



Al Shola American School

Academic Year: 2023/2024



Ref.SAS. Circular/08.23-24

Date: 27/8/2023

Dear SAS Parents, (from KG to Grade 12)

Subject: Guidelines for the Start of Study for the New Academic Year 2022/2024

In preparation for welcoming our dear students on **Monday 28/8/2023**, we would like to address you regarding a set of important guidelines with our wishes to our dear students for an effective and safe learning experience.

❖ First: General Instructions:

- 1) Students' school hours begin daily **at 7:15 a.m.**
- 2) The end of students' day varies according to their academic stages, as circulated before to you in a separate circular: (kindergarten and Elementary: 1:50 p.m., Grade five and above: 2:00 p.m.).
- 3) These timings may be subject to minor adjustments if the study plan for the new year is amended by the Ministry of Education.
- 4) Parents of kindergarten children are allowed to receive their son/daughter early starting at 12:30 noon.
- 5) Any student who is late for the morning assembly (7:15 a.m.) will be registered late, which will affect his/her behavior grades.
- 6) Students are not allowed to enter the school after 8:00 a.m.
- 7) The section supervisors will guide the students to their classes when they arrive in the morning.
- 8) The guardian is not allowed to enter the school where he/she must only drop his/her son/daughter at the school gate.
- 9) Please adhere to the specific entries for each grade according to the gates of each section.
- 10) To subscribe to the canteen service, contact the section supervisor and the in-school food service will also be available as a precautionary measure, providing you with a menu of meals and items.

❖ Second: Educational Programs Applied in Education:

The use of electronic devices within the school is for grades 1 to 12 is activated during classes and assignments through Microsoft Teams:

- It is activated during part of each class to activate e-learning applications, e-collaborative learning, and other educational strategies.
- For old students: The student can access the teams with the same account as the previous one, where students have been promoted to subsequent grades (if you lose your account, you can get it by contacting the supervisor).
- For new students: You will be provided with your account username and password through the administrative supervisor.

❖ Third: Instructions for using electronic devices:

- 1) The use of electronic devices within the school is for grades 1 to 12.
- 2) Please send **the students' laptop** or tablet fully charged and prevent the use of a sim card chip in the device
- 3) It is strictly forbidden to bring a mobile phone as it will be confiscated.
- 4) Please send the device charger as there are dedicated charging spaces in each class.
- 5) The use of the device is prohibited except as instructed by the teacher and only at the times specified.
- 6) The use of electronic devices within the school for the following purposes is strictly prohibited:
 - Play online games or use social media sites for personal purposes.
 - Research or view materials that are not related to curriculum goals or academic guidance goals.
 - Shoot in school or exchange photos and videos.

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

❖ Fourth: School Transport Instructions:

- 1) For students enrolled in transportation: **The parent must deliver his/her son or daughter** to school in the morning on the **first day of school**, then check with the transportation supervisor to provide him with the detailed address, and the student returns home at noon on the same day through the school bus.
- 2) Please check with the transportation supervisor upon arrival in the morning on the first day to get his phone number and the bus driver's number.
- 3) The student will be provided with a school-approved transport card, which he must keep continuously to show it if necessary.
- 4) The student must respect the driver and supervisor and abide by their instructions.
- 5) The student must adhere to the school uniform inside the bus back and forth.
- 6) The student must maintain the cleanness of the bus, seats, AC inlets and other bus equipment and not vandalize them.
- 7) The student should not stand and move inside the bus while moving but sit and stay in the allocated seat throughout the bus journey.
- 8) The student must abide by the positive behavior inside the bus and not disturb the rest of the students on the bus or make any actions whether physical or verbal contrary to the morals and manners inside the bus.
- 9) The school has the right to take suitable action in the event that the student does not comply with the instructions, including the cancellation of the student's transportation service.

❖ Fifth: Instructions for students who are not enrolled in the transportation service at the end of the school day:

In order 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 emergency situations.
2. The school is not responsible of any student after leaving the school campus except students enrolled in school transportation during bus journeys (while attending or leaving school).
3. **The student is only allowed to leave school with the guardian.**
4. 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.
5. 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.
6. 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.

❖ Sixth: Communication Channels:

The school provides all means of communication to answer any inquiry or suggestion through the following communication channels.

School Number: 06-7451110 and mobile phones:

S.N	Section	The person in charge	Mobile number
1	Kindergarten Supervisor	Ms. Asmaa Saleh	0508513455
2	Primary Supervisor (Grade 1- 4)	Ms. Dalia Al-Masri	0545304451
3	Girls Supervisor (Grade 5-12)	Ms. Wafa Al-Taie	0547041684
4	Boys Supervisor (Grade 5-12)	Mr. Wissam Al-Nasr	0547041685
5	Registration and Student Affairs	Mr. Mohamed Salah	0547041499
6	Transportation Department	Mr. Momen Abu Daqa	0505068256

- School WhatsApp groups (please contact the supervisors shown in the table above to add you to them if you are not involved).
- School's Telegram Channel: https://t.me/alshola_american_school
- The school Hotline is: **(050-9708205)**
- School Email: principal@sholaamericanschool.com
- School Facebook page under the title: [Al Shola American School](#)
- The school's Instagram page under the link: <https://instagram.com/alsholaamerican?igshid=NmNmNjAwNzg=>
- School website: www.alsholaamericanschool.com

❖ Seventh: Orison Communication Program:

In order to organize the process of communicating with the student and the guardian regarding educational matters, the school has purchased its own application through the Orison electronic program, which has a special application that can be easily downloaded and used.

We will provide you with a subsequent circular about this program, as well as a guide and a user account for each parent.

We would like to emphasize that the school is communicating with the guardian in writing or electronically about any guidance and therefore we urge you not to rely on oral communication.

Al Shola American School looks forward to the cooperation of its valued parents to meet its obligations. It adopts an open-door policy with parents to communicate at any time and in all that serves our dear children.

****Note: The students' timetables will be sent to you through the school's WhatsApp groups.**

Thank you for your cooperation.

School Principal
Amjad Al Jubr