

 <b>Smart College</b>	<b>Minutes of Meeting</b>	<b>Code: CM 4</b>
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**Administered by Dr. Tarek Harmoush**

<b>Topic of meeting</b>	<b>:</b>	<b>Coordinators' meeting</b>
<b>Date of meeting</b>	<b>:</b>	<b>13/09/2024</b>
<b>Attendees</b>	<b>:</b>	<b>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</b>

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

<b>No.</b>	<b>Topic</b>	<b>Decision</b>	<b>Responsible parties</b>	<b>Due date</b>
<b>1</b>	<b>Classroom Notebooks</b>	- Ask the teachers to fill the positive and negative notes.	<b>Teachers</b>	<b>Throughout the year</b>
<b>2</b>	<b>Students Manual (Agenda)</b>	- 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	<b>Teachers</b>	<b>Throughout the year</b>
<b>4</b>	<b>Exams</b>	- Summative Exam: submitted on the agenda before one week - Quiz: assigned at least two days before	<b>Teachers</b>	<b>Throughout the year</b>
<b>5</b>	<b>Drop Quiz</b>	- Unannounced and ungraded - Might be put on bulletin boards to encourage high-achieving students.	<b>Teachers</b>	<b>Throughout the year</b>

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

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