

ARMENIAN EVANGELICAL CENTRAL HIGH SCHOOL

Rules and Regulations

For CHS Students

“How can a young man keep his way pure?

By guarding it according to Your word.”

Psalm 119:9

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Dear Parents,

We urge you to read this circular carefully and periodically. Your and your child's compliance to it will greatly help in the application of rules and regulations of the School on a daily basis.

1. Mission Statement:

- To nurture the Armenian and Lebanese identity in students.
- To equip the students with moral, spiritual, and patriotic values.
- To provide the students with high academic curricula.



2. Chapel Hours:

- The students attend chapel three times per week; they sing spiritual songs and listen to guest speakers who present moral/spiritual sermons.



3. Schedule:

- The school opens at 7:00 am. The students are dismissed on Mondays and Fridays at 2:00 pm and on Tuesdays, Wednesdays and Thursdays at 2:45 pm.
- Each day one teacher from each Department stays with the students for an extra 15 min., until they are picked up by their parents.
→ We ask you to be punctual in arriving the school!
- Parents can meet with teachers and supervisors by appointments during recess hours (10:15 – 10:40; 12:10 – 12:30).
- The daily agendas, test dates, absences are placed on the e-skool website.
- For all financial matters contact the Accountant's Office.
- For all official documents contact the Administration. The documents are prepared within 48 hrs., at a fee of 10,000 L.L.



4. Absences:

In case a student needs to absent himself/herself from School, the parents need to inform the Department Head in the morning. On the day of absence, on e-skool, a note appears with the student's name; if informed, it appears as "justified", if uninformed, it appears as "unjustified".

5. On-line Communication:

Through:

- Website : www.aechs.com
- Facebook : Central High School – Ashrafieh
- Twitter : Central_high_school_ashrafieh



6. First – Aid:

In case of an accident in the School premises, the student is given first-aid care by the School Nurse. For more serious situations, the student’s parent is informed and he/she is transferred to hospital’s ER. The School has full insurance coverage for accidents 24hrs/7 days.



7. Special Permission:

Parents cannot visit classrooms without prior permission from the Administration. During a school day, should a student need to leave the School, a special permission should be granted from the Administration.



8. Handing in the grade books:

The grade books are handed-in to parents at the end of the first term. Also, the parents meet with the teachers individually on that day and discuss the student’s progress. The gradebooks of term II, III are handed-in to the students. At the end of the academic year, the parents are invited for another meeting, during which they collect the grade books.

- For any academic problem, do not hesitate to contact the School for an appointment. Discuss your problem with the subject teacher, then the Coordinator, and then the Administration.



9. Bookstore/Book sale:

During the last parents’ meeting, book sale dates are handed-in to the parents, along with the book list for the upcoming academic year. During those dates, uniforms may also be purchased from the bookstore. The expenses of your purchase are added to the tuition fees, and the total is divided over nine months.

10. Canteen:

The canteens at the School playgrounds provide the students with sandwiches and refreshments. On Wednesdays, the Parents' Committee organize food sales; the students can buy goodies, if they want to.



11. Uniform/Attire:

- Dark blue pants (provided by the School)
- White polo shirts / short sleeves (provided by the School)
- Dark blue or black jackets without inscriptions
- Black / Brown / Dark blue shoes
- Tennis shoes are allowed only on sports days.

For female students, leggings or very tight pants are forbidden.

- Hair should be neat and well-groomed.
- Female students shouldn't wear jewelry or make-up to school.



12. Discipline:

The school Administration and Faculty aim at creating a positive and nurturing atmosphere at the School, in which the students feel secure to learn and grow.

- We expect the student to act respectfully towards his/her classmates and teachers, at all times.
- Abide by rules/regulations of the School.
- Act responsibly in his/her studies.

In case of violations:

Warning I - The student receives a yellow paper of warning.

Warning II - The student receives an orange paper of warning.

Warning III - The student receives a red paper of warning.

These warnings are signed by the parents and returned to School.

If violations persist, the student is detained for one day then 5 consecutive days.

In extreme situations, the Administration may decide to refuse his admission to the School for the next academic year.

13. Tests / Exams:

- All oral or written evaluations are marked over 100. The passing grade is 60%.
- In calculating general averages, the lowest grade that appears in the gradebook is 30%.
- The students who score 90% and above in Armenian language, Armenian History and Religion at mid-year and end-of-year averages, are exempted from the corresponding exams.
- The subjects are accredited according to the number of periods/week. Thus, subjects that are taught for four and more periods per week have 1 credit. The subjects with lesser periods have 0.5 credit.
- Armenian language and Bible classes have 1 credit.



14. Make-up Exams / Eligibility to a higher grade:

- The student who has failed in subjects with a total number of credits equal to 3 OR has a total average less than 60%, needs to repeat his/her class.
- The student who has failed in subjects with a total number of credits of 2.5 or less, is eligible to sit for a make-up exam. The grade that he/she gets on the make-up exam is counted as the first grade in the next academic year's calculation of the corresponding subject's average.
- The student who absents himself/herself from the make-up exam, without a valid excuse, gets a zero on that exam.
- The student who repeats the same class for two consecutive years, is asked to change his/her school.
- Arts and sports subjects are evaluated by A, B, C and they are not counted in the calculation of the total average.



15. Parents' Committee:

This Committee is elected every three years and they represent the School Parents' Body. They organize food sales on a weekly basis, as well as banquets and bazars on festive occasions. The revenues collected by their efforts are used for the School renovations during summertime.



16. Extracurricular Activities:

The School Administration encourages the students to participate in extracurricular activities. Through them, the students grow in their emotional and social intelligence.

In case a parent refuses to have the student's participation, a letter should be sent to the Administration to clarify the reason for the refusal.

The students are also encouraged to participate in different competitions in sciences and arts; these competitions are organized by different organizations and they foster in the students the ability to compete with other students in an intelligent way.

17. Assemblies / Outings:

One period per week each Department has its assembly hour, during which, different speakers are invited to present about topics such as health, media, sports etc. Also different religious and patriotic occasions are celebrated during these periods.



18. School Counselor:

The Counselor has a very vital role in the wellbeing of the students. She meets with students who are facing:

- Performance anxiety
- Separation anxiety
- Sadness
- Fear
- Relational conflicts
- Conduct issues

The Counselor also meets with parents and teachers, if the need arises, to help solve the situation at hand.

She is an active member in the “Student Study Team” that meets to discuss the cases of academically challenged students.



19. Special Education Department:

The school has this Department to take care of students who have:

- Decreased attention span
- Hyperactivity
- Dyslexia
- Cognitive delay

The students are integrated in the classrooms; there are pull-out sessions for interventions. Moreover their tests are modified to meet their special needs.