

# School By-Laws

## 1) Our Educational Project

### A. Sources of Our Spirituality

1. The spirit of the Gospel considers every human being a divine project, created in the image of God and His example and called to grow in wisdom and grace before God and Man.
2. The teachings of the Catholic Church aim at the development of Man to reach the full understanding of Christ. Individuals are entrusted to illuminate their children's path with the light of knowledge and have them become, with time, the conscience of the salvation of humanity.
3. The texts of the Maronite Patriarchal Synod aim at ensuring educational services for all; without any discrimination, contributing to the human culture of spreading the civilization of love, promoting solidarity for life and preserving human rights.
4. The law of the Congregation of Antonine Sisters and the directives of its educational office are based on the commitment to proclaim salvation, to live the monastic virtues, and to preserve human and national values.

5. The recommendations of the Secretariat of the Catholic Schools, especially at its annual conference, seek to create an environment of love, justice and freedom that supports the school community in all its classes, is devoted to righteousness, is strengthened by virtues and grows in beauty.

## **B. The Constants of Our Educational Vision**

1. We prepare a dynamic Christian individual, a believer in the unity of faith and reason, one who is committed to the message of the Gospel and to the doctrines of the Catholic Church, and who has a spirit of ecumenism and appreciation of various religious beliefs.
2. We provide knowledge by using the best modern methods as they are valuable ways to reach the truth and improve humanity.
3. We help the learner to formulate an independent personality based on values and ethics as well as help him/her distinguish between good and evil.
4. We deepen the spirit of patriotism and citizenship in our youth and consolidate their faith in the identity of Lebanon, our homeland.

5. We respect every learner's right to an education that corresponds to his or her own vocation by motivating high achievers to excel, encouraging promising talents, embracing those with learning and social difficulties, as well as endorsing their quest for integration - with dignity - into a stable and safe environment.

### **C. Areas of Our Educational Mission**

1. We aim at helping in the formation of the learner's Christian faith through daily morning prayers, weekly catechism periods, and regular spiritual retreats as well as providing periods of spiritual guidance and various religious celebrations based on the liturgical calendar and the activities of the "Antonine Youth".

2. We provide quality education in both the scientific and literary sections and in Arabic, French and English in parallel. The school adopts advanced techniques (scientific laboratories, libraries, interactive boards in all grades) in the teaching of the Lebanese curriculum, including preparations for the official Intermediate and Secondary Diplomas; it also incorporates special classes (within the school day) that prepare secondary school students for the SAT exams

that are mandatory in American universities, both locally and abroad.

3. The school ensures that the educational and administrative members of staff are highly qualified, have ample experience and show a sense of responsibility based on love and solidarity. They are constantly encouraged to obtain higher degrees and attend sessions and workshops both in and out of school as well as demonstrate self-confidence in meeting any upcoming challenges.

4. The school raises awareness regarding the pupil's moral conscience and humanity in accordance with a clear behavioral system that promotes responsible freedom and respect for others. It establishes a culture of dialogue in the resolution of conflicts in civilized ways, in cooperation with a team of competent professionals who will address the problem if and when necessary.

5. The school gives physical education and arts a front-seat position in its weekly program as well as in ASG's modern School of Sports, which organizes activities on and off campus. It runs the School of Sports and Recreation during the summer. Talented students are always encouraged to join clubs and school teams and

participate in competitions and championships both in Lebanon and abroad.

6. Being open to its surroundings, the school encourages its pupils to interact with the public without any political interests and trains them to engage in their communities through patriotic and environmental activities, along with educational and recreational trips, charity work and the implementation of the community service program. It also promotes scout life through the Scouts of Independence regiment (Mar Elias-Ghazir), etc.

7. The school supervises students' health and provides guidance on how to improve their quality of life, ensure safety measures and prevent risks. This is done in cooperation with a team of doctors (general practitioner, ophthalmologist and dentist), a licensed nurse and a number of specialists and NGOs. All this information is kept in individual student files that are updated on a regular basis.

8. The school supports and encourages students with outstanding abilities by highlighting their capacities in various fields, as well as helping those who have difficulties through the care of the Student Support Team and through intensive programs.

9. The school provides career guidance to graduating students in order to inform them of options for future specialization. This is done through a professional office that provides individual consultations to each student with his/her parents. A University Fair is held on a yearly basis and registration facilities are also offered.

10. The school establishes a supportive educational community that is ready to serve the poor, the orphans and those with special needs, in cooperation with the Parents' Committee, the Alumni Association and the Friends' Committee among others, in order to attain our general educational goals.

## **2) Student Admission System**

### **A. Student Registration**

For students, siblings, and new students: from early February to early March.

#### **Conditions for Enrollment of New Students:**

- The parent/guardian is requested to faithfully abide by this system.
- The student is to be accompanied by the parent/guardian who fills the form specified by the school administration and submits it along with the following documents:

◇ Preschoolers (KG1, KG2 & KG3):

- 2 photocopies of the Identity Card and 1 copy of the passport if available
- 6 colored passport-sized photos
- Medical certificate
- Photocopy of vaccination record

◇ Grade 1 to Secondary 3:

- 2 photocopies of the Identity Card and 1 copy of the passport if available
- 2 colored passport-sized photos
- School Attestation certified by the Private School Sector at the Ministry of Education
- Report cards from previous school

● Preference to enroll at the school is given in the following order:

1. Current school students
2. Siblings of current students
3. Sons and daughters of alumni
4. Students with Lebanese nationality
5. Other students

## **B. Payment of Tuition and Other School Fees**

● Tuition and other school fees are paid in three installments at the beginning of each semester or in monthly installments after coordination with the Accounting Department.

- Registration, stationery and transportation fees will be determined at the beginning of each school year, while the tuition fees will be established after the endorsement of the school budget in accordance with Law 515/96.
- Parents should pay all previous school fees before enrolling their children for the new academic year.
- Tuition and other school fees are paid either directly at the school or at the banks specified by the administration.

### 3) School Days and Holidays

#### A. School hours

- Kindergarten classes run from 7:55 a.m. to 1:45p.m.
- Elementary, Intermediate and Secondary classes run from 7:55 a.m. to 2:45 p.m. distributed according to the following schedule:

1 <sup>st</sup> period	07:55 – 08:50
2 <sup>nd</sup> period	08:50 – 09:40
3 <sup>rd</sup> period	09:40 – 10:30
Break	10:30 – 10:55
4 <sup>th</sup> period	10:55 – 11:45
5 <sup>th</sup> period	11:45 – 12:35
Break	12:35 – 01:05
6 <sup>th</sup> period	01:05 – 01:55
7 <sup>th</sup> period	01:55 – 02:45

Total number of teaching periods:

30 periods per week for Kindergarten and  
35 periods for Elementary, Intermediate and  
Secondary classes.

## **B. Beginning and Ending of the Academic Year**

Classes begin and end as annually determined  
by the General Secretariat of Catholic Schools  
in Lebanon.

## **C. School Holidays**

The school is closed on Saturdays and Sundays,  
as well as on the days specified in the calendar of  
the General Secretariat of Catholic Schools, and  
on the feast of St. Anthony the Great, the patron  
saint of the Antonine Sisters.

## **4) Students**

### **A. Rights**

The student should:

1. Access all educational materials without any discrimination.
2. Respect each student's privacy.
3. Object in a reasonable and acceptable manner to the concerned parties at school about what he/she considers to be unfair.

4. Provide suggestions to improve the social, academic and educational environment of the concerned parties at school.
5. Choose the career that is appropriate for his/her abilities with the guidance of the Orientation Office.
6. Refer to the teacher to review his/her exam results.

## **B. Duties**

### **a. Rules of Conduct**

The student should:

1. Respect school rules and directives in order to build the personality of the learner.
2. Respect the school's religious spirit and participate in liturgical festivities, Catechism classes, spiritual retreats and masses held at school.
3. Comply with all the requirements of the school system and implement any measures taken by the Administration or the Board of Guidance and Discipline against the violation of this system in order to correct any misbehavior.
4. Immediately inform the parents or the guardian of all instructions and decisions issued

by the Administration in terms of academics and discipline, and make sure that the parents respond to these within the required deadline.

5. Return any warning card the day after it is received and make sure it is signed by the parents/guardian.

6. Never forge the parent or guardian's signature when it is required by the administration, in particular the signatures on the warning cards or on the justification of absences.

b. Transportation to and from School

The student should:

1. Adhere to the time and place assigned to school buses; otherwise, parents will have to transport their children by their own means.

2. Refrain from driving private cars, motorcycles, ATVs, etc., to and from school at any time of the day.

3. Obtain prior permission from the administration, accompanied by acknowledgement from the parents/guardian if he/she wishes to leave the school premises before the end of day or to get off the school bus at a point other than the one previously specified.

4. Not use the school bus as a means of transportation (if not previously registered)

unless there is a request from the parents and a letter of consent from the administration.

5. Commit to the system on the buses, for it is an integral part of the overall school system.

c. Adherence to School Attendance Policy

The student should:

1. Always arrive before 7:50.
2. Not leave school at any time during the day nor with any person without the consent of the administration.
3. Justify every absence or any delay by the parent/guardian on the same day, either by telephone or in person. The absentee should submit a written letter signed by the parents regarding this matter.
4. Avoid being absent on the days preceding or following one of the exams or tests, without valid justification provided by the parents to the administration on the day of the absence itself.
5. Not skip any exam or test without valid justification provided by the parents by telephone or in person on the day of the absence itself.

Note: The school is not responsible for the students before 7:30 a.m. nor after 3:00 p.m.

d. Life at School

The student should:

1. Use the entrances, corridors and stairs designated for pupils only.
2. Stand silently and respectfully to participate in the morning prayers, the Lebanese national anthem, or the school anthem.
3. Leave the classroom immediately after the bell rings and refrain from entering it during recess.
4. Spend recess in designated areas for each grade level and stay away from violent games for everyone's safety.
5. Enter the class immediately after recess and refrain from eating and drinking.
6. Keep quiet in the corridors and on the stairs, especially during class time when going to the playground or to any of the specialized rooms.
7. Ensure the cleanliness of the school grounds and refrain from throwing garbage other than in the designated areas. Take care of all equipment, supplies and furniture. If any equipment is destroyed, the parents will have to reimburse the school.
8. Get authorization from the administration when a student wants to meet with his/her parents or any other individual - regardless of his/her identity - on campus.

9. Obtain permission from the Cycle Director before a parent enters the child's classroom.

10. Communicate only with the administration if there is any problem regarding the students, the supervisors or the bus driver that brings them to and from school.

e. Life in the Classroom

The student should:

1. Attend all the classes assigned in the daily schedule, without any exception, and pass all of them.

2. Refer to the administration for exemption from sports periods for health reasons based on a medical report in permanent cases and on a request written by the parents in case of an emergency.

3. Sit on the chair in a decent and healthy manner.

4. Listen attentively to the explanations in the various periods, and not waste personal time nor that of his/her classmates.

5. Never use the interactive board unless authorized by the teacher.

6. Get permission from the teacher to speak or to move inside the class.

7. Not leave the classroom at all during or between classes, except for health reasons and

with the permission of the teacher and the knowledge of the administration.

8. Stay in the classroom between classes and maintain the required level of silence.

9. Birthday celebrations and other events are not to be organized without the prior consent of the administration!

#### f. Homework

The student should:

1. Keep books, copybooks and the agenda clean and tidy, and write the full name as well as the class and section on them all.

2. Have all books, copybooks, and supplies required during the lesson in the classroom.

3. Thoroughly prepare for all lessons and complete the required assignments.

4. Have neat, legible handwriting and be organized in all subjects since this reflects the student's personality.

5. Not copy assignments from classmates and not help them copy whether directly or through telephone applications. He/She should not lend or borrow any book/copybook with the intention of cheating the teacher.

6. Cooperate with classmates during group work or team research and contribute sincerely to the success of any group project.

g. Exams and Tests in Elementary, Intermediate and Secondary classes:

The student should:

1. Leave all books, notebooks and papers outside the examination room. Students must have the pens and items necessary for the exam and cannot borrow anything from their classmates.
2. Stay calm before the beginning of the exam and follow the directives of the proctor, especially in adhering to the seating plan within the exam room.
3. Use dry ink pens as of fourth grade to write down the full name, grade and number in a clear manner on each sheet found in front of the student and refrain from using Tip-ex or ink erasers to correct any errors.
4. Make use of the time allocated for the exam and not hand in any answer sheet to the supervisor before time is up.
5. Sign the name's list as soon as he/she submits the exam sheet (Gr.9 & S3).
6. Receive a zero grade in case he/she is caught cheating (all the documents must be collected and handed in to the Cycle Director).

#### h. Dress Code:

The student should:

1. Maintain high standards of bodily hygiene on and off school campus.
2. Wear the school uniform, neatly and elegantly.
3. Wear the sports outfit on the day when physical education classes are assigned.
4. Not dye hair nor use gel. Girls are expected to tie their hair back.
5. Not apply make-up or wear jewelry such as rings, bracelets, and earrings to school. Students cannot use nail varnish nor have any kind of tattoos, whether they are visible or hidden.
6. Keep boys' hair short and neat and shave on a regular basis.
7. Not wear coats or hats that are not suitable for Catholic schools.
8. Wear the required school uniform when participating in activities off campus.

#### i. Personal Behavior

The student should:

1. Maintain respect in the relationship with all members of the educational and administrative staff - both on and off the school premises.

2. Deal with companions in a friendly and loving manner and keep away from all kinds of bullying (contempt, mockery, challenges...).
3. Resort to the administration to resolve any dispute or misunderstanding.
4. Not use violence to harass or endanger a companion (fist fights, throwing solid objects at each other, etc.).
5. Not use inappropriate hand gestures or bad words and insults under any circumstances.
6. Not cause damage to, lose or hide any books or school supplies that belong to other classmates.
7. Never keep any object that does not belong to him/her.
8. Refrain from incitement, planning or participation in any riots or harm of any kind.
9. Respect the copyright and intellectual property of others.
10. Consider him/herself a good messenger when it comes to confronting any disruption in the school system and always tell the truth in order to eliminate any falsehood or injustice.

## j. Prohibitions

The student should:

1. Not chew gum, smoke, or drink alcohol on school campus.
2. Not carry any sharp, harmful or dangerous items.
3. Not bring any mobile phone to school unless it is absolutely necessary. In such a case, parents must provide a written and signed request, and the phone must be placed in the office before classes begin and picked up from the office at the end of the day. The phone may be confiscated if this protocol isn't followed.
4. Not bring any book, magazine, audiotape, laptop, camera or any other electronic device to school before obtaining permission from the director.
5. Not discuss any political principles and party slogans or distribute any publications belonging to one such entity anywhere on campus.
6. Not distribute or publish any advertisement for activities, trips or concerts of any nature before obtaining the approval of the school principal.

7. Not raise funds within the school grounds without obtaining prior approval from the school principal.

8. Not insult any member of the school community through the abuse of social media platforms. Any violations will be assessed by the School Administration and measures will be taken to correct any deviant behavior. The School Administration retains the right to suspend any student based on what it deems as extreme violation of acceptable behavior.

9. Not carry any excessive amounts of cash to school.

10. Not leave the classroom or school without permission.

### **C. Behavioral Assessment in the Elementary Cycle**

#### **Lady & Gentleman:**

All teachers evaluate the behavior of students from grades 1 through 6. They base their results on the following five criteria:

- Politeness (being polite, not interrupting while others are speaking...)
- Neatness (clothes, books, school items...)
- Respect towards others (especially the elderly)

and the youngsters)

- Happiness to help (being happy to help others, offering services...)

- Respect of rules (respecting rules and regulations and abiding by instructions)

## 5) Evaluation System

**A. The exams and controls are distributed among the cycles as follows:**

Class	N° of “contrôles”	N° of Exams
Gr. 1 – Gr. 8	2	2
Gr. 9	2	3
Secondary 1, 2	3	2
Secondary 3	2	3

**B. My Report Card includes the following:**

1. Test results (daily work) and annual exams
2. The coefficient for each subject in relation to the number of teaching hours assigned to it per week. This varies from one cycle to another.
3. Assessment of cross-curricular skills, covered with each exam, according to the following codes: Good - Acceptable - Needs Improvement.
4. Evaluation of behavior according to the following codes: Good - Acceptable - Needs Improvement - Not Acceptable.
5. Number of days of absence from school

## C. Evaluation Tools

1. The “contrôles” include:

a. Quiz: a test that does not exceed fifteen minutes and is not announced in advance. It may be done orally or in writing and covers one lesson or one unit.

b. Test-“Contrôle”, a test that does not exceed one teaching period. It is announced in advance and covers integrated work on several lessons or units but does not exceed three units or lessons.

c. The teacher’s assessment of the student is observed and monitored. Its grade is based on the following:

\* Homework: preparation – completion of assignments and lessons – organization – handwriting ...

\* Classwork: attendance – participation – responsiveness – initiative – working in teams – creativity ...

2. The Exams include:

Written exams, in addition to oral exams in the Elementary and Intermediate Cycles. The first exam deals with the most important lessons and units covered from the first part of the academic year until February. The final exam covers the

most important topics and lessons learned throughout the year.

3. An additional mock exam for the official exam classes - this covers the whole curriculum assigned for the official exams.

#### **D. Materials Assigned for Daily Work and Exams**

\* In daily work:

1. Oral communication and reading in Elementary and Intermediate Cycles are evaluated continuously.

2. Written material is evaluated through quizzes and tests.

3. The teachers continuously follow-up on the students' work.

\* In the Exam:

1. Oral communication and reading exams are covered in the Elementary and Intermediate Cycles.

2. Subjects (catechism, arts, physical education) are assessed continuously on a day-to-day basis.

3. The system of the official exams in Grade 9 and in all branches of Secondary 3 is abided by with respect to timing, coefficient and number of exams.

### \* Organizing Students' Tests

Students must adhere to the following:

1. Write the name, the class and section, and the number of booklets used.
2. Arrange the different parts of the test in a clear way.
3. Specify the question number according to its ranking in the test.
4. Not use the margin except to write the question number.
5. Not erase anything with Tip- ex nor ink erasers.
6. Use legible handwriting and place correct punctuation marks.

### \* Grades

The students' total grade is 50% of their daily work and 50% of their test grades except for Grade 9 and Secondary 3 students.

### \* Results and Promotion

1. Parents should prioritize the report card and any remarks made by the administration. They are asked to accept all requests to discuss their children's affairs.
2. The administration passes out the report card to the students or to their parents after each exam or test.

3. Any absence during an exam and without the permission of the administration entails a “zero” on that exam. However, if the absence is justified and the administration is informed, then the student is given another chance.

4. Absence in the days leading up to one of the exams, without any valid justification, may be a reason for preventing the student from participating in that examination.

5. Every attempt to cheat on an exam leads to the student’s getting a zero on that exam. If this is repeated, the administration may consider expelling the student.

6. In case the student refuses to sit for a test, the teacher should inform the Cycle Director who will take the necessary disciplinary measures.

7. A student is promoted to a higher class at the end of the school year, if his/her general average is:

12/20 in Grades 1 through 6

11/20 in Grades 7 & 8

10/20 in Grade 9

8. Promotion in Secondary Classes

\*\* To be promoted to Secondary 2, students are required to obtain a minimum general average of 10/20, in conjunction with the following conditions:

a. Sciences Branch: an average of 11/20 in each of the following subjects: Mathematics, Life Sciences, Physics, Chemistry and English.

b. Humanities Branch: an average of 11/20 in each of the following subjects: Arabic, English and Mathematics.

\*\* To be promoted to Secondary 3, students are required to obtain a minimum general average of 10/20, in conjunction with the following conditions:

a. General Science branch: 11/20 in each of the following subjects: Mathematics, Physics, Chemistry and English.

b. Life Science Branch: 11/20 in each of the following subjects: Mathematics, Physics, Chemistry, Life Sciences and English.

c. Sociology and Economics branch:

\* From the Scientific Branch:

11/20 in each of the following subjects: Sociology, Economics, Mathematics and English.

\* From the Humanities Branch:

11/20 in each of the following subjects: Sociology, Economics, Mathematics and English.

d. Arts and Humanities Branch: 11/20 in both Arabic and English.

9. Exemption from the final exam: Each student who obtains the following general average will be exempted from the final exam:

General Average	Class
17.50/20	Grades 4, 5, and 6
17.00/20	Grades 7 and 8
16.50/20	Secondary 1 and 2 (Sciences)
15.50/20	Secondary 2 (Socio-Economics)

Each student from Grade 7 to Secondary 2 will be exempt from the final exam in any subject with a general average of 19/20.

## 6) Community Service Program

1. Activities related to the “Community Service” program are selected by the School Administration in all grades in harmony with the educational objectives and curriculum content, especially those related to the environmental, health, social service and educational fields.
2. The timing for the implementation of the “community service” projects outside school hours will be determined in coordination with the concerned institutions and the transfer to and from these places will be the responsibility of the parents.

3. The school administration appoints a team whose task is to ensure that the program is properly implemented.
4. The team will evaluate the executed projects and prepare an administrative report and an annual documentary about the program.
5. Upon students' request, the school administration will provide a statement to the Secondary School students who completed their community service, and this will include the quality of the service and the number of hours completed.

## 7) Conclusion

1. Registering the student at the school is considered an acceptance by the parents/guardians of the school system and its by-laws.
2. The School Administration has the right to amend these rules in whole or in part if it deems this necessary, without the consent of the parent/guardian who may have already signed it.
3. The school principal has the full authority and the right to make the appropriate decision on any subject or problem in the application of these rules.