



SJMIS English-speaking Guidelines

AY 2023-2024

Objective:

Effective communication is crucial in an international school setting, and clear guidelines help create a cohesive and inclusive environment while maintaining the integrity of the American curriculum.

Guidelines:

1. English as the Primary Language

English is the primary language of communication within the school. All official documents, announcements, and meetings should be conducted in English.

2. Respect for Multilingualism

While English is the primary language, SJMIS respects for the diverse linguistic backgrounds of our students and staff. We also recognize the value of multilingualism and cultural diversity.

3. Email and Written Communication

All staff is to use English for all email correspondence, including subject lines and content. Clarity, professionalism, and brevity in written communication is strongly encouraged.

4. Meetings and Discussions

All meetings and discussions, whether formal or informal, should be conducted in English. This includes faculty meetings, parent-teacher conferences, and casual conversations on campus.

5. Official Reports and Documentation

Official reports, academic records, and school policies are issued in English. This ensures consistency and transparency in communication.

6. Professional Development

SJMIS provides staff opportunities to participate in English language training or workshops to improve proficiency if needed.

7. Support for Non-Native English Speakers

At SJMIS, non-native English speakers are supported with resources and opportunities in many ways, such as the English Language Development program (ELD) or different language exchange programs, to help them become more comfortable communicating in English.

8. Inclusive Approach

SJMIS promotes an inclusive environment where all members of the school community feel comfortable using English, regardless of their proficiency level.

9. Monitoring and Feedback

The implementation of these guidelines are annually reviewed. The assigned committee seeks regular feedback from staff and stakeholders to make necessary adjustments.

10. Lead by Example

As part of the SJMIS community, lead by example. Consistently use English in your communication, both written and spoken, to set the standard for others.