



Dear Parents,

Adopting the theme:

*Live happiness with Hope / Vivre la joie de l'espérance / نعيش بفرح الرجاء*

for 2022-2023, we wish you a calm and fruitful year, and we bring to your attention the following information:

**1- Administration team** -----

- **Sr. Eva CHAMOUN** *School Principal* - Hazmieh & Jamhour
- **Sr. Marie NASSAR** *Principal's Assistant* - Jamhour
- **Mrs Yolla EL KHOURY** *Principal's Assistant* - Hazmieh  
*Secretary General* - Hazmieh & Jamhour

**1- Hazmieh - French Section**

<i>Cycle 1 (Preschool : PS, MS, GS)</i>	<b>Sr. Aline</b>	<b>GHANEM</b>
<i>Cycle 2 (Prim.1 : CP, CE1, CE2)</i>	<b>Sr. Ramona</b>	<b>BOU MANSOUR</b>
<i>Cycle 3 (Prim. 2 : CM1, CM2, 6ème)</i>	<b>Mrs. Gilberte</b>	<b>BEJANI</b>
<i>Garderie Notre Dame</i>	<b>Sr. May</b>	<b>GHORRA</b>

**2- Jamhour – French Section**

<i>Intermediate (EB7, EB8, EB9)</i>	<b>Miss Sonia</b>	<b>ACHKAR</b>
<i>Secondary (S1, S2, S3 + Bac. Fr.)</i>	<b>Dr. Roy</b>	<b>HARB</b>

**3- Jamhour – Trilingual Section**

<i>Preschool (KG1, KG2, KG3)</i>	<b>Sr. Claudine</b>	<b>ASSAKER</b>
<i>Elementary 1 (Gr.1, Gr.2, Gr.3)</i>		
<i>Elementary 2 (Gr.4, Gr.5, Gr.6)</i>	<b>Mrs Maria</b>	<b>SOLAKIAN</b>
<i>Intermediate (Gr.7, Gr.8)</i>		
<i>(Gr.9)</i>	<b>Miss Sonia</b>	<b>ACHKAR</b>
<i>Secondary (Gr.10, Gr.11, Gr.12 + IB DP1)</i>	<b>Dr. Roy</b>	<b>HARB</b>

**4- School Inclusion Department**

<i>All the classes (KGs → Grade 12)</i>	<b>Mrs. Josephine</b>	<b>AZIZI</b>
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**2- Parents queries** -----

The school receives phone calls every day, only from 8 a.m. to 10 a.m. to be informed of an absence or an urgent subject.

- To discuss the needs of your children, please contact the reception on 05-453233 (Hazmieh) or 05-769027 (Jamhour), to set up an appointment with the person in charge of the administration team mentioned above.
- The teachers of all classes receive you by appointment according to the schedule indicated in the respective circulars to the cycles, which will reach you later through the school application. Please respect it.

☞ It is **strictly forbidden** to contact the school staff and/or teachers on their personal mobiles and outside school hours.

**3- After Class Support (*Accompagnement Après Classe (AAC)*) -----**

The *After Class Support (AAC)* study service resumes this year. This service supervises only the daily school agenda.

**Place:** School campus in Hazmieh

**Time:** Every working day from Monday to Friday from 3:00 p.m. to 5:00 p.m.

**Fees:** 1,500,000 L.L. / month

**N.B:** AAC doesn't provide private lessons.

**4- School Schedule -----**

- Classes start at 7:30 a.m. in Jamhour and at 7:35 a.m. in Hazmieh. Students arriving late - **without a valid excuse** - do not enter class for the first period.
- Various appointments (doctors and others) should be avoided during school hours, especially on exam days. **If necessary, the students stay at home all day, and present a valid justification the next day.**
- If a student needs to exceptionally leave the school by Taxi, parents must notify the school in advance by indicating the name of the driver or the taxi office, in addition to the name of the student(s) concerned to gain access to the campus. Otherwise, the taxi will be prohibited from accessing it.
- Classes end at 2:10 p.m. in Jamhour and at 2:30 p.m. in Hazmieh.

**5- Application of the School: “Antonines Hazmieh-Jamhour” -----**

The school posts all circulars, sheets, agendas, report cards, holidays / news / information on the school's application. **There will be no paper version.**

Please activate the Notifications of the school application "Antonines Hazmieh-Jamhour" on your mobiles, to receive any news or important information in time.

**6- School rules and regulations -----**

You are kindly requested to read and discuss with your child the “Regulations of the School” as well as the “Rules of Life” of the school that exist on its website. All students are expected to comply with their content.

**7- Discipline -----**

In the event of a misunderstanding between your child and another student on the premises of the school, please contact the administration and not the student concerned, nor the parents.

**8- Evaluation of student work -----**

It is done throughout the year according to the recitations at the end of each chapter in addition to the periodic general tests:

Grade 1 → Grade 6	3 continuous evaluations (EV1, EV2 & EV3). No exams.
Grade 7 → Grade 12	2 continuous evaluation (EV1, EV2) and 2 exams (Exam1 in February & Exam2 at the end of the year).
IB DP1	Continuous assessment Internal (during the 2 years at school) & External (at the end of the second year by IB)

**9- Tuition and Certificates/Attestations -----**

☞ Annual school tuition fee is billed in 3 installments.

You are requested to pay it within the deadlines indicated in the invoice to Mrs. Samia Moukarzel (Hazmieh) or Mrs. Liliane Aoun (Jamhour) any day during school hours.

☞ **Certificates/Attestations** are issued at least 48 hours after your request, and **transcripts** at least 5 working days after your request.

### **10-Transportation Service -----**

The School provides transportation in several regions. For information, please contact the transportation attendants of the school, Jamhour: **Mr. Robert El Zind** on 05-769027 or 03-698608, Hazmieh: **Mr. Carlo Salem** on 05-453233 or 81-220046

Registered students must respect the rules and instructions given in the beginning of the year. The bus drivers pick up and drop off the students from/to the same place according to the address indicated by the parents.

**N.B.:** For safety reasons, it is strictly forbidden for children to eat on the buses.

### **11- Insurance against Accidents -----**

Our students are insured by the school against any accident 24 hours a day at the school premises and during its activities between September 15, 2022 and June 30, 2023.

### **12- School Uniform: available at: -----**

**Hazmieh and Jamhour:** every Thursday between 7:30 a.m. and 8:30 a.m.

### **13-Dish of the day at the Canteen -----**

The School provides lunch (plat du jour) for students who want (PS1→EB6) in Hazmieh and Jamhour at 12:15 p.m. each working day for a price of \$10 per month.

The menu of the month is available at the reception of the school and posted on our website.

**Registration:** At the beginning of each month.

### **14-CADRE - Hazmieh -----**

**CADRE** (Centre des Antonines pour le Diagnostic et la RéEducation), located within the campus of the Petit Collège in Hazmieh, welcomes, outside school hours, students with special needs or difficulties, for psychological, speech, psychomotor and orthopedagogical therapy with specialists.

**CADRE schedule:** Monday to Friday from 3 p.m. to 8 p.m. by appointment.

For more information, please contact Mrs. Joséphine Azizi on 79-140902.

### **15-Club Sportif Notre Dame – Hazmieh -----**

The **Club Sportif Notre Dame** (including rooms for gymnastics, dance, stretching, etc.) welcomes those who wish to register from Monday to Friday from 7:30 a.m. to 2:00 p.m. and from 3:30 p.m. to 9:00 p.m., as well as Saturday from 10 a.m. to 2 p.m.

A physiotherapist is present daily at the Club. Oriental dance and yoga classes are already open.

For more information, contact the school at 05-453233 or Coach Peter Abou Azar on 70-601846.

### **16-Activities -----**

The school provides several extra-curricular activities. A detailed circular will be sent to you later on.

### **17-Information : For more information, kindly consult -----**

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| 1- | The school web site:           | <b>www.antonines-hazmieh.edu.lb</b>  |
| 2- | The school Facebook page:      | <b>Cnd Antonines hazmieh-jamhour</b> |
| 3- | The school mobile application: | <b>Antonines Hazmieh-Jamhour</b>     |

**N.B.:** As an ecological gesture, the circulars will be posted on the school's application and website. No paper version.

Principal  
Sr Eva CHAMOUN

