

BRUMMANA HIGH SCHOOL



UPPER SCHOOL

STUDENT HANDBOOK

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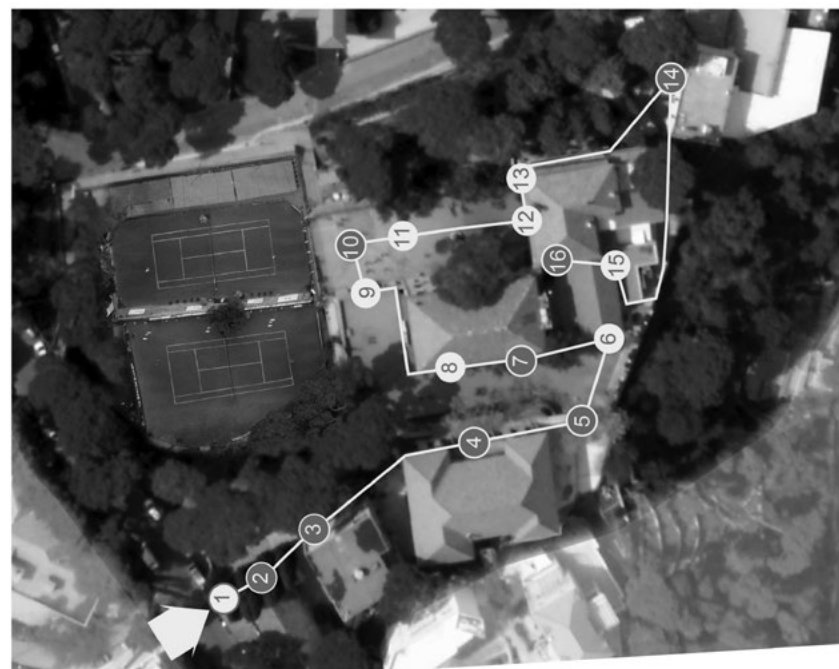
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SCHOOL CAMPUS MAP



Upper School

- 1 **Starting from the Main Gate**
- 2 **Meeting House**
- 3 **Science Bldg.**
- 4 **MTB Bldg. (Intermediate Section)**
- 5 **Book Shop**
- 6 **HoS Office**
- 7 **Library Bldg. (Secondary Section)**
- 8 **Library**
- 9 **Upper School Clinic**
- 10 **Sports Playing Fields**
- 11 **A stop to view the Lower School from the playing field**
- 12 **Cafeteria**
- 13 **Tuck Shop**
- 14 **Arts and Computer Bldg.**
- 15 **Counsellor's Office**
- 16 **Administration Bldg.**

OWNERSHIP & ACCREDITATION

BHS is a private, non - profit institution, established in 1873 and licensed and accredited by the Lebanese Ministry of Education to be a coeducational, boarding and day school for students in the classes of the infant, primary, intermediate and secondary schools (No. 421/April 24, 1947). The school is governed by a Board of Governors.

The ultimate responsibility for the ownership, Quaker ethos and well-being of the school rests with the Quaker International Educational Trust (QUIET), based in London and registered under the Charities Act of the United Kingdom.

The High School International Programme is accredited by the Lebanese Ministry of Education and is recognised by North American universities, including the American University of Beirut (AUB), which functions under New York State charter and the Lebanese American University (LAU), which functions under the State University of New York.

The School is accredited by the International Baccalaureate and by the Educational Development Trust UK and is a member of the Society of Heads (U.K.) and the Independent Schools' Bursars Association. The School is also an official Cambridge testing centre.

BRUMMANA HIGH SCHOOL - MISSION STATEMENT

Brummana High School aims to be an international day and boarding school of all-round excellence academically, and in the arts and sports, with teachers and students from a wide range of backgrounds, who live and work together as responsible citizens and life-long learners, respecting each other and helping their community.

A SCHOOL IN THE QUAKER TRADITION

BHS was founded in 1873 by Theophilus Waldmeier, a Swiss missionary, who joined the Society of Friends and became a Quaker. Historically, Quakers were among the pioneers in developing a modern form of learner-centred education which prized the worth and development of the whole child and student. With other educators, Quakers recognised that schooling involved far more than academic study. Today, much internationally accepted good practice in education follows these principles. BHS remains a school which aims to follow the ideals and values of its Quaker founders. The Quaker approach to education focuses on the following:

THE DEVELOPMENT OF THE WHOLE PERSON

Quaker education is committed to helping each member of the school community realise his or her mental, social, creative, spiritual and physical potential. It recognises that every child is unique, with varying abilities which must be developed to the fullest extent possible.

EXCELLENCE IN EDUCATION

Quaker education calls for high academic standards and an openness to new methodologies and curricula.

SOCIAL RESPONSIBILITY

Quaker education is committed to helping each person recognise his or her responsibility as a caring member of the school, community, nation and global family. Quaker education seeks to nurture character traits such as integrity, simplicity, honesty, cooperation and compassion. Quakers encourage and believe in freedom of thought and expression. They expect, however, that this freedom be enjoyed with a full sense of responsibility. Quaker education advocates non-violence as the means for resolving conflict in every aspect of life.

EQUALITY

Quaker education promotes the belief that all people are equal before God regardless of gender, religion, culture, colour or social status. Quaker education is built on the belief that there is 'that of God' within each person.

BHS SCHOOL SONG

As I was travelling round the world I landed in Brazil,
And there I met an ancient friend who loved Brummana still.
"How is the dear old school," he said, "and is she thriving yet?"
Oh, we won't forget Brummana School, and won't let you forget!
Oh, we won't forget Brummana School, and won't let you forget!

As I was travelling to New York, its wonders for to see,
A comrade from Binghamton came and met me on the quay.
"Oh, tell me of the school," he cried, "where my affection's set!"
Oh, we won't forget Brummana School, and won't let you forget!
Oh, we won't forget Brummana School, and won't let you forget!

As I was travelling in the South, I reached Australia's strand.
And there a man from Lebanon came up and seized my hand.
"I owe Brummana this," he said, "come let me pay the debt!"
Oh, we won't forget Brummana School, and won't let you forget!
Oh, we won't forget Brummana School, and won't let you forget!

As I was travelling round the world, I reached Beirut again.
And as I climbed the mountainside, I heard the joyful strain
From all the boys and girls at once: "Well met my friend, well met!"
Oh, we won't forget Brummana School, and won't let you forget!
Oh, we won't forget Brummana School, and won't let you forget!

Christofer G. Naish
Tune: The Lincolnshire Poacher

LETTER FROM THE PRINCIPAL

Brummana High School is a fine establishment which has played an important role in Lebanon's educational history. It has produced great leaders, professionals, innovators and pioneers in many fields who have practised their talents in Lebanon and all over the globe for nearly 150 years.

In-keeping with our Quaker ethos we find the individual in all children, aim to nurture and develop their unique talents, instil in them an expectation of excellence in all things and prepare them for the responsibilities they will assume in a world which needs them to make a difference. They will be diligent and determined, purposeful and respectful and seek peaceful resolutions to the matters they address through effective communication and team work, discussion and debate. At the end of their school days we must be sure that they are competent to enter a tough world with confidence, independence and commitment, enthusiastic for the challenges which lie ahead.

David Gray
Principal

BRUMMANA HIGH SCHOOL

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GENERAL INFORMATION

Campus

- Spacious, wooded hillside of more than 6 hectares (63,500m²).
- 14 buildings, 3 boarding houses, a clinic and a library.

Students

- About 1,250 students, boys and girls, boarding and day students, aged from 3 to 18 representing nearly 30 countries.
- Average class size of 25 students.

Staff

- There are over 100 teachers from 10 different nationalities, including Lebanese, American, British, Australian, Canadian and French.
- All staff have at least a first degree from leading universities in Lebanon, the U.S. or Europe.
- BHS provides staff an ongoing professional development programme.
- Some 80 support staff help to keep the school running smoothly.

Educational Programmes

- 60% of students are enrolled in the Lebanese Programme leading to the Lebanese Baccalaureate in General Sciences, Life Sciences, or Sociology and Economics. The language of instruction is English except for courses in social studies and Arabic Language and literature, which are taught in Arabic.
- 40% of students are enrolled in the International Programme leading to the International General Certificate of Secondary Education IGCSE's in Grade 10; then they may select either to study the International Baccalaureate Diploma (IB) or the High School Diploma. Both are accredited by the Lebanese Ministry of Education. The language of instruction is English: Arabic, Spanish and French are taught as second languages. Up until Grade 8 all students study the same subjects which include Mathematics, integrated sciences, English and social studies. Mathematics classes are streamed according to proficiency. Starting in Grade 9 students select their major courses to be followed at an advanced level; however, they must take at least one second language, one science and one social science besides English, Mathematics and Physical Education. Students also follow a programme of Personal, Health and Social Education.
- SAT support classes are given at least twice a year for Grades 11 and 12 students wishing to apply to Universities following the American system of Higher Education.
- All students intend to enrol at universities following graduation.
- Summer Camp and Summer Education Camp programmes attract over 450 students and 190 boarders each summer.

Financial Aid

- A certain percentage of students receive financial aid. Eligibility and level

of aid are determined on the basis of demonstrated financial need.

Alumni

- All students enter university or further education establishments either in Lebanon or overseas (principally Canada, U.S.A., Australia, and the UK).
- BHS Old Scholars hold leadership positions in government, education, banking, business, engineering, science and medicine.
- We are proud to have a former President of Lebanon and a former Prime Minister of the country as distinguished Old Scholars.
- The Old Scholars' Association has an office near the campus, maintaining active chapters locally and abroad.

SECTIONS & GRADES OF THE UPPER SCHOOL

INTERMEDIATE

Grade 7 *International*

Lebanese (The two programmes mix in English and Science classes)

Grade 8 *International*

Lebanese (The two programmes mix in English and Science classes)

Grade 9 *International (IGCSE)*

Lebanese

SECONDARY

Lebanese Programme International Programme

Secondary I

Grade 10 IP

Secondary II

Grade 11 IP and International Baccalaureate 1 (IB1)

Scientific

Humanities

Secondary III

Grade 12 IP and International Baccalaureate 2 (IB2)

General Sciences

Life Sciences

Sociology & Economics

SPORTS HOUSES

As a means of promoting the spirit of competition within school, the school is divided into three houses, Little, Waldmeier and Rizkallah – named after prominent Principals of BHS. Each new student and teacher is assigned to a House, for which they later compete in a variety of activities, culminating in athletics on Field Day.

POLICIES AND PROCEDURES OF THE UPPER SCHOOL

A. ACADEMIC CALENDAR

The calendar for the year is available on the school's website. Hard copies are available from the Head of Section (HoS) office. The year is divided into 3 terms. Mid-Year and Final examinations are held in February and in May/June.

BHS has three grade reports disseminated at the end of each term and one progress report given halfway through the first term.

B. ADVISORY SYSTEM

Each Upper School student has an adviser who meets regularly with the student to monitor academic progress and to assist if problems should arise. Students meet with their adviser during regularly scheduled periods each week and on an informal basis as required. Advisers and advisees develop a close relationship in the course of the academic year; the care and concern that characterises BHS is largely based upon the relationship between adviser and advisees.

In addition, the system offers guidance and awareness relevant to issues of significance to each age group through a weekly programme of Personal, Social and Health Education (PSHE).

In the event of difficulties, the adviser assists by contacting other members of the school community who are in a position to help, and by communicating with parents/guardians. Advisers confer regularly with the Head of Section.

C. SCHOOL COUNSELLOR

The counsellor is available to meet with students and assist those experiencing academic, social or personal problems. Students are usually referred by their class adviser, teacher, or friend through the Head of Section, but they are also able to make a direct approach to the counsellor. The counsellor also assists teachers to develop a greater understanding of child and adolescent development and individual differences and works with the Heads of Section to promote student well-being. All students are invited to take advantage of the counselling service available. All conversations are kept confidential unless there is a threat to self or others.

Besides individual counselling, referrals to professional tutors, therapists, and educational testing experts within the community are provided. If the need arises, and if there is sufficient interest, the counsellor will create a special counselling group.

D. CAREERS

The Head of Careers provides students with information about career and university options through the Universities Guidance Handbook, individual meetings, the PHSE Programme, and the organisation of a biennial Careers Fair held usually in the third term. University applications are coordinated with the Head of Careers, as are university interviews.

E. SUPERVISORS

The supervisors oversee the safe conduct of students on the campus and ensure efficient movement of students between classes.

F. LIBRARY

The Upper School library provides facilities and resources according to student and departmental interests and the needs of specific academic programmes. At the same time, it functions as a common information centre, sharing a collection of databases, books, periodicals, back files of magazines and newspapers, and audio-visual items.

The library is currently in the process of being updated. It remains open at designated times during school vacations, and includes a research centre for senior students.

G. BOOKSTORE

The school operates a bookstore on the campus. The store carries a complete range of school supplies including textbooks, notebooks, writing implements and sports clothes. The bookstore hours are posted outside the bookstore.

H. COMMUNITY SERVICE

The BHS motto is "I Serve", and the School considers active community service central to its educational concerns. Students make valuable contributions to their community as they gain practical experience. These contributions are fundamental to developing citizenship and civic responsibility and providing opportunities to:

- Increase community involvement and strengthen leadership skills through direct service.
- Relate community-based work to academic studies.
- Build meaningful relationships between members of BHS and the community.
- Develop social and environmental awareness.
- Consider contextual questions that arise from the programme.

Community Service is a graduation requirement for all students in the Lebanese and International Programmes.

As a graduation requirement, 150 hours must be undertaken over the three secondary years. In the International Baccalaureate (IB), a parallel system named CAS (Creativity, Activity, Service) applies as an equivalent to Community Service.

NB. Optional hours of Community Service are introduced in the Intermediate Section.

A student's Community Service involvement and number of hours are recorded in the report card and official school transcript.

I. UPPER SCHOOL PROMOTION REQUIREMENTS

Students achieving an annual overall average of 65% and above will be automatically promoted.

The Heads of Section will scrutinise the performance of students whose overall average are below 65% and decide which of these needs to be considered further. In arriving at this judgement the Heads of Section will consult with the Vice Principal Academics. Where no concern is expressed, the student will be promoted. In cases where the Head of Section determines that further discussion is needed, she/he will consult with relevant Heads of Department/ Subject teacher/Counsellor/Adviser, thereby posing the simple question "Is the student in question capable of being promoted?"

If the answer to the question is "yes", the following questions will be asked: "What support does the student need: a private tutor in the summer, a tailor-made summer packet in a particular subject or the requirement to sit a make up examination?"

If the answer is "no", then parents/guardians will be advised that the student repeat the class. If the parents/guardians do not accept the school's decision, then the student will be required to sit and pass the make up examinations in subjects to be determined by the school on the basis of the students' performance in the year.

Students failing the make up examinations will be asked to leave the school or will be required to repeat.

Make up examinations will take place as scheduled on the school calendar.

Sub-notes regarding Secondary III Lebanese Programme classes:

To be promoted to Secondary III General Sciences Section, students must achieve a year average of at least 65%. They must also achieve an average of at least 70% in Mathematics and a combined average of at least 70% in Physics and Chemistry.

To be promoted to Secondary III Life Science Section, students must achieve a year average of at least 65%. They must also achieve a combined average of at least 70% on the combination of Mathematics and Sciences.

To be promoted to Secondary III Sociology and Economics Section, students must achieve a year average of at least 65% and a combined average of at least 70% in Mathematics, Sociology and Economics.

J. GRADUATION REQUIREMENTS

In order to be granted a School Diploma, graduating students must meet the following requirements:

1. successfully achieve an overall average of at least 65%.
2. complete Community Service requirements.
3. maintain a satisfactory disciplinary record.

The following requirements are compulsory to all Grade 12 IP Students:

I. Internship, Job-shadowing or Part-Time Job

Time Frame: September to December.

Students are required to have an internship or job shadowing in any job preferably related to their major in university or have a part-time job.

If students wish to fulfil this requirement outside school, the school could arrange for contacts with parents/guardians, old scholars and friends of the school. This, however, should be done outside school hours.

In order to complete this requirement, students should accumulate a minimum of 30 hours of meaningful engagement in their internship/job shadowing or part-time job.

The school will also provide students with many opportunities to fulfil this requirement internally within the school. In this case, students will engage in meaningful work during the three free periods they have per week.

The following is a non-exhaustive list of internal opportunities:

- Teacher support in the Infant Section for KG1, KG2, KG3. (3 vacancies)
- Teacher support in the Lower Elementary Section for grades 4 to 6. (9 vacancies)
- Sick Bay and US Clinic Assistants. (3 vacancies)
- Assistant to a Head of Department, Head of Careers and Head of Professional Development. (11 vacancies)
- Kitchen/Catering interns. (3 vacancies)
- Library and Bookshop assistants. (4 vacancies)
- Computer and Robotic Labs assistants. (3 vacancies)

- Assistant in the Upper School HoS office. (1 vacancy)
- Jobs Coordinator. (1 vacancy)
- Carpentry assistant. (4 vacancies)
- Assistant to the IT Manager. (1 vacancy)
- Assistant to the Marketing Manager. (1 vacancy)
- Assistant to the US Counsellor. (1 vacancy)

Students will need to apply for these vacancies during the first week of school to the Head of Secondary Section. A letter of intent and a CV listing previous experience and skills will be required. The priority for each vacancy will go to the student whose career choice matches the nature of the vacancy. For example, students willing to major in medicine or pharmacy will be given priority as sick bay and clinic assistants.

This activity should be completed with a summative and reflective student report of their experience and a letter/form to be completed by the employer, whether external or internal to the school.

II. Life Skills Short Courses

All students have to take 3 out of 6 short courses in different life skills on a pass or fail basis. The courses will be given on a one-period per week basis, during the 3 weekly free periods, for a total of 12 periods.

Time Frame: January to March.

The short courses offered are the following:

- | | |
|------------------|--------------------------------|
| - Home Economics | - Public Speaking |
| - Etiquette | - Interview/CV Writing Skills |
| - First Aid | - Photography and Film Editing |

Electives

In addition to the two general requirements, students have to choose one out of the two following electives:

III. A. Collaborative Community Service Project

Students should work on a collaborative community service project of more than one month in length including the 4 stages of planning, organisation, implementation and reflection.

Time Frame: January to March.

Ideally, students will remain at school on Wednesdays from 2:30 PM to 5:00 PM to plan and organise the project.

The project's implementation could also take place on Wednesday afternoons depending on the nature of the project or outside school hours and at weekends. Students are encouraged to initiate projects targeting the school or the local community. All project ideas are subject to the amendments and approval of the Head of Secondary Section after discussion with the students' groups.

III. B. Collaborative Educational/Cultural School Event

Students should work on a whole-school major event or a series of small events (subject to the school's approval) of educational or cultural nature (play, concert, art/photography exhibition, talks, conference, etc.), that would enrich school life for their peers, teachers and the community.

The project should be at least one month in length and include the 4 stages of planning, organisation, implementation and reflection.

Time Frame: January to March.

Ideally, students will remain at school on Wednesdays from 2:30 PM to 5:00 PM, to plan and organise the project.

The project's implementation could also take place on Wednesday afternoons depending on the nature of the project or outside school hours and at weekends.

K. TEST POLICY

- The test schedule is posted in each classroom at the beginning of each term.
- For Secondary students, no more than four major tests in one week and no more than two major tests in one day are scheduled.
- For Intermediate students, no more than three major tests in one week and no more than one major test in one day are scheduled.
- Students who have more than the allowed number of tests on one day and who are uncomfortable with this may ask the teacher to change the date of the most recently announced test. Department Heads and/or advisers and the HoS will help facilitate this as needed. This policy applies to full period tests only, not to papers, projects and quizzes.

L. HOMEWORK POLICY

As a general rule, homework given to each grade level increases each year from a daily requirement of 1-2 hours in Grade 7, to a daily requirement of 2-3 hours in Grade 12. Each student is required to write down homework assignments in his/her diary on a daily basis.

In addition, homework and other assignments are posted on Moodle, which is accessible to students and parents/guardians through the BHS website.

M. GRADING SCHEMES

The Evaluation of a student's learning is achieved through formative and summative assessment. Classroom participation, interest in discussion, homework and other written work, are types of formative assessment used at the school, while tests, examinations, performance and alternative tasks are forms of summative assessment extensively used for an overall evaluation. Each student should familiarise himself/herself with a teacher's requirements and expectations. Grades assigned will reflect the following:

Outstanding	90% and above
Very Good	80%-89%
Good	70%-79%
Satisfactory	65%-69%
Not passing	Below 65%

GPA Scale for University entry

At Brummana High School, GPAs on a 4.0 scale are calculated so as to be consistent with the Lebanese Baccalaureate grading scheme. In general, a student in an American high school earning a GPA of 2.67 would have at BHS an average of 70%-73%.

GPA		Grade range over 100
4.00	A+	93+
3.86	A	84 - 92
3.67	A-	80 - 83
3.33	B+	77 - 79
3.00	B	74 - 76
2.67	B-	70 - 73
2.33	C+	67 - 69
2.00	C	64 - 66
1.67	C-	60 - 63
1.33	D+	57 - 59
1.00	D	54 - 56
0.67	D-	50 - 53
0.00	F	Below 50

Grades for all subjects, including Arts, Physical Education, Information Technology and elective courses, are considered in determining a student's year average. This is then converted into GPA according to the scheme above.

Individual course grades are weighted in calculating the year's average so that major courses are given greater weight than minor courses, generally according to the number of teaching hours per week. Subjects taken at a more advanced level are given a higher weight than the standard level. This is reflected in the academic year grade average.

The International Baccalaureate (IB) grading system is slightly different. It varies between 1 and 7 for each subject and a letter value A to E is granted to both Theory of Knowledge (TOK) and the Extended Essay (EE).

Class rank

Based on their overall average, students are ranked annually, relative to all classmates depending on the programme LP, IP, or IB. N.B.: Ranks are confidential and are not disclosed to students.

N. HONOURS/AWARDS

Honour Roll

The school recognises exemplary achievement each term by naming students to the Honour Roll. To be placed on the Honour Roll for a given term a student must either:

1. earn a mark of 80% and above in all subjects or all subjects but one, in which he/she must pass, and not be on disciplinary notice; or
2. earn an overall term average of 83% and above in the Lebanese Programme, or 85% and above in the International Programme, with passing marks in all subjects, and not be on disciplinary notice.

Major Awards

Speech Day Awards

The Principal's Prize

This is given to the graduating student who has best demonstrated outstanding achievement by way of scholarship, character and service.

The Valedictorians.

They are the outstanding all-round scholars in each programme who best exemplify school values.

The Old Scholars' Award

This is given to the graduating student in the Lebanese Programme who has best demonstrated general excellence by way of character, scholarship and integrity.

The Manasseh Award

It is given to the graduating student in the International Programme who has best demonstrated general excellence by way of character, scholarship and integrity.

Distinguished Progress Award

This award goes to the graduating students in the Lebanese and International Programme who have persevered with effort and determination to succeed despite difficulties.

The Distinguished Service Award

It is given to the graduating student who, in devoting time and effort for the welfare of others and in contributing to the spirit and progress of the school, best exemplifies the school's motto, I Serve.

The Albert Abu Khalil Award

This is given to the male and female students who have distinguished themselves through excellence in sports and exemplary sportsmanship.

Prize Day Awards (for non-graduating students)

Outstanding Achievement Award

The recipients are the students in the designated class of the Lebanese Programme and the International Programme who has best demonstrated general excellence by way of scholarship, character, service and integrity.

Distinguished Progress Award

The recipients are the students in the designated class of the Lebanese Programme and International Programme who have persevered with effort and determination to succeed despite difficulties.

- Minimum 10% improvement in results of Term 3 in comparison with the results of term 1. Progress has to be consistent.
- Excellent participation and effort.
- Exemplary attitude and behaviour.

"I Serve" Award

The recipients are the students in the Intermediate and Secondary sections who best embody the school's motto, "I Serve", both at work and in fellowship with others.

Departmental Awards and Certificates for Excellence in subjects

Such awards are given to the students who best exemplify subject excellence by way of scholarship and character. Normally only two departmental awards per grade level will be given according to the following criteria:

- The highest and the second highest year's average (based on results obtained in terms as well as in mid-year exam) and a combined average of terms and mid-year exam of at least 70%

- Excellent participation and effort
 - Exemplary attitude and behaviour
 - Initiative (e.g. for work submitted above and beyond class or homework)
- Sub-notes on departmental awards:

- 1- Awards and Certificates are given to the highest and second highest yearly average.
- 2- In the International Programme, awards and certificates are given per course starting Grade 9IP.
- 3- In Grades 7 and 8, awards and certificates are given per subject, per grade level, and not per class section.
- 4- In multi levelled courses, awards and certificates are granted to the students in the highest level course only.
- 5- Starting Grade 9, Science awards are given in Biology, Chemistry and Physics separately.

Art Award

This goes to the student who best displays creativity and talent through distinguished acts in fine arts, graphic arts or craft.

Field Day Award

It is given to the students who have best demonstrated athletic excellence by way of success on the sports field.

Reader of the Year Award

The student who has read most books during the year receives this award.

Other Awards (Certificates awarded to non-graduating students)

Creative writing in English:

- Two per level
- Students are rewarded for their creativity and inventiveness as well as for some sophistication in their use of language

O. GRADUATION WITH HONOURS/DISTINCTION

Based on the final yearly average and given consideration of general conduct, contributions and school service to others, a final designation of H (Honours) or D (Distinction) is designated according to the following:

GS/LS/SE/IB2	average	≥ 90	Distinction
12 IP	Two A's and one B in A Level courses		

GS/LS/SE/IB2	average	≥ 83	Honours
12 IP	One A and two B's in A level Courses		

P. ACADEMIC PROGRESS REPORTS AND REVIEW

Half way through the first term, students will receive mid-term progress reports. Report cards are distributed to students at the end of each term. These reports are sent to parents/guardians and describe the students' overall progress and note areas of commendation or concern.

At the end of term I and II, the school holds parent-teacher meetings during which students' progress is discussed and action plans are decided upon.

Q. CONDUCT PROBATION

Students who have had a record of many detentions / suspensions throughout the year may be asked to change schools or be placed on conduct probation for the following year. Students on conduct probation will be monitored by their adviser, and the counsellor, and if attitude and work habits do not improve, the students may be asked to leave the next year. In case of a major breach of school rules, the student may be expelled during the school year.

R. TUTORING POLICY

BHS believes that students are capable of succeeding in their programmes, yet reinforcement and support classes are arranged by the school when necessary. Therefore, private tutoring is recommended only in imperative cases. A subject teacher may consider tutoring necessary because of a student's extended absence or a weak foundation in knowledge and understanding. When requested, the subject teacher, Department Head and Head of Section will assist in the selection of a tutor. Students may not be tutored by their current teachers.

Tutoring, to include preparation for standardised testing of BHS students, should not be undertaken by any member of staff currently employed by the school, unless permission has been given by the Head of Section and Principal, nor should school facilities be used for tutoring non-BHS students. Summer tutoring of BHS students of those whose admission to BHS is provisional, must be approved by the Department Head and the Head of Section. Any exception must be approved by the Head of Section and the Principal.

If a student hires a tutor for outside help with academic work, he/she must inform the subject teacher and make arrangements for communication between the tutor and the teacher to identify the student's needs and clarify the tutor's limits.

S. UPPER SCHOOL FIRE DRILL

1. The Upper School Fire Drill, as detailed below, will be held once a term. The

- evacuation will be timed and repeated as necessary in the event of delays.
2. Escape routes are clearly explained to students by advisers at the beginning of the year.
 3. Fire drill procedures are posted on every bulletin board in each classroom.
 4. The fire alarm bell will be rung in continuous intermittent rings. In the absence of electricity, a hand bell will be rung continuously.
 5. All main doors to school buildings, which should be unlocked during the school day when the buildings are occupied, will be completely opened by the supervisor if necessary.
 6. Teachers in class will instruct students to remain calm. The teacher will move to the door of the classroom and will usher the class in single file, walking briskly and led by an appointed responsible student out of the classroom following the escape route. The teacher will leave the classroom last, having checked that the classroom has been completely evacuated. The escape route will be followed to the marshalling area – the lower tennis court.
 7. The supervisor will check all toilets are empty. The librarian will check the library is empty.
 8. On the lower tennis court, each grade will assemble in single file in front of their teachers and a second head count will be taken. The number will be given to the fire emergency controller (FEC) who will check the total number of students signed as being present in each class and collate all numbers for the grand total.
 9. The evacuation procedure to be followed is for each class to move in single file, classes closest to the door exiting the building first. In the Arts and Craft Building, each class will move simultaneously from classes in single file.

T. GUIDELINES FOR CANDIDACY FOR STUDENT COUNCIL

The Student Council provides a representative forum for students to advance their ideas and concerns and to serve the school community by organising student functions, proposing and running new activities and advising ways in which staff and students living and working together could be improved. The Council is guided by the Head of the Secondary Section. Students who wish to be Student Council representatives are subject to the following guidelines:

1. The student must meet promotion requirements by the end of the current academic year.
2. A student who has been suspended in the current academic year before the elections is ineligible to run for office.
3. A student who is suspended during a term of office will automatically forfeit his/her position and will be ineligible to resume the role during

that school year. If a student remains in good standing for the remainder of the year, he/she may run for the Council the following year.

4. Elections of the Student Council will take place at the beginning of the year.
5. A constitution is in place to guide the work of the Student Council. The constitution is available at the HoS office and on the school's website.

U. UNIVERSITY VISITS

University visits are an important part of the university admissions process. Such visits normally are limited to grades 11 and 12 students and are arranged by the Head of Careers who will provide full information to students.

V. SCHOOL TRIPS

Students are reminded that on a school trip they are representing Brummana High School. Thus, any misbehaviour that tarnishes the school's reputation will not be tolerated. The school rules will apply to the trip but, in particular, attention is drawn to the following:

1. The chaperones are responsible for the safety and good behaviour of all students. Therefore, the chaperones' decision at all times are final.
2. Students are expected to treat themselves and one another with respect, including while travelling. There will be no foul language, shouting, littering or arguing at any time.
3. No student is allowed to leave the group without permission.
4. Students may only be allowed an unescorted visit to local areas if parents/guardians have given prior, written permission, and if the chaperones approve the request. In general, this privilege is limited to older students in groups of no less than four. There will be very strict time restrictions for the unescorted visit.
5. No abusive substances including cigarettes and alcohol will be permitted on the trip.
6. No student will be allowed to disturb the peace of the hotel/hostel at any time.
7. At no time are boys allowed to enter girls' rooms or vice versa.
8. Lights out will be at a time designated by the chaperones and will be dependent upon the trip schedule. At this time each student must sleep in the room allocated to him/her. No usage of telephones will be permitted after this time.

In the event that these rules are not followed by a student, permission to participate in other school trips may be withheld.

W. GUIDELINES AND PROCEDURES FOR EXAMINATIONS

- Students are not to enter the building/room until all the rooms are ready and the school bell has been rung.
- Students may bring into the exam room only pens, pencils, an eraser, a ruler, a compass, a calculator (if specified on the cover sheet for their exam) and tissues. Correction fluid (Tippex) is not allowed. All books, papers, bags and coats are to be left outside the exam room. (If students have any valuables they should be given to the section supervisor for the duration of the exam.)
- No student is permitted to open his/her file before the exam time has officially started. Any student who does not respect this guideline will be firmly cautioned. Repetition of the violation will result in dismissal from the exam.

When all students are seated according to the posted seating plan, they will be reminded of the following:

- The penalty for cheating (which includes any form of communication) is a mark of "o" for both the receiver and the giver of information.
- They cannot leave the room until $\frac{2}{3}$ of the time has passed and they have checked over their work carefully.
- No questions will be answered by the invigilators or subject teachers.
- No sharing of writing materials, erasers, or calculators will be allowed under any circumstances.
- They should raise their hand only if they need more paper or if they have finished the exam.
- They are NOT allowed to speak or leave their seats during the exam.
- They must write their name on all question sheets, answer papers, and scratch sheets and submit them at the end of the exam.
- The official start/finish times for each exam will be written clearly on the board. They will then be told to open their folders and begin.

X. STUDENT PHOTOS AND VIDEOS IN SCHOOL PUBLICATIONS

Brummana High School provides students with a safe and secure environment for the school's values to be instilled, those of self-reliance, co-operation, respect, friendship, non-violence, honesty, simplicity, and compassion. BHS' motto "I Serve" is inherent in all educational practices and indeed in all members of the school community too.

The school welcomes positive publicity. Children's photographs add colour, life, and interest to this publicity. In order to help highlight the educational practices and activities throughout the year, both on and off campus, the school captures photo and video material. Making use of the material in school publicly – be it from current BHS pupils or ex-pupils who have provided permission – can increase pupils motivation and staff morale. It can also help parents/guardians and the local community identify and celebrate the school's achievements. This material is publicised on different communication platforms, including but not limited to BHS website, brochure material, electronic publications (including the newsletter) and official social media accounts. Given BHS' philosophy of providing a holistic education for each student, the range of activities that can be included is vast, encompassing anything from the May Festival, BHSMUN initiatives and athletic competitions to music and drama productions, as well as classroom activities through individual and group projects, all of which entail recognition of students for their achievements and awards.

Photographs and videos will be used in a responsible way. BHS respects the right to privacy of children, parents/guardians, and staff, and the school is aware of potential child protection issues. We seek to protect the rights and identity of children, staff and parents/guardians against unwanted external contact. Wherever possible, students will be photographed with their peers in a group, rather than individually. Full names of students will not be disclosed on certain platforms, particularly social media accounts. BHS teachers are prohibited from posting images of their class or students on personal social media accounts. The school is currently developing a procedural document in this regard, and it shall be made available in due course.

Unless it has been stated otherwise in writing, parents/legal guardians authorise BHS to use images or videos of students for the above purposes.

Y. RESPONSIBLE USE OF ELECTRONIC COMMUNICATION TOOLS AND SOFTWARE - STUDENTS

School Stuff

- I will use school ICT facilities to support my learning.
- I will protect myself by keeping my passwords confidential and logging off when I finish my work.
- I will respect the privacy and confidentiality of others.
- I will keep a copy of my passwords in a safe location known only to me.

My Stuff

- I will follow the guidelines for each section in regards the use of mobile communication devices.
- I will not take photographs, videos or sound recordings with my personal device at BHS.

Keeping Safe and Respecting Others

- I will not access, post, or send anything electronically that may cause harm or offence.
- I will protect myself online by keeping my personal details and images private.
- If I am the recipient of cyberbullying, I will speak out about this to a trusted individual (Counsellor, advisor, HOS Pastoral).

Writing communicating using school communication tools, I understand that the expectations are that:

- I will use respectful language.
- I will start my email with a welcome such as 'Hi', or 'Dear', and the name of the person. I will end my messages with a sign off such as 'Best Regards'.
- I will check that the recipient's email address is correctly written before sending.
- I understand that typing in capitals is considered to be the same as shouting at the recipient.
- I will only use 'cc' somebody when the email is for information. I will limit who I 'cc' to.

UPPER SCHOOL BEHAVIOURAL EXPECTATIONS AND RULES

A. SCHOOL POLICIES

Every community needs rules to live by. Each year the BHS Upper School Rules are reviewed to revive those which still meet a need, to drop those which no longer serve a purpose and to adapt those remaining to changing circumstances.

BHS is a community and as such the actions of any one member may affect other members of the community. Every student is expected to act in a responsible and socially mature manner, to respect the rights and property of others, to cooperate with school regulations, and to behave on campus, at extracurricular activities, and within the wider community in a manner that gives credit both to the school and to the student. In upholding these standards, parent/guardian cooperation is expected.

STUDENT BEHAVIOUR POLICY

The school will ensure that the ethical and moral development of each student is incorporated into school life. Understanding that intellectual growth represents only one aspect of a student's development, BHS is committed to the nurturing of students' honour, personal integrity, active citizenship, respect for individual differences and responsible and socially mature behaviour. By enrolling at BHS, each student agrees to abide by its rules, and all parents/guardians, likewise, agree to support the school's policies. The administration will be responsible for creating rules and procedures governing student behaviour on campus and at all school-sponsored activities, as well as disciplinary procedures for social misconduct or unsatisfactory academic progress.

The school does not interfere in the private lives of its students, except when, in the opinion of the Principal, a student's private behaviour compromises the welfare or safety of other BHS students or damages the reputation of the school. In cases where a student's private behaviour constitutes a felony, he or she may be subjected to suspension, expulsion or revocation of the enrolment contract.

STUDENT DISCIPLINE POLICY

The basis of the discipline policy is that students are to be nurtured to develop personal integrity and mature behaviour, and become self-confident individuals who will contribute significantly to the world in which we live. BHS wants its students to develop the self-discipline and respect for themselves and for the diversity of the BHS community to make responsible choices and to accept the consequences that result from their conduct.

The principle that students can learn from their mistakes and should be given the

opportunity to do so forms the framework for consequences of social misconduct. Students will be disciplined compassionately with appropriate speed and with the intent to encourage proper conduct. Disciplinary action will be fair and effective based on clearly stated behavioural expectations and consequences. The school's rules and the consequences and procedures for their violation will be disseminated and applied consistently to ensure that consequences are predictable.

Offensive or threatening misconduct or repeated rule violations are inconsistent with the school's mission and philosophy, and, therefore, make a student's continued enrolment in the school no longer possible. Enforcement of the school's disciplinary policy is the responsibility of the Head of Section.

B. SCHOOL RULES

CLASSROOM/BUILDING/CAMPUS GUIDELINES

1. The first bell indicates the end of the period. The second bell announces the beginning of the next period.
2. At the second bell, students will be seated. They will be ready to start the lesson with the necessary books, materials and homework.
3. Teachers in turn will be prompt and ready to start the lesson on time. If a teacher has not arrived to class after the second bell has rung, students must remain seated and wait for five minutes, at which time one assigned student will go to the Supervisor or the HoS office and inform them of the situation. Until a teacher has arrived, the classroom door must remain open for safety reasons and students quietly seated. Students are not permitted to leave the classroom while awaiting the arrival of a teacher.
4. When the second bell rings, teachers will shut the classroom door as a sign that the lesson has begun and to show consideration for other classes.
5. Students must stay in their seats unless permission is given to move.
6. No student is allowed out of class during the lesson except in an emergency. A leave slip is required to leave the classroom for presentation to the supervisor or the HoS office. It's the student's responsibility to ask the teacher for a written leave slip.
7. Students should respect their teacher and classmates by only speaking with permission. Permission is sought by raising a hand.
8. Eating and drinking are forbidden during class and in the Library.
9. At any time, students will help maintain a clean environment by removing any traces of litter from the classroom, regardless of who caused the problem.
10. No gum is allowed in classrooms.
11. Electronic devices (laptops or i-pads) may only be used in the classroom under the teacher's discretion. The use of electronic devices for photography or filming students or the teacher in the classroom is a serious offence and is strictly forbidden.

12. It is the teacher, not the bell, who signals the end of the lesson.
13. Students are only allowed to visit lockers before morning classes, during breaks and at the end of the school day.
14. The usage of chemical erasers such as Tippex is not allowed in school for safety reasons.
15. When moving in hallways/corridors, students must keep to the right; there should be no pushing, fighting or play fighting, playing and holding up traffic.
16. No rough play is allowed anywhere on campus. Fighting will result in suspension.
17. Students must recognise the natural boundaries of the Upper School.
18. Roller blades, skateboards and scooters may only be used after school at the students' own risk in a safe area. These items should not be taken up to class.
19. Playing any sports is forbidden on the Upper School drive. These activities are limited to the three Upper School fields.
20. The three Upper School fields are primarily for sports activities including at break time. For safety reasons, students not involved in any sports activities are advised to sit on the Upper School drive.

ATTENDANCE

1. Classes start at 7:45 a.m., and students are expected to be on time. School ends at 3:15 p.m., except on Wednesdays when it ends at 2:25 p.m. Students should arrive on campus by 7:40 a.m. Students arriving earlier have an opportunity to do additional studying, socialising or eat breakfast in the cafeteria.
2. At 7:40 a.m., a bell will signal students to move to their first class. A final bell at 7:45 a.m. signals students and teachers that the class has begun, attendance is recorded, and needed information on absences is provided to the HoS office.
3. A student coming in after the door is closed at 7:45am will be marked late on the Morning Attendance Sheet.
4. Students arriving late to school after the supervisor has recorded lateness must report to the HoS office to notify their arrival at school and be issued with a late slip to enter the class.
5. Students require a written letter or call from parents/guardians for being late to class in the morning.
6. Students must attend the weekly Assembly. Students late for Assembly must directly enter the Meeting House and sit at the back so that their late presence can be noted by their advisers.
7. Advisory meetings and Assemblies are required obligations for all students. Non-attendance will be counted as an unexcused absence.

8. Assemblies are held weekly unless the Head of Section announces otherwise.
9. Students are not permitted to attend school to take a test and then leave. If a student arrives at school on a test day but decides to leave before the end of the day, their test will be automatically canceled and will not be graded. However, if a student is absent for the entire day due to illness or another valid reason, they will be eligible for a makeup test, which will be rescheduled accordingly.

CONSEQUENCES OF LATENESS : In the Morning and Between Classes

First lateness: Documented

Second lateness: Documented + Parents/Guardians Called/Informed

Third lateness: Documented + Letter/Call to Parents/Guardians + Detention

For every lateness after that an immediate detention/suspension is to be issued.

CONSEQUENCES FOR RULE INFRACTION

CATEGORY 1 (minor breaches)

First time: Incident is Documented + Call Parents/Guardians

Second time: Incident is Documented + Call/Letter to Parents/Guardians + Detention

Third time: Incident is Documented + Letter to Parents/Guardians + Double Detention or Suspension

CATEGORY 2 (major breaches)

First time: Parents/guardians brought in immediately and the student may be sent home and suspended + incident is documented + letter sent to parents/guardians.

If a major breach is repeated, the student may face permanent expulsion.

TRANSPORTATION

1. Students on the school bus follow school rules and are accountable to the Monitor and the Bus Driver.
2. Action will be taken against any student who misbehaves on the bus, which may lead to the student's being barred from using the bus.
3. If on a particular day a student decides not to use the bus for any reason, the HoS Office must have written permission from parents/guardians.
4. During exam weeks at the end of each term, students who have finished their last exam of the day may leave with a parent/guardian after clearing this with the Head of Section.
5. Once students have arrived on campus, they must remain on campus.
6. Bus students who wish to remain after school and not go home on

the bus must present a letter to the HoS office, signed by the parents/guardians allowing them to stay.

7. Students not registered to use the school bus are not allowed to use it at any time.

ABSENCES

1. Students are expected to attend all classes.
2. If students are ill, their parents/guardians must call the HoS office, ext.# 424 for Intermediate and ext.# 450 for Secondary, by 9 a.m. to give the reason for absence. If no phone call is received by the 3rd period, the HoS office may call the parent/guardian and attempt to verify the absence.
3. Students who have missed 1 or 2 days of school must present a note from their parents/guardians to the HoS Office upon return. For an absence of 3 or more days, a medical report is required to be handed to the HoS office upon return. The Head of Section reserves the right to ask the student for medical reports. Students with no note or verifiable absence will be issued an unexcused absence on the day they return to school.
4. Medical and dental appointments must be taken outside school hours unless prior permission is granted by the Head of Section, which will only be given in exceptional cases.
5. When absent, students are responsible for making up any work that has been missed. They are advised to contact their classmates for details of assignments. In case of special need, the HoS office will provide a list of these assignments. No credit can be earned for work not done.
6. Students absent for a test must present a valid excuse to the HoS, who will initiate appropriate action. In the absence of a valid excuse, the student will receive a zero.
7. A student who is absent without permission from parents/guardians will be referred to the Head of Section who will take necessary disciplinary action.
8. No student will be permitted to come to school for part of the day to sit for a test.
9. Sick students should stay at home to allow full recuperation even if they have a test. Special arrangements will be made for a make-up test.
10. The school calendar is published early in the summer. The school will not alter exam schedules, classes or other commitments to accommodate a student's travel or vacation plans.
11. If extraordinary circumstances necessitate such a prolonged planned absence, parents/guardians must submit a written request to the Head of Section at least two weeks prior to the date(s) in question. The Head of Section will process these requests on a case by case basis.

DRESS AND APPEARANCE

What we wear reflects who we are. The school lives in the middle of a larger community, and we have to be aware of and respect its views. Dress and appearance should be decent, simple, clean and practical.

On announced Full Formal Dress Days, students will be required to wear formal dress, (suits or jacket, slacks and ties for the boys, and skirt (or slacks) and blouse or dress, worn at a decent length, for the girls.)

The school reserves the right to ask students to change if their dress or appearance is deemed inappropriate.

1. Hair should be clean and neat and, in the case of boys, cut short (See attached document). Coloured hair is not permitted.
2. Boys must be clean shaven. Secondary level students only are allowed to have short-trimmed and neat beards.
3. Hats, caps and hoods must be taken off inside the school buildings.
4. Tattoos, patches, henna or other such markings must not show.
5. Light make-up and nail polish may be worn only by Secondary girls.
6. Bare midriffs, low necklines or low backlines, sleeveless tops and sleeveless sports vests for boys are not acceptable.
7. Low-slung jeans for boys and torn jeans for boys or girls are not acceptable.
8. Skirts or shorts should cover the knee for girls and boys and should not be tight.
9. Leggings/tights are forbidden at school.
10. Sunglasses and tinted glasses must not be worn in the school buildings.
11. Simple jewellery only: only one of each is accepted (watch, necklace, ring, bracelet, small pair of earrings).
12. Belts with anything protruding or dangling are not permitted.
13. Shoes must be safe and comfortable. Sandals or boots with stiletto heels and slip-on sandals are not permitted: these are dangerous on steps.
14. The only form of body-piercing allowed on campus is ear-piercing for girls. No more than two small pairs of earrings are permitted for girls.
15. Nails should be cut short.
16. No offensive slogans and pictures can be seen on any clothing or object (including backpacks).

PHYSICAL EDUCATION

1. All students are expected to participate in Physical Education unless they have a medical report from a doctor or the school nurse which must be handed in to the HoS office before the lesson.
2. Students must change in assigned places and not in classrooms. Boys

are not allowed in the girls' locker room and vice versa.

3. Students who leave their PE class without a leave slip from the PE teacher will be asked to report to the HoS office.
4. Students with long term PE absences will be given alternative assignments.

ITEMS OF VALUE

Since the school is not responsible for items lost:

1. Money, valuable items and electronic devices (mobile phones, tablets, laptops, ear pods etc.) should be stored in the student's locker or in the HoS office when not being used. Preferably, they should be kept at home unless required for school use.
2. Games, sports and music equipment should be stored in lockers during class hours and used during breaks and after school hours in the allocated areas.

MOBILE PHONES

Intermediate Section:

In order to protect the integrity of classes, possession of a mobile phone is not allowed on campus at any time during the school day. Any such items will be confiscated. Students are advised to come to the HoS Office for emergency phone calls. In the event that a student has to bring a mobile phone onto the campus, it must be given for safe keeping to the supervisor until the end of the day.

Secondary Section:

In order to protect the integrity of classes, mobile phones are not allowed inside classes or the Library. During breaks, secondary students can use their mobile phones outside the buildings.

GENERAL CONDUCT

Students are expected to treat everybody with respect and politeness, as they would like to be treated themselves. If a problem with a teacher arises, students should see the teacher concerned or their adviser for help to sort it out as soon as possible.

Disruptive students will be dealt with on a case by case basis as appropriate. Parents/guardians will be contacted when necessary.

BULLYING & FIGHTING

Bullying and fighting will not be tolerated at BHS. Bullying and fighting are major offences and will be treated as such on a case by case basis.

BAD LANGUAGE

Bad language is unacceptable. Students who use bad language will be dealt with appropriately.

RESPECTING SCHOOL PROPERTY

1. Damaging school property is considered a major offence. This includes graffiti and the unnecessary use of fire extinguishers.
2. A student caught vandalising school property will be referred to the Head of Section and will be required to pay for the damages and face disciplinary measures.
3. Students are expected to keep school premises clean.
4. A student caught littering will be assigned appropriate campus clean up.

CHEATING

Anyone caught cheating on a test or exam will receive a zero and will be sent to the HoS, who will inform the parents/guardians and take disciplinary measures. An incident report will go into the student's school file. Plagiarism, or submitting someone else's work as one's own, is a form of cheating.

ALCOHOL, CIGARETTES & ABUSIVE SUBSTANCES

1. No student is allowed to bring or use alcohol, energy drinks, cigarettes, e-cigarettes/vaping sticks, harmful chemicals or abusive substances within school premises and on school buses.
2. To be caught with one of the above items, including lighters and matches, is a major offence and will result in immediate confiscation. The student will be sent to the Head of Section, who will inform parents/guardians and take necessary disciplinary action which may include suspension or permanent exclusion.

DANGEROUS ITEMS

1. No gun of any type or description is allowed on campus.
2. Knives, paper cutters and sharpened tools are forbidden.
3. Glass bottles are forbidden on campus.
4. Any item from the above or one that is deemed harmful will be confiscated, and the student concerned will be sent to the Head of Section who will take necessary disciplinary action which may include suspension or permanent expulsion.

PERSONAL RELATIONSHIPS

Inappropriate public displays of affection on campus, on the school bus and on field trips are not permitted as they may offend others.

CAFETERIA RULES

To the students:

1. All food will be paid for with tokens which are available for sale during breaks

2. Stand in line and wait your turn calmly - do not order from over the rail.
3. Be friendly.
4. Say "please" and "thank you".
5. Walk; do not run to your table.
6. Keep your tray and table clean and tidy.
7. When you have finished, return your tray and push your chair under the table.
8. Speak quietly and sit properly.

C. GENERAL PROCEDURES AND GUIDELINES

LOCKERS

Student lockers are school property maintained for school use. The school reserves the right to open and inspect the lockers at the discretion of the Head of Section. Each student is assigned a locker which is for storage of books, supplies and personal valuables during the school day. It is the student's responsibility to take care of books and belongings, and to be sure the locker is always locked. Damage to any of the school lockers is vandalism and will result in disciplinary action.

TEACHERS OFFICE HOURS

At the beginning of the academic year, parents/guardians are sent a list of office hours, when teachers are available for parent/guardian conferences. Parents/guardians are invited to make use of office hours to raise matters of individual concern.

SCHOOL CLOSURE

The school is officially open unless the Principal makes a statement to the contrary. If the school has to close before the end of the school day (snowstorm, etc), early bus departure will be arranged. Parents/guardians who need information about how and when to collect their children should contact either Reception or the HoS office.

If a sudden decision is made to close the school overnight, an SMS message will be sent to parents/guardians.

All information will also be posted on the school website (<http://www.bhs.edu.lb>) and the school's Facebook page.

STUDENT HEALTH

The school maintains clinics staffed by registered nurses and, according to a fixed schedule, the school paediatrician. If a student feels ill in the course of the day, s/he should report to the HoS office in the breaks, and during class only in emergencies. The HoS office will coordinate with the school nurse and take the

necessary action. Sick students will normally be sent home from the clinic.

If any medication is brought to school by a student, it must be taken to the clinic for safe keeping. The student is free to take the medication at the prescribed times in the clinic.

