

**LWIS – Keserwan**  
**Adma International School**

**Admission Policies**  
**and**  
**Procedures**

Updated 29-10-19



Microsoft Imagine Academy



SDC school development consultants



A Learner's World

"we measure success one happy learner at a time"

## Table of contents

---

<b>Development of Policies</b>	<b>1</b>
<b>Introduction</b>	<b>1</b>
<b>Process of Admission</b>	<b>2</b>
<b>Age Range per Section</b>	<b>2</b>
<b>Student’s Age and Placement</b>	<b>2</b>
<b>Class Size</b>	<b>3</b>
<b>Admission Criteria</b>	<b>3</b>
<b>Admission Rejection</b>	<b>4</b>
<b>Provisional Acceptance</b>	<b>4</b>
<b>Admission Probation</b>	<b>4</b>
<b>Late Registration/Students from Overseas</b>	<b>5</b>
<b>Students with Special Needs</b>	<b>5</b>
<b>Conditions of Acceptance</b>	<b>6</b>
<b>Confirmation of Enrolment</b>	<b>7</b>
<b>Payments</b>	<b>7</b>
<b>Refund Policy</b>	<b>7</b>
<b>Financial Aid</b>	<b>8</b>
<b>Required Documents</b>	<b>8</b>

## Development of Policies

LWIS-Adma International School IB DP policies have been developed by the IB DP coordinator in collaboration with the IB DP committee. The committee includes the school principal, IB DP coordinator, IB DP teachers, TOK teacher, EE coordinator and supervisors, CAS coordinator, Head of Teaching and Learning, librarian, and members of the parent committee and student council. The IB DP policies will be reviewed periodically at the end of each academic year in June and whenever updates are made available by the IB organization. They will be communicated to the school community through the school website, portal system, notifications, parent teacher meetings at the end of each term, and orientation sessions at the beginning of each academic year. They will also be available as hard copies in the library.

## Introduction

The admission policy and procedures are designed to advance the school's vision, mission, values, and goals.

### Vision

LWIS-AIS, Home of Peace Education, will set the pace for a holistic learner-centered education.

### Mission

LWIS - AIS promotes life-long learning through Peace Education, professional development, and facilitated classrooms that utilize differentiation, inquiry, cooperative learning, and interactive technology.

We endorse a partnership where students, parents, staff, and community members work together in a safe and nurturing environment to develop higher order thinking, academic excellence, ethical behavior, and personal growth.

We honor the gift and support the need of every child. We also empower learners to become active and innovative contributors to an ever diverse international and multicultural society.

### Values

<b>P</b> erseverance	Ability to achieve goals and overcome hurdles persistently and continuously through intrinsic motivation
<b>A</b> gility	Ability to anticipate change and act quickly and pro-actively
<b>C</b> larity	Ability to communicate honestly and transparently free of ambiguity
<b>E</b> mpathy	Ability to recognize and understand others' feelings, emotions, and thoughts
<b>R</b> espect	Ability to treat self and others with dignity and courtesy

## Educational Objectives

We offer an educational journey whereby students embrace their rights and responsibilities and have fun. We believe the journey will develop a learner who is a good communicator, a diversity celebrator, a critical thinker, a Peace Education endorser, a problem solver, a creative researcher, a team player, an effective leader, a technology proficient, an academic achiever, a positive change agent, and an independent learner.

## Process of Admission

The parents /student will:

- complete an application.
- meet with the school principal and / or head of section.
- submit records related to academics, conduct, health, and learning issues.
- pay processing fees.
- complete an academic assessment at least in English and Math for the American Program, and at least in English, Math, and Arabic for the Lebanese Program.
- take a Campus tour escorted by a staff member.
- meet with the Head of Learning Support department in case of learning difficulties.
- meet with the IB DP coordinator if applying to join the IB Diploma Programme.
- schedule another appointment with the principal to discuss outcome of assessed status of admission.
- register and pay.
- submit official records before school begins.

## Age Range per Section

- **Preschool (2-5 years)**
- **Primary (5-9 years)**
- **Middle (9-13 years)**
- **Senior (13-17 years)**

## Student's Age and Placement

Following the Lebanese law, children must turn 3 before January 31<sup>st</sup> in order to join the KG1 class.

## Class Size

Class size for each of the classes from KG1 until KG3 is limited to 24 students and will have a student/teacher ratio of 12 to 1. The number of students in the rest of LWIS-AIS classes shall not exceed 26.

## Admission Criteria

- By February of the current year, current students must register.
- Siblings must submit applications in January of the current year.
- New students must apply starting January of the current year.
- Students may be accepted at a late date during the academic year for:
  - ✓ relocation of residence.
  - ✓ medical/health recommendation.
  - ✓ the child is at the appropriate age for the KG1 class.
  - ✓ other special cases as determined by the school administration.
- **Current LWIS-AIS students registering in G11 and seeking the IB DP must meet the following requirements:**
  - ✓ sufficient language proficiency in the relevant language (English and/or Arabic) as mentioned in the Language Policy
  - ✓ an average of at least 80% in grade 10
  - ✓ an average of at least 80% in courses that are considered pre-requisites for the IB DP courses
  - ✓ recommendation letter from the principal or Head of Section, and the school counsellor
  - ✓ an interview with the principal of the school, the IB DP coordinator, and the school counsellor in order to determine whether the student has the motivation and potential to develop the IB Learner Profile attributes
- **New students registering in G11 and seeking the IB DP must meet the following requirements in addition to those mentioned for current LWIS-AIS students:**
  - ✓ entrance exams in each chosen IB DP course with a score of at least 80% on each

Notes:

- Students that meet most requirements but not all may seek a conditional acceptance.
- Students with learning difficulties may seek the program, and admission will be determined one student at a time.
- Current and new students that do not meet the criteria for a full IBDP are encouraged to take one or more IB courses to benefit from the IB experience.

## Admission Rejection

The school reserves the right to reject students for:

- behavior history.
- number of students in class/level exceeds the school's criteria.
- the school cannot cater for the child's special needs.
- the class is not offered.
- the parents are not fulfilling their obligations.
- failure to comply with the IB DP Honesty Policy.

## Provisional Acceptance

The School may register students under provisional acceptance until the final acceptance is granted in the cases of:

- awaiting the official documents.
- awaiting the student's conduct papers from another school.
- awaiting the students' final results in a previous school.
- awaiting a medical or psychological evaluation.
- or any situation that may affect the student's legal registration in the ministry of education.

## Admission Probation

All students are accepted under a 3-month probation period and until a full evaluation is set by the school by the end of the first term. The evaluation may include academic achievements, social, behaviour, and mental development. Once the results of the first term evaluation by the school staff are issued, and in case of any academic/social disruption, parents will be presented with a plan that might require:

- external medical/psychological referral.
- in class/out of class support program.

- counselling.
- after school tutoring program.
- special program.
- shadow teacher.

## Late Registration/Students from Overseas

Students joining our school after the school year has begun must have:

- proper documents certified from the required agencies for school year transition.
- if coming from a country that follows a different academic year, an attestation that they have been promoted to the next grade.

## Students with Special Needs

### A. Admission Policy (The total number of special needs students shall not exceed 13% of the student population.)

In addition to the typical admission policy process, we request recent medical and psychological reports to be submitted plus a summary of the history of this child from his previous schooling. At this stage, an interview with the child and his family is conducted by the Head of the Learning Support Department as well as other specialized staff members. Their recommendations are forwarded to the head of section and principal where a final decision is made by the cabinet.

### B. Philosophy

Every student at LWIS-Adma International School has the right to learn and is capable of learning. We aim to provide quality individualized education to all students with special needs respecting each as a unique learner. We work with the students in the least restrictive environment making every effort to include the student in the mainstream classroom and prepare him/her for life outside the school.

### C. Process of Admission

It involves the following steps:

- An interview with the student and family members
- Gathering of background information including student's academic, health records, and/or special reports
- Checking references
- Academic placement tests in English and Math, and sometimes in Arabic, French, and Science
- Application to complete

This process involves the principal, heads of sections and relevant teachers, and heads of departments. As for the test design, it is prepared by the relevant academic department in coordination with the Learning Support Department.

We aim to:

- treat each student as an individual.
- support him/her in the least restrictive environment.
- design an IEP tailored for each student according to his/ her ability and needs.
- accept all students whom we feel we are capable of helping.

The Learning Support Department caters for students who are slow learners, academically deficient, or those who have mild Specific learning difficulties such as Dyslexia, Dyscalculia ADD, ADHD, and Speech and Language Disorders. Additionally, we accommodate students with mild autism and Pervasive Developmental Delay.

Since the focus at school is inclusion where possible, only children with mild disorders can be admitted.

### **Mild Autism, and Pervasive Developmental Delay**

Our services for students with Autism Spectrum Disorder provide a language based, highly structured learning environment with positive behavioral supports, academic, and social skills instruction. Continuous assessment of student performance is completed in both special education and general education settings.

### **Specific Learning Difficulties**

Students with specific learning disabilities receive special education services and are supported through a variety of settings with individualized accommodations and modifications. Research based strategies and interventions are implemented within the general classroom often with a shadow teacher addressing student's needs; literacy in both Arabic and English are key instructional areas of support.

### **Speech and Language Disorders**

Students with oral communication delays or disorders in articulation, receptive, or expressive language may receive Speech/Language services from a speech pathologist within the school Learning Support Department. Diverse services are offered to meet the needs of our students.

### **Conditions of Acceptance**

- The applicant is of the appropriate age and sufficient maturity for his class.
- The applicant's learning difficulties and other special needs (if any) can be catered for by the school.
- Documents required are submitted on time.
- Students are placed under a provisional acceptance for the first term.
- Parents agree to place their children in a special designed support program if requested by the school and pay the required fees.

The school does not discriminate against applicant's skin color, race, nationality, ethnic, national origin, religious faith, area of residence, or socio-economic background.

**A. At acceptance, parents and/or guardians agree to abide by the school’s rules and regulations. School’s rules and regulations include and are not limited to:**

- fulfilling their responsibilities in terms of payments.
- being liable for a full year fee settlement even if they decide to withdraw before the end of the academic year.
- submitting required documents for acceptance.
- submitting special medical reports.
- attending the parent’s orientation.
- attending the parent-teacher meetings.
- informing the school about any change of family status, address and contacts.
- following the proper channel for complaints.
- following through with medical and/or psychological tests requested by the school.
- accepting the school’s Behavior and Academic Policy (See Appendix A.).

**B. Circumstances where student’s education will be temporarily deferred, suspended, or cancelled:**

- Medical case stating that the student is unable to attend classes
- Unsatisfactory attendance
- Misbehavior or poor conduct by the student
- Behavior affecting the general learning process of other students
- Lack of payment
- Lack of commitments to education

**Confirmation of Enrollment**

An attestation will be issued from school for students coming from abroad as soon as all payments and documents are received. The attestation is used as a confirmation of enrollment in order to proceed with the exemption from the Lebanese Program. The exemption is issued by the Lebanese Ministry of Education and is required from students seeking to be exempt from the Lebanese program and are seeking the American High School Program.

**Payments**

School fees may be paid by credit card, cash, cheque, or direct bank transfer. Transfer fees debited by the bank will be deducted from the payment. Receipts for bank transfers, international cheques, and charge accounts will be issued at bank settlement.

**Refund Policy**

Once registration and school fees are paid, if a student withdraws after the school year has begun, no refund is issued.

If the student is unable to start the school year, a letter (at least 4 weeks prior to the First day of class) must be submitted to the school explaining the reason in order to request a refund.

A 50% refund of tuition fees only is made in the cases of:

- Relocation Abroad

The following documents must be submitted:

- A proof of registration from the school they are moving to in a letter form and a receipt for the registration fee paid
- The traveling ticket
- A medical case that defers the student from attending classes

No refund is issued for the following items:

- Processing Fee
- Development
- Registration
- Uniform
- Bus Registration
- Special Education
- Fees Paid for the Official Documents
- Expenses Paid by the School

If the school rejects a student before school starts, and/or the school confirms that the course/grade registered for is not offered, a full refund of fees will be paid upon the return of unused uniform, e-books, and copybooks taken by the students.

## Financial Aid

Students who are interested in financial aid are encouraged to fill out the financial aid application.

The school principal will study each case and send his recommendations to the board of trustees. A decision is typically made and communicated to parents within one month of applying.

## Required Documents

The following documents are required with the Student Application Form. Any missing document may result in the application not being processed.

1. Completed and signed Student Application Form
2. Photocopy of Passport or ID, (Original "Ikhraj Qaid" for all Lebanese applicants)
3. Equivalence or Exemption Issued and Certified by the Ministry of Education (*where applicable*)

4. Vaccination Documents for Each Child
5. Four Passport Photos
6. Processing Fee

Additionally, the following documents are needed:

**A. Lebanese Students**

- a. Certified letter (attestation) from the previous school, certified by the Ministry of Education
- b. Report Cards from previous school for the last THREE years (Grade 1 and up)
- c. Exemption (if the student is exempted of the Lebanese program)

**Note:** Lebanese students can be exempted from the Lebanese program if they have studied for two years abroad in the High School section or for three years in the Elementary or Middle section, or if they have a dual nationality.

**B. Foreign Student or a Student with a Dual Nationality Coming from Abroad**

To be exempted from the Lebanese program:

- a. Letters of certifications (attestation) and transcripts for the past three years from the previous school(s) certified by:
  1. Ministry of Education
  2. Ministry of Foreign Affairs
  3. Lebanese Embassy abroad
- b. Passport + Residency in Lebanon for foreign students
- c. Foreign passport + Lebanese ID for a student with a dual nationality
- d. Lebanese passport + Proof of studying abroad for the required number of years (for Lebanese Students)

## Appendix A

### Behavior and Academic Policy (G5-G12)

LWIS - Adma International School (LWIS-AIS) aims to promote social, emotional, moral, academic, and cognitive growth in order to build responsible students who will become pillars of change in society. We will utilize the 3 S's (Stay Positive, Stop Complaining, Seek Solutions) in order to help all learners become solution focused.

The purpose of setting a behavior policy is not to punish the students but to provide them with an opportunity to learn from their mistakes and behave in a more constructive manner in similar circumstances in the future. Our purpose is to instill values and build skills in order to help students develop self-discipline and self-motivation. Our teachers and administrators will use the NEST approach (Negotiation, Engagement, Support, Tolerance) to encourage students to make the right choices. If a student still chooses to engage in an unacceptable behavior, then the following statements will be in effect:

- 1- If a student wishes to use his or her laptop during break time, a written permission must be obtained from the Head of Section.
- 2- If a student is not wearing his or her school uniform, he or she will be given a new one, and parents will be charged accordingly. If a student refuses to do so, then he or she will be sent home.
- 3- If a student has any piercing on his or her lips, tongue, or eyebrows, he or she will be asked to remove it in order to stay at school.
- 4- If a student wears excessive makeup or jewelry, he or she will be asked to remove it.
- 5- If a student has an extravagant hair style or hair color, he or she will be sent home to change it.
- 6- If a student is late to class 3 or more times, he or she will stay after school to make up the missed time.
- 7- If a student is late for more than thirty minutes in the morning, he or she will have an after school personal development session.
- 8- If a student (G9 to 12) is absent more than two times per term, he or she will lose at least one point daily on the overall grade per subject assigned on that day. (3 late arrivals are equivalent to 1 absence).
- 9- If a student does not submit his or her homework, he or she will be held responsible, and 5 points will be deducted from the homework percentage.
- 10- If the student comes to class without his or her laptop, charger, or copybook, then he or she will stay in class and his or her parents or guardians will be called to bring the stuff to school. Moreover, 5 points will be deducted from the homework percentage.

11- If a student chooses to bring his /her mobile to school, then he/she must give it to the Head of Section before period 1 and will collect it at the end of the day before going home. Having a phone is not allowed at school. Violating this policy will lead to confiscating the phone for at least one day and maybe permanently.

12- If a student is caught cheating on quizzes, tests or assignments, a zero will be issued. (See Academic Honesty Policy)

13- If a student is caught displaying inappropriate emotions, he or she will be reminded of appropriate behavior. In case of repetition of such behavior, parents and counselor will be informed, and actions will be taken.

14- If a student smokes at school, he or she will be sent home for at least one day. He or she might be assigned some community work instead. When coming back to school, the student has to be accompanied by his parents.

- ❖ After the first incident, he or she will prepare a project related to the disadvantages of smoking, and then present it to his classmates.
- ❖ After the second incident, he or she will have a one day in- school suspension.
- ❖ After the third incident, he or she will be sent home.

15- If a student engages in a disrespectful behavior towards another student (shouting, foul language, rude gestures, etc...), he or she may be asked to leave the class or will be sent home depending on the severity of the situation.

16- If a student leaves school premises without permission, he or she will be sent home and will not be allowed back to school without being escorted by his or her guardian.

17- If a student ditches a class, then he or she will have an after school personal development session. Students are not allowed to enter the class unless the Head of Section gives him or her a paper allowing him or her to enter.

18- If a student persistently, bullies (verbally or physically) his or her peers, he or she will complete a reflection paper formulating a solution and then will write an apology letter to the student he or she bullied. If bullying continues, then disciplinary actions will be taken depending on the severity of the situation.

19- If a student commits vandalism or theft, he or she may be suspended depending on the severity of the incident; moreover, he will be charged \$50 in addition to the cost of the broken or destroyed item. Additionally, he/she will be asked to engage in at least half a day of community service. The broken object will not be changed (where feasible) unless the student comes on Saturday and helps fixing or installing the new object.

20- If a student engages in violence or uses illegal weapons (gun, knives, lazer, sharp objects) or substance, he or she will be sent home for a period of time or may be expelled depending on the severity of the incident.

21- If a student activates the fire alarm without justification, he or she will be suspended for three days and will pay a \$500 penalty.

22- If a student engages in a disrespectful behavior towards a teacher or administrator, then, all of the following consequences will be in effect:

- a. The student will be kept out of class or sent home the remaining of the day.
- b. The student must remain at least 3 periods outside the disrespected teacher's classroom. The student will be given work to complete on his/her own.
- c. The student must complete a reflection paper that should include an apology and a way that he/she should have handled the situation without being disrespectful.
- d. The student must engage in at least half a day of community service outside school on Saturday or Sunday.
- e. The student must meet with the counselor and sign a behavior contract that includes an action plan and specific consequences that will take place in case the student is disrespectful again.

23- If a student has an average less than 65% in more than three subjects regardless of the percentage attained on the cumulative average or a cumulative average below 65, he or she will repeat the year. (See Assessment Procedures Handbook)

24. If a student scores less than 65% on one, two, or three subjects, he or she must attend summer school and pass in order to be promoted to the next level. (See Assessment Procedures Handbook)

25. Once a student violates other signed contracts in relation to lab, library or bus, consequences as stated on the relevant contract will apply.

26. If a student loses his or her copybook, he or she has to copy the old notes in order to get a new copybook. This should be supervised by the teacher and reported to the librarian.

### **General Application:**

Repetitive negative behavior of minor offences or engagement in a major offence will necessitate referral to counseling and/or utilization of a behavior log (see attached) in addition to a signed contract by parents. If a student gets three or more yeses on the behavior log, he or she will have an after-school personal development session. Losing this paper will indicate lack of adherence to preparedness; therefore, the student will directly get an after school personal development session.

**Note : Ipad, Ipod, walkie-talkie, and toy weapons are not allowed at school.**

Jacques El Khoury, Head of Senior School & IB DP Coordinator

Alex Husni, Head of Middle School

C.C Dr. Nabil Husni, Principal