



## Minutes of Meeting number (19).

Code: CM19

Administered by Dr. Tarek Harmoush

<b>Topic of meeting</b>	:	School Policies/ Partial 2 Grades
<b>Date of meeting</b>	:	22/03/2024
<b>Attendees</b>	:	Mr. Bassam Ismail/ Mrs. Israa Al Okla/ Mrs. Manal Issa / Mrs. Abir Salloum/ Mrs. Abir Ghabris / Mrs. Farah Abboud/ Mrs. Ghina Jaffal/ Mrs. Rayan Seklawi / Mr. Reda Tohme/ Mr. Ghassan Salami/ Mrs. Hawraa Kazan/ Mr. Hassan Hakani
<b>Absences</b>	:	

Began at 8:55 a.m and adjourned at 9:40 a.m

No.	Topic	Decision	Responsible parties	Due date
1	<b>Implement School Policies</b>	*Classroom management is a priority. *Cellular phones are not allowed in the classrooms.  * Teachers have to maintain the orderliness of using the stairs for breaks and dismissal. * Any student asked to leave the class is not permitted to go back to the class for the rest of the day.	Teachers, HODs	Throughout the academic year

2	<b>Partial 2 Grades</b>	*Check and sign the hardcopies of gradebooks *Mrs. Israa will contact the HODs regarding the time required to check grades.	Coordinators & HODs	April 29
3	<b>Subject-Exemption</b>	*Cycle 1 (94%) *Cycle 2 (92%) *Cycle 3 (90%) *The total average (Mid- term average + Partial2) will be considered as a reference for exemption.	Teachers & Coordinators	Finals
4	<b>Grade 12</b>	* Grade 12 teachers have to inform Dr. Tarek concerning any misbehaving student or academic struggles.  *The final teaching day for this academic year will be May 31.	Teachers & HODs	May 31
5	<b>Assignments</b>	Assessments (Quizzes and Exams) for after the break can be assigned from now	Teachers & Coordinators	After Vacation
6	<b>Classroom Notebook</b>	<b>*Teachers have to write their suggestions in case they write students name for any misbehaving or academical problems.</b>	Teachers	Throughout the academic year