

## **GUIDELINES FOR PARENTS**

### **Welcome back to school.**

As your children's success is our ultimate goal, we therefore encourage you to consider the following important issues:

1. Remember that the disciplining of children begins at home by their parents. We, educators, try to continue the up-bringing of your children by securing proper atmosphere which leads to the development of their moral, social and religious values.
2. Kindly read the school's philosophy, objectives and the Parent-Student handbook and remember that continuous cooperation between school and parents will ensure better results.
3. Get acquainted and cooperate with the school personnel especially your son's/daughter's teachers and Department Supervisor and keep in touch with them on a weekly basis.
4. Show respect and appreciation to those who are in direct contact with your children and instruct your children to respect others' opinions.
5. Teach your children to take care of their possessions, and to respect all people and belongings of others.
6. Encourage them to adhere to a regular daily study schedule.
7. Always check on their Weekly Assignment Plan which is distributed every Thursday. Also check on their behavior and academic progress.
8. Urge your children to study day by day and to start preparing for the end-of-term tests as soon as they receive the examination schedule and the required materials which are distributed one week prior to the test date.
9. Constantly encourage outside reading in both languages, English and Arabic.
10. Participate and show interest in their school activities and attend all school meetings as required.
11. Report cards are distributed 4 times per year during a Parent-Teacher meeting, tentatively in November, January, April and June. We urge you to attend. Special reports will be issued upon request or when it is necessary.
12. Tests and quizzes should be corrected by teachers and returned to students within 24 hours. Hence, you can monitor your children's progress by endorsing these quizzes and tests on time.

Remember that we do care about your child's progress and all our personnel will be glad to assist you whenever needed.

If you are dissatisfied, please consult with the Director or any of his assistants. They will be ready to help at once.

Attached you will find the Course Description for all your son's/daughter's subjects.

Please consult with the Supervisor or the HOD for any inquiries.

We wish you and your children a very successful year.

## ADMINISTRATION