



Minutes of Meeting

Code: CM 4

Administered by Dr. Tarek Harmoush

Topic of meeting	:	Coordinators' meeting
Date of meeting	:	13/09/2024
Attendees	:	Mr. Bassam Ismail/ Mrs. Israa Al-Okla / Mrs. Farah Abboud / Mrs. Abir Ghabris/ Mrs. Manal Issa/ Mrs. Rayan Seklawi / Mrs. Ghina Jaffal / Mrs. Hawraa kazan/ Mrs. Abir Salloum/ Mr. Reda Toami/Miss Seriya Joudi /Mrs. Tala Nasser

Began at 9:00 am and adjourned at 11:00 am

No.	Topic	Decision	Responsible parties	Due date
1	Classroom Notebooks	- Ask the teachers to fill the positive and negative notes.	Teachers	Throughout the year
2	Students Manual (Agenda)	- Cycle One: All together 30 minutes - Cycle Two: All together 50 minutes - Cycle Three: 3 Subjects; 20 minutes each - Cycle Four: 30 minutes for each subject	Teachers	Throughout the year
4	Exams	- Summative Exam: submitted on the agenda before one week - Quiz: assigned at least two days before	Teachers	Throughout the year
5	Drop Quiz	- Unannounced and ungraded - Might be put on bulletin boards to encourage high-achieving students.	Teachers	Throughout the year

6	Online Students	<ul style="list-style-type: none"> - A coordinators' meeting will be held at September 17th to discuss online students. 	Coordinators	Throughout the year
7	Community (Trips)	<ul style="list-style-type: none"> - Should be announced on the annual plan or in the unit plan. - The trip should include: Pre-trip (questions with the students); During-trip (report to be filled); After-trip (output) 	Teachers	Throughout the year
8	Transportation (Friday)	<ul style="list-style-type: none"> - Paid for each teacher if he/she is not leaving with the bus 	Teachers	Throughout the year
9	Classroom Rules	<ul style="list-style-type: none"> - Homeroom teacher along with students writes the 1st draft of the classroom rules - The 2nd (final) draft can be done by a group of students or by the Arts department - Each rule (sentence) should be written individually. <p>Note: Each teacher should emphasize the rules after the homeroom teacher discusses them with the students.</p>	Teachers	Beginning of the school year
10	Students Rights	<ul style="list-style-type: none"> - They should be discussed with the students and fixed outside the class. 	Teachers	Beginning of the school
11	IB visit	<ul style="list-style-type: none"> - On October 7th & 8th, the IB consultation will visit the school - The teaching should be primarily student-centered. 	Teacher	7th & 8th of October
12	IBB (Interactive bulletin board)	<ul style="list-style-type: none"> - Vocabs of a unit should be removed after finishing the unit. - The vocabs should be put on the bulletin board after discussing them with students, not before. 	Teacher	Throughout the year

13	Agenda	<ul style="list-style-type: none">- Monday: Arabic, Math- Tuesday: English, Science- Wednesday: Arabic, Math- Thursday: English, Arabic- Friday: English, Math/Science- French, geography, Germany assigned on E-school a week before.	Teachers (Grades 1 to 6)	Throughout the year
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