



Ref: Cir 061 /19

Jamhour, Oct. 15th, 2019

Dear Parents,

Welcome back to the beginning of a new School Year **2019-2020**. We would like to share with you some of the things we have done to improve the new academic year.

1- Theme of the Year -----

General theme

« *Ensemble, nous grandissons par le Grand Liban* »

"معاً نكبر بلبنان الكبير"

“*Together, we Grow in Greater Lebanon*”

Pedagogical theme

« *Le Sport, élan pour la vie* »

"الرياضة، إنطلاقة حياة"

« *Sports, boost Life* »

2- Parents Meeting-----

The school receives phone calls daily regarding absences or emergencies, only from 8:00 am till 10 am.

Please call the reception operator at the following numbers, 05-453233 or 05-769027 to schedule an appointment with:

A- Sr. **Camélia AZZI**, **School principal from 9^{a.m.} to 12^{p.m.}
Tuesdays in Hazmieh & Thursdays in Jamhour**

B- The administrative staff will be available to discuss with you any of your children's needs every Tuesday, upon appointment.

- Sr. **Yolande KHOURY** Superior Mother of the Jamhour Community & Secondary Cycle Director (Fr. & Tril. Sect.)(Jamhour) **9^{a.m.} to 12^{p.m.}**
- Sr. **Aline GHANEM** Vice Principal (Hazmieh) & Counselor (Special Needs) **9^{a.m.} to 12^{p.m.}**
- Mlle **Sonia EL ACHKAR** Intermediate Cycle Director + Gr.9 (Jamhour) **9^{a.m.} to 12^{p.m.}**
- Mme **Gilberte BEJJANI** Elementary 2 Cycle Director (EB3 →EB6 / Fr.Sect.) (Haz.) **9^{a.m.} to 12^{p.m.}**
- Sr. **Sandra AYBOUT** Elementary 1 Cycle Director (EB1 – EB2 / Fr.Sect.) (Haz.) **9^{a.m.} to 12^{p.m.}**
- Mlle **Najwa BOU SAMRA** Preschool Cycle Director (French Section) (Haz.) **9^{a.m.} to 12^{p.m.}**
- Mme **Rita BOYADJIAN** Cycle Director / Trilingual Section (Gr. 4 → Gr.8) (Jamhour) **9^{a.m.} to 12^{p.m.}**
- Sr. **Claudine ASSAKER** Preschool. & Elem. Cycle Director /Trilingual Section (Nursery → Gr.3) (Jamhour) **9^{a.m.} to 12^{p.m.}**
- Sr. **Emmanuelle KANAAN** Bursar (Hazmieh) **9^{a.m.} to 12^{p.m.}**
- Sr. **Lucie AKLEH** Bursar (Jamhour) **9^{a.m.} to 12^{p.m.}**

- All teachers will be available to discuss any issues related to your child, **upon appointment** according to the schedules mentioned in specific circulars. You will receive these circulars later on via the school application.

French Section		Trilingual Section	
- Secondary Cycle:	Cir 063 /19	- Secondary Cycle:	Cir 067 /19
- Intermediate Cycle:	Cir 064 /19	- ElementaryII & Middle Cycle:	Cir 068 /19
- Elementary Cycle:	Cir 065 /19	- Elementary I Cycle:	Cir 069 /19
- Preschool Cycle:	Cir 066 /19	- Preschool Cycle:	Cir 070 /19

3- After School Accompaniment ASA /AAC Accompagnement Après-Classe -----

Following your request, the school takes back the lessons after school: “After School Accompaniment” (ASA /AAC). The service is available for:

a- **Students of PS3/KG3 → EB6/Grade 6** (of both the French and trilingual sections):

- Daily agenda
- Various activities (of choice) for the time left.

b- **Kids of 3 and 4 years:** The Service ASA/AAC proposes to keep the kids whose parents are usually late at work and provides educational and intellectual activities.

Place: School at Hazmieh

Schedule: Every day from Monday till Friday from 3:00 to 6:00 pm (of which 1^h-1^h30 of optional activities) **starting Tuesday, October 1st, 2019.**

Cost: Depending on the chosen schedule.

Option: A meal (platter of the day) can be provided between 2:30 pm and 3:00 pm for the ones who want it, for a cost of 100.000 LBP/month.

Registration: Kindly register your child/children before November 1st, 2019.

4- School Schedule -----

- The bell rings at 7.30 a.m. **No late student** is allowed into the classroom **without an available excuse**. Therefore, he/she will spend the first period outside.

- Parents are not allowed to take their children on medical or any other appointments during class hours. **When necessary, sick students are to remain at home and submit a medical report when they come back to school.**

- If the students have to leave by taxi, their parents must inform the administrative staff, and provide them with the company and driver’s names. Otherwise, the taxi will not be allowed to enter the school campus.

- The exit bell rings at 14:25 in Jamhour and at 14:30 in Hazmieh.

5- School Application (on mobile phones) -----

- **Novelty: For ecological reasons, all circulars will be posted via the school application, NOT on paper.**

The application “Antonines Hazmieh-Jamhour” facilitates any access to different events, activities and news. All the parents are asked to install the application on their mobile phones and to check for the updates through “Apple store” or “Play store”.

This will help you stay updated regarding any news or important information.

6- School Agenda (Gr.1 – Gr.12) -----

- **Novelty: For this academic year 2019-2020, there are no homework assignments on Wednesdays: FAMILY DAY.**

- Please check school rules, holidays, tests and exams that are indicated on the first pages of your child's school agenda 2018-2019.
- Absent students (KG3, Gr.1→3) can check their homework from the administration office between 2:30 and 3:00 p.m.
- **The daily agenda is available on our website (www.antonines-hazmieh.edu.lb/agenda) & mobile application.**

- The academic calendar and rules are introduced in a specialized circular/memo for Preschool (PS1, PS2, PS3, KG1, KG2 and KG3) and Nursery.

7- Student Work Evaluation -----

Continuous evaluations are gradually done on a monthly basis. This would help you to follow up with your child's progress.

➤ **Novelty:**

For Grade 1 → Grade 5: 4 tests (EV1, EV2, EV3 et EV4). No exams.

For Grade 6 → Grade 12: 2 tests (EV1, EV2) & 2 exams (Exam1 at the beginning of February & Exam2 at the end of the year).

8- Discipline -----

In case of disagreement between your child and another student during the school hours, kindly address the administration, not the student himself nor his parents. (Please review “Règles de vie” in the student agenda)

9- Behavior "Règles de Vie" (G4 - S3) and School Rules -----

➤ **The students should not send nor distribute electronically (*whatsapp, facebook, instagram, etc...*) any obscene or disturbing content (this includes explicit sexual content). Moreover, such distribution constitutes harassment and bullying. It also violates the school bylaws.**

➤ Kindly read School Rules on the first pages of the school agenda 2018-2019, discuss them with your children, sign them, and send them back to the cycles’ administration.

10- School Formalities & Attestations -----

The tuition fees must be settled on the following dates (abide by the following schedule):

Dates to respect :	Tuition Fees	Due Date
<i>1st term</i>	September 9 th , 2019	October 15 th , 2019
<i>2nd term</i>	December 12 th , 2019	January 25 th , 2020
<i>3rd term</i>	March 17 th , 2020	April 24 th , 2020

- Fee payments must be paid in one of these banks: **Byblos, Audi or Beirut banks**. However, the administration is available every day during school hours in Hazmieh and Jamhour.
- The administration gives students’ attestations 48 hours after parents’ requests.

11- Transportation -----

The School provides transportation to different regions (cf. the registration notice distributed in January 2018). For more information, contact transportation service at school, Hazmieh: **Mr. Tony Abbas** 05-453233 or 03-600437, Jamhour: **Mr. Robert El Zind** 05-769027 or 03-698608.

The enrolled students should respect the transportation regulations and the instructions given at the beginning of the year. The school buses drive the students backward and forward to **the proclaimed destination /address only. A protocol will be sent to concerned families soon.**

Registering or canceling transportation for the coming school year 2019-2020 is done simultaneously during the enrollment of your child in January 2019.

N.B.: For your child’s security, it is strictly forbidden to eat on the bus.

12- **Insurance in case of Accidents**-----
Our children are insured for all accidents 24^h/7 between September 15, 2019 and June 30, 2020.

13- **School Uniform**-----
A permanent service is available at:
Hazmieh: every Tuesday and Thursday between 7:30 and 8:30 a.m.
Jamhour: every Tuesday between 7:30 and 8:30 a.m. & every Thursday between 12:10 and 12:45 pm.

14- **Daily Platter at the 'Canteen'**-----
The school offers daily platters for a fee of 100.000 L.L. per month (Nursery → G6) in Hazmieh & Jamhour at 12:15 p.m. every day.
The monthly menu is available at the school's reception and also on the school's website.
Registration is available at the beginning of every month.

15- **CADRE - Hazmieh**-----
CADRE (Antonines Center for Diagnostics and Re-Education) inclosing the Petit College in Hazmieh welcomes special needs students and students with learning disabilities, beyond the scholar frame. They work with specialists and get the right monitoring on all levels: speech therapy, psychomotor and remedial education. An occupational therapy center takes place as well.
The CADRE daily schedule: Services at the CADRE center are available Monday through Friday, from 3:00 pm till 8:00 pm upon appointment.
For more information, get the flyer at the school reception desk and from CADRE center.

16- **Club Sportif Notre Dame (Notre Dame Sports Club) - Hazmieh**-----
The Notre Dame Sports Club opens its doors Monday through Friday from 7:00 am till 10:00 pm; and Saturday from 9:00 am till 6:00 pm (including gymnastic rooms, dancing and stretching classes etc. ...).
For more information, please call: 05-453233 or 03-600437.

17- **Private Lessons**-----
Any teacher at our school is forbidden to give your child private lessons outside the school. The administration is ready to offer help for the weak students.

18- **Occasional Gifts**-----
Administration and all teachers at the school will not accept any gift, from any student, at any occasion, although they greatly appreciate your thoughtfulness and your generosity!

19- **Activities**-----
Various activities are offered after the school, from 3:00 pm to 4:15 pm. Kindly review attached circular *Ref: Cir 062 /19*.

20- **Miscellaneous**-----
21.1. Parents are not allowed to initiate conversations of any type, with the teachers in the morning while bringing their children in, or taking them back in the afternoon. The school administration will provide a teacher/ parents meeting an hour every week (*see rubric 2*).

21.2. **Students who forget their objects (books, copybooks, or any other item) are not allowed to come and take them.**

Information desk is not allowed to receive from the parents any forgotten item.

21- **Information** -----

For more information, please visit the College:

- 1- Web site: **www.antonines-hazmieh.edu.lb**
- 2- Facebook: **Cnd Antonines hazmieh-jamhour**
- 3- Mobile Application: **Antonines Hazmieh-Jamhour**

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Principal
Sister Camélia AZZI

