

BRUMMANA HIGH SCHOOL



**PRIMARY SECTION
GRADES 1 - 6**

STUDENT HANDBOOK

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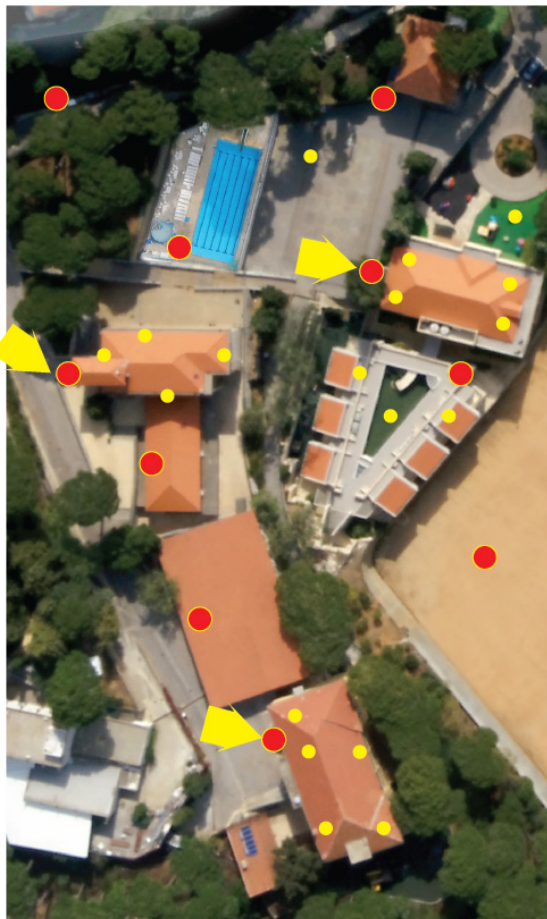
LOWER SCHOOL MAP

UPPER PRIMARY

1. Main Drive
2. Upper Primary Office
3. Classrooms
4. Bathrooms
5. Director of Studies' Office
6. Art Room
7. **Dobbing Hall**
8. Library
9. **Swimming Pool**
10. Basketball Court
11. **View of the Football Field**
12. **View of the Sickbay**
13. Mention Music Room & **Khoury Hall** in the Infants' Section
14. **Up to Sand Playground**
15. Back to Main Drive

LOWER PRIMARY

1. Main Drive
2. **Covered Playground**
3. Lower Primary Building
4. Lower Primary Office
5. Art Room
6. Classrooms
7. Bathrooms
8. Swings Playground
9. Basketball Court
10. **View of the Football Field**
11. **View of the Sickbay**
12. Mention Music Room & **Khoury Hall** in the Infants' Section
13. **Swimming Pool**
14. Back to Main Drive



INFANTS'S SECTION

1. Head of Infants' Section's Office
2. Secretary's Office
3. Classrooms
4. Playgrounds (indoor / outdoor)
5. Bathrooms
6. **Khoury Hall**

BRUMMANA HIGH SCHOOL – MISSION STATEMENT

Brummana High School is a Quaker coeducational day and boarding school which seeks all round excellence in the academic, arts and sports spheres and aims to promote integrity amongst its staff and students. Each member of the school community ensures that students' needs from diverse backgrounds are met. Students are prepared to become responsible citizens and life-long learners, respecting each other and helping the community.

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, the Educational Development Trust (EDT), and the International Baccalaureate Organisation (IBO). 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 a Cambridge international school, is accredited by the French Institute (CELFA), and is a member of the International Botanic Gardens.

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.

SCHOOL HOUSES

As a means of promoting a lively and co-operative school spirit, the school has had historically three houses, Waldmeier, Little and Rizkallah – named after the founder and prominent past Principals of BHS. Each new student and teacher is assigned to a House, for which they compete in a variety of sporting activities, culminating in athletics at Field Day.

MESSAGE 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 more than 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

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!

Tune: The Lincolnshire Poacher by Christofer G. Naish

POLICIES AND PROCEDURES OF THE PRIMARY SECTION

Every community needs rules to live by. Rules for the Primary Section are consistent throughout the grade levels. Each rule has a purpose and is related to the basic rules followed by all community members.

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 comply with school regulations, and 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, we expect the understanding and cooperation of the parents.

By enrolling at BHS, each student agrees to abide by its rules, and all parents agree to support the school's policies. The administration will be responsible for creating rules and procedures governing student progress and behaviour on campus and at all school-sponsored activities.

Enforcement of the Primary Section's policies and procedures is the responsibility of the Head of Primary Section.

A. General Procedures and Guidelines

A. I. Academic Calendar

The year is divided into three terms.

Report cards are posted online at the end of each term as indicated on the academic calendar. The school calendar is available on the school website.

A. II. Attendance

Students must arrive on campus between 7:30 a.m. and 7:35 a.m.

Please note that no student should arrive at school before 7:10 a.m. or leave the Primary Section after 3:30 p.m. because there is no supervision within the school before or after these times.

School ends at 3:10 p.m. except on Wednesdays, when it ends at 2:25 p.m. Students are required to provide a valid reason for being late to class in the morning. In case of repeated tardiness, the Head of Primary Section may keep the student out of class. Parents will be called by the Head of Section (check the discipline chart regarding the morning lateness).

A. III. Absences

If students are ill, parents must call the office, (Lower Primary ext. 356 or Upper Primary ext. 325) by 9:00 a.m. or send an email to give the reason for absence. Homework will be posted on Teams for Lower Primary students and on Moodle for Upper Primary students. Absent students are responsible for making up any work that has been missed. For an absence of three or more days, a medical report is required to be handed in to the office upon return. Sick students should stay at home to allow full recovery.

Medical and dental appointments must be taken outside school hours unless prior permission is granted by the Head of Primary Section in exceptional cases.

A. III. 1. Excused Absences

Excused absences are those during which the student misses one or more classes for reasons that are mutually acceptable to both the parents and the school. Some examples of excused absences are: religious observances, confirmed illness, a death in the family, any school related activities, and a confirmed court date. Other absences may be excused on an individual basis upon request and approval of the Head of Primary Section. The student will receive full credit for make-up work for excused absences if the work is completed as soon as possible upon return to school and at the teacher's convenience.

A. III. 2. Planned Absences

The school's 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. Because of the importance of maintaining the integrity of the academic day, the school does not endorse absences requested for the purpose of family convenience, social activities, or extended vacation time.

If extraordinary circumstances necessitate such an absence, parents must send before a planned absence an email to the school Principal who will review the requests on an individual basis. Required work has to be made up in the time allotted by teachers for the student to receive credit. Students are held responsible for the work they have missed.

A. IV. Student Health

The school maintains a Sick Bay staffed by a registered Nurse and, according to a fixed schedule, the School Paediatrician. If a student feels ill during the course of the day, s/he should report to the Head of Primary Section office. The office will coordinate with the School Nurse and take the necessary action. Sick students will normally be sent home from the Sick Bay.

If any medication is brought to school by a student, it must be taken immediately to the office for safekeeping. A school medicine permission form, obtained from the office or the Sick Bay, or from the school website, should be filled in by parents.

The student may take the medication at the prescribed times in the office. Students should not carry medication on their person during the day.

Each student is required to maintain an up-to-date health form as requested by the Medical Department.

B. Academic Programmes

Students in the Primary Section are offered a child-centred education that focuses on their personal development. Teaching methods include hands-on activities, creative problem solving, cooperative group work, and class discussions. Such methods challenge student thinking. Students in the Primary Section follow the Cambridge programme: Arabic, Mathematics, English, Science, Social Studies, Global Perspectives, Art, Music, Drama, Computer Studies and Physical Education. Special Arabic (G.3 to G.6), Arabic support and English as a Foreign Language are provided to students who need them. Students in the Primary Section also learn the French language and they sit for DELF A1 (In Grade 4) and DELF A2 (In Grade 6) at the end of the academic year.

B. I. Physical Education (P.E.)

Physical Education is mandatory for all students as part of our curriculum.

1. All students are expected to participate in Physical Education unless they have a medical note from a doctor or the School Nurse. The note must be handed into the office before the lesson or sent by email.
2. BHS P.E. clothes are required and can be purchased at the bookshop.
3. Students with long-term P.E. exemptions will be given alternative assignments.

B. II. Library

The Lower and Upper Primary Section Libraries are available to Primary Section students. Classes are scheduled in the library on a weekly basis. Students are encouraged to check out books during their scheduled library time.

Books are available on a variety of topics of interest to the students. At the same time, the library functions as an information centre, providing a collection of books, periodicals, and audio-visual items.

The purpose of our library is to help every member of our school community to gain knowledge, skills, and a disposition for learning and personal development which they will use throughout their lives.

B. III. Homeroom Teacher/Advisers

Lower Primary students are assigned a homeroom teacher who works closely with the students during her lessons and the PSHE periods. The teacher has numerous opportunities to observe the students in the learning/social environment and to monitor their academic progress. The Lower Primary students and their teacher develop a close relationship.

Each Upper Primary student is assigned 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 the PSHE periods each week. 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. Advisers and advisees develop a close relationship during the academic year.

Homeroom teachers and Advisers confer regularly with the Head of Primary Section. A PSHE programme based on Personal, social, health, education is integrated in PSHE periods.

C. Primary Section Counsellor

The Counsellor meets with students and assists those with academic, social, emotional or personal problems. Students are usually referred by their class adviser, teacher and/or parent. The counsellor also helps teachers and parents develop a greater understanding of child and adolescent development and individual differences. If the need arises, and if there is sufficient interest, the counsellor will create a special counselling group. The counsellor works with the

Head of Primary Section to promote student well-being. If needed, the counsellor refers students to professional tutors, therapists, and educational testing experts.

The counsellor also:

- Provides a safe, informal, and confidential space.
- Supports students going through transitions (new school, adolescence, family changes) and, when appropriate, collaborates with parents and teachers to ease the process.
- Organizes preventative guidance programs, workshops, and guest speaker sessions on topics such as resilience, study skills, digital wellbeing, and the dangers of drugs.

D. Supervisor

The supervisor monitors the safe conduct of students on campus and ensures efficient movement of students between classes. S/he also acts as a coach in guiding students proper behaviour.

E. Parent-Teacher Communication

Contact between school and parent is maintained throughout the school year. General meetings or conferences scheduled by the school provide opportunities for parents to meet with Advisers, homeroom teachers, and subject teachers, and to learn about the classes that their children attend. Notice of the dates and times of these meetings will be announced to parents. Since Primary Section teachers value the communication with parents to share information regarding students' academic progress and behaviour, parents are also encouraged to contact the school to provide information relating to their children, using phone calls, notes and meetings. The student homework agenda is an important means of ensuring that parents and teachers communicate with each other for the benefit of the student.

F. Teachers' Office Hours

A list of teachers' office hours is available from any of the Primary Section offices. Teachers are available for parent conferences during these times. Parents are invited to make use of office hours to raise matters of individual concern. Parents should, however, call in advance to schedule their conferences.

G. Academic Achievement

G. I. Homework Policy

Homework is assigned to reinforce skills taught at school and to teach students to work independently. No homework will be given without prior explanation. Homework will be corrected in class and checked by the teachers. Students will be assigned a load of approximately 30 minutes to 2 hours per day according to their grade level. Incomplete homework will be reassigned to ensure the student has completed the task.

Homework is posted regularly on Teams for Lower Primary students and on Moodle for Upper Primary students. Teachers upload the homework every Friday for the following week, and students are expected to check the assigned platform on a weekly basis to stay updated and complete their tasks on time.

G. II. Student Assessment

Students will be assessed regularly based on a variety of factors, including classroom participation, homework, botanical garden visits, pair and group work, discussions, presentations, and projects. These components account for 50% of the total average in any subject. The remaining 50% is allocated to summative assessments, which are administered two to three times each term.

G. III. Report Cards

At the end of each term, report cards are distributed to all students. If a student is not achieving at a satisfactory level, a meeting will be held to inform the student and parents of the school's concern and to discuss what changes and improvements are needed.

Report cards will be posted online for parents to access at the end of each term. A parent-teacher meeting will be held at the end of Term 1 to discuss students' progress in detail. Parents are always welcome to communicate with teachers either via email or through in-person meetings, which can be arranged by appointment during teachers' office hours.

G. III. 1. Term Marks

Excellent	A+	90% and above
Very Good	A	80% - 89%
Good	B	70% - 79%
Satisfactory	C	60% - 69%
Not Passing	D	Below 60%

G. III. 2. EFFORT / CONDUCT

In addition to academic achievement, teachers will evaluate a student's effort according to these criteria: the student's preparedness for class, the student's diligence in completing assigned work, and the student's contribution to class discussions. Teachers will also evaluate each student's conduct.

Effort and Conduct Marks

X: Excellent

VG: Very Good

G: Good

S: Satisfactory

I: Improvement Needed

G. IV. Promotion Policy

- **Grade 1 to Grade 3:** Automatic Promotion
- **Grade 4 to Grade 6 LP/IP:**

Promotion Criteria: Students must achieve a minimum grade of C in each subject in both Effort & Achievement and Attitude & Behaviour.

If Requirements Are Not Met: Students who receive a grade of D or below in core subjects (English, Arabic, Mathematics, and Sciences) must successfully complete a make-up examination and attend Summer School. Students who still receive a grade below C may be required to repeat the grade level, subject to a case-by-case review by the school. (N.B. Arabic may also be considered on a case-by-case basis.)

G. V. Awards

Numerous awards are presented each school year to students who display talent and/or creativity in academic, artistic and athletic events. These awards include, but are not limited to, "Reader of the Year", "Speech Day", "Field Day", "Science Fair" and subject-area awards.

G. VI. Tutoring Policy

Private tutoring is recommended only when strictly necessary. The Head of the Primary Section may consider tutoring necessary because of a student's extended absence from school.

Tutoring instruction should not be undertaken by a teacher of his/her own students unless permission has been given by the Head of the Primary Section and the Principal, in exceptional circumstances.

School facilities may not be used for tutoring students. Summer tutoring of BHS students of those whose admission to BHS is provisional must be approved by the Head of Primary Section and the Principal.

Parents who hire tutors for outside help with their children's academic work should inform the Head of Primary Section. Parents are advised to make arrangements for communication between the tutor and the teacher to identify the student's needs and clarify the work the tutor should do with the student.

H. Primary Section Fire Drill/ Earthquake Drill/ Emergency Evacuation

1. The Primary Section Fire Drill will be held twice a year and the earthquake drill once a year. An emergency evacuation is held twice a year. The evacuation will be timed and repeated as necessary in the event of delays.
2. Escape routes are clearly explained to students by advisers, homeroom teachers and PE teachers at the beginning of the year.

I. School Trips

Students will participate in school trips which are designed to extend the curriculum. Students are reminded that on a school trip they are representing Brummana High School and no misdemeanor that will jeopardise the school reputation will be tolerated. The school rules will apply to the trip. Also, attention is drawn to the following:

1. The chaperones are responsible for the safety and good behaviour of all students.
2. Students are expected to treat one another with respect.
There will be no foul language, shouting, or littering.
3. No student is allowed to leave the group without permission.

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

J. Use of Photos and Videos of Students 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, 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 from current pupils at BHS, and ex-pupils who have provided permission, in school publicity materials can increase pupil motivation and staff morale and help parents and the local community identify and celebrate the school's achievements. This material is publicised on different communications 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 to BHSMUN initiatives, from athletic competitions to music and drama productions, and from classroom activities to individual and group projects as well as recognition of students for their achievements and awards.

Photographs and videos will be used in a responsible way. BHS respects children's, staff and parents' rights of privacy and the school is aware of potential child protection issues. We seek to protect the rights and identity of children, staff and parents 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 which shall be made available on the website in due course.

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

THE PRIMARY SECTION BEHAVIOURAL EXPECTATIONS AND RULES

The basis of the discipline policy is the school's philosophy which stipulates that students be nurtured to develop personal integrity and mature behaviour and to become self-confident individuals who will contribute significantly to the world in which we live. BHS aims to develop its students' self-discipline, self respect, and responsibility towards themselves and the diverse community of the school in order to bear the consequences of their conduct.

A. Student Discipline Policy

LOWER PRIMARY Discipline Guidelines	Meet the Pupil	Warning	Parents Called	Parents Emailed	Break Reflection	Wednesday After- school Reflection	Saturday Morning	In School Suspension	Out of School Suspension	Expulsion	Notes
3 Lateness between classes	✓	✓			✓						
5 Morning lateness/ month	✓		✓	✓		✓	✓				
Cheating	✓		✓	✓		✓					
Campus minor vandalism	✓		✓	✓		✓					
Cyber bullying	✓		✓	✓		✓					
1 Disruptive conduct	✓	✓		✓	✓						
3 Disruptive conduct	✓			✓		✓					
Fighting			✓	✓		✓		✓			Depends
Threat of violence/ Physical Aggression			✓	✓		✓			✓		Depends
Bullying	✓	✓	✓	✓	✓						Depends
Harassment / Inappropriate touching	✓		✓		✓						Depends (Counselor intervention)
Bad Language	✓	✓	✓		✓						Depends
Theft	✓	✓	✓		✓						
Leaving or skipping school without permission	✓	✓	✓		✓	✓					If without the Principal's approval
Electronics/ smart watch											
Dress Code			✓ Give 1 Week			✓					
Natural Hair Colour/ Short for boys/ Tied for girls			✓ Give 1 Week			✓					

N.B. In exceptional circumstances, the Principal may decide that a student must leave the school immediately or cannot continue at BHS.

UPPER PRIMARY Discipline Guidelines	Meet the Pupil	Warning	Parents Called	Parents Emailed	Loss of Privilege	Break Reflection	Wednesday After- school Reflection	Saturday Reflection	In School Suspension	Out of School Suspension	Expulsion	Notes
3 Lateness between classes	✓	✓				✓						
5 Morning lateness/ month	✓		✓	✓				✓				
Cheating				✓				✓				
Campus minor vandalism			✓	✓				✓				
Cyber bullying			✓	✓						✓		Depends
1 Disruptive conduct	✓	✓				✓						
3 Disruptive conduct				✓			✓					
Fighting			✓	✓			✓			✓		Depends
Threat of violence/ Physical Aggression			✓	✓						✓		
Bullying	✓		✓	✓								Depends
Harassment / Inappropriate touching	✓		✓	✓								
Bad Language	✓			✓			✓					
Theft	✓		✓	✓			✓	✓				Depends
Leaving or skipping school without permission			✓	✓			✓	✓				If without the Principal's approval
Mobile Used				✓			✓	✓ If more than once				Depends
Dress Code	✓		✓	✓			✓					
Natural Hair Colour/ Short for boys/ Tied for girls	✓		✓	✓			✓					

N.B. In exceptional circumstances, the Principal may decide that a student must leave the school immediately or cannot continue at BHS.

B. Dress and Appearance

Dress and appearance should be decent, simple, clean, and practical. If a student's attire is deemed inappropriate, the parent will be called to bring another outfit. The following guidelines will assist in determining what is appropriate.

1. a- Hair should be clean, neat, and short for boys, and tied if long for girls.
 b- Hair should be of its natural colour.
2. Tattoos, patches, henna or other such markings must not show.
3. Makeup and nail polish are not allowed.
4. Bare midriffs, low necklines, thin straps or low backlines, and sleeveless vests are not permitted.
5. Shorts and skirts should be Knee length.
6. Shoes must be safe and comfortable. Slippers are not allowed.
7. Accessories and jewellery, with anything protruding or dangling, are not permitted (i.e. earrings, etc.)
8. Hats and caps must be taken off inside the school buildings.
9. Sunglasses and tinted glasses must not be worn in the school buildings.

C. Items of Value

Since the school is not responsible for items lost:

1. Money should be kept on the person.
2. Laptops and Ipads should be kept at home unless required for school use.
3. For Upper Primary, cellular phones must be handed in at the office and picked up in the afternoon.
 Such items, if seen during the day, will be confiscated, tagged, and stored until the end of the term, when they can be reclaimed.

D. Building & Campus Guidelines

1. No bells between classes except after breaks.
2. No student is allowed out of class during the lesson except for an emergency.
3. Eating and drinking are not allowed in class in the Primary Section.
4. Students will help maintain a clean environment by removing any traces of litter from the classroom, regardless of who caused the problem.
5. No chewing gum is allowed on campus.
6. It is the teacher, who signals the end of the lesson.
7. When moving in hallways/corridors, students must keep to the right. No pushing, fighting or play fighting, playing, or running is allowed.
8. No rough play is allowed in the playgrounds.
9. Students must recognize the natural boundaries of the Primary Section and respect these.
10. No student is allowed to go to another department/section without written permission from the office. No student is allowed to leave the Primary Section premises without the Head of the Primary Section's authorisation.

E. Classroom Rules

Each Primary Section classroom teacher posts the classroom rules on the wall. During the first week of school, the teacher discusses the rules with the students to make sure that the rules are understood. The goal of the rules is to maintain discipline so that the teacher can teach and the students can learn. The posted rules are:

1. Enter the classroom quietly, take your seat and get ready to work.
2. Raise your hand for permission to speak.
3. Respect your classmates and their property.
4. Respect school property.
5. Follow all teachers' instructions.

F. Food and Beverages

- **Hot meal:** is served in class in the Lower Primary and in the Upper School cafeteria in the Upper Primary.
- Students are encouraged to bring healthy food to school. Chips, candies and chewing gum are not sold in the Primary Section and should not be sent from home.

N.B: Students missing break may eat their snack in the Reflection Room.

G. Cabinets

Student cabinets are school property. The school reserves the right to open and inspect the cabinets at the discretion of the Head of Primary Section or Adviser. Each Upper Primary student is assigned a closing cabinet. The cabinets are for storage of books, supplies, and personal effects during the school day. It is the student's responsibility to take care of books and belongings and to be sure the cabinet is always closed. Valuables should not be stored in the cabinets. Defacement of the cabinets is vandalism and will result in disciplinary action. The school is not responsible for the loss of contents of the cabinets.

H. Transportation

Students on the bus must abide by the school rules, respect the designated monitor, and follow these BHS bus rules:

1. Students:

- Get on and off the bus in an orderly manner in single file.
- No physical play or rough conduct is allowed at any time.
- Remain properly seated at all times and keep head and other parts of the body inside the bus and out of the aisle.
- Avoid loud conversation and singing.
- Musical instruments may not be played inside the bus.
- Ask the bus monitor's permission before opening a window.
- Eating, drinking, chewing gum, and smoking are not allowed on the bus.
- Respect the rights of others inside and outside the bus.
- Written parental permission is required if a bus registered student

who comes to school in the morning is not using the usual bus on the homeward journey (because he/she is not returning by bus).

- Occasional change of bus routes is not allowed.
- All students travelling by bus must wear the seat belts provided, for their safety and security and must not remove them while the vehicle is moving.

2. Parents:

- Permanent change of destinations during the academic year is subject to the availability of places on the new bus and acceptable disruption of the set journey.
- A student who is not registered to use the bus service may not use a BHS bus, unless it is a BHS sanctioned activity.
- A student who misbehaves on the bus will be reported to the Head of Section. A student who repeatedly misbehaves on the bus will be banned from using it.
- All students travelling by bus must wear the seat belts provided, for their safety and security and must not remove them while the vehicle is moving.

OTHER INFORMATION

A. Bookshop

The school operates a Bookshop on the campus. The shop carries a complete line of school supplies including textbooks, notebooks, writing utensils, and gym clothes. The bookshop is open Monday - Friday, 8:00 a.m. until 2:00 p.m.

B. Telephone

In case of emergencies, students may seek permission to use the phone in the Primary Section offices. The Head of the Primary Section will determine phone usage.

C. Emergency Procedures

- If a sudden decision is made to close the school, the school will send an email to the contact person in each family (as specified by each family) or a message through the Parents'App to the contact person in each family (as specified by each family in the most recent Family Data Update return). If the school is closed before the end of the school day, parents will be informed one hour before the bus departure.
- All information will also be posted on the school Web site: www.bhs.edu.lb. To view the latest Web site updates, parents are asked to refresh their browsers by clicking the Refresh or Reload button on the toolbar (whilst on-line). Parents who need further information should contact either Reception or the appropriate section office.
- Parents should assume that the school is open, unless they are otherwise informed by a reliable source.

