

BRUMMANA HIGH SCHOOL
STUDENTS' MANUAL

FOREWORD

This Manual is intended as a guide to students and their parents in matters relating to the educational programs and other operations at Brummana High School. It embodies a historical account of the School as well as policy outline, a description of the academic program, academic rules and operational procedures. Both the students and their parents are expected to familiarize themselves thoroughly with the contents of this Manual particularly with the part which relates to the regulations governing academic performance and conduct. Since this is a written official statement placed in the hands of the students and their parents, the School expects its constituency to fully abide by all the directives and regulations which it embodies.

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A. HISTORICAL BACKGROUND

Brummana High School was founded by Theophilus Waldmeier, a Swiss missionary, who came to Lebanon in 1872 and who later became a Quaker and joined the Society of Friends. The Society of Friends arose in the mid 17th century in England from a religious experience of George Fox. The School is owned by the Friends Service Council in London and operated by a local Management Committee. The principal and many teachers were of British nationality and members of the Society of Friends. The education provided by the School was based on principles as understood by the Society of Friends, which stress lack of involvement in political activity, lack of discrimination, no acknowledgment of national or racial divisions and promotion of the spirit of service. They imposed no restrictions on the pursuit of higher standards through enlightened methods. Furthermore, the fundamental Quaker belief that there is something of God in every man, made it mandatory for the School to prepare its students intellectually and technically while imparting to them the spirit of service, so that upon graduation they become well equipped to be good servants of their communities. The School did not indulge in mission activity and the students' beliefs in their own religions were never challenged or depreciated. Teachers from outside the Society of Friends were expected to be in sympathy with Friends' principles and to teach in accordance with them, particularly emphasising moral and intellectual self-reliance and respect of the individual and to help the students to develop in strength and independence, treating them with gentleness but with firmness and without fear, partiality, favour or indulgence.

In 1985, the Society of Friends totally withdrew from the School operation and handed the responsibilities to the Brummana High School Cultural Society, composed of old B.H.S. former students. Since that date, the B.H.S.-C.S. has been totally and independently responsible for the School.

B. THE BRUMMANA HIGH SCHOOL CULTURAL SOCIETY, B.H.S.-C.S.

The B.H.S.-C.S. is responsible for the total educational and administrative operations of B.H.S. In this regard, the authority of the Society is final. The sphere of its responsibility encompasses, planning for current and future programs, monitoring of and guiding the activities in progress, recruiting personnel and exercising quality control over all the operations.

C. STATEMENT OF POLICY

As custodian of Brummana High School, the B.H.S. Cultural Society is well aware of the serious responsibilities of the School in creating optimal conditions for its students for moral, educational and cultural growth and achievement, in line with the century old B.H.S. traditions as well as the high expectations of the School constituency.

In the realm of moral growth and development, although the B.H.S. Cultural Society has no affiliation with the Society of Friends, it strives to maintain the basic traditions and spirit, which characterised the operation of the School for over a century and which appear in summary in the historical account. Therefore, it calls on the B.H.S. student body, teachers and constituency to abide by these traditions which emphasize honesty, kindness, truth and service, while at the same time assuring old scholars and friends of the School that the B.H.S. traditions, which they hold dear to their hearts, are upheld and will be maintained as long as the School remains in operation.

At the educational and cultural levels, the School strives to offer a comprehensive preparation for the adult world beyond school days. There is no good activity in that adult world for which the School should not feel it its duty to prepare students. In the first place, the School promotes acquisition of information and knowledge, while at the same time it trains students in wisdom, thinking, reason, understanding and intellectual curiosity, more important personal qualities than knowledge alone. The School also strives to let its students achieve the physical, cultural and artistic fulfillment of which they are capable.

Finally the School promotes self-reliance and independence and builds in its students the ideals of service and self-government.

The motto of the School is "I serve", and it is for service to the world outside that the School tries to train its students.

D. THE EDUCATIONAL PROGRAM

The educational program is designed to fulfill the requirements of the Ministry of Education for Secondary School education. The Lebanese Baccalaureate examinations in Primary Mathematics (Math. Elem.) Experimental Sciences (Sc. Ex) or Literary Studies (Philo) are taken at the end of the Seventh year.

The Part I of the Lebanese Baccalaureate is taken at the end of the Sixth Year which is one of the prerequisites for promotion to the Seventh Year.

The Lebanese Brevet examinations are taken at the end of the Fourth Year which is one of the prerequisites for promotion to the Fifth Year.

In addition the School prepares its students for other university entrance qualifying examinations such as SAT, TOEFL, SQ & EEE.

E. THE EDUCATIONAL ORGANISATION

1. Divisions of the School

The School is divided into two main divisions

a) The Elementary School comprising

(1). The Infant Department

- i. Play group
- ii. K.G.I
- iii. K.G. II
- iv. Grade 1 (Infant School Certificate)

(2). The Primary Department comprising

- i. 2nd Grade
- ii. 3rd Grade
- iii. 4th Grade
- iv. 5th Grade (Primary School Certificate)

b) The High School

(3). The Intermediate Department comprising

- i. First year
- ii. Second year
- iii. Third year
- iv. Fourth year (Brevet)

(4). The Secondary Department comprising

- i. Fifth year
- ii. Sixth year (BacI, High School Certificate)
- iii. Seventh year (Bac II)

2. Academic Administrative Staff

- (1) The Principal / The School Co-ordinator
- (2) Co-ordinators of Units
- (3) The Registrar
- (4) The Supervisor
- (5) The Co-ordinator of Extra-curricular Activities
- (6) Heads of Departments
- (7) Class Teachers
- (8) The Librarian
- (9) The Co-ordinator of Educational Resources

3. Organisation of the Four Units of the School

Each of the four units of the School, Infant, Primary, Intermediate and Secondary, is governed by an Academic Committee, composed of all the teachers of the unit, headed by a Co-ordinator. The Academic Committee and the Co-ordinator and the Principal are totally in charge of all the activities of the unit.

F. ACADEMIC RULES

1. The Grading System.

(a) Primary and Intermediate Departments.

Below 60%	Fail
60-65%	Pass
65-70	Satisfactory
70-75%	Good
75-80%	Very Good
80-90%	Excellent
90% and above	Outstanding

(2) Secondary Department

(% of grade in a subject or % of total grades in all subjects)

Below 60%	Fail
61-69% or higher	Pass
70-84%	Honours
85% and higher	Distinction

Note: Government Grading System

BHS grades over 100% are recalculated to give governmental grades as follows

Secondary School Experimental Sciences:

History and Geography are graded over 10;
Arabic and English are graded over 20;

<i>Chemistry are graded over</i>	27;
<i>Physics are graded over</i>	33;
<i>Mathematics and Biology over</i>	60;

Secondary School Elementary Mathematics:

<i>History and Geography are graded over</i>	10;
<i>Arabic and English are graded over</i>	20;
<i>Chemistry are graded over</i>	36;
<i>Physics are graded over</i>	44;
<i>Mathematics are graded over</i>	80.

Secondary School Philosophy:

<i>Physics, History, Geography are graded over</i>	20;
<i>Biology are graded over</i>	40;
<i>Arabic and Philosophy are graded over</i>	60.

2. Major and Minor Subjects

(1) Primary School

Major: Arabic, English, Mathematics Science

Minor: French, Art, Physical Education

(2) Intermediate School

Major: Arabic, English, Mathematics, Science, Social Science

Minor: French, Art, Computer,, Physical Education.

3. Promotion Policy

(1) Infant School.

Students are promoted to the next higher level if they successfully complete the prescribed program of the year and if they show sufficient emotional and intellectual growth to be able to cope up with the next higher level.

(2) Primary School

To be promoted to the next higher level, students must attain a minimum general average of all subjects above 65% and a grade of 65% or over in Major subjects. Students with a general average of 65%, but who failed one major subject, are allowed to take a re-examination in that subject and are promoted only if they succeed in the re-examination. Otherwise, they repeat the year. Students with a general average of 65%, but who failed more than one major subject, should repeat the year or leave the School, depending on the evaluation of the Academic Committee.

Students with a general average below 65% are asked either to repeat the year or to leave the School, depending on the evaluation of the Academic Committee.

(3) Intermediate School.

To be promoted to the next higher level, students must attain a minimum general average of all subjects of 60% and a grade of 65% or over in major subjects. Students with a general average of 60%, but who failed no more than two major subjects, are allowed to take a re-examination and are promoted only if they succeed in the re-examination. Otherwise, they repeat the year.

Students with a general average of 60%, but who failed more than two major subjects, should either repeat the year or leave the School, depending on the evaluation of the Academic Committee.

Students with a general average below 60% are asked to repeat the year or leave the School, depending on the evaluation of the Academic Committee.

(4) Secondary School

To be promoted to the next higher level, students must attain a cumulative grade of 60% or more of the total maximal grades in all subjects and must pass all the science subjects in the case of the scientific section and all the literary subjects in the case of the literary section.

Students who attain a cumulative grade in all subjects, 60% or more of the total maximal grades in all subjects, but get a grade of less than 65% in one science subject in the case of the scientific section, or one literary subject in the case of the literary section, should successfully pass re-examinations to be promoted. Otherwise, they are asked to repeat the year or withdraw from the School depending on the recommendation of the Academic Committee.

Students with a cumulative grade in all subjects less than 60% of the total maximal grades in all subjects are considered failing and are asked to repeat the year or leave the School depending on the recommendation of the Academic Committee.

To be accepted in the scientific section or literary section, students must attain a cumulative of 60% or more of the total maximal grades in all subjects, and must have passed all the science subjects with a minimum of 65% in the case of the science section, and all the literary subjects with a minimum of 65% in the case of the literary section. Students who meet all the requirements for acceptance in a section but failed one science subject in the case of the science section, or one literary subject in the case of the literary section, should successfully pass re-examination to be accepted in that section.

Students can shift from the scientific section to the literary section but not from the literary to the scientific section if they meet the relevant requirements, all upon the recommendations of the Academic Committee.

4. The Age Regulations

For admission to the play group, a child should have completed 3 years of age in December of that year and should not have reached the fourth birthday. The acceptable age for subsequent classes is derived by adding one year for each class. In exceptional circumstances, students in the Primary Department and above, may be considered for a class if they are one year older than or one year younger than the acceptable age for the class. Students may repeat a year only once in their career at the School.

5. Special Lessons

Under no circumstances should special lessons be arranged for a student with one of the School's staff without the knowledge of the School. The recommended rates for these lessons are prorated to their salaries in the School.

6. Certificates Awarded by the School

(1) Infant School Certificate (1st Grade)

(2) Primary School Certificate (5th Grade)

(3) High School Certificate (Sixth Year)

a. Students should have been enrolled during Fifth and Sixth Years. Only a Certificate of Attendance is awarded to students enrolled during Sixth Year.

- b. Students should attain an overall average during Fifth and Sixth Year of 60% or above.
- c. The Certificate is awarded with Honours when the average is 80- 84% and with Distinction when it is 85% or above

(4) Seventh Year Certificate .

G. EDUCATIONAL GUIDELINES AND REGULATIONS

1. Study Habits

- (1) The language of instruction is English, so practice English at all times
- (2) Learning is something no one can do for you. Your teachers can only guide you to learn.
- (3) What is important is not how much you study but how you study in order to achieve.
- (4) Good mental and physical health are necessary for good study
- (5) Interest in learning new things and ability to concentrate are essential ingredients for academic achievement.
- (6) Divide your time appropriately between study hours, review hours and leisure. For every class hour you should study about an hour.
- (7) Learn to take good notes and to prepare summaries of the subject matter. This will make it easier for you to learn and to review.

2. Examinations

- (1) Examinations are another teaching-learning exercise.
- (2) They provide the teacher with information as to how well the educational message is delivered and received, and they provide students with feedback as to how well they are grasping the subject matter, what are their areas of strength and weakness and what additional remedial work they have to do.
- (3) The examinations also have an evaluational use to determine students' achievement.
- (4) You do well on examinations if you have worked well on a daily basis and reviewed before the examination. Students who depend on study a short time before an examination, cannot be expected to acquire the subject matter fully or thoroughly and consequently they come to examinations tense and they do poorly.
- (5) Examinations do not only test students' knowledge but also their ability to remain mentally and emotionally calm and stable in the face of what is considered a stressful experience. Use examinations to train yourself to face a stressful situation by remaining calm, lucid and relaxed. You can do this best by preparing for examinations properly and in advance of the examination date. This will give you the peace of the mind that you have indeed done your duties to the best of your ability.
- (6) When taking an examination, first read all the questions and divide the allotted time appropriately; work steadily; write neatly and accurately; leave enough time to review your paper.

- (7) Bring with you to the examination room all that you need, including pens, pencils, erasers, rulers, calculators (if permitted) etc. Borrowing during examinations is not permitted.
- (8) Notes, books, bags or papers are not allowed in the examination room.
- (9) Needless to say, receiving or giving information during an examination is a major offense which may subject the recipient as well as the giver to serious disciplinary action including expulsion from the School. The School has as a main objective, nurturing in its students high moral values including honesty, truth, moral and intellectual self-reliance, independence and self-governance, as is clearly indicated in the sections on the Historical Background and Statement of Policy. Cheating is a major act of dishonesty and is in contradiction to the moral values which the School upholds. Accordingly, acts of dishonesty of any kind, including cheating, are dealt with firmly and without compromise.
- (10) During examinations, students are permitted to communicate only with the supervisor and only by raising their hands. The supervisor will then come to their help.
- (11) Absence from examinations, for no justifiable reason, acceptable by the teacher and co-ordinator of the unit, makes the student receive a zero for the examination, with its consequent effect on the year average.

H. TERMS AND HOLIDAYS

I. Terms

- (1) Term 1 : Beginning of October to Christmas
- (2) Term 2 : First week of January to Easter
- (3) Term 3 : End of Easter Vacation to the end of June.

II. Holidays

(1) National holidays:

- a. Independence Day: November 22.
- b. Labor Day : May 1.

(2) Religious holidays:

- a. Christmas : Falls within the Term 1 vacation
- b. Adha : date is variable
- c. Fitr : date is variable
- d. Easter : If Western or Greek Orthodox Easter falls outside the Easter vacation, Friday and Easter Monday are given as vacation.
- e. All Saints Day : November 1
- f. Saint Maroun Day : February 9
- g. Prophet's Birthday : variable
- h. Hijra New Year : variable
- i. Ashoura : variable

(3) School holidays:

- a. Teacher's Day : March 9.

I. ATTENDANCE, TRANSPORTATION AND ABSENTEEISM

1. Students should arrive at School not later than 7:55 a.m. School ends at 3:00 p.m.
2. Transportation in buses is provided. Students are expected to behave in accordance with School regulations while on board of a bus. Misbehaviour makes the student subject to disciplinary action and may be denied the use of the bus service.
3. Students are not allowed to drive private cars on the School premises. Should a student wish to provide transport for a colleague in his parents car, the parents' written approval has to be submitted to the Supervisor.
4. Absence from the School. Students cannot receive credit for assigned work which is not done. Accordingly, attendance in classes, in all other teaching activities and in tests and exams is obligatory

(1) Absence from classes and other educational activities.

Students must submit a written, acceptable excuse, upon their return.

(2) Absence from tests and examinations.

Students must submit a written, acceptable excuse upon their return to be eligible for a re-examination. The report is studied by the Academic Committee which takes the appropriate decision. Otherwise, no credit will be given for the test or exam with its consequent effect on the year work.

c.J. FOOD AND BEVERAGES

1. Parents are requested to provide their children with sandwiches for the recesses
2. Foodstuffs and soft beverages can be purchased from the Tuck Shop in the school during recesses.

K. SCHOLARSHIPS

Limited funds are available from several sources to be distributed to students who need financial assistance. Appropriation is made on the basis of financial need and scholarship.

Students can apply for Scholarships by filling forms which can be obtained from the co-ordinators' offices or from the Registrar's Office.

L. THE SCHOOL RULES OF CONDUCT

1. Misbehaviour in the classroom is categorically unacceptable and makes the student concerned subject to disciplinary action, and in the extreme to expulsion from the School.
2. Students must interact with teachers, administrative staff and colleagues politely and with respect.
3. Students must respect the School property and refrain from causing any damage to the property. Damage to the property caused by students is estimated and charged against the students' accounts.
4. Students must see to it that the classrooms and the premises of the School are kept clean.
5. After their arrival at the School in the morning, students are not allowed to leave the premises until School is over. Should they leave the premises for a justifiable reason, they should seek the approval of the supervisor.

6. Students are absolutely forbidden to use tobacco, alcohol narcotics or other drugs, except those prescribed for a medical reason. Students who break this rule may be subject to expulsion from the School.
7. Students must come to School wearing decent, simple and clean clothes. Body cleanliness, trimmed nails, tidy hair, shaving in the case of male students are absolute requirements. A student who does not conform to these requirements after warning, is subject to expulsion.
8. Jewelry, radios , cassette recorders and other items of value, should not be brought to the School. Students assume full responsibility for the safety of their personal property and the School accepts no responsibility for loss or damage of students' property .
9. All students are expected to participate in physical education wearing sports clothes and shoes. Sports clothes must be marked with the student's name. Sport clothes and shoes should not be worn in class. Sports clothes may be purchased from the School.

M. DISCIPLINARY ACTION

Students are expected to fully abide by the rules and regulations of the School as presented in this handbook. Proper behaviour is expected of all the students and its limits cannot be defined but are subject to exercise of the students' common sense and good judgment. Offenses are dealt with in a hierarchical fashion depending on the seriousness of the offense, starting with minor offenses and going on to more serious ones.

1. The prefect (students selected by the Secondary School Academic Committee from the terminal classes to act as older brothers /sisters who can maturely guide the younger students and help in the maintenance of discipline).
2. The teacher
3. The supervisor
4. The co-ordinator of unit
5. The academic committee of the unit, presided upon by the co-ordinator. The committee has the right to administer major penalties including expulsion, depending on the offense and in coordination with the principal.

N. EXTRA-CURRICULAR ACTIVITIES

The School encourages participation in extra-curricular activities. Activities may vary from one year to the next. The usual activities include:

1. Sports: football, volleyball, basketball, tennis, table-tennis, judo, swimming.
2. Arts: ballet, music, photography, drama,
3. Other: first aid, scouting, chess, library.

O. MEDICAL CARE

1. Students should have a medical record filled in by their physician. This record is kept in the School clinic under confidence.
2. The School provides a clinic serviced by a physician and a nurse. Students can take permission from the coordinator of a unit to see the nurse.
3. Students are covered by a Medical Insurance Scheme for accidents while they are under School responsibility.

c.P. PARENT-TEACHER RELATIONS

1. Parents can discuss with the School Administration problems concerning their children, normally by appointment and at any time should the situation warranted. Parents are not allowed to visit teachers when classes are in session.
2. An open day for parent-teacher consultation is held periodically and this is announced ahead of time.
3. Parents are not allowed to take their children from School when classes are in session without the knowledge of the Administration.
4. All parents are members of the Parents Association. The by-laws of the Association are available in the School Administration.

Q. OLD SCHOLARS AND THE B.H.S.-OLD SCHOLARS' ASSOCIATION

1. B.H.S. scholars continue their education at the American University of Beirut or other universities abroad particularly in the United States or Great Britain, where the School Certificate and transcript of grades are honoured.
2. Old Scholars of B.H.S. are found in the highest diplomatic, professional, business and artistic ranks throughout Lebanon, the Middle East and the world at large.
3. Upon graduation, old scholars can join the Old Scholars Association, which maintains the link between the old scholars and their School, The Association has headquarters on the School premises