



August 18, 2016

Greetings to Parents and Students:

Welcome to *Maplewood International School*. We have been busy organizing for the 2016-2017 school year. Our painting crews, maintenance and cleaning staff are preparing our facility for start up. We have planned an exciting school year for all of our students; all we ask is that they come prepared to learn and study hard, so together we can enjoy an excellent school year.

For grades 1-10 students the first day of school is August 28<sup>th</sup>. KG-1 and KG-2 students will begin school on Sunday, September 4. The school day is as follows:

|             |  |
|-------------|--|
| 7:30 - 7:50 | Student Arrival                                    |
| 7:50 - 8:00 | Morning Assembly                                   |
| 12:30       | School Dismissal for KG Bus Students               |
| 1:00        | School Dismissal for KG Students not taking Buses. |
| 3:00        | School Dismissal for Grades 1 to 10 Students.      |

On the first day of school, teachers will provide students with a supply list to guide your purchasing. Students will have lockers assigned for book bags and lunch boxes.

### **Pick up and Drop off Procedures**

To ensure your children's safety and the orderly environment of our school, we ask everyone to cooperate with the following pick up and drop off procedures:

Front gates are for visitors and parents who want to meet school staff. Without exception, everyone who enters the school is required to go through security and school reception. Throughout the year parents are welcome to come to the school and go through the school's reception to make arrangements to meet with staff, ask questions, or address issues regarding their children.

Side gates are for student drop off in the morning and pick up in the afternoon by parents or pre-approved drivers only. This arrangement will help control traffic in and out of school and will alleviate congestion during peak times.



All students will be given duplicate ID cards that are for drivers authorized by their parents to pick up their children. When someone comes to collect a child, they will need to have the child's duplicate ID card with them to prove that the parent has authorized them.

If at anytime you need to pick your child up early, or if your child is a bus student and will be absent from the bus, please go through reception and the bus monitor to make these arrangements. We need your cooperation on these matters of safety and security. Reception will make all necessary arrangements for you. We ask that you carefully consider the need to remove students from classes early as every late attendance, absence, or early dismissal disrupts your child's school success.

### **Busing**

If you require busing for your child, go online, complete the *Transportation Request Form*, and submit it. You will be contacted for pick up and drop off time and location. Transportation will be provided to all student who submitted a Transportation Request Form prior to Aug 24. Thereafter new request will take three days to process

### **Curriculum**

Maplewood School offers an Alberta-based curriculum that teaches and supports the values and academic performance standards of both the United Arab Emirates (UAE) and Alberta. These values and standards are mutually supportive and are rigorous. They are intended to give your child the best education he/she can receive. These high standards of education require strong parent-teacher partnerships so we can work together to develop a good work ethic, high standards of cooperation, and effective support for every learner.

### **Code of Conduct**

Maplewood School is a digital learning, co-educational facility that focuses learning on mastery of foundational skills, problem solving, critical thinking, global citizenship, cultural awareness, cooperation and collaboration, active and engaged learning, innovation, and ethical behaviour. Students are expected to cooperate and take part in all their scheduled school activities. In week one, your child will be provided with a *Code of Conduct Contract* and an *Acceptable Use of Technology Agreement*.



If your child rides a bus you will also be provided with a *School Bus Contract*, all of which we ask that you and your child review, sign, and return as part of the educational agreement between you, your child, and your school.

### **ESL**

Although Maplewood School provides general ESL instruction, tuition-based English Second Language (ESL) classes will be available for students who need ESL support beyond the regular program. With the exception of Arabic Language Studies, UAE Social Studies, and Islamic Studies for Arabic students, the school's language of instruction is English. Please contact Ms. Marilyn Ogradnick, ESL coordinator, if you wish to provide your child with additional ESL programming.

### **Special Education**

Ms. Hana'a, Special Education Coordinator, will assess our students closely to ensure that any who require additional special education supports are identified early. She will be in contact with you early in the year if she feels your child could benefit from or requires additional assessment and special educational programming.

Teachers will provide you with access to weekly overviews that will help you support your child's learning. These overviews will include the learning outcomes that your children will be studying, the assignments, key resources, and digital links that can support their learning. Maplewood School is a digital school with most learning resources and assignments accessible online.

### **School Counselling Program**

Mrs. Elham, the School Social Worker, will provide parents and the school with liaison support so that we can develop and maintain strong working relationships. She will support your child in their behavioural, social, and emotional needs. Mrs. Elham is available to support you and your family with your child's needs in these areas of child development. She can be accessed in person or by phone through the school reception.

### **School Health Program**

The School Nurse, Mrs. Shini, will be on site to support your child with medical needs, to follow up on any health or medical incidents, and to provide ongoing monitoring, screening, and preventative programming. Please contact Mrs. Shini as



soon as possible if you know of any health related conditions for which your child requires additional supports and precautions so that these can be communicated with staff as needed and monitored appropriately.

### **Cafeteria**

The cafeteria will be opening in the latter part of September. The school provides lunch services for students who wish to purchase their lunches. The cafeteria operates on coupons that are purchased in advance either through our accountant or at the reception. The students have a variety of healthy food choices that they can make, and the prices are very reasonable.

### **Administrative Supports**

Mrs. Christel, Elementary Coordinator (K-6); Mr. Howard, Senior Coordinator (7-10); Mrs. Rawan, Arabic/Islamic Studies Coordinator; and Mr. Ryan, Vice-principal are all available to assist you with any matters related to your child's academic needs. Please contact them if you have concerns regarding your child's academic success.

The EID holiday comes very quickly this year. Students will not be in school for September 10-13<sup>th</sup>. They will return to school on Wednesday the 14<sup>th</sup>.

There will be a *Meet the Staff Meeting* scheduled in the early part of September. You will be notified within the first week as to the date and time of this gathering for all parents, your child's teachers, and support staff.

Thank you for your support in creating a good school for your children; one that is safe, secure, orderly, engaging and productive. We look forward to working with all of our parents and students this school year. If you have any questions, please feel free to contact the school reception at 02 552 4223. They will direct your call so you can receive the support you seek. Any time you wish to drop by the office to see Mr. Richard, Director; the administrative staff; or me we are available for your support.

Kindest Regards,

Dr. Wes Neumeier

Principal, Maplewood International School