

Republic of Lebanon
Ministry of Education and Higher Education
The Minister

Decision No. 1017/2018
Second Shift's Standard Operating Procedures at Public Schools
Adopted to teach non-Lebanese students for the academic year 2018/2019

The Minister of Education and Higher Education,
Based on the Decree No. 3, dated 18/12/2016 (announcing the formation of the Government),
Based on the Decree No. 2869, dated 16/12/1959 (regulating the Ministry of Education and Higher Education - MEHE),
Based on Decision No. 1130/2001, dated 10/9/2001 (Internal Regulations for Kindergartens and Primary Education in Public Schools),
Based on the previous academic years experiences of teaching non-Lebanese students, particularly Syrian students, in public schools during second shifts,
Based on the recommendations of the RACE PMU,
Based on the suggestion of the Director General of Education,

Has decided the following:

Article 1: The Minister of Education and Higher Education shall issue a list of the public schools dedicated to teaching non-Lebanese students, including students coming from Syria, in afternoon shifts for the academic year **2018/2019**.

Article 2: The registration process in public schools dedicated to teaching these students in afternoon shifts shall extend from **1/10/2018** until **27/10/2018**, and shall be carried out, based on the number of students, by the school principal and one or two administrative assistants (supervisors) from the second shift staff; Classes shall start on Wednesday, **10/10/2018**, for the first, second and third cycles' students and on Wednesday **17/10/2018** for preparatory early childhood education (Prep-ECE) students, at a rate of five days a week, between 2:00 and 3:00 pm, according to the morning-shift ending time, while making sure this will not lead to any amendment in this shift, and shall end after 5 periods of 50 minutes each, with an approximate 15 to 20-minute recess following the third period.

Article 3: The morning-shift school principal, or one of the school's supervisors or a neighboring school's principal or supervisor, subject to the Director General's approval, shall be responsible for the administration of the afternoon-shift operation, according to the same laws and regulations as morning shift schools, especially regarding the number of teaching days per year in order to complete the official curriculum, as well as the dates of school tests and examinations...; it is worth noting that this second shift shall cover basic education grades including its three cycles, in addition to the Prep-ECE grade for which the Center for Educational Research and Development has dedicated an educational program that combines all the competencies and skills of the three kindergarten grades.

Article 4: The school principal shall be responsible for securing the enrollment of sufficient numbers of students; the total number of afternoon-shift students in each authorized school shall not be less than 250 students (minimum) neither exceed 750 (maximum); The total number of students per class shall not be less than 25 students (minimum) for the Prep-ECE grade and the first and second cycles, and less than 20 students for the third cycle, at the risk of preventing the opening of the class and duly notifying the regional office in order to examine the possibility of merging the concerned students in any nearby school. The RACE PMU's Director may exempt certain schools from the minimum and maximum total or per grade students' numbers requirements in light of any urgent necessity.

Article 5: The principal shall prepare, at two stages, lists of names of enrolled students; one following the end of the registration process and the second following the issuance of the end-of-year results, and shall send them through the regional offices to the Directorate-General of Education and to the RACE PMU and the Education Planning Committee in Emergencies and Protracted Crises, in preparation for the cooperation and follow-up with donor organizations and official bodies in the countries of origin of such students regarding their different issues, including school certificates proving their educational accomplishments. In this respect, each regional office shall assign its staff, among members of the regional committees, to follow up on this issue, in addition to all back-to-school/school enrollment procedures for the academic year **2018/2019**.

Article 6: The school principal shall be responsible for students' false enrollment and shall follow up on their daily attendance; He/she shall notify the regional office, in a timely manner and in writing, of any dropout case or unjustified absence of any student exceeding 10 effective school days; the principal shall refrain from interfering in any matter pertaining to school transportation provision and from entering into any kind of relationship with school buses owners...

Article 7: The school principal shall be responsible for maintaining order inside the school and taking all necessary measures to ensure the proper functioning of the teaching process, as well as a peaceful atmosphere, free of violence and tension.

Article 8: The second-shift schools shall apply the Lebanese curriculum, thus using the national school textbooks, including Arabic Language, Foreign Language, Mathematics, Sciences, Geography, Civic Education and History. These textbooks are distributed free of charge to all students except for History textbooks for Grades 8 and 9. The Prep-ECE textbooks shall be directly distributed by UNICEF to the relevant schools according to the number of students.

Article 9: The regional offices shall follow up on all matters related to non-Lebanese students enrolled in public schools and seek to provide them with a place in second-shift schools, based on their place of residence and schools' capacity. This shall be done in full cooperation and coordination with the RACE PMU.

Article 10: The head of the concerned regional office shall be responsible for the tasks assigned to him/her under applicable regulations and shall preside a regional coordination committee including 3 to 6 employees, based on the number of public schools authorized to teach non-Lebanese students in afternoon shifts for the academic year **2018/2019** in each regional office, as well as the number of students enrolled in such schools. The regional coordination committees shall follow up on the

various issues of these public schools located under their jurisdiction based on second-shift instructions, disseminate shift-related memos and administrative decisions, examine teachers' files to submit them to the RACE PMU, and audit public schools' budgets, knowing that second-shift schools' budgets are audited and examined under the supervision of the Directorate of Secondary Education. The head of the concerned regional office shall send a letter to the RACE PMU whereby he/she shall determine the specific task/tasks of each member of the regional committees.

Article 11: The regional offices shall prepare lists of the names of second-shift schools' staff, based on the following:

1. **Teachers**, to be selected based on the following priorities, as long as the total number of teaching periods for any of them in morning and afternoon shifts does not exceed 40 periods per week:
 - a) **Teachers from the public school teaching staff members**, whether from the same school or from nearby schools, as long as they are actually active teachers and not above 64 years. They shall commit to teach one of the subjects they teach in morning shifts in the academic year **2018-2019** or in the last three academic years respectively.
 - b) **Duly contracted teachers teaching in morning shifts**, regardless of their degrees and majors, as long as they commit to teach one of the subjects they teach in morning shifts in the academic year **2018-2019** or in the last three academic years respectively.
 - c) Where there is no sufficient number of teachers in the basic education teaching staff and existing contractual staff, **new teachers or among those contracted for morning shifts** holding university degrees shall be seconded according to the Descriptive Guidelines and General Instructions to Second Shift Schools' Administration for the academic year **2018-2019**, upon the prior written consent of the Minister of Education and Higher Education; their secondment shall be limited to these schools and to teaching non-Lebanese students in afternoon shifts, without any obligation whatsoever for the Ministry to secure the continuity of this secondment, whether in afternoon shifts or in regular morning shifts. All newly contracted teachers shall be informed of their secondment terms described above.
2. **Supervisors**: supervisors shall be appointed from the teaching staff members who fulfill supervision tasks, and subsequently among those fulfilling teaching tasks during morning shifts in the same school or nearby schools. There is no age limit to be appointed as supervisor other than the legal retirement age (64 years), as well as the requirement that the total number of supervision periods for any of them in morning and afternoon shifts does not exceed 45 periods per week and the need for the supervisor to be physically and intellectually qualified to follow up on students' issues. 25 supervision hours shall be allocated to each 100 students. It is not possible to appoint staff members of regional offices to perform the tasks of supervisors at second-shift public schools adopted to teach non-Lebanese students in the afternoon. The appointment of regional offices' representatives as supervisors shall be

subject to the unavailability of teaching staff members and the school administration shall verify this fact.

3. **Health counsellor:** if sufficient funding is available, one or more health counsellors, based on the numbers of students and sections, shall be appointed from the teaching staff members who fulfill health counselling tasks during morning shifts in the same school or nearby schools. In case no health counselors are available among the teaching staff members, they shall be appointed from teaching staff members holders of university degrees in required majors, or among holders of university degrees in required majors from outside the teaching staff members, with a schedule ranging between 16 and 40 periods per week based on the number of students and sections, according to the schedule shown in the Descriptive Guidelines and General Instructions to Second Shift Schools' Administration for the academic year **2018-2019**.
4. **Educational counsellor / psychosocial support:** if sufficient funding is available, one or more educational counsellors, based on the numbers of students and sections, shall be appointed from the teaching staff members who fulfill educational counselling tasks during morning shifts in the same school or nearby schools. In case no educational counselors are available among the teaching staff members, they shall be appointed from teaching staff members holders of university degrees in required majors, or among holders of university degrees in required majors from outside the teaching staff members, with a schedule ranging between 14 and 38 periods per week based on the number of students and sections, according to the schedule shown in the Descriptive Guidelines and General Instructions to Second Shift Schools' Administration for the academic year **2018-2019**.

Article 12: The school administration shall organize an entrance/placement exam through which new students' qualifications and educational capacities shall be assessed and their school year determined based on the provisions of the Circular No. **28/2012**, dated **7/9/2012**, with the possibility to carry out the exam in Arabic for scientific subjects, knowing that admission in the first grade only requires the fulfillment of the age criterion, 6 to 9 years, and that children who reached five years old by **14/9/2018** and did not reach 6 years and a half may be admitted in Prep-ECE, as well as children who exceeded this age but their educational qualifications show that they cannot follow the first grade's curriculum.

Regarding the re-admission of students who were enrolled last year, school performance records and results shall be used as criteria and students who have passed shall be admitted in higher grades whereas students who could not achieve the required end-of-year passing score shall have to repeat their grade.

Article 13: A child who already reached nine years old without having been enrolled in any school before or has been out of school for more than two years shall not be admitted; in both cases, such children shall be referred to the Accelerated Learning Program (ALP) through name lists detailing their corresponding age and telephone number that will be submitted to the field coordinator in order to send them to the RACE PMU.

Article 14: afternoon-shift students shall benefit from the medical mandatory checkup services as duly implemented. These checkups shall be performed twice a year by authorized physicians, appointed by the Lebanese Order of Physicians or agencies providing free-of-charge medical checkup services. Afternoon-shift students also benefit from insurance services under the regulations in force, based on Circular No. 5, dated on **20/12/1997**.

Article 15: Janitorial services and computerization works shall be duly provided in afternoon-shift schools under the regulations in force; the provisions of Circular No. **35/2017** regarding the calculation of the computerization working hours based on the number of students shall apply; the calculations of the first three months shall apply to the whole months of the academic year.

Article 16: The fees of enrolment in afternoon-shift authorized schools for the academic year **2018/2019** shall amount to LBP 900,000 per student. Donors shall pay these fees and an amount of LBP 240,000 per student shall be allocated to the school fund. These fees cover all operating costs resulting from using the school for second-shift. These fees shall be spent according to the expenditure guidelines provided for in Decision No. **1845/2006**, dated on **23/12/2006**.

Article 17: The Counselling and Guidance Department at the Directorate-General of Education shall visit the afternoon-shift schools in order to follow up on the teaching process and assess school examinations and other relevant issues. The costs of these tasks shall be covered by the donors. The RACE PMU shall coordinate this matter with the concerned parties.

Article 18: The operating guiding principles and instructions on the operation of the public schools dedicated to teach non-Lebanese students during afternoon shifts shall be set by virtue of a memo issued by the Minister of Education and Higher Education following the suggestion of the RACE PMU.

Article 19: Any previous texts that are contradictory to or inconsistent with the provisions of this decision shall be considered as null.

Article 20: This decision shall enter into force immediately upon issuance and shall be notified to all relevant parties.

17/9/2018

Minister of Education and Higher Education

Marwan Hamadeh