



Minutes of Meeting

Code: CM6

Administered by Dr. Tarek Harmoush

Topic of meeting	:	Coordinators' Meeting
Date of meeting	:	Friday February 07, 2025
Attendees	:	Mrs. Abir Ghabris/ Mrs. Abir Salloum/ Mrs. Israa Al Okla/ Mrs. Manal Issa/ Mrs. Rayan Siklawi/ Ms. Seriya Joudi/ Mrs. Tala Nasser/ Mrs. Zahraa Bazzoun

Began at 9:00 AM and adjourned at 9:40 AM

No.	Topic	Decision	Responsible parties	Due date
1	Yearly Plan modification	Adjustments to the yearly plan may be passed to shorten or omit certain objectives, provided that the required objectives are effectively achieved.	Coordinators/teachers	Throughout the academic year
2	Holidays	Only the holidays shown in the recently shared academic calendar will be days off from school.	Whole school	Throughout the academic year
3	Spring Break	No tests or homework are assigned for Spring Break.	Teachers	Spring break
4	Classroom environment	Classroom sessions must be student-centered, fostering active engagement through hands-on work and participation in learning activities rather than passive reception of information from teachers (teachers must be facilitators not instructors).	Teachers	Throughout the academic year
5	ChatGPT	The usage of ChatGPT in classroom activities as a part of the learning plan is encouraged, provided that the teacher facilitates the prompts/instructions given to it and ensures that the activity promotes critical thinking.	Teachers	Throughout the academic year

