

January 26<sup>th</sup>, 2024

## Dear Parents,

We extend our sincere wishes to you for a New Year brimming with joy, good health, and prosperity. As we embark on the second semester of the ongoing academic year, I extend a warm welcome. This is also an opportune moment to highlight the revised SAIS Mission, Vision, values, and beliefs, and to acquaint you with the diverse educational activities planned for our students.

### **SAIS Mission:**

- SAIS strives for excellence and innovation in education; provides a safe, dynamic, and inclusive learning environment; and meets the unique and diverse individual needs of the students to optimize their wellbeing and nurture their moral, intellectual, social, emotional, and physical development. SAIS aims to build confident, independent, well-rounded, and productive citizens and future leaders who possess creative and innovative minds, and value integrity, tolerance, respect, and openness to differences among people, cultures, and perspectives.

### **SAIS Vision:**

- To be a prime education provider that contributes to the holistic development and wellbeing of learners in a vibrant and inclusive environment and is committed to providing academic excellence, pioneering in innovation and technology in education, and effectively contributes to a sustainable future.

### **SAIS Values:**

- Tolerance
- Global Citizenship
- Innovation
- Integrity
- Equity

### **SAIS Beliefs:**

- Students must be provided with equitable access to education, support, and guidance in a safe, happy, and stimulating environment to achieve their full potential encouraging them to be the architects of their own learning journeys.
- Education should open a global horizon and enable students to recognize and respect other cultures, traditions, opinions, beliefs, and backgrounds and take actions through discussion and collaboration to be aware and active members of society.

- Education should empower the students to develop novel ideas and thinking skills, become creative and innovative citizens, make thoughtful decisions, and solve complex problems.
- Technology enables educators to personalize and transform learning experiences and create immersive and engaging learning environments and empowers students to explore and discover knowledge and the world around them in new and exciting ways.
- Assigning optimally challenging expectations to students and holding them to account to meet the expectations produces success and leads to excellence.

### **New Staff Members:**

Please help me welcome the following new staff members to the SAIS-UAQ Team:

Name	Position
Asma Abdalla	Secretary
Loice Sandra Denhele	Geography
Hanna Musitief	Homeroom of 1B

### **Attendance and Punctuality:**

Regular attendance and punctuality significantly contribute to enhancing children's academic success. When students are absent from class, they not only miss valuable knowledge but also disrupt the continuity of their learning. Students who miss school without a valid reason often struggle to find the motivation to catch up on the missed work.

Encouraging punctuality in school serves as excellent preparation for children's future careers.

It's important to note that behavior marks are deducted for unexcused absences. Additionally, according to the Ministry of Education rules, 15 consecutive unexcused absences or 20 scattered absences can lead to students not being promoted to the next grade level.

Lateness is also reflected in behavior marks deductions for students. Therefore, we kindly request all parents and students to make a concerted effort to avoid absenteeism and tardiness to ensure a positive and productive learning environment.

### **Behavior Policy:**

Kindly be reminded of the Behavior Policy at SAIS:

- The Conduct/Behavior mark holds the same weight as regular subject marks and contributes to the student's overall average.

- A passing Conduct/Behavior mark is set at 60%. Students scoring below this threshold may have their report cards withheld, and their cases referred to the Education Zone.
- At the beginning of the Semester, students commence with 80 behavior marks, with opportunities to earn extra marks through earning merit marks, volunteering, exhibiting role model behavior, or demonstrating effective leadership skills.
- Marks will be deducted for breaking school rules/e-policies or making irresponsible behavior choices.
- It is important to be aware that students not adhering to school E-safety rules will experience deductions in behavior marks, as outlined in the sanctions provided at the end of each E-policy.
- For a detailed understanding of behavior mark calculations for both behavior and online incidents, please consult the Student-Parent Handbook, available on the school website.
- Kindly be reminded that students are prohibited from bringing mobile phones to school. The first instance of a student having a phone on campus will result in confiscation, with phones returned only to parents. Subsequent violations will lead to phone confiscation until the end of the academic year, accompanied by corresponding deductions in behavior marks.

### **Pulling students out of class before the end of the school day:**

Kindly note that pulling students before the end of the school day may possibly impact negatively the students participation mark in all the lessons that they happen to miss.

Similarly, students who need to leave early for pre-scheduled medical appointments should ensure providing the administration with a Doctor's note to avoid being registered absent for the day and losing marks.

Students who leave class early will also risk receiving a zero when missing an assessment that has been scheduled to be written during the period of their absence.

Moreover, the school will not entertain any requests for pulling students out of class after **1 pm**.

Please find below the updated early withdrawal procedure:

- Parents send an email to the concerned section coordinator informing him of the reason of early withdrawal. Parents should attach a copy of the ID of the person who will pick the student up.
- Parents wait for the coordinator's approval to come pick the student up.
- If Doctor's note is not provided, coordinator informs the concerned teachers via email to deduct participation marks for the students who left early, and CC the principal.
- Coordinator informs the receptionist via email of the name, grade, and section of the student. Coordinator mentions in the email the name and ID of the person who will pick the student up.
- Person responsible for picking the student signs his name with the reception after matching his ID with the one attached to the parent email.

Your cooperation in reinforcing the above is highly appreciated.

### **EmSAT Exams:**

Grade 12 students are urged to successfully complete the EMSAT Exams in Arabic, Math, Physics, and English to be eligible for graduation at the conclusion of the academic year. Parents and students are kindly advised to regularly monitor their accounts for potential updates from the Ministry of Education.

### **MAP Exams:**

Our grade 3, 5, 7, and 9 students are scheduled to undergo three MAP Standardized Exams during the academic year 2023-24, aiming to assess their knowledge and monitor their progress. The results of the November 2023 MAP Exams have already been shared with parents, accompanied by personalized action plans from English, Math, and Science teachers. These plans are designed to assist students in enhancing their performance in the upcoming February MAP Exams. It is crucial for parents to actively support their children in completing MAP Skills Assignments at home, ensuring substantial growth in their academic achievements.

### **Parent-Teacher Meetings:**

Scheduled for Monday, January 29th, from 12:30 pm to 3:30 pm, Parent-Teacher meetings offer an opportunity for parents to gain insights into their children's performance in the preceding semester. Each meeting is limited to 5 minutes per parent. For those desiring extended discussions with teachers, please contact either Johanna or Asma to arrange additional meetings during regular school hours.

### **RAZ-Kids Online Reading program and MyOn eBooks:**

The school is implementing an online reading program aiming at enhancing students' reading proficiency. This initiative encourages students to engage in home reading, earning stars along the way. Accumulating these stars allows them to qualify for a certificate at the end of each week. We seek parents' support to help us achieve this objective.

Additionally, MyOn eBooks are accessible for students in grades 5-12, providing an additional resource to further enhance their reading skills.

### **Grade 5 – 12 Projects:**

The Project-Based Learning approach strengthens students' critical thinking and problem-solving skills, significantly enhancing their prospects in various aspects of life, and encouraging them to collaborate with their peers. Consequently, a cross-curricular English and Social Studies project, along with an IT project will replace the end-of-semester exams for Grades 5-12.

Please note that students in grades 7-12 will be evaluated based on both the exam and project for English and Social Studies at the end of the semester. The rubric for these projects, along with a letter to parents, will be sent home shortly.

Students will have one or two periods allocated on a weekly basis to work on the projects under the supervision of their teachers. **There should be no project-related tasks or assignments to be completed at home.**

### **Semester 1 Honor List:**

I would like to extend my sincere congratulations to the students who have scored 90% and above on Semester 1 Report Cards, securing their eligibility for the Honor Roll.

Honor Roll Certificates will be awarded to students during assemblies held especially for this purpose.

### **Semester 2 Activities: Arabic Fair, Science/Innovation Fair, International Week, PA Fair, Field Trips, Graduation Ceremonies, and End-of-Year Performances.**

Semester 2 activities will take place according to the following schedule:

Arabic Week -	Week of January 29th
100 Days of School Celebration -	February 2nd
Science Fair -	February 6th – 8th
International Day -	February 16th
Islamic Competition -	February 24th
Innovation & Entrepreneurship Week -	Week of February 26th
E-Safety & French Day-	March 4th
Happiness Day-	March 20th
Mothers' Day -	March 21st
Sustainability Week -	Week of April 22nd
IT Fair -	May 3rd
Grade 12 Graduation Ceremony -	May 20th
KG2 Graduation Ceremony -	June 12th
End-of-Year Performance -	June 13th

Parents will be informed of more details in a separate letter sent home prior to the event's date.

## Policies:

Please find below the school policies that were provided to you at the commencement of the academic year.

### Lateness Policy

Lateness Count	Behavioral Points Lost
1st Late	Verbal Warning
2nd Late	Call Parents 2
3rd Late	Send Paper Home 4
4th Late	4
5th Late	4 Meeting with Parents Contract Signed with Student

Please note that students will not be allowed to enter the school if they show up before 7:15 am or after 8:00 am.

### Cell Phone Policy

This policy aims at informing parents and students of the consequences of bringing cell phones to school, since these devices are strictly not allowed for students on school ground, as per Ministry of Education Rules and Regulations.

1. Carrying or using cell phone use is prohibited in the school premises.
2. Headphones and other listening devices are not allowed to be used at the school.
3. If students need to place an emergency phone call during the day, they should request to go to the main office to use an office phone.
4. Students and their parents must read the cell phone policy and return a signed copy to the office at the beginning of the school year. Signing the policy acknowledges acceptance.

If Students violate the school's cell phone policy, the following will occur:

- **First Offense:** The student's cell phone will be confiscated by a staff member and held in the main office until the student's parents are able to come pick it up. Parents sign an undertaking that in case of second offense, the cell phone will be confiscated till the end of the academic year and stored in the school safe box. The student losses 4 behavior marks.
- **Second Offense:** The student's cell phone is confiscated till the end of the academic year and stored in the school safe box. The student losses 4 behavior marks.

### Behavior Policy

Behavioral Infraction	Upon committing the violation	When repeated for the first time	When repeated for the second time	When repeated for the third time
Uniform Violation First degree offense (simple offense)	1. Verbal warning and directions. 2. Documenting the offense and the action taken.	1. Written warning and documenting the offense. 2. Informing the guardian in writing	<b>Deducted Marks (2)</b>	<b>Deducted Marks (4)</b>
Lateness to School First degree offense (simple offense)	1. Verbal warning and directions. 2. Documenting the offense and the action taken	1. Written warning and documenting the offense. 2. Informing the guardian in writing	<b>Deducted Marks (2)</b>	<b>Deducted Marks (4)</b>
Skipping Class Second degree (medium severity offense)	<b>1. eWarning</b>	<b>Deducted Marks (4)</b>	<b>Deducted Marks (8)</b>	Behavior Committee Decision
Late to Class First degree offense (simple offense)	1. Verbal warning and directions. 2. Documenting the offense and the action taken	1. Written warning and documenting the offense. 2. Informing the guardian in writing	<b>Deducted Marks (2)</b>	<b>Deducted Marks (4)</b>
Absence (no excuse) Second degree (medium severity offense)	<b>2. eWarning</b>	<b>Deducted Marks (4)</b>	<b>Deducted Marks (8)</b>	Behavior Committee Decision
Inappropriate Language Second degree (medium severity offenses)	<b>3. eWarning</b>	<b>Deducted Marks (4)</b>	<b>Deducted Marks (8)</b>	Behavior Committee Decision
Cyberbullying and bullying in general	<b>Deducted Marks (12)</b>	<b>Deducted Marks (12)</b>	Behavior Committee Decision	Behavior Committee Decision

#### *Points Can Be Redeemed!*

Students will be given the option of redeeming deducted points by taking part in a Community Service Program. Points will be redeemed depending on the type and duration of the community service undertaken. The Community Service Program will be closely monitored by a senior staff member and points may only be redeemed through this person. No other staff member can reallocate points for students.



## General E-Safety Policy

### Scope of the Policy

This policy applies to all SAIS members (including staff, students, parents) who have access to and are users of school IT systems, both in and out of the school.

This policy is related to regulating the behavior of students when they are off the school site and empowering members of staff to impose disciplinary penalties for inappropriate behavior. This is pertinent to incidents of cyber-bullying, or other e-safety incidents covered by this policy, which may take place inside or outside of the school but is linked to membership of the school.

The school will deal with such incidents within this policy and associated behavior and will, where known, inform parents / Caregivers of incidents of inappropriate e-safety behavior that take place out of school.

### Roles and Responsibilities

The following section outlines the e-safety roles and responsibilities of individuals and groups within the school:

#### Governors:

Governors are responsible for the approval of the SAIS E-Safety Policy and for reviewing the effectiveness of the policy. This will be carried out by the Governors receiving regular information about e-safety incidents and monitoring reports.

#### Principal and Online Safety Group:

- The principal has a duty of care for ensuring the e-safety of members of the school community
- The principal and another member of the Safety Committee should be aware of the procedures to be followed in the event of a serious e-safety allegation being made against a member of staff
- The principal is responsible for ensuring that the E-Safety Leader and other relevant staff receive suitable training to enable them to carry out their e-safety roles and to train other colleagues, as relevant

- The principal will ensure that there is a system in place to allow for monitoring and support of those in school who carry out the internal e-safety monitoring role.

### **Online Safety Group: (Report to the principal)**

#### **1. Online Safety Officer Role and Responsibilities:**

- Work as the e-safety officer to effectively deliver the e-safety strategy across the school.
- Provide training and resources to staff and students, raising awareness of online safeguarding risks and preventative measures.
- Be aware of potential risks from new and emerging technologies and communicate these to keystakeholders, where appropriate.
- Act as the single point of contact for e-safety issues, liaising with multi-agency partners working with children, young people and other vulnerable people.
- Develop, maintain and quality assure policies and procedures relating to digital technologies and online safeguarding.
- Adhere to new ways of working, embracing change and utilizing new technology.
- Preserve a high degree of confidentiality in respect of customer and personnel information in accordance with the county council's data protection policy.
- Maintain and build good working relationships with colleagues, parents, and students to deliver the service to the required standards.
- Demonstrate awareness/understanding of equal opportunities and other people's behavioral, physical, social and welfare needs.
- Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety.
- Develop an online safety programme for the wider community or to support other schools.
- Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

#### **2. Students' Roles and Responsibilities:**

- Assist the Online Safety Officer in implementing the e-Safety strategy.
- Represent the section they belong to and report all problems to the Online Safety Officer.
- Communicate the Online Safety Group decisions/recommendations to the section of the school to

which they belong.

- Act as digital leaders to raise the awareness and lead others towards fostering an e-safe learning environment, actively participate in meetings and assemblies.
- Participate in mentoring programs for new peers to get acquainted with the school policies related to e-safety
- Support their peers in resolving e-safety issues and help them seek the help of the concerned school staff.

### I. 3. Teachers' Roles and Responsibilities:

- Assist the Online Safety Officer in implementing the e-Safety strategy.
- Check whether their colleagues are reminding students of the Password Protection Policy.
- Participate in mentoring programs for new peers to get acquainted with the school policies related to e-safety
- Support their peers in resolving e-safety issues and help them seek the help of the concerned school staff.
- Collect all AUP and follow up with teachers and students who are late submitting the required documents.

### 4. Counselors' Roles and Responsibilities:

- Assist the Online Safety Officer in implementing the e-Safety strategy.
- Schedule awareness campaigns with the help of the Safety Group members for students, parents, and staff.
- Invite Guest Speakers to discuss Online Safety issues.
- Analyze the Online Incidents Log and submit suggestions for training to Online Safety Officer and Principal
- Apply the sanctions for not respecting the Online Safety related Policies and inform the concerned school staff and parents.
- Hold individual meetings with newly registered students and parents to discuss the school policies and procedures related to e-safety.
- Clearly communicate and explain the school actions and sanctions for infraction of the school e-safe policies and procedures to all students, parents, and staff, through meetings, assemblies, and school website.

## 5. Parents' Role and Responsibilities:

- Share the school e-safety strategy with all parents.
- Report parents' concerns to the Online Safety Officer and discuss them during the meetings
- Assist new parents and mentor them to become acquainted with the school e-safety policies and procedures.

## 6. IT Technician

The IT Technician will ensure:

- That the school's technical infrastructure is secure and is not open to misuse or malicious attack
- That the school meets required e-safety technical requirements
- That users may only access the networks and devices through a properly enforced password protection policy, in which passwords are regularly changed
- The filtering policy is applied and updated on a regular basis and that its implementation is not the sole responsibility of any single person
- That they keep up to date with e-safety technical information in order to effectively carry out their e-safety role and to inform and update others as relevant
- That the use of the network / internet / Virtual Learning Environment / remote access / email is regularly monitored in order that any misuse / attempted misuse can be reported to the principal

## Teaching and Support Staff

Are responsible for ensuring that:

- All Teachers have been trained on e-safety and cyberbullying.
- They have read, understood, and signed the Staff Acceptable Use Policy / Agreement
- They report any suspected misuse or problem to the Online Safety Leader or Principal
- All digital communications with students / parents should be on a professional level and only carried out using official school systems
- Students understand and follow the e-safety and acceptable use policies
- Students have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations

- They monitor the use of the student devices.
- In lessons where internet use is pre-planned pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches

### **Child Protection Officer (Principal) / Safeguarding Designated Safeguarding Lead**

Should be trained in e-safety issues and be aware of the potential for serious child protection /safeguarding issues to arise from:

- Sharing of personal data
- Access to illegal / inappropriate materials
- Inappropriate on-line contact with adults / strangers
- Potential or actual incidents of grooming
- Cyber-bullying

### **Students:**

- Attended awareness workshops on online safety.
- Are responsible for using the school digital technology systems in accordance with the Student Acceptable Use Policy
- Have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- Need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so
- Should understand the importance of adopting good e-safety practice when using digital technologies out of school and realize that the school's E-Safety Policy covers their actions out of school, if related to their membership of the school

### **Parents / Caregivers:**

Parents / Caregivers play a crucial role in ensuring that their children understand the need to use the internet /mobile devices in an appropriate way. The school will take every opportunity to help parents understand these issues through parents' evenings, newsletters, letters, website and information about

national / local e-safety campaigns / literature. Parents and caregivers will be encouraged to support the school in promoting good e- safety practice and to follow guidelines on the appropriate use of:

- Digital and video images taken at school events
- Access to parents' sections of the website

## Policy Statements

### Education – students

Whilst regulation and technical solutions are very important, their use must be balanced by educating students to take a responsible approach. The education of students in e-safety is therefore an essential part of the school's e-safety provision. Children and young people need the help and support of the school to recognize and avoid e-safety risks and build their resilience.

**E-safety should be a focus in all areas of the curriculum and staff should reinforce e-safety messages across the curriculum. The e-safety curriculum should be broad, relevant and provide progression, with opportunities for creative activities and will be provided in the following ways:**

- A planned e-safety awareness should be provided as part of teaching.
- Key e-safety messages should be reinforced as part of a planned program of assemblies.
- Students should be taught in all lessons to be critically aware of the materials / content they access on-line and be guided to validate the accuracy of information
- Students should be taught neither to talk to strangers when online nor share personal information such as home address, phone number, etc.
- Students should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet
- Students should be helped to understand the need for the pupil Acceptable Use Agreement and encouraged to adopt safe and responsible use both within and outside school
- Staff should act as good role models in their use of digital technologies.
- Students should be encouraged to use school ICT systems in a responsible way, to ensure that

there is no risk to their safety or the safety and security of the ICT systems and other users.

- Students should understand that the school will monitor their use of the ICT systems, email and other digital communications.
- In lessons where internet use is pre-planned, it is best practice that pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches.
- Students should understand the importance of immediate online incident reporting to the Online Safety Officer or counsellors.
- Students should be encouraged to contribute in the school awareness campaigns

### **Education – Parents**

Parents play an essential role in the education of their children and in the monitoring / regulation of the children's on-line behaviors. Parents may underestimate how often children and young people come across potentially harmful and inappropriate material on the internet.

The school will provide information and awareness to parents and caregivers through:

- Online parents meeting.
- Messages, flyers, and newsletters on the parents' groups
- Encouraging them to contribute in the school awareness campaigns

### **Education & Training**

It is essential that all staff receive e-safety training and understand their responsibilities, as outlined in this policy. Training will be offered as follows:

- A program of formal e-safety training will be made available to staff. This will be regularly updated and reinforced.
- All new staff should receive e-safety training as part of their induction program ensuring that they fully understand the school e-safety policy and Acceptable Use Agreements
- All e-Safety policies will be presented to and discussed by staff in staff meetings.
- The Online Safety Officer will provide guidance / training to individuals as required.

### **Technical – infrastructure / equipment, filtering, and monitoring**

The school will be responsible for ensuring that the school infrastructure / network is as safe and secure as is reasonably possible and that policies and procedures approved within this policy are implemented. It will also need to ensure that the relevant people named in the above sections will be effective in carrying out their e-safety responsibilities:

- School technical systems will be managed in ways that ensure that the school / academy meets recommended technical requirements
- There will be regular reviews and audits of the safety and security of school academy technical systems
- Servers, wireless systems, and cabling must be securely located and physical access restricted
- All users will have clearly defined access rights to school / academy technical systems and devices
- The principal is responsible for ensuring that software license logs are accurate and up to date and that regular checks are made to reconcile the number of licenses purchased against the number of software installations
- Internet access is filtered for all users
- School technical staff regularly monitor and record the activity of users on the school technical systems and users are made aware of this in the Acceptable Use Agreement
- An appropriate system is in place (to be described) for users to report any actual / potential technical incident / security breach to the relevant person, as agreed)
- Appropriate security measures are in place to protect the servers, firewalls, routers, wireless systems, workstations, mobile devices from accidental or malicious attempts which might threaten the security of the school systems and data. These are tested regularly. The school infrastructure and individual workstations are protected by up-to-date virus software
- Personal data cannot be sent over the internet or taken off the school site unless safely encrypted or otherwise secured.

### **Bring Your Own Device**

The students and the teachers may bring their own laptops as long as they follow these regulations:

- The school has a set of clear expectations and responsibilities for all users
- All users are provided with and accept the Acceptable Use Agreement
- All network systems are secure and access for users is differentiated



- All users will use their username and password and keep this safe
- Mandatory training is undertaken for all staff
- Students receive training and guidance on the use of personal devices
- Regular audits and monitoring of usage will take place to ensure compliance

### **Rent/Buy a School Laptop**

Please refer to the Laptop Use Policy for students and the Laptop Use for teachers.

### **Social Media**

Please refer to the social media Policy and Guidelines

### **Data Protection**

Please refer to the Processing of Personal Data Policy and Password Protection Policy

### **School Actions & Sanctions**

It is more likely that the school will need to deal with incidents that involve inappropriate rather than illegal misuse. It is important that any incidents are dealt with as soon as possible in a proportionate manner, and that members of the school community are aware that incidents have been dealt with and the school actions and sanctions for each type of incident:

#### **Students:**

**1st Occurrence:** A warning letter will be issued by the school to the concerned student. This letter must be signed by both the student and the parent. The student signs an undertaking to abide by the policy or else his/her account will be suspended.

In the event of a second-degree violation, (4 marks) will be

deducted In the event of a third-degree violation, (12)

marks will be deducted

In the event of a fourth-degree violation (failure in the behavior subject).

**2nd Occurrence:** The student's account will be suspended. Parents and students are informed. The student signs an undertaking to abide by the policy or else he will be suspended or expelled.

In the event of a second-degree violation, (8) marks will be

deducted in the event of a third-degree violation, (12)

marks will be deducted.

In the event of a fourth-degree violation (failure in the behavior subject)

**3rd Occurrence:** The student will be suspended or expelled; the student will fail the behavior/conduct subject and won't be accepted to register for the next academic year. Legal authorities will be notified.

**Important Note: The 3<sup>rd</sup> occurrence rules might be applied directly, based on the degree of the violation.**

**Staff:**

**1st Occurrence:** Verbal warning / Written Warning is issued depending on the violation degree.

**2nd Occurrence:** Final Written warning is issued, the staff member signs an undertaking.

**3<sup>rd</sup> Occurrence:** Dismissal from SAIS

**Thanking you for your trust,**

**Carole Sarkis Abboud**

**Principal**

## أولياء الأمور الاعزاء ...

كل عام وانتم بخير بمناسبة قدوم العام الجديد ... نتمنى لكم عاماً مزدهراً بالصحة والسعادة .

أود ان ارحب بكم في العام الدراسي الجديد ، وأرغب في انتهاز الفرصة لتذكيركم برؤية ورسالة مدرسة الشارقة الامريكية الدولية وعرض الانشطة التربوية المتنوعة للطلاب خلال الفصل الدراسي الثاني من العام الأكاديمي الحالي .

### رسالة مدرسة الشارقة الأمريكية الدولية :

تسعى مدرسة الشارقة الأمريكية الدولية على العمل جاهدة لتحقيق التميز والابتكار في التعليم ، حيث توفر بيئة تعليمية ديناميكية آمنة تلبي الاحتياجات الفردية الفريدة والمتنوعة للطلاب لرعاية نموهم الفكري والاجتماعي والعاطفي والجسدي . فهي تهدف إلى بناء مواطنين واثقين ومنتجين وقادة يمتلكون عقولاً مبدعة ومبتكرة، ويفقدون النزاهة والتسامح والاحترام والانفتاح على مختلف ثقافات العالم .

### رؤية مدرسة الشارقة الأمريكية الدولية :

أن نكون منبعاً تعليمياً رئيسياً يساهم في التنمية الشاملة ورفاهية المتعلمين في بيئة نابضة بالحياة وبالتميز الأكاديمي والريادة في الابتكار والتكنولوجيا في التعليم لما له تأثير فعال لمستقبل مستدام .

### قيم مدرسة الشارقة الأمريكية الدولية :

1. التسامح
2. المواطنة العالمية
3. الابتكار
4. النزاهة
5. العدل والمساواة

### مبادئ مدرسة الشارقة الأمريكية الدولية :

- يجب أن يحصل الطلاب على فرص للحصول على التعليم والدعم والتوجيه في بيئة آمنة ومحفزة لتحقيق إمكاناتهم الكاملة وتشجيعهم خلال رحلتهم التعليمية .
- يجب أن يفتح التعليم أفقاً عالمية للطلاب حتى يمكنهم من التعرف واحترام الثقافات والتقاليد والآراء والمعتقدات الأخرى والعمل على اتخاذ القرارات من خلال المناقشة والتعاون ليكونوا أعضاء واعيين ونشطين في المجتمع .
- يجب أن يتيح التعليم للطلاب تطوير أفكارهم ومهاراتهم ، وأن يصبحوا مواطنين مبدعين ومبتكرين قادرين على اتخاذ قرارات مدروسة ولديهم القدرة على حل المشكلات الصعبة .
- تمكن التكنولوجيا المعلمين من خوض تجارب التعلم وإنشاء بيئات تعليمية مميزة تمكن الطلاب من استكشاف المعرفة والعالم من حولهم بطرق جديدة ومثيرة .
- وضع التوقعات التي تحتاج إلى تحدي من الطلاب ومتابعتهم على انجاز هذه التوقعات والتحديات يؤدي إلى نجاح وتميز الطالب .

### طاقم العمل الجديد :

أرحب بالأعضاء الجدد الذين انضموا حديثاً لطاقم عمل مدرسة الشارقة الأمريكية الدولية – أم القيوين :

المسمى الوظيفي	الاسم
سكرتيرة	أسماء عبدالله
معلمة جغرافيا	لويس ساندر
معلمة صف	هنا مستف

## الحضور والالتزام :

يساهم الحضور المنتظم والالتزام بالمواعيد بشكل كبير في تعزيز النجاح الأكاديمي للطلبة. عند تغيب الطالب عن الفصل فإنه يؤثر سلباً على الطالب وعلى تحصيله الدراسي . حيث يعد تشجيع الطالب على الالتزام بالمواعيد في المدرسة بمثابة تهيئة الطالب واعداده لوظيفة المستقبل .

يرجى ملاحظة أنه سيتم خصم علامات السلوك في حال تغيب الطالب بدون عذر. بالإضافة إلى ذلك ووفقاً لقواعد وزارة التعليم فإنه يمكن أن يؤدي 15 غياباً متتالياً بدون عذر أو 20 غياباً متفرقاً إلى عدم ترقية الطالب للصف التالي . حيث ينعكس التأخير أيضاً في خصم درجات سلوك الطالب ، لذا نرجو من جميع أولياء الأمور والطلبة بذل قصارى جهودكم والتعاون معنا لتفادي التغيب والتأخير وضمان بيئة تعليمية مثمرة .

## لائحة السلوك :

نود تذكيركم بأنظمة وقوانين السلوك لمدرسة الشارقة الأمريكية الدولية :

- تحتسب علامة السلوك بحيث تصبح مماثلة لعلامات المواد الأخرى ، وسيتم إحتسابها ضمن المعدل الاجمالي الطالب.
- يحق للمدرسة أن تحتفظ ببطاقة تقرير الطالب الحاصل على نسبة سلوك أقل من 60% وأن تحيل الموضوع لمنطقة أم القيوين التعليمية لإتخاذ الإجراء المناسب .
- في بداية الفصل الدراسي تكون علامة السلوك للطالب من 80% . ويتم تحصيل علامات إضافية عليها بعدة طرق :  
مثال على ذلك ، تطوع الطالب ببعض الأعمال المدرسية ، أو أن يتحلى بسلوك جيد بحيث يكون نموذجاً يحتذى به بين أصدقائه ، أو ان يكون بارعاً في فن القيادة وحسن التصرف مع زملائه والآخرين .
- في حال مخالفة الطالب لقوانين وأنظمة المدرسة أو حدوث أي تصرف غير مقبول سيخصم له من درجات السلوك .
- يرجى ملاحظة أن الطلاب الذين لا يلتزمون بقواعد السلامة الرقمية (الإلكترونية) في المدرسة سيفقدون علامات السلوك كما هو موضح في جزئية العقوبة والمدرجة تحت قوانين المدرسة .

• يرجى الاطلاع على الدليل الخاص بالطالب وولي الأمر المتاح على موقع المدرسة للتعرف بوضوح على كيفية احتساب علامات السلوك التي يجب الالتزام بها اثناء التواجد في المدرسة و عند استخدام الإنترنت.

• نود التذكير بأنه لا يُسمح للطلاب إحضار هواتفهم المحمولة إلى المدرسة وفي حال العثور على هاتف مع الطالب سيتم في المرة الاولى سحب الهاتف من الطالب وإعادته إلى ولي الأمر. وفي حال التكرار سيتم سحب الهاتف من الطالب وتسليمه لولي الأمر في نهاية العام الدراسي إضافةً لخصم علامات السلوك .

### مغادرة الطلبة قبل إنتهاء اليوم الدراسي :

الرجاء العلم بأن سحب الطالب قبل نهاية اليوم الدراسي يؤثر سلباً على علامة المشاركة للطالب في جميع الدروس التي فاتته . وفي حال استأذن الطالب للمغادرة مبكراً لموعد طبي مجدول مسبقاً ، فإنه يجب عليه تزويد الادارة بمذكرة الطبيب وذلك تجنباً لتسجيله غائباً ومن ثم خصم درجات.

يحصل الطلاب الذين يستأذنون قبل انتهاء اليوم الدراسي من دون عذر مقبول على درجة ( صفر ) في حال عدم انجازهم لفروضهم الواجبة عليهم . إضافة لذلك ، لن يسمح لاي طالب بالمغادرة بعد الساعة 1:00 ظهراً .

### يرجى الاطلاع أدناه على إجراءات مغادرة الطالب مبكراً:

1. يقوم ولي الأمر بإرسال بريد إلكتروني إلى منسق القسم لإبلاغه بسبب مغادرة الطالب مبكراً. يجب على ولي الأمر إرفاق نسخة من هوية الشخص الذي سيحضر لاصطحاب الطالب
2. ينتظر ولي الأمر موافقة منسق القسم لاصطحاب الطالب .
- 3 في حال عدم تقديم تقرير طبي ، يقوم المنسق بإبلاغ المعلمين المعنيين عبر البريد الإلكتروني بخصم علامات المشاركة للطلاب الذين غادروا مبكراً مع إبلاغ مديرة المدرسة بذلك .
4. يقوم منسق القسم بإبلاغ موظفة الاستقبال عبر البريد الإلكتروني باسم الطالب وصفه وشعبته على أن يذكر الاسم وهوية الشخص المخول بسحب الطالب من المدرسة .
5. سيظهر الشخص المخول له باصطحاب الطالب هويته لموظفة الاستقبال بعد مطابقة هويته مع الهوية المرفقة بالبريد الإلكتروني من ولي الامر.

تعاونكم معنا في هذا الموضوع سيكون له الأثر الإيجابي .

### إختبار الإمارات القياسى (EmSAT)

يتوجب على طلبة صفوف الثاني عشر إكمال اختبارات الامسات بنجاح في مادة اللغة العربية واللغة الانجليزية والرياضيات والفيزياء والكيمياء ليكونوا مؤهلين للتخرج في نهاية العام الدراسي . وينصح أولياء الامور بمراقبة حسابات الطلبة بانتظام وذلك تحسباً لأي تحديث من قبل وزارة التربية والتعليم .

### إختبار مقياس التقدم الأكاديمى (MAP)

إن من المقرر عقد ثلاثة اختبارات لطلاب الصفوف الثالث والخامس والسابع والتاسع خلال العام الدراسي 2023-2024 ، وذلك لقياس مستوى تقدم الطلبة والتعرف على نقاط ضعفهم ومعالجتها . تمت مشاركة نتائج اختبارات (MAP) التي أجريت في نوفمبر 2023 مع أولياء الأمور مصحوبة بخطط عمل تم إعدادها من قبل معلمين مادة اللغة الإنجليزية والرياضيات والعلوم لمساعدة الطلبة في تحسين أدائهم الأكاديمي في الامتحان المقبل والمزعم عقده في شهر فبراير. إن دعم الآباء لأبنائهم سيكون له الأثر الأكبر في تحسين التحصيل الأكاديمي للطلاب .

### مجلس أولياء أمور الطلبة :

سوف يعقد مجلس أولياء الأمور يوم الاثنين 29 يناير في حرم المدرسة من الساعة 12:30 ظهراً حتى 3:30 عصراً على أن يكون هناك انصراف مبكر لجميع الطلاب عند الساعة 12:20 ظهراً . كافة أولياء الأمور مدعوين للحضور وذلك لمعرفة أداء أبنائهم في الفصل الدراسي السابق .

يرجى ملاحظة بأن وقت الاجتماع مع المعلم يقتصر على 5 دقائق فقط لكل ولي أمر . في حال رغب الوالدين في عقد لقاء أطول مع المعلمين ، يرجى التواصل مع السكرتيرة/ جوانا أو أسماء لتحديد موعد إجتماع آخر خلال ساعات الدوام الرسمي .

**برنامج القراءة الالكتروني RAZ kids و My On**

طبق برنامج القراءة الالكتروني وذلك لتنمية مهارة القراءة لدى الطالب . هذا بدوره سيؤدي إلى تشجيع الطالب على قراءة العديد من الكتب المختلفة بالمنزل ، علماً بأن الطالب الذي سيحصل على أكبر عدد ممكن من النجوم سيكافأ بشهادة تقديرية في نهاية الاسبوع . الرجاء من أولياء الامور التعاون مع الطالب في تطبيق برنامج القراءة لتحقيق الأهداف المرجوة .  
علماً بأنه قد تم توفير المكتبة الالكترونية My On لطلاب الصفوف G5 – G12 وذلك لتعزيز مهارة القراءة لديهم .

**مشاريع الصف الخامس – الثاني عشر :**

يعلم منهج التعلم المبني على المشاريع على تقوية التفكير النقدي لدى الطلبة ومهارات حل المشاكل التي تساعدهم بشكل كبير في مختلف مجالات الحياة . حيث يتم تشجيع الطلاب للعمل بشكل تعاوني مع أقرانهم .

وبناءً على ذلك فإن الامتحان النهائي للصفوف G5 – G12 لمادة اللغة الانجليزية والدراسات الاجتماعية وتكنولوجيا المعلومات للصفوف المذكورة أعلاه سوف تستبدل بالمشاريع خلال الفصل الدراسي الحالي .

علماً بأن طلاب الصف G7 – G12 سيكون لديهم امتحان ومشروع كتقويم نهائي لمادتي اللغة الانجليزية والدراسات الاجتماعية في نهاية الفصل الدراسي .

سترسل عناوين المشاريع القائمة خلال الفصل الدراسي الجاري مع نموذج تقييم المشروع ورسالة إلى اولياء الامور قريباً .

وسيتيم أيضاً تخصيص حصة او حصتين بالاسبوع لمتابعة عمل الطلاب على المشاريع القائمة وذلك تحت إشراف معلم المادة على أن لا يتم انجاز اي مهام متعلقة بالمشروع في المنزل .

**الفصل الدراسي الاول ( قائمة الشرف ) :**

أود أن أتقدم بخالص الشكر والتقدير للطلاب المتميزين والحاصلين في الفصل الدراسي الأول على درجات التفوق بنسبة 90% وما فوق . الرجاء العلم بأن شهادات التقدير سوف توزع على الطلاب خلال اليوم الدراسي في اليوم الذي يعقد خصيصاً لهذا الغرض .



أنشطة الفصل الدراسي الثاني :

معرض اللغة العربية – معرض الابتكار - اليوم العالمي - اليوم الرياضي –الرحلات الميدانية – حفلات تخرج – وحفلات  
نهاية العام الدراسي

سيتم تنفيذ الأنشطة وفقاً للجدول التالي :

الاسبوع 29 من شهر يناير

2/2

6/2 – 8/2

16/2

24/2

الاسبوع 26 من شهر فبراير

معرض اللغة العربية

الاحتفال بمرور 100 يوم دراسي

معرض العلوم

اليوم العالمي

المسابقة الدينية

اسبوع الابتكار وادارة الأعمال

4/3

20/3

21/3

الاسبوع 22 من شهر ابريل

3/5

20/5

12/6

13/6

السلامة الالكترونية ويوم اللغة الفرنسية

يوم السعادة

عيد الأم

اسبوع الاستدامة

معرض تكنولوجيا المعلومات

حفلة تخرج صفوف الثاني عشر

حفلة تخرج صفوف الروضة الثانية

حفلة نهاية العام الدراسي

سوف يتم اعلام اولياء الامور بالبيانات المفصلة للانشطة وذلك بارسال رسالة لاولياء الامور قبل موعد الحدث .

**قوانين وأنظمة المدرسة :**

يرجى الاطلاع على قوانين وأنظمة المدرسة التي تم توضيحها في بداية العام الدراسي والتي اضيفت في نهاية النسخة الانكليزية لهذه النشرة:

- التأخير
- الهاتف المحمول
- السلوك
- السلامة الالكترونية

شاكرين لكم تعاونكم معنا وثقتكم بنا ،،،

كارول سركيس عبود

مديرة مدرسة الشارقة الامريكية الدولية

فرع أم القيوين