



Date: 30/12/2023

Dear Parents, (KG – Grade 12)

Subject: Guidelines for the Second Term of the Academic Year 2023/2024

We extend our best regards to you and wish you and our dear students continued health and wellness

We would like to remind you that the students resume for the second term will be **on Tuesday, 2/1/2024, as Monday 1/1/2024** is the New Year's holiday in the country.

We would also like to inform you that the school has received the textbooks from the Ministry and will distribute them to students from the first day as follows:

- Grade 5 to Grade 12, it will be distributed to students within the classes.
- Grade 1 to 4, parents must come to school to receive the books on **Tuesday 2/01/2024** from 7:00 a.m. to 3:00 p.m.

The following is a reminder of some important guidelines with our wishes for a positive and fruitful educational experience for our dear students.

❖ First: School Hours:

- 1) All students start **daily at 7:15 am.**
- 2) Monday to Thursday: Classes end **at 1:50 p.m. (for KG and Elementry) and 2:00 p.m. (Grades 5 to 12).**
- 3) Friday: Classes end **at 10:40 a.m.** (if modified you will be notified later).
- 4) Any student who is late for the assembly (7:20 a.m.) will be enrolled late, which will affect their conduct grades.
- 5) No students will be admitted inside the school after 7:45 a.m

❖ Second: First Term Results:

- 1) The report cards of the first term are expected to be released this week, and we will inform you as soon as the results are released.

❖ Third: A reminder of the most important instructions and directives followed in our school:

(1) Applicable e-learning programs:

E-learning for grades 1 to 12 is activated during classes and assignments through the following programs:

1) Orison Program: An electronic system through which a user account is available for each student and teacher, through which you can follow: weekly plan, attendance and absence, communication with teachers and administrative staff, student grades in evaluation tools, periodic student performance reports, student behavior view.

2) Microsoft Teams: It is activated during part of each lesson to activate e-learning applications, e-cooperative learning and other educational strategies.

(2) Instructions for the use of electronic devices:

- 1) The use of electronic devices within the school is for grades one through twelfth.
- 2) Bringing electronic devices is mandatory for all students, as their use is activated in all classes, and the school holds any student who does not attend his device accountable through the participation grades for each subject and the student's behavior grades.
- 3) Please send your **laptop or tablet (Tablet)** after it is fully charged and the sim card is not used in the device.
- 4) It is strictly forbidden to bring a mobile phone (mobile) as it will be subject to **confiscation.**
- 5) Please send the charger of the device as there are designated charging areas in each row.

6) It is forbidden to use the device except according to the teacher's instructions and only at the times specified by him.

7) It is strictly forbidden to use electronic devices inside the school for the matters mentioned below:

- Playing with electronic games or using social networking sites for personal purposes.
- Research or view materials that are not related to curriculum objectives or academic advising objectives.
- Filming inside the school or circulating photos and videos.

Any student who does not comply with this will be held accountable and recorded for behavioral violations, which may amount to the confiscation of the device.

(3) School Transportation Instructions:

1) The provision of school transportation service to students enrolled in it will resume as usual from the first day of the second semester.

2) The student must respect the driver and supervisor and abide by their instructions.

3) The student must adhere to the school uniform inside the bus back and forth.

4) The student must keep the bus, seats, fans, and other bus facilities clean and not damaged.

5) The student must not stand, nor move inside the bus while riding, but sit and stay in the designated seat throughout the bus trip.

6) The student must adhere to the positive behavior inside the bus and not harass or disturb the rest of the students on the bus or perform any acts or words contrary to morals and ethics inside the bus.

7) The school has the right to take the measures it deems appropriate if the student does not comply to the instructions, including canceling the transportation service for the student.

(4) Instructions for the departure of car students at the end of the school day:

To ensure the security and safety of students within the school and while attending and leaving school, please abide by the following instructions:

1) The student is allowed to leave school before the end of school time only with the approval of the department in emergencies.

2) **The student is only allowed to leave school with the guardian.**

3) It is forbidden to take a taxi except with a written request of the guardian, which is approved by the school (only for male students from the ninth grade and **above**), after receiving a pass card given by the section supervisor.

4) The student is not allowed to wait for the guardian outside the school after the end of the school time but must wait inside the school campus until the guardian arrives.

5) The guardian is not allowed into the class during school hours for any reason, and he/she can meet the administration for any matter related to his/her son/daughter.

**** Note: The new class schedules will be circulated to you through the WhatsApp groups of the administrative supervisors**

Thank you for your cooperation.

**Principal
Amjad Al Jubr**