



# Students Guide

Academic  
Year  
2020-2021



# Students Guide

Dear Parents:

In the interest of Educare International Academy administration to increase the bonds of cooperation between home and school, and in order for the vision to be clear, this guide was issued to provide a clear picture of the policies and systems that ensure discipline and effectiveness in the educational process.

Your participation and cooperation with us to abide by the guide of regulations and laws to achieve success and continuous development of the course of work in the academy are of great importance.

Please, read the instructions carefully, abide by their policies, and integrate our children so we would achieve our desired goals. Please sign the attached commitment form enclosed in the last page, which would be delivered to your child/children, and please send it back to school as soon as possible.

Thank you for your cooperation.

Educare International Academy Administration

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Educare International School was founded in 2010/2011 and follows the American curriculum. (Common Core)

School Hours:

1. Kindergarten:

7:30-12:15

2. Primary Stage:

Sunday –Wednesday 7:30 till 1:30

Thursday 7:30 till 12:45

-All students must arrive at school by 7:30 in the morning as the gate will be closed at this time and any late student will not be allowed to enter the classroom for the first period. Lateness to school for 4 days will be regarded as one day absence.

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School time from Sunday to Wednesday أوقات الحصص من الأحد - الأربعاء

For Grade 1 to Grade 6

الصف الأول - السادس

Periods	P1	P2	P3	Break 10:00	P4	P5	11:50 Break	P6	P7
Assembly 7:30	07:45	08:30	09:15		10:20	11:05		12:05	12:45

أوقات الحصص يوم الخميس من الصف الأول - السادس

School time on Thursday, for Grade 1 to Grade 6

Periods	P1	P2	P3	Break 9:45 to 10:05	P4	P5	Break 11:25 to 11:40	P6	P7
Assembly 7:30	7:45	8:25	9:05		10:05	10:45		11:40	12:10

For KGs

لصفوف الروضة والتمهيدي

Periods	P1	P2	Break 9:05 9:20	P3	P4	Break 10:40 10:55	P5	P6
Assembly 7:30	7:45	8:25		9:20	10:00		10:55	11:35

## الرؤية والرسالة

### The Vision

*To drive improvements in students' social and academic achievements by ensuring all students receive a healthy and balanced education that will enable them to contribute effectively to society.*

### الرؤية

الوصول إلى طلبة متميزين ذوي مهارات عالية في مناخ تربوي مناسب ومشاركة مجتمعية فعالة

### The Mission

*The mission of EDUCARE is to prepare outstanding students by focusing on quality education, instilling values and discipline, actively participating in school's curricula and extra-curricular activities and maintaining a constant communication with parents and the community as a whole.*

### الرسالة

تحدد رسالة الأكاديمية في إعداد طلبة متميزين من خلال التركيز

على التعليم الجيد وغرس القيم والسلوك الحسن ، والمشاركة بشكل فعال في الأنشطة والتواصل مع أولياء الأمور . والمجتمع المحلي

## Our Golden Values

### Equality

(Everyone is precious and included in our school)

القيم الذهبية لأكاديمية إديوكير الدولية

المساواة

كل فرد في هذه المدرسة هو شخص غالي وقيم .

### Determination

(Everyone has the determination to chase tomorrow's dreams by being their best today)

التصميم

كل فرد لديه التصميم لتحقيق أحلام الغد من خلال

الحاضر .

### Uniqueness

(Everyone is unique in their own way)

التميز

كل فرد في المدرسة متميز بطريقته الخاصة

### Confidence

(Developing confidence in young people to take on life's challenges)

الثقة

تعزيز الثقة بالنفس للمتعلمين الصغار لمواجهة تحديات

الحياة .

### Achievement

(Achieve goals together)

تحقيق الهدف

الوصول معاً للأهداف .

### Responsibility

(Everyone is responsible for what they feel, think, and do)

المسؤولية

كل متعلم مسؤول عما يشعر ويفكر ويفعل .

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## المخرجات التعليمية لأكاديمية إديو كير الدولية

### Learning outcomes for EDUCARE

A student of Educare Academy is expected to:

يتوقع من طالب أكاديمية إديو كير أن:

- 1-meet the requirements of creative thinking and the use of technology in education.
- 2 - enjoy a strong personality with a design capable of achieving its objectives.
- 3 - communicate fluently in both Arabic and English.
4. take responsibility.
5. maintain and respect Qatari customs and traditions.
- 6 - prepare his/her lifestyle in a balanced healthy manner both psychologically and physically.
7. feel safe, stable and have equal opportunities.

١-يواكب متطلبات العصر من تفكير إبداعي واستخدام التكنولوجيا .

٢-يتمتع بشخصية قوية ذات تصميم قادر على تحقيق أهدافه.

٣-يتواصل باللغتين العربية والانجليزية .

٤-يتحمل المسؤولية .

٥-يحافظ على العادات والتقاليد القطرية.

٦-يمارس حياته بأسلوب صحي متوازن نفسياً وبدنياً .

٧-يشعر بالأمان والاستقرار وتكافؤ الفرص.

**School Calendar Academic Year ٢٠٢٠-٢٠٢١**

مواعيد الدراسة والعطل للعام الأكاديمي

Event	Date / التاريخ	الفعالية
All Staff First Day	19-8-2020	بداية الدوام للمعلمات والإداريات
Students First Day	1-9-2020	بداية الدوام للطلاب
Mid Term Exam	٢١/10/2020 to 27/10/2020	اختبار منتصف الفصل الأول
Days Off	28/10/2020 - 29/10/2020	عطلة
National Day	18-12-2020	إجازة اليوم الوطني
Term 1 Exams	9/12/2020 -15/12/2020	امتحان نهاية الفصل الأول
Term 1 Vacation	20-12-2020 TO 31-12-2020	عطلة نهاية الفصل الأول
Start of Term 2	3-1-2021	بداية الدوام بعد العطلة ( الفصل الثاني )
Mid Term Exam	٢/٢/202١ to ٨/٢/202١	اختبار منتصف الفصل الثاني
Sports Day Vacation	9-2-2021	إجازة اليوم الرياضي
Entitlement to seat reservation	1-3-2021	استحقاق حجز المقعد
Term 2 Exams	٢١/٣/202١ to ٢٥/٣/202١	امتحان نهاية الفصل الثاني
Term 2 Vacation	28-3-2021 TO 8-4-2021	عطلة نهاية الفصل الثاني
Start of Term 3	11-4-2021	بداية الدوام بعد العطلة ( الفصل الثالث )
Mid Term Exam	2-٥-2021 TO ٦-٥-2021	اختبار منتصف الفصل الثالث
Eid Vacation	9-5-2021 TO 13-5-2021	عطلة عيد الفطر المبارك
Term 3 Exams	13-6-2021 TO 17-6-2021	امتحان نهاية العام
Reports Cards Distribution	24-6-2021	موعد النتائج
Last Day for Staff	٣٠-6-2021	آخر يوم دوام لجميع المعلمات والإداريات

التواريخ أعلاه عرضة للتغيير

Holidays might be subject to change accordingly



Name of the School : Educare International Academy أكاديمية إديو كير الدولية : اسم المدرسة :

ACADEMIC YEAR 2020-2021

August-20							September-20							October-20							November-20																	
S	M	Tu	W	Th	F	Sat	S	M	Tu	W	Th	F	Sat	S	M	Tu	W	Th	F	Sat	S	M	Tu	W	Th	F	S											
						1			1	2	3	4	5					1	2	3	1	2	3	4	5	6	7											
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14											
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21											
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28											
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	29	30																
30	31																																					
							22							19							22																	
December-20							January-21							February-21							March-21							April-21										
S	M	Tu	W	Th	F	Sat	S	M	Tu	W	Th	F	Sat	S	M	Tu	W	Th	F	Sat	S	M	Tu	W	Th	F	Sat	S	M	Tu	W	Th	F	S				
		1	2	3	4	5						1	2		1	2	3	4	5	6		1	2	3	4	5	6					1	2	3				
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13	4	5	6	7	8	9	10				
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20	11	12	13	14	15	16	17				
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27	18	19	20	21	22	23	24				
27	28	29	30	31			24	25	26	27	28	29	30	28							28	29	30	31				25	26	27	28	29	30					
							21							19							19							15										
May-21							June-21							July-21							August-21																	
S	M	Tu	W	Th	F	Sat	S	M	Tu	W	Th	F	Sat	S	M	Tu	W	Th	F	Sat	S	M	Tu	W	Th	F	Sat											
						1						1	2	3	4	5																						
2	3	4	5	6	7	8	6	7	8	9	10	11	12																									
9	10	11	12	13	14	15	13	14	15	16	17	18	19																									
16	17	18	19	20	21	22	20	21	22	23	24	25	26																									
23	24	25	26	27	28	29	27	28	29	30																												
30	31																																					
							13																															
Total teaching days for TERM 1							Total teaching days for TERM 2							Total teaching days for TERM 3							Total teaching days In Year																	
76							59							45							180																	

فنية

## Registration policy

Admission and registration policy is based on the following:

1. Registration shall be opened in accordance with the dates set by the ministry of education and higher education, and its advertisement.
2. Verification of the student age for the grade in which he/she will register according to the policy of the ministry of higher education/Qatar, so that the age is legal according to the following schedule:

Grade	Age			
	The Minimum Age	The Maximum Age		
		Day	Month	Year
Pre-School	٣	٢٩	١١	٣
Kindergarten 1	٤	٢٩	١١	٤
Kindergarten 2	٥	٢٩	١١	٥
Grade 1	٦	٢٩	١١	٧
Grade 2	٧	٢٩	١١	٨
Grade 3	٨	٢٩	١١	٩
Grade 4	٩	٢٩	١١	١٠
Grade 5	١٠	٢٩	١١	١١
Grade 6	١١	٢٩	١١	١٢

3. To pass the entrance exam according to the standards of the school, the student has to independently pass the exam to determine the Academic level in the presence of the school's councilor or academic coordinator.

Based on the results, the school will have to discuss with the student's parents in case the student doesn't pass the exam, and yet the parents wish to register their child/children. However, a support plan would be agreed upon and provided to the student at the beginning of the academic year after signing a commitment form by the parents to follow up with the student academically.

4. Priority of registration is given to the sibling(s) of existing student.

5. Complete all the required documents, which are:

- The student's original international or national passport+ copy of the passport
- A copy of both parents' international or national passport
- A valid Qatar resident permit on the passport
- A copy of student's birth certificate
- A copy of ID for the father/mother/sponsor
- Four recent passport photographs
- The student's health record from a recognized health center for grade one registration
- A certificate of good conduct for grade one and above from former school.

## **The Policy of Distributing Students to Classes:**

Students are distributed according to a clear policy as follows:

1. Taking into Consideration the Academic balance for all grades
2. Taking into Consideration the psychological, health and behavioral aspects
3. Taking into consideration the parent's observations about the student's class before the beginning of the academic year and before the distribution of the classes
4. The school councilor is responsible for class distribution
5. The lists are presented to the head of students' affairs to be reviewed.
6. The lists are finally approved by the school's principal.
7. Parents may not be allowed to change their child's class at the beginning of the academic year except for a compelling reason that the administration deems necessary, and shall have the right to make the final decision.
8. It's possible to transfer a student from one class to another during the academic year in case the administration decides that after informing the parents of the reasons.

## ***Withdrawal from School Policy***

### For Registration

#### To Another School in The State of Qatar:

1. Submit an application for withdrawal to the registration department.
2. Request a certificate of conduct from the school.
3. Settle the outstanding financial issues with the accounting department .
4. Request for a clearance form from the registration department and library.
5. Present a letter of acceptance from the other school

#### To Another School outside The State of Qatar:

1. Submit an application for withdrawal to the registration department.
2. Request a certificate of conduct from the school.
3. Settle the outstanding financial issues with the accounting department.
4. Request for a clearance form from the registration department and library.
5. Signing a declaration to leave the country in order to remove the student's name from the ministry of education and the ministry of

higher education system, and that's after following up the case through the link of the ministry of interior

**Tuition Fee Procedures:**

The beginning of each term is announced according to the annual calendar.

The due dates for paying the tuition fee for the Academic Year are as follows:

- **Term 1: At the beginning of term 1**
- **Term 2: At the beginning of term 2**
- **Term 3: At the beginning of term 3**

Pay the amount of 1000 QR (Reservation Fee) for the following year, when it is announced by the school at the beginning of March, where the respite is only one month and then the registration of the student is canceled

- (non-refundable).

Books will not be distributed to students unless you pay the tuition fee for **Term One**.

No seat will be reserved for next year without paying the full tuition

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# Parent Communication Policy

## Parent Communication Policy:

There are three pillars that share their roles for every educational process: Family, Society and School. All collaborate with one another in order to reach the intended goals, and to achieve these goals, parents must play an effective and important role in this educational process.

## Goals of Parent Communication:

1. improve students' academic performances
2. increase support for the school role at the community level
3. identify parents' opinions of the school on the following matters:
  - Students achievement and progress
  - Homework assignments
  - Regular school attendance
  - General perspectives about the school
  -

## Methods of Positive Parent Communication:

To assert the creation of a constant positive parent communication with teachers, we put the following into consideration:

- Not to focus on negative feedback as parents would love to hear positive feedbacks about their children
- Maintaining a constant contact with parents for both positive and negative feedback
- Using Emails and Social media sites such as Whatsapp
- Cooperation with parents to achieve mutual goals and to overcome obstacles that might impede the educational process

- Sending a personal invitation for the parents to attend and participate in their children daily classes

### School's methods that contribute to achieve the positive and effective participation with parent:

- Keeping the parent posted on their children's level and cooperate with them to solve any identified problems
- Constant communication with parents and revitalizing relations with them as well as sending invitations to ceremonies and different school activities and competitions
- Honoring the valedictorians and outstanding students in the presence of their parents, in addition to honoring parents as well
- Giving a particular attention to students who are behind their grade levels and trying to remedy this problem in cooperation with their parents

### How do parent communicate with school:

- Follow up on the children's academic progress by visiting school
- Follow up on children's homework
- Notify the school with any problem that their child(ren) may face
- Provide the school with necessary information regarding special needs students, and cooperate with the social workers
- Respond to school invitations and attend ceremonies
- Give observations about the development of school performance and contribute to improve the school environment



## How does school communicate with parents?

- Parents are always welcome at any time; the principal's door is always open to receive any viewpoints and complaints
- Direct phone calls through the school's numbers
- Activate the school's emails address
- Create WhatsApp groups specifically for each class, used as a mean to inform the parents with the circulars issued by the school, and to receive parents' important views and requests via school's WhatsApp number
- Download and send daily homework agenda via WhatsApp
- Regular meetings with parents considering the following below:
  1. Holding meetings in a timely manner
  2. Inviting all parents to meetings
  3. Responding to all parents' questions and taking into consideration their viewpoints
  4. Informing parents the date of the next meeting a week earlier
  5. Allocating box for suggestions and complaints

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<b>E-mail</b>	<a href="mailto:nasrallah.feda@Eia.qa">nasrallah.feda@Eia.qa</a> <a href="mailto:info@Eia.qa">info@Eia.qa</a>
WhatsApp 	55205380
<b>Tel</b>	44667702 / 44667703
<b>Fax</b>	44667704
	<a href="http://www.facebook.com/home.php#!/pages/Educare-International-Academy/224187857681765">http://www.facebook.com/home.php#!/pages/Educare-International-Academy/224187857681765</a>
<b>Website</b>	<a href="http://www.Eia.com">www.Eia.com</a>
	Educare.school
 <i>Instagram</i>	Educare International Academy
	<a href="https://twitter.com/Educareacademy4">https://twitter.com/Educareacademy4</a>

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# WhatsApp Groups

- To facilitate the process of communication with parents, Whatsapp groups have been created for each class so all the agendas, memos, and circulars will be sent every day, in addition to uploading them on School's website.
- In order for these groups to achieve the target for which they are established, please follow the below:

1. Considering the privacy, avoid any dialogues through these groups.
2. Avoid sending any private papers or documents through these groups.
3. In case of any urgent problem that can't be postponed until the next working day, it can be sent via a private message and it would be followed up.

Note that no problem or subject mentioned through whatsapp groups will be discussed, however important they are.

**In case of non-compliance, we will be sorry to delete the person from the group, and will be fully responsible for the issues of circulars and agendas by a daily follow up through the website**

-All students must adhere to the full school uniform daily in the school, and should adhere to the sports uniform only in PE classes. In case of non-compliance, the student will be given a written warning and if repeated the student will not be allowed to enter the class and the parent will be contacted to bring the uniform or return home.



## Hygiene and Personal Hygiene

1. Keep your child clean by bathing on a daily basis and use lice shampoo every two weeks.
2. Nails must be short and clean.
3. Hair should be clean and ponytail tied (for girls), short and appropriate (for boys) to the customs and traditions of the State of Qatar.

Note that the school nurse will inspect students' hair periodically, and in case of any lice infestation is discovered, the following actions will be taken:

- Contact and notify the parents
- Inform the mother with an official letter, and provide her with clear instructions and information on how to get rid of lice.
- The student must stay at home till the problem is solved.
- In case the parents fail to cooperate with the school's policy in this regard, the preventive health department will be informed, and the student's continuity for the following academy year might not be considered.

The school nurse will periodically enter the classrooms to cover the absentee teachers' classes to give awareness lessons on how to maintain personal hygiene and health care, which is part of her work in the school.

## Parties

It's not allowed to hold any personal celebrations inside the school. If a student wants to hold any party in the classroom, he/she should get a prior approval from the student affairs officer in times that have no effect on the progress of educational process.

## Food Allowed School:

Students should be encouraged to have healthy breakfast before attending school and bring healthy food (fruits, vegetables, sandwiches...) for the break time.

Chocolates, sweets, chewing gum, nuggets, rice, pasta...and other unhealthy food are strictly prohibited in the school.

Note: Egg meal is not suitable for school

## Absence Policy

- Attendance is compulsory, and students must complete at least 90% of attendance during the academic year.
- Students who exceed 18 times of absence during the academic year without acceptable excuses will be referred to the ministry of education and the ministry of higher education.
- When a student is absent for more than 4 days in the semester, the parents will be informed and compelled to sign an absentee report.
- In case the number of days of absence reaches 12 days, the parents will sign a commitment that he/she is notified.
- Please, schedule doctor appointments after school or during vacations if possible as absence has negative impact on students' academic achievement.

### Absence during exams or daily quizzes:

The marks will be calculated as follows:

**Absence without excuse:** The student will write the exam once he/she attends school, but only 80% will be calculated from the obtained mark.

**Absence with acceptable excuse:** The student will write the exam once he/she attends school, and 100% will be calculated as obtained.

## Evaluation Policy at Educare International Academy

### Students' Evaluation Policy سياسة تقييم الطلاب

#### Grading System Grades 1-3 توزيع الدرجات 1-3

Subject ( English ) for Grade ( 1-3 )

Ongoing Assessment	100%
1 <sup>st</sup> Assessment (Midterm)	٢٥
2 <sup>nd</sup> Assessment (Final)	25
Reading And listening	١٠
Pop Quizzes/Activities	10
Online Homework	10
Class Behavior and Participation	10
Spelling and Dictation (At least 5)	1٠

#### Math- Science – Social Studies-IT: Grade (1-3)

Ongoing Assessment	100%
1 <sup>st</sup> Assessment ( Midterm)	30
2nd Assessment (Final)	30
Online Homework	١٠
Presentation + Projects	10
Pop Quizzes/Activities /Group work	10
Class Behavior + Activities + Participation	10

توزيع الدرجات للصف الأول و الثاني والثالث

100%	اللغة العربية :
٢٥	اختبار منتصف الفصل
25	اختبار نهاية الفصل
١٠	القراءة
10	اختبارات قصيرة
10	واجبات إلكترونية
10	سلوك ومشاركة صفية
1٠	إملاء
100%	<u>التربية الإسلامية والتاريخ القطري والمواطنة</u>



٢٥	اختبار منتصف الفصل
25	اختبار نهاية الفصل
١٠	مشروع
10	اختبارات قصيرة
10	واجبات إلكترونية
10	سلوك ومشاركة صفية
1٠	تسميع شفهي

لمواد النشاط ( التربية الفنية \_ التربية الرياضية \_ اللغة الفرنسية )

تُحسب الدرجات حسب التوزيع الموجود في دفتر الدرجات - المجموع الكلي / ١٠٠

**Subject ( English ) for Grade ( ٤-٦ )**

Ongoing Assessment	100%
Midterm Assessment	٢0
Final Exam	٣5
Pop Quizzes/Activities	5
Online Homework	5
Class Behavior and Participation	5
Spelling and Dictation (At least 5)	1٠
Reading Practice	5
Writing Practice	5
Listening Practice	5
Speaking Practice	5

**Subject ( Math- Science – Social Studies- IT ) for Grade ( ٤-٦ )**

Ongoing Assessment	100%
Midterm Assessment	٢٥
Final Exam	٣5
Pop Quizzes/Activities	10
Online Homework	10
Class Behavior and Participation	10
Projects/Presentation	10

توزيع الدرجات للصف الرابع - السادس

100%	<u>اللغة العربية :</u>
٢٥	اختبار منتصف الفصل
٣٥	اختبار نهاية الفصل
٥	القراءة
٥	التعبير الكتابي
٥	اختبارات قصيرة
٥	واجبات إلكترونية
10	سلوك ومشاركة صفية
1٠	إملاء
100%	<u>التربية الإسلامية والتاريخ القطري والمواطنة</u>
٢٥	اختبار منتصف الفصل
٣٥	اختبار نهاية الفصل
١٠	مشروع
10	اختبارات قصيرة
10	واجبات إلكترونية
10	سلوك ومشاركة صفية

**Absence from Evaluation**

If a student is absent during a particular quiz, his or her marks will be calculated as follows:

Absence without excuse: The absentee will write the exam once he/she gets back to school, but only 80% of the earned marks will be calculated.

Absence with reasonable excuse: The absentee will write the exam once he/she gets back to school, and all of the marks will be calculated as earned.

## Communication with Parents on Evaluation


There are many ways to communicate with parents, such as:

- 1. The Induction Meeting:** This is held at the beginning of the academic year, where the evaluation policy would be explained for each subject during the meeting.
- 2. The Dialogue Meeting:** (After each report card is given) It aims to discuss the level of the student's academic performance in each subject to recognize the strength points, and the points where the student needs support.
- 3. The Individual Meeting:** This is a meeting that focuses on the parents of weak students to discuss the reasons for any identified problem and try to look for a way to support and improve the student.



Sample of the report card given to students after each trimester:

A Promise Of Success  
**EDUCARE INTERNATIONAL ACADEMY**  
Doha, Qatar



## Progress Report – Term

Academic Year 20 –20

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Name of Student:	Ahmed Mahmoud Nashaat Mahmoud				
Student ID Number:	31181801991				
Grade:	G1B				

Subject	Coeff	Term I	Term II		
Arabic Language	4.0				
English Language	6.0				
Mathematics	6.0				
Science	5.0				
Social Studies	3.0				
History of Qatar	3.0				
Information Technology	1.5				
Religion	1.0				
French	0.5				
Arts	0.5				
Physical Education	0.5				

<b>Rank</b> <small>(Rank is mentioned for Top 3 Students only)</small>	
<b>Class Average</b>	<b>79</b>

Notes:

<b>Marking Scheme</b>			
Pass Mark: 50	Pass: 50-59%	Fair: 60-69%	Excellent: 90-100 %
Maximum Mark: 100	Fail: < 50%	Good: 70-79%	Very Good: 80-89%

<b>Student's Average:</b> $\frac{\text{Total(Each Subject * coeff)}}{\text{Total valid coeff}}$	<b>Class Average:</b> $\frac{\text{Total(Student's Average)}}{\text{Total Students}}$	<b>coeff:</b> Coefficient OR weight <b>Valid coeff:</b> Of only academic subjects
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**Fida'a Nasrallah**  
Principal

**Our Vision is**

*To drive improvements in student's social and academic achievements by ensuring all students receive a healthy and balanced education that will enable them to contribute effectively to society.*

### **Failure and Make-Up Exams:**

Students will be promoted to the next grade after attaining a mark that is higher than the minimum requirement of success in each subject, which is 50%. In case a student gets less than 50% in one subject or more, he/she will be subjected to write a makeup exam, but not to exceed more than three subjects. The exam date is set after the final exams for the academic year, and parents shall be notified via SMS or a phone call.

Should the student fail the makeup exam, he/she would stay at his/her present grade and won't be promoted to the next academic level.

### **Encouragement and Positive Motivation**

-Motivation program is a program available to all students in the school, a program that stimulates and encourages the student's positive behavior whether it is a behavioral or an academic progress.

-The student will receive a certificate of appreciation after collecting a number of reward points determined by the teacher of a particular subject, who collects these points. When the student receives five certificates of appreciation, he/she will be awarded one of the following awards:

1. Permission to wear house wear instead of school uniform only for one day
2. Taking the students to picnic outside the school
3. Having a breakfast meal with the school principal
4. Various purchase vouchers

-With taking into consideration the announcement of the award in the morning assembly is also included.

5. Additional Marks: The student is rewarded by adding half a mark to the student's grades in a particular subject when the student receives five additional marks in the same subject, whether an additional mark in the exam or as a reward for a positive work done by the student.

-All teachers are requested to support and encourage the reward system. The points in this program are awarded to any positive academic, personal or social behavior that the teacher wishes to reward, and the students must demonstrate an effort to obtain these points

#### CRITERIA FOR GETTING the EIA CURRENCY



**For a student to get the EIA currency, he or she is required to achieve any of the following criteria:**

1. A student must exhibit excellent class behavior for at least 3 consecutive days.
2. Top 3 students for class participation. (Once a week on Thursday)
3. The most improved student in academic performance over a period of two weeks.
4. A student who answers a critical thinking question correctly.
5. The star of the week!
6. A student with an excellent leadership role.
7. The group of the week! (for group activities, cleanliness, teamwork, and good behavior)
8. A student with outstanding creativity in Art, project, presentation, and extra-curricular activity

## Trips Policy

The school organizes regular field trips for all classes. Trips are divided into two types; Recreational and Educational trips. Both support the curricula and develop the students' experiences. In addition, trips could be a reward to students' academic performance. The following are the criteria for school trips:

- Attendance to school on time on the day of the trip.
- Bring a written approval and participation of the trip at least two days before the day of the trip (No student would be allowed to join the trip without the written approval of the parents.)
- Mobile Phones are not allowed, unless students have been notified of this and under the personal responsibility of the student.
- Wearing school uniform on the day of the trip is a must (No student will be allowed to go to trip if he/she doesn't wear the uniform.)
- In case of any inappropriate or unacceptable behavior of the students, they would be deprived of future trips.
- Parents are not allowed to individually take their children on trips.

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# The Discipline Policy

**The basic principles for the discipline policy:**

The discipline policy is a part and a parcel of the school curriculum that aims to teach the students values as well as knowledge and skills.

**The school supports and integrates special needs students through:**

1. School nurse provides health care to the students who are suffering from chronic diseases or for emergency cases.
2. Learning difficulties department takes care of the students assessed as having learning difficulties.

**Rights and Duties:**

<p><b>School</b></p>	<p><b><u>Rights:</u></b></p> <ul style="list-style-type: none"> <li>• Adherence to school’s policy by students and teachers</li> <li>• parents cooperation with school</li> </ul> <p><b><u>Duties:</u></b></p> <ul style="list-style-type: none"> <li>• creating a general framework to acquire ethical and national values</li> <li>• providing an academic level that is nationally accredited, and providing all the students with the best learning opportunities</li> <li>• developing student’s personality</li> <li>• providing a healthy environment for everyone</li> <li>• treating all the students fairly and respectfully</li> <li>• encouraging self-discipline and positive behavior</li> <li>• constant communication with the parents</li> </ul>
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<h1>Teachers</h1>	<p><b><u>Rights:</u></b></p> <ul style="list-style-type: none"> <li>• respecting teachers by school, students and parents</li> <li>• feeling of safety and justice</li> <li>• providing teachers with guidance and directions</li> <li>• providing career development to assist teachers in educational process</li> </ul> <p><b><u>Rights:</u></b></p> <ul style="list-style-type: none"> <li>• the teacher has to be a role model</li> <li>• being patient, understanding and fair</li> <li>• respecting students and avoiding insult</li> <li>• having values and ethics</li> <li>• having self-discipline regarding school attendance</li> <li>• constructive communication with parents</li> <li>• dealing fairly with students without prejudice</li> <li>• respecting school's policies, regulations and rules</li> <li>• refraining from saying inappropriate words</li> <li>• condemn wrong behaviors, not the student himself/herself</li> <li>• avoiding early escalation of disciplinary actions</li> </ul>
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<h1>Parents</h1>	<p><b><u>Rights:</u></b></p> <ul style="list-style-type: none"> <li>• the right to participate in the educational process as well as the disciplinary process</li> <li>• listening to parents and trying to help them</li> </ul>
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	<ul style="list-style-type: none"> <li>• constructive and frequent communication with the parents</li> </ul> <p><b><u>Duties:</u></b></p> <ul style="list-style-type: none"> <li>• effective assistance to the school</li> <li>• preventing any inappropriate behavior by the students that may impede the educational process</li> <li>• respecting the school’s rules, regulations and policies</li> <li>• encouraging students to apply policies whether related to the academic achievement or to discipline</li> <li>• communicating with school administration to resolve students’ inappropriate behavior</li> <li>• keeping family bond and commitment</li> <li>• responding to school administration, attending parent-teacher meetings, workshops and periodic meetings</li> </ul>
<p>Students</p>	<p><b><u>Rights:</u></b></p> <ul style="list-style-type: none"> <li>• being treated equally and fairly by the administration and the educational staff</li> <li>• not to be humiliated</li> <li>• having the opportunities to develop their skills and abilities</li> <li>• developing and respecting the students’ personality</li> <li>• getting education in a proper environment</li> <li>• preparing students to be development elements in the community</li> </ul>

	<p><b><u>Duties:</u></b></p> <ul style="list-style-type: none"> <li>● respecting school’s rules</li> <li>● being virtuous, and having respect in dealing with others</li> <li>● doing homework assigned by teachers</li> <li>● being committed to school attendance according to the official school timing</li> <li>● avoiding school fights and physical assaults with other students</li> <li>● preserving school’s properties and others</li> <li>● avoiding what goes against traditions as for the appearance and clothing</li> <li>● being responsible for their actions, and recognizing mistakes and trying to correct them</li> </ul>
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**Students Behavior:**

**Rules must be adhered by Teachers:**

- Main goal is to condemn wrong behavior not the student himself or herself
- Avoiding early escalation of disciplinary actions, and applying this procedure to more dangerous wrong behavior
- To ensure not to punish everyone in regards to an individual’s mistake
- Consideration for the students’ individual differences.
- Encouraging students to think about the consequences of their wrong behaviors, and the impact of their absence on the educational process as it is an important part of it which is on a daily basis

**Behavior Rules**

**Preventive Actions:**

The parents will be given at the beginning of the academic year a copy of the school’s rules and regulations that should be followed by each student, and the parents sign a pledge of commitment.

**Violations and disciplinary actions by the school:**

<u>Type of Violation</u>	<u>The disciplinary action by the school</u>
Strange haircuts (for all stages)	<ul style="list-style-type: none"> <li>• Parental notification, requesting to change the haircut to be more appropriate with Qatar traditions and giving a time limit for that</li> <li>• removing the violation by school without any insult or physical harm</li> </ul>
Bringing cell phones and electronic devices without permission	<ul style="list-style-type: none"> <li>• confiscating the devices till the end of the academic year</li> </ul>
Inappropriate school uniform	<ul style="list-style-type: none"> <li>• notifying the parents with a phone call</li> <li>• When this action is repeated, parents will be contacted to bring the school uniform, and the student won’t</li> </ul>

		<p>be allowed to get into the classroom without having it on.</p>
	<p>Saying immoral and inappropriate words</p>	<ul style="list-style-type: none"> <li>• verbal warning several times</li> <li>• When this inappropriate action is repeated even after warnings, punishment would be given as follows:             <ol style="list-style-type: none"> <li>1. depriving the student from going to break during recess or PE classes</li> <li>2. depriving the student from going on school trip</li> <li>3. Internal suspension (student attends school by doing some activities that help to fix his/her behavior, and that is after sending a parental notification</li> <li>4. suspension from school for a period that shall not exceed three school days; during this period, a meeting is held with the parents to determine future actions</li> <li>5. Final expulsion for the student at the end of the academic year</li> </ol> </li> </ul>

	Physical assault on others	<ul style="list-style-type: none"> <li>• verbal warning several times</li> <li>• when action is repeated even after warnings, the punishment would be given as:             <ol style="list-style-type: none"> <li>1. depriving the student from going to break during recess or PE classes</li> <li>2. depriving the student from going on school trip</li> <li>3. Internal suspension (student attends school by doing some activities that help to fix his/her behavior, and that is after sending a parental notification</li> <li>4. suspension from school for a period that shall not exceed three school days; during this period, a meeting is held with the parents to determine future actions</li> <li>5. Final expulsion for the student at the end of the academic year</li> </ol> </li> </ul>
	Tampering and damaging school's properties	<ul style="list-style-type: none"> <li>• <b>Preventive actions:</b> Parents should sign a commitment form at the beginning of the year to pay</li> </ul>

		<p>for any damage.</p> <ul style="list-style-type: none"> <li>● <b>Disciplinary action:</b></li> </ul> <ol style="list-style-type: none"> <li>1. notifying the parents of the occurred damage</li> <li>2. obligate the parents to pay for the expenses caused by the damage</li> </ol>
	Cheating and forgery in exams	depriving the student from continuing the exam and getting ZERO as a final grade for the subject
	Causing chaos inside the classroom and the school (messing around with water, loud voices, chit chats with others...e.t.c) and continuous interruption of teacher during class lessons	<ul style="list-style-type: none"> <li>● written commitment when action is repeated</li> <li>● referring the student to the student affairs officer</li> <li>● referring the student to the school administration</li> <li>● summoning the parents</li> </ul>

**Based on the aforementioned, if it felt that the disciplinary actions are applied with fairness and integrity, it will promote a positive behavior and a commitment to the school's policy.**

**When student exhibits an unacceptable behavior and repeats it, he/she signs a behavioral commitment in the presence of the parents. The student might be subjected to a daily follow-up through reports monitored by the teacher in each class. In case the student**

misbehaves again and ignored the disciplinary actions, he/she might be referred to the behavioral clinic in the school after getting the parents' approval, or the student will be denied for the next academic year.

**Policy follow-up and evaluation:**

1. Explaining the list of the discipline to the employees during the weekly meeting and keep on reminding of their terms
2. Dealing with students equally and fairly and making sure that there would be no discrimination among the students in the distribution of rewards and disciplinary actions
3. To clarify the policy to the appropriate employee who monitors the application of the disciplinary policy

**Responsible parties for monitoring the effectiveness of the behavioral policy:**

- School principal
- Student affairs officers
- Learning difficulties specialist
- School Nurse



Students Handbook دليل الطالب ( السياسات وقوانين المدرسة )

العام الأكاديمي 2020-2021

My Pledge

تعهد

I, the parent(s)  
of.....  
In grade ....., hereby  
declare that I have read the  
Student's Hand Book carefully, and  
I promise to follow the rules for  
the welfare of my child/children. In  
case of any breach, I will respect  
any measures taken by the school's  
authority.

أقرأنا .....ولي أمر  
الطالبة/ة:.....  
في الصف .....  
بأنني قرأت النسخة الإلكترونية من "دليل  
الطالب" ، و أتعهد بأن ألتزم وأحث ابني / ابنته على  
الالتزام بكل ما جاء به من قوانين ، وأوافق على  
اتخاذ ما ترونه مناسباً في حال عدم التزامي .

Name:.....  
Date:.....  
Signature :.....

الاسم :.....  
التوقيع :.....  
التاريخ: