principal, or the board and the student(s) or parent(s). The student(s) or parent(s) has/ve the responsibility to provide evidence for a concern about the implementation of a procedure or regulation.

Student Council

1. The Student Council plans school activities, conducts community service projects, discusses recommendations from students, teachers, and administrators, and seeks to improve the school and its image. Elections will take place during the first semester.
2. Candidates should be Ahliah students for at least one year.
3. Candidates must submit two teacher recommendation forms and complete a questionnaire.
4. Members are selected based on a combined score from previous academic performance, conduct, teacher recommendation, and a candidate questionnaire.
5. The school has the right to remove a student from the council in case of misconduct or poor academic performance

Extra-curricular Program

Students may choose to enroll in any of the school clubs / athletic teams.

Extra-curricular activities may be scheduled outside the regular school hours.

The scope and variety of the extracurricular activities may vary from year to year

Valuable Personal Property / cellular phones

1. Personal devices, including but not limited to cameras, music players, and electronic games, etc., are not allowed in school.
2. All such items should be turned in to the supervisor/HoD upon arrival to be picked up at the end of the school day.
3. For smartphones, tablets, and similar devices, please refer to the BYOD Policy.
4. Violation of this rule may result in disciplinary action and confiscation of the items. On the first violation, confiscated items will be returned to the owner at the end of the day. On a second violation, the items will be confiscated for a week and returned only to the parents. On the third and subsequent violations, items will not be returned until the end of the school year, and students may also be assigned discipline measures.

Transportation

Parents must notify the school at the beginning of the school year of their children's mode of transportation to and from school so the school can ensure

that proper safety measures are in place. In case of any changes, parents should inform the school in advance.

Insurance

Ahliah students are insured on school premises and outside school during school trips and activities.

The school has an insurance policy that covers accidents within the school campus and field trips. The school insurance does not cover preexisting health diseases. However, if the nurse deems it necessary for the student's safety to be transferred to the hospital, she will accompany him/her after informing the parents.

Illness Policy

The following symptoms may suggest the presence of a communicable disease:

- Fever: a temperature of 37.5 degrees or higher that occurred at least within the previous 24 hours.
- Respiratory Symptoms: difficulty in breathing, severe coughing, croup with high-pitched whistling cough, with or without fever.
- Diarrhea: It is the result of an increased number of abnormally loose stools within the previous 24 hours. The student shall be observed for other symptoms such as fever, abdominal pain, or vomiting.
- Vomiting: eye/nose drainage, thick mucus or pus draining from the eye or nose.
- Sore throat.
- Skin Problems: skin rashes, undiagnosed or contagious.
- Persistent itching of the body or scalp.
- Any change in the child's appearance/behavior: child looks or acts differently: unusually tired, pale, lacking appetite, confused, irritable, and difficult to awaken.
- Swollen neck gland.

In case the student shows symptoms of a communicable disease, parents are asked to notify the school within 24 hours. The child can join the school once the family physician provides a written report stating that the child has recovered.

Students who have symptoms of communicable diseases should be given time outside the classroom

Parents are requested to provide the school with a medical report clarifying that the case is no longer communicable

The school must obtain parental permission in order for a student to leave school due to illness.

Students are not permitted to use their cell phones to call home when sick. Only a school employee should call home if a student is ill.

Procedures in Case of Accidents

In case of student injury in class or on the playground, the following procedures will be followed:

- Parents will be notified of the incident and the procedures followed by the nurse.
- In incidents of an emergency that is beyond the capacity and facilities of the infirmary, the nurse will contact the parents for their approval before transferring the student to the hospital