School System

Smart College
Shaping the future together

Mission

To provide an outstanding education in a safe and caring environment, fostering inquiring, knowledgeable, and compassionate individuals who strive for intercultural understanding and contribute to a better and more peaceful world.
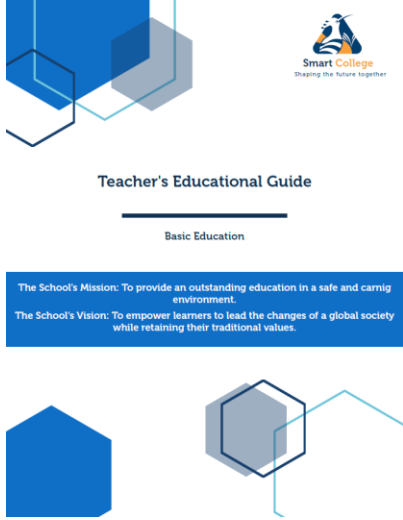
Vision

To empower learners to become informed global citizens, capable of leading positive change while retaining their traditional values.

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Teacher's Educational Guide

Basic Education

The School's Mission: To provide an outstanding education in a safe and carnig environment.
The School's Vision: To empower learners to lead the changes of a global society while retaining their traditional values.

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Science Guide
Academic Year: 2023-2024

سمــارت كولــدج
معـًا نـرسـم مستـقـبـلـنـا

دليل معلّم
اللغة العربيّة

Smart College

النظام الداخلي

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English Language Guide
Academic Year: 2023-2024

General Manager: ensure effective management of school resources and the smooth operation of all school activities. Facilitate, coordinate, plan and deploy resource requirements including robust budget control. Act as focal point for liaison with central functions and disseminate information effectively across the school.

General Manager Assistant: helps the general manager in the operational support to HODs, coordinators, teachers, students, and staff members.

Subject Coordinator follows-up on all academic issues until resolved and helps teacher to teach students bases Smart College educational system, and conducts regular class visits, follow up the plans, exams, performance of students and helps the teacher to take the appropriate action.

HODs are the ones who communicate and meet with parents. They have full, up-to-date information about each student's behavior, and keeps parents informed at all times. Meeting decisions and closure are completed within 48 hours, and they keep accurate meeting records in the student profile.

Quality Assurance (QA) ensures that learning in the classroom takes place reliably and efficiently according to the school standards.

Diploma Program Coordinator oversees the implementation and administration of the Diploma Program, providing support and guidance to both teachers and students to ensure program requirements and standards are met.

العلاقات التنظيمية

- يرجع المعلّم في علاقته التربوية إلى المنسّق، وفي حال عدم وجود منسّق يرجع إلى المدير أو من يُعاونه.

- خلال التعليم، أو شكوى، يرجع المعلّم في علاقته الإدارية إلى رئيس القسم.

- عند بداية العام يحدد كل معلّم الأنشطة اللاصفيّة بالتعاون مع المنسّق المختص ومنسّق الأنشطة.

- في الحالات الطارئة التي تستدعي الغياب عن المدرسة، يرجع الموظّف إلى قسم الموارد البشرية.

يعيّن رئيس القسم مربي لكل شعبة في المدرسة ويضع لائحة بالأسماء ويسلمها للإدارة، وتكون مهام مربي الصّف على الشكل الآتي:

1. وضع قوانين الصّف بعد التوافق عليها مع معلمي الصّف

2. تنسيق تنظيم لوحات الحائط مع معلمي الصّف

3. تنظيم اجتماع لجميع معلمي الصّف مرّة واحدة في الشّهر وكتابة محضر الاجتماع وتسليمه لرئيس القسم

4. ترتيب الصّف والإشراف على نظافته

5. مرافقة الصّف خلال الأنشطة الخارجية والرحلات

6. مساعدة رئيس القسم في بعض الشؤون الخاص بالصف

Smart College

Teacher's Manual

INTRODUCTION

- Smart College Educational System is an integrated kindergarten through twelfth grade academic program.

CURRICULUM

- Smart College curriculum is well-structured, comprehensive, and sequential. Our curricula align with Lebanese curriculum requirements and international standards.

SMART COLLEGE TEACHING METHODS

- Smart College teaching methods to ensures that all students are active participants in class content delivery by followed Gradual released of responsibility (GRR) Framework. GRR provide appropriate instruction, moving students towards independence.

TEACHING CYCLE

1. **Before Teaching**
   a. **Hook:** Show the importance of the lesson and relate it to their daily life in an interactive way.
   b. **Objective(s):** Declare the objective of the lesson
   c. **Activate prior knowledge** means both eliciting from students what they already know and building initial knowledge that they need to access upcoming content.

2. **Teaching**
   a. **Focus lesson:** Provides students with information through direct explanations, modeling, or think-aloud in which the teacher demonstrates the kind of thinking required to solve a problem, understand a set of directions, or interact with a text by using the appropriate teaching method.
   b. **Guided instruction and collaborative learning:** Allow students to practice and build knowledge and acquire the required concepts or skills in student centered activities through small groups. Listen to how they talk about the task, watch how they work, and prob into their thinking using prompts.

3. **After Teaching**
   a. **Independent Practice**: Allow students to practice the required concept or skill individually. Any feedback in this phase must place responsibility on the student to improve and correct his work.
   b. **Assess:** Assess the acquisition of the objective(s) then decide.

Prior to First Day of School

Before school starts, a teacher should prepare/receive:

1. The students' files include medical records/allergies.

2. Name labels for her children with bus number and lunch information where applicable.

3. Displays and bulletin boards in class and hallways.

4. The classroom for the first day of school.

5. Welcome activity for new students and parents for the first day of school.

Responsible stuff: HODs - Activity Coordinator - SCC- Teachers

Bus and Lunch Responsibilities

1. For the first couple of weeks, the teacher should stay until all children have left school after the end of the last lesson with their parents and/or on the right bus.

2. For all subsequent days, the teacher should make sure that she/he personally delivers her/his students to the teacher in charge of their end-of-day activities period.

3. During lunch break, the teacher should accompany her/his students to the cafeteria.

Code of Behavior

- Teachers should remember to go by a conservative code of behavior to set a good example/role model for their students.

- Teachers are expected to respect everybody's beliefs and to behave in a manner consistent with the country's local customs. Furthermore, all teachers are expected to help in creating a single international community, and avoid any talk, action or grouping referring to, or stemming from, nationality, race or creed differences.

School Cleanliness

Teachers play an important role in maintaining school and classroom cleanliness. Teachers are requested to ask students not to litter and to clean up their classroom or area at the end of every lesson.

Teachers may not communicate directly with the parents or guardians of students. When parents approach teachers, they should politely tell them that the school rules require that all discussions should be conducted through HODs.

Gifts

Relationships between teachers and students should be friendly but formal at all times. Teachers should politely turn down all gifts and invitations from students and parents as this is against the school rules. At the same time and for the same reasons, teachers should not declare dates of "special occasions" like birthdays to students.

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Student Manual

1. Smart College Educational System

SMART College is a private school located in Tyre, Hosh. It offers topnotch education to students of all nationalities, ranging from Preschoolers all the way to Grade 12. The school offers the Lebanese Baccalaureate programs as well as its own College Prep Program.

2. Class Subject Schedule and Period Allocation

الصف / المواد	1	2	3	4	5	6	7	8	9	10	11	12 LS	12 GS
	الحصص	الحصص	الحصص	الحصص	الحصص	الحصص	الحصص	الحصص	الحصص	الحصص	الحصص	الحصص	الحصص
لغة عربية	9	9	9	8	8	8	6	6	6	5	3	2	2
English	9	9	9	9	8	8	6	6	5	5	3	2	2
Math	5	5	6	6	6	6	6	7	7	6	8	5	10
Science / Biology	1	2	2	3	3	3	2	2	3	3	3	7	
Social Studies	1	1	1	1	1	1	3	3	2				
PE	2	1	1	1	1	1	1	1			1	1	
Football / Basketball				1	1	1			1	1			
GYM/Self D		1	1	1	1	1	1	1	1	1			
DLS				1	1	1	1	1					
French	2	2	2	1	1	1	1						
iSmart	1	1	1										
دين				1	1	1	1	1					
Business/AI				1	1	1	1	1			1		
Story	2	1											
Art	1	1	1	1									
تربية							1	1	1	1	1	1	1
جغرافيا							1	1	2	1	1	1	1
تاريخ							1	1			1	1	1
Chemistry							2	2	3	3	3	6	6
Physics							2	2	3	3	5	6	8
اقتصاد											1	1	
اجتماع											1	1	
فلسفة											2	2	2
المجموع	33	33	33	33	33	33	33	33	33	33	33	33	33

* GYM: Gymnastics. * Self D: Self Defense. * PE: Physical Education. * DLS: Dramatic Life Skills. * AI: Artificial Intelligence.

3. Teaching and Learning System

SMART College offers cooperative and highly efficient teaching methods which ensure that all students are active participants in class. They consist of a whole-classroom instruction, small-group instruction, and individual instruction ensuring individual learning rights and keeping students engaged and learning efficiently.

In Smart College, the teaching and learning processes are defined as:

3.1 Teaching: Understanding what students know, what they need to learn and then challenging and supporting them to learn it well. Therefore, the teacher must:

- Know his/her students: Background, needs, etc…

- Know the objectives of the teaching subject

- Master the suitable instructional strategies that help students achieve those objectives.

3.2 Learning: Students are actively building new knowledge from experience and prior knowledge. Therefore, the student must:

- Get involved in meaningful learning situations

- Build his/her own knowledge

- Work cooperatively in a social context

3.3 Teaching Cycle: The four steps of the teaching cycle are:

1. **Before Teaching**
   a. **Hook:** Show the importance of the lesson, and relate it to their daily life in an interactive way.
   b. **Objective(s):** Declare the objective of the lesson
   c. **Activate prior knowledge**: means both eliciting from students what they already know and building initial knowledge that they need in order to access upcoming content.
2. **Teaching**
   a. **Focus lesson:** provides students with information through direct explanations, modeling, or think-aloud in which the teacher demonstrates the kind of thinking required to solve a problem, understand a set of directions, or interact with a text by using the appropriate teaching method.
   b. **Guided instruction and collaborative learning:** Allow students to practice

and build knowledge, and acquire the required concepts or skills in student centered activities through small groups. Listen to how they talk about the task, watch how they work, and prob into their thinking using prompts.

3. **After Teaching**
   a. **Independent Practice**: Allow students to practice the required concept or skill individually. Any feedback in this phase must place responsibility on the student to improve and correct his work.
   b. **Assess:** Assess the acquisition of the objective(s) then decide.

3.4 Smart Classes

Because students learn through active engagement, all classes at Smart College, from preschool to grade 12, are equipped with traditional whiteboards and full multimedia capabilities. This allows teachers to actively access our database and the Internet to retrieve information, which enhances the teaching process. These components include interactive panels and a classroom server wired into the main network and database server.

4. Evaluation System

The evaluation process at Smart College starts with gathering information about the student's performance, analyzing the data, and reporting. After that, gaps in the student's performance, knowledge, understanding, competence, utilization in a real world setting, and attitudes at different stages in the learning process are maintained. The Smart College evaluation policy aims for consistency with its mission of academic excellence through the education of the whole person. It is a major component of the learning/teaching process. It ensures the coherence of assessment practices at the different schools and provides a supportive and positive mechanism that:

1. Involves students in their own learning
2. Reports students' progress and achievements
3. Allows teachers to adjust their teaching methods by taking into account the results of the assessment
4. Contributes to the efficiency of the program
5. Drives future decisions

The evaluation system consists of many tools like: journals and logs, open-ended tasks, performance tasks, presentations, tests and quizzes, models, projects, interviews, portfolios… all which are scheduled over the scholastic year to ensure that students

have the required basic knowledge to move forward.

4.1 Diagnostic Tests

Diagnostic tests are administered before the beginning of the academic year in order to place new students in the right grade level.

Diagnostic tests are also administered at the beginning of every term for all students to ensure that all learning gaps have been dealt with. These tests are immediately analyzed and a prompt action is taken.

4.2 Weekly Objective Test (WOT)

The weekly objective tests (WOT) are objective tests that run once a week in each subject matter to make sure that the students acquire the essential knowledge of the main subjects. WOT runs for each of the following subjects: Arabic, English, Math, and Science starting from grade 1.

The WOT contains DOK1 (Depth of Knowledge) questions, and it counts for 20% of the term's grades.

4.3 Monthly Performance Tests (MPT)

The MPT tests are performance tests that run once a month to test a set of objectives in each of the above subjects starting from grade 1.

The MPT contains DOK1, DOK2, and DOK3 questions. It counts for 30% to 50% of the term's grades.

4.4 End of Term Performance Tests (ETPT)

The ETPT tests are competency based tests that run two times per year to test the acquisition of competencies in each subject starting from grade 7.

The ETPT contains DOK1, DOK2, DOK3, and DOK4 questions. It counts for 40% to 50% of term grades.

4.5 Reporting

Reporting is communicating to others the knowledge gained from assessing student learning. Reporting in Smart College should include parents, students and teachers in the process.

The information reported should: provide meaningful information, focus on strengths and achievements, and describe the student.

achievements based on the stated standards and outcomes.

It is also based on purposeful and free of complex and technical terms. Fair, clear,

comprehensive, and accurate assessment serves as a guideline for improvement. Formal reporting to parents takes place four times a year:

1. First term report: A written report and meetings with all parents
2. Second term report: A written report and meetings with all parents

Promotional decisions for each student will be included in the final report. Photocopies of all documented meetings with parents and all formal "Progress Reports" are placed in the student's file.

5. Academic Promotion Requirements

Students at Smart College are eligible for promotion if they have regular attendance and a clear disciplinary record. They should also fulfill the additional standard educational and discipline requirements, master the developmentally appropriate requirements for their class and meet grade expectations.

5.1 Repeating a Class

Students who fail to fulfill the standard educational and disciplinary requirements may be allowed to repeat a class if the administration believes the student will benefit from repeating.

Retention will only be considered if the student:

1. Has not repeated a class before
2. Has a clear disciplinary record
3. Is of appropriate age

5.2 Make-up Exams and Summer Work

Students who fail to fulfill the promotion requirements are entitled to make-up exams if they fail in one major subject. If the student fails the make-up exam, or the summer work is incomplete, he/she will be placed on academic probation

Promotion to the next level is contingent upon the successful completion of 2 out of 3 main disciplines: Arabic, Mathematics, and English.

Academic Probation Starting from grade four, Smart College requires that students maintain standard educational and discipline requirements during the academic year. If a student fails to meet the aforementioned requirements, he/she will be subject to one of the below options:

1. Placed on academic probation
2. Required to repeat a class if age permits
3. Asked to withdraw

6. Homework

Students will spend time outside of class reviewing and reinforcing concepts taught in class. Homework is never assigned to learn new material; it is additional practice that reinforces the learning process.

Students who do not do their homework, do not complete their homework, or copy their homework will be reported on the discipline sheets.

Cycle 1: Students have maximum 30 minutes of homework per day
in addition to stories can be assigned as reading.

Cycle 2: Students have maximum 50 minutes of homework per day.

Cycle 3: Students have 30 minutes of homework per subject each
day, and no more than 2 subjects can be assigned as
homework per day.

Cycle 4: Students should expect 20 minutes of homework per
assigned subject each day. Under some circumstances; the
amount of homework may increase to 30 minutes of
homework per subject each day.

7. Copybooks

Students should be trained on keeping proper copybooks and folders that are controlled by the teacher on a regular basis. Students should use a separate Smart College copybook for every subject/sub-subject. They should not solve exercises or do written applications on pieces of paper that can be misplaced. All notes and assignments need to be dated, headed, and neatly executed.

8. Laboratories

Labs in Smart College are a great place for students which help them enhance their learning by understanding the theoretical concepts of technology, science and math which are taught in classrooms.

- Computer and Coding lab
- Biology and Chemistry Lab
- Physics lab

9. School Discipline

9.1 Prior to First Day of School

Before school starts, the administrative office prepares:

• The students' files

• Name labels for children with bus number and lunch information

• Welcome activity for students and parents for the first day of school

9.2 Disciplinary Procedures

Students at Smart College are expected to live in harmony with others. They are trained to develop respect, kindness, cooperation, and empathy. Discussions about religious, political, or sexual topics are strictly forbidden. Participants in these discussions are subject to consequences that could be as serious as expulsion.

The HOD deals with all the disciplinary aspects related to the students, and takes the necessary measures according to the student's discipline records and the type of the infraction.

9.3 Discipline

A high level of discipline is expected in the school. Students will be held accountable for any behavior, inside or outside the school, which opposes/contradicts school rules. Students are expected to respect themselves, each other, staff, the school, and the environment. Students should complete all work assigned, bring the required materials to classes, pay attention to the teacher, and not disturb the lesson.

9.4 Aggressive Behavior and Bullying

Rough play and bad language are not acceptable. If students feel that they are being wronged or harassed, they should report the situation to the SG, HOD, or any other teacher. Severe measures will be taken towards the bully, and the matter will be strictly addressed. Shall the behavior be repeated; the bully will be suspended till further notice.

9.5 Leaving Early/Arriving Late

Students are not allowed to leave school premises before the end of the day unless the parents have notified the HOD of the fact either by a written note or a phone call. Students who arrive late will not be admitted into class unless parents have informed the HOD about the delay.

Students are required to attend all school days and be at school at least 5 minutes before classes start. Repeated absence will have a negative effect on their academic

progress.

Students must not leave the school campus for any reason without the approval of the Administration. Parents wishing to take their children before the end of school must submit a request in advance. Those leaving early have to be collected by an approved person assigned by their guardians.

9.6 Seating Plans and Sections

Students are placed in sections and assigned according to their academic needs. Changes of seating and sections are done by the Administration only when it considers that to be in the best interest of the student.

9.7 Dress Code and Physical Appearance

All clothes must be labeled with the student's name.

Girls'/boys' stomachs must be covered at all times. Inappropriate clothes such as tight shorts, skirts, tank tops, torn jeans and jewelry are not allowed.

Students must wear the school uniform. The supplement clothing should be practical, decent and neat. Fancy clothing that draws attention and interferes with classroom work is unacceptable.

The P.E. uniforms (summer and winter) will be required for physical education. Boys may not wear jewelry, must have a short, classical haircut and be clean shaven.

Hair is to be well groomed and nails should be clean and trimmed.

Hair coloring is unacceptable. Students must not have tattoos.

Girls may not wear make-up or nail polish, must wear their hair away from their face, and may wear only one set of simple stud earrings in their ear lobes; no other jewelry is allowed.

8.9 Reward System

We, at Smart College, believe that children are born with a curiosity to learn and a good will. Children should learn to keep up their good wills and actions without waiting for a concrete reward. Therefore, such rewards will not be offered to students upon doing well or getting good grades. However, positive feedbacks and encouraging words will always be given to children so they could learn to love doing good deeds and excelling without ever waiting for something in return.

This will boost their self-confidence and will help them become ideal citizens in the

future.

8.10 Examination
Students absent from an exam or absent the day before an exam may be required to take a make-up exam scheduled at the discretion of the Coordinator. Make-up exams may be harder than the original exam. Cheating is not tolerated and will be dealt with strictly with serious consequences.

8.11 Mobile Phones and Other Electronic Devices
The use of mobile phones and other electronic devices (except for the E-book tablets where applicable) is not allowed at school. In case of an emergency, students will be permitted to call their guardians from reception.

10. Medical Services
All school students are covered by an accident insurance policy.
If the student is on fixed medication, the administration should be notified in writing. The nurse and part-time doctors are available in the clinic during school hours. Sick students should stay at home, but students who feel sick during the day may report to the nurse.
Major accidents that require hospitalizations are dealt with depending on the seriousness of the situation. Parents are notified at once and asked to accompany their child to the hospital for treatment. If the accident is very serious that the student requires immediate hospitalization, Smart College personnel will take the student to the hospital and the parents are asked to meet them there.

11. Bus
Students who are not registered by bus are not allowed to use the buses.
Students who are registered by bus MAY NOT switch buses on any day
Students who use the school bus should adhere to the following rules:
- In the morning, students should wait for the bus at a safe distance away from the street.
- Students should respect the timing of the bus in the morning and in the afternoon.
- Students should adhere to the seating plan – no change of seating is allowed.

- Food and beverage consumption on the bus is not allowed.
- Students must remain seated on the bus. The bus should come to a complete stop before students exit.
- At all times, singing or shouting are not allowed on the bus.
- Students are not allowed to put their heads or hands outside the windows. All types of gestures to people outside the bus are not allowed.
- Instructions of bus supervisors should be obeyed at all times.
- Students may not instruct or ask the driver to drop them off anywhere other than their designated house.
- Students may not instruct the driver to set a radio station or adjust the volume.

12. Ride with friends:

Students who are registered by bus are expected to go home by bus at all times. These students are not allowed to go in their friends' cars unless their parents send a written consent to or call the respective HOD

13. Valuables

Valuables, jewelry, and large amounts of money should never be brought to school. The school will not be held responsible for the loss of any item.

Lost and Found: If a student loses something, s/he may recover it from "Lost and Found" located in the reception office. High value items such as glasses, wallets, keys, jewelry, and money are retained in the Administration.

14. Tidiness

Students are expected to keep their classrooms and school clean and tidy at all times. Students are responsible for their desks and the area around them.

15. Presents and Birthdays

Students and parents are requested not to bring presents to the teachers/staff members for any occasion. Students are not allowed to celebrate their birthdays at school.

16. School Decisions

Students must abide by the school rules and accept school decisions in all matters,

whether they are included in these rules or not, since it is not possible to include all details in any written document. Parents and students with questions about these rules are encouraged to speak to the relevant member of the Administration.

Failing to abide by the school rules and policies will have consequences that vary depending on the severity of the infraction, the history, and the age of the student among other reasons.

Such corrective actions and consequences might include, but are not limited to: advising students; meeting with parents; break-time; after-school; placing students in the Report Book; suspension; and ultimately expulsion from the school.