



Al Khor
أكاديمية قطر Qatar Academy

عضو في مؤسسة قطر
Member of Qatar Foundation

Parents' Handbook

2015-2016

Mission

Qatar Academy Al Khor is a private, non-profit, and coeducational school, founded by the Qatar Foundation for Education, Science and Community Development to provide students at all levels with internationally accepted English Medium Curricula, and Arabic, Islamic Studies, and National Studies Curricula that meet the National Standards. **QAK** develops independent critical thinkers, lifelong learners and responsible citizens.

Vision

Qatar Academy Al Khor exists to provide the highest possible standards of Education that help each student achieve excellence and develop as an independent critical thinker, a lifelong learner, and a responsible citizen.

Objectives

Qatar Academy Al Khor aims to meet the educational needs and expectations of students and to provide them with opportunities to reach their full potential by:

- Achieving academic excellence through varied teaching and learning strategies.
- Offering internationally recognized syllabuses.
- Providing for and maintaining the highest standards through continuous evaluation and improvement programs.
- Providing opportunities for a balanced development among the academic, physical, esthetic, social, and cultural aspects.
- Providing consistently challenging targets, so that each student realizes his/her full potential.
- Promoting tolerance and appreciation of various cultures, traditions, and values.
- Providing a safe and supportive learning environment.
- Encouraging the virtues of self-respect and respect of others.
- Embracing and utilizing information communication technology.
- Providing a wide range of extra-curricular activities
- Promoting communication and collaboration among parents, students, school, and community.
- Promoting effective management committed to the development and improvement of all people in the school.



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SCHOOL LEVELS

Qatar Academy Al Khor started classes on September 7, 2008 for Kindergarten 1 and 2 and grades 1 through 4. The projected growth of the school has been set at one grade level per year up to grade 12. The school will cater for four levels:

Kindergarten, a three-year program: PS3, PS4 and KG

Elementary, a five-year program: Grades 1 through 5

Middle (MYP), a five year program Grades 6 -10

Secondary (DP), a two year program Grades 11 & 12

INSTRUCTIONAL PROGRAMS

Qatar Academy Al Khor offers a program based on standards, benchmarks and outcomes defined for each grade level.



From Kindergarten through grade twelve the school offers a course of instruction that meets the requirements of the Qatar National Standards and the standards of the American Accreditation Boards.

In addition, for grades six through twelve, the Academy offers a program that meets the requirements of the International Baccalaureate MYP and the Diploma program.

Admission

Admission to the school depends on student's age, vacancies, and on meeting the entrance requirements.

Tuition Fees

Tuition fees are paid in two installments, prior to the beginning of each term. For any clarification, please contact the Business Office (Tel: 44546760). Students are not issued textbooks and materials until the fees are paid. If school tuition fees have not been paid at the Business Office within ten days of the opening of the school, students may be suspended from attending classes. At the end of each semester, Grade Reports will not be issued to students with outstanding school fees.

PROCEDURES

Parents are co-partners with the school in helping students to develop socially, intellectually, and physically. Positive attitudes and responsible behavior contribute to the child's total development. The following procedures and regulations will help us achieve our aims.

School Hours

PS3:	Morning Assembly starts at 7:00. Classes start at 7:10 and end at 12:00 Teachers supervise students from 6:30 to 12:20. The Academy does not provide supervision for PS3 students prior to 6:30 or after 12:20
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PS4:	Morning Assembly starts at 7:00. Classes start at 7:10 and end at 12:00 Teachers supervise students from 6:30 to 12:20 The Academy does not provide supervision for PS4 students prior to 6:30 or after 12:20
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Kindergarten:	Morning Assembly starts at 7:00. Classes start at 7:10 and end 1:05. Teachers supervise students from 6:30 to 1:25 The Academy does not provide supervision for KG students prior to 6:30 or after 1:20.
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Grades 1 - 5	Morning Assembly starts at 7:00. Classes start at 7:10 and end at 2:00 p.m. on Sunday, Monday, Wednesday, Thursday. Teachers supervise students from 6:30 to 2:20 on Tuesdays classes end at 1:15. The Academy does not provide supervision for students prior to 6:30 or after 2:20 (Tuesdays 1:35)
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Hence, parents are kindly requested to send students to school after 6:30 a.m. each morning and collect them within 15 minutes after their level dismissal time.

Dismissal of KG Students

In order to collect KG students at dismissal, a KG Student ID Card must be shown by the person wishing to collect the child. The school issues Student ID Cards. Each family will be issued two ID Cards with a picture of their child on it. This ID Card needs to be shown by an adult to the child's teacher in order to take the child home. If a family member, driver or nanny is picking up the child, they will need to show this ID Card also. The child will then get a sticker from their teacher to acknowledge that they have seen the card. Only then will the child be allowed to leave with that adult. Only two cards will be issued per child. If a card is lost, parents should notify the school immediately. The parents will be required to present their Qatar ID Card at dismissal time until the lost card can be replaced. No child is allowed to be picked up by another child.

Academy Gates

The Academy gate will be open between 6:45 a.m. and 7:30 a.m. each morning to receive students. The gate will remain closed until the dismissal times for the various levels.

Absences and Tardiness

Parents are kindly requested to report their child's absence the same day to the school office, request homework assignments, and arrange for picking-up the assignments at the end of the school day. They are kindly requested not to contact teachers directly.

In case of a medically incurred prolonged absence, a medical report must be submitted to the Academy office as soon as possible, specifying the illness and expected duration of absence.

Upon returning to the Academy, students are required to submit to their Class Advisor a written excuse from their parents and/or doctor.

Change of Usual Routine

Parents who wish their child to change his/her usual daily routine, such as leaving school early or leaving with the parents of another student or a relative, are requested to notify the office in writing ahead of time indicating the name of the person collecting the student. The person collecting a dismissed student during the school day must sign at the reception providing their ID number.

Parents are requested to book children doctors' appointments, or any other appointments or travel dates after school time. Dismissing any student during the class period will interrupt the teaching learning process. No student will be allowed to leave a class until the period is over.

Evacuation Plans

In the event of an emergency where students need to evacuate the Academy buildings and the immediate areas, administrators and teachers will assume full responsibility to see that all students are safe. Once students have been moved to a safe area, parents will be notified immediately by SMS informing them of the emergency and giving them details pertaining to the collection of their children.

School Uniforms

At Qatar Academy Al Khor it is expected that all students take pride in their appearance. Students are required to wear a neat and tidy school uniform at all times as described below:

Uniform for Girls and Boys PS3-Grade 5:

- White polo shirt
- Maroon trousers or shorts
- Maroon skirt for girls
- Black shoes

P.E. Uniform PS3 – Grade 5

- Grey t-shirt (short or long sleeve)
- Grey polo shirt
- Maroon tracksuit w/ trousers or shorts
- Maroon tracksuit jacket
- White sport shoes (not football shoes)

Winter

- Grey fleece jacket

Girls should wear white socks or tights.

For safety reasons sandals are not allowed.

Please label all uniform jackets and PE clothing with your child's name and class.

During the winter months students may wear tracksuits for physical education classes as well as winter jackets that are purchased from the Academy.

Students not abiding by the school uniform policy will be reported to the administration and parents will be notified

Holidays and Vacations

Classes do not take place during official and school holidays and vacations as listed on the school calendar. Parents will be reminded of up-coming holidays and vacations in circulars that will be sent home.

ACADEMIC MATTERS

Instructional Materials

The Academy provides students with instructional materials at the beginning of the school year. However, parents should provide their children with basic school supplies, such as, pencils, pens, and erasers. In KG these materials are supplied for students. Students do not need items such as staplers, hole punchers, sticky notes, stickers, etc. The teacher will provide these items when needed.



Textbooks are distributed to students on a loan basis except for Arabic, Social and Islamic Studies. Teachers distribute textbooks to students at the beginning of the year and keep accurate records of all textbooks and workbooks issued. At the end of the year, teachers collect all textbooks, check on their condition, and report damaged books to the parents for payment.

If at any time, a student loses or damages a textbook or workbook, he or she is required to pay for the cost of the book. Final grade reports will not be issued to students who have textbooks or library books that have not been returned to the school.

Parents are requested to encourage their children to take good care of their books.

Homework

Homework is an integral part of the learning process. Homework is purposeful and provides reinforcement of concepts learned in class. It promotes individual responsibility, independent practice, good work habits and parent involvement.

Each grade level team will share their homework information at the beginning of each school year.

Students at Qatar Academy Al Khor in Grades 1 to 5 use a Homework Planner supplied by the classroom teacher. This Planner will act as a daily record of assignments complete with messages to/from parents and teachers.

The time required for homework depends on the student's pace and level of performance.

The following is an estimate of the amount of time needed each day to complete homework assignments for an average student:

Grades 1 and 2:	30 to 40 minutes
Grades 3 and 4:	40 to 60 minutes
Grades 5:	60 to 80 minutes

KG homework assignments will be allocated as/when required to a maximum of 15 minutes.

Remedial Help/Support Program

Extra help will be offered in the form of remediation by the student's subject and support teachers and within the class period.

Private Tutoring

The Academy discourages private tutoring so that students do not become dependent on tutorial help. Assistance to students will be provided in class. The school may authorize private tutoring in two cases:

To cover subject matter after prolonged absence due to illness

To fill in gaps in a student's mastery of prerequisite skills

In both cases, tutoring should be for a limited period of time and have precise objectives. Prior approval from the administration is required. The assigned tutor shall submit a written Progress Report at the end of the assigned period. The Academy is not part of the financial arrangement between parents and the tutor.

Library

The Academy's Elementary Library is a warm and welcoming center that is fully equipped and is rapidly expanding. A Library for Grades 6 through 12 is located in the Senior School building. Both libraries serve as the media hub of the school with a collection of resources in Arabic and English print and non-print. The library is fully automated and well organized. For curriculum purposes the Library uses the California Standards and IB standards.

There are two Elementary Librarians (Arabic and English) who receive students during designated library sessions. They also give assistance to teachers regarding the selection of appropriate books to support the classroom programs.

The mission of the Elementary and Senior School Libraries is to teach students to be effective users of information and to encourage and prepare students to be life-long learners. Parents are invited to visit the library website at qakseclib.weebly.com or through the Library link on the school website qak.edu.qa

- Students from Grade 4, 5, 6, 7, 8, 9, 10, 11 and 12 may check out 3-4 books at a time (two in Arabic and two in English) for no longer than 2 weeks.
- Students may renew their library materials once

- If a student has lost or damaged any of their library materials, the librarians will:
 1. Remind him/her orally to return the book
 2. Not allow him/her to check out more books
 3. Send a letter to the parents to return the book
 4. Call the parent
 5. Issue a fine of 150 QR for printed books, 300 QR for other library materials (i.e. CD's, I Books)

Open Houses

During the first term of the school year, parents are invited to an Open House for the Elementary School where teachers present the school's curricula and regulations.

GRADING AND REPORTING

Grading System

Evaluation methods are varied and include: observation, daily anecdotal record keeping, checklists and portfolios. Daily written work, projects, independent study assignments, homework checks, teacher observation and student self and peer evaluation are used in addition to more formal tests of varying length and type. Students are increasingly evaluated on the research, thinking and planning processes used during assignments, and their ability to communicate what they have learned in a variety of formats. At the end of each unit, students will be assessed using authentic performance tasks, as well as tests where appropriate.

Promotion Requirements - PS3 and PS 4

To be eligible for promotion, a student must:

1. Meet the PS3 and PS4 Expectations (For detailed information regarding the PS3 and PS4 Expectations please refer to the QAK website).
2. Maintain a record of regular attendance as described in the section on Student Attendance Policies.

Promotion Requirements - Grades KG - 5

To be eligible for promotion, a student must have:

- A clear disciplinary record
- Met grade level expectations
- A record of regular attendance as described in the section on Student Attendance Policies below

Major Subjects

Grades KG -3 (Arabic, English, and Math)

Grades 4 & 5 (Arabic, English, Math, and Science)

Make-up Tests and Promotion:

Students who fail 1 or 2 major subjects will sit for make-up tests before school starts in September.

Teachers will identify the skills that the students need to work on during the summer vacation and will provide a summer package to help them master the necessary skills.

- Those who pass the 2 makeup tests will be promoted unconditionally.
- Those who fail the 2 makeup tests will not be eligible for promotion and will have to repeat the year.
- Those who pass one of the subjects will be promoted under the condition of not failing the same subject in the following year. If a student fails the same subject over two consecutive years, he/she will be asked to repeat the year.

Regular Reports

Formal Grade Reports are sent to parents four times a year in the Elementary School. Copies of the reports are kept in the student's file. At the end of the first term, the school organizes parent-teacher conferences to discuss the student's progress. At the end of the second term, conferences are organized for students at risk in an attempt to help them meet the promotion requirements.

After the second report, conferences are organized with parents to discuss students at risk.

Non-Regular Reports and Parent-Teacher Meetings

Parents may request appointments with their child's teacher during the reserved parent-teacher conference period, and teachers may schedule a conference with parents. In both cases, discussion between teachers and parents are recorded, signed, and a copy placed in the student's file.

Promotion Requirements

To be eligible for promotion, a student must have:

- A clear disciplinary record
- No grade average below 4 in a major subject
- A record of regular attendance as described below:
 1. A student missing a maximum of 6 school days per term is required to make-up all schoolwork covered during his/her absence. Teachers discuss with the student the importance of attending school on a regular basis, and inform parents.
 2. Elementary students missing more than 6 days of school per term receive an incomplete grade report. Students are required to complete all schoolwork missed and take make-up tests during the week following the end of the term in which the extensive absences have taken place.

A student missing more than a total of 18 days per school year in Elementary cannot receive credit for the year. He/she may be required, conditions permitting, to repeat the grade at the Qatar Academy Al Khor based on the recommendation of the Academic Committee.

Tardiness and Missed Classes

A student who is tardy for class, for more than 15 minutes shall be considered as having missed the class. If a student misses three or more classes on a given day, he/she shall be considered absent for that day. If students are consistently tardy the administration will contact the parents.

Recurring absences have a negative impact on the student's performance at the school. The Academy does not encourage students to skip school for a day or even for a few hours unless in emergency cases.

Students are expected to be at school by 6:55 in order to be on time to attend the Morning Assembly. Students arriving after 7:00 must go directly to the reception to receive a late slip.

Corrective Procedures in Cases of Excessive Absences

A parent-student meeting with a school administrator(s) is required when a student reaches ten (10) unexcused absences or the equivalent. Both the student and one or more parents will be required to attend this meeting.

When the number of school days absent or equivalent reaches 18 days, another meeting must be held with the student, his/her parents, and the school administrator in order to discuss actions to be taken including the option for the student to repeat a course or a grade level. The school administrator shall make the final decision concerning the student's program based upon the student's current performance in school and with the consultation of the student's teachers and counselors.

Certificates of Recognition (Grades 1-5)

At the end of the school year and upon the recommendation of the faculty, special certificates are awarded to students in recognition of their outstanding academic achievement, most improved, perfect attendance and exemplary behavior.

DISCIPLINE MATTERS

Teachers make certain that students understand and abide by all Discipline Regulations at all times. Proper student behavior is a major condition for the successful implementation of the school's educational program and for ensuring an environment that is safe and conducive to effective learning.

Basic Rules and Regulations

Students are required to comply with the rules of the school and in particular students must:

- Comply with the rules and the regulations of the school as stated in the Handbook.
- Arrive at school on time.
- Attend all classes on time.
- Work and play in the assigned areas.
- Perform expected schoolwork.
- Respect and cooperate with all teachers, school personnel, and students.
- Be alert and responsive to directions.
- Respect school property.
- Respect the rights and property of others.
- Refrain from fighting, shoving, throwing objects, or using abusive language.
- Maintain cleanliness and tidiness.
- Refrain from bringing any toys and games to school.
- Refrain from bringing snacks, sweets, or chewing gum to school or during school sponsored activities (school trips, sports tournaments, etc.).
- Use only English where English is the medium of instruction and use only Arabic where the medium of instruction is Arabic.

In particular, students should:

- Line-up in the assigned area, in the morning assemblies and at the end of breaks.
- Walk to the classroom at signal of teacher.

- Put their bags in the assigned place and students should proceed to the classrooms.
- Work quietly during the class and follow all instructions of the teacher.
- Obtain teacher's permission before asking questions .
- Avoid disturbing other students.
- At the end of the period, wait for the teacher's signal before
- moving from their places.
- Put their chair in place, check the cleanliness of the table and surrounding area, and line-up ready to move at the signal of the teacher before leaving the classroom.
- Walk slowly and quietly, and avoid running, pushing, shouting, or screaming in the corridors.
- Refrain from rough play on playgrounds.
- Be alert and responsive to the directions of the supervisors.
- Remain outside classrooms during breaks, unless by teacher's instructions.
- Refrain from vandalism and respect school property and the property of others.

Vandalism

It is important that students learn to respect and care for property. Students who get involved in vandalism will be required to pay for the damage caused, in addition to the disciplinary measures that apply.

ACADEMIC HONESTY

IBO Mission Statement on Academic Honesty

“Academic Honesty must be seen as a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment. It is influenced and shaped by a variety of factors including peer pressure, culture, parental expectations, role modeling and taught skills...”

Academic Honesty must be taken very seriously and students need to take responsibility for presenting authentic work. This work should be the students' own original ideas; information taken from other sources should be properly documented. It is imperative that students keep a list of the information sources they used to support their work. It is not allowed to copy and paste.

Academic Honesty and the Learner Profile

Within the Learner Profile is the attribute Principled that states in relation to the academic honesty “they act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities”

Bibliographies and referencing

The format used at QAK for bibliographies and references is the Modern Language Association style of referencing (MLA: www.mla.org) and is referred to as an information literacy skill of Approaches to Learning (ATL)

Students at QAK must commit to supporting the Academic Honesty policy of the school in all aspects of their work. They should ensure all work submitted is authentic and they references all work or ideas of others.

Offences and consequences

Allegations of academic dishonesty will be dealt with immediately by the administration and fully investigated. The student will be given the opportunity to respond to the allegations. If, after the investigation, the student work is not found to be honest and accurate then the matter will be concluded and will not be noted on the students record. If it is found that the work in question does breach academic honesty then the following will apply:

- First offence – the student will not receive a grade for the work and a meeting will be set with the teacher and the counselor, Assistant Principal.

- Second offence – the student will not receive a grade for the work, a meeting will be set with the teacher, the counselor, Assistant Principal the parents, and the student will receive two days suspension.

Further instance of academic dishonesty may jeopardize the student's right to remain at the school. QAK takes the matter of academic honesty very seriously and aims to support the work of all students with respect and fair treatment.

Understanding malpractice

What is Plagiarism? Copying the work of another person and using it as your own work is plagiarism. If you use someone else's work you must acknowledge the original creator; even if you alter the words slightly you are still taking the work of another person. This also applies to work taken from the Internet and all other electronic media including all forms of images and graphics. Information taken from all sources on the Internet must reference the URL.

What is Collusion?

Allowing your work to be submitted by another student or giving information to another student regarding information on a test or assignment in order to help someone else achieve a grade by assisting them in cheating.

What is Copying?

Copying from another student in part or in full or allowing a student to copy your work in class or at home.

What is Duplicating?

Submitting the same piece of work for more than one subject, regardless of the similarity between the subject assignments.

What is Cheating?

Gaining an unfair advantage over other students in the context of an academic assignment, assessment, test or any other school related activity.

Generally plagiarism can be avoided by citing all sources. Students should use the bibliography to indicate the sources they used to create their work. In addition, they must use quotation marks and clearly define the source of the information.

Disciplinary Actions

Discipline is important for the school to perform its primary task of developing and promoting responsible citizens. In maintaining discipline, teachers need the support of parents. In case of misbehavior of a student, the teacher will:

- Have a private talk with the student.
- Remind the student of his/her responsibilities during the break time.
- Keep a record of the student's attitude and behavior.
- Discuss the student to the Class Advisor.
- Refer the student to the Counselor.
- Report cases of students exhibiting unacceptable behavior in writing to the counselor and administration.
- In case of persistent misbehavior, the administration will call parents for a conference, in the presence of the teacher concerned and the advisor, to discuss their child's discipline problem and possible solutions. At that time, discipline measures may be taken, including formal warning, detention, disciplinary probation, suspension, and in extreme cases, termination.
- In case of misbehavior during field trips, school activities/programs, the Academy may prohibit the student from participating in future trips or future activities/programs.
- In case of misbehavior during field trips, school activities/programs, the Academy may prohibit the student from participating in future trips or future activities/programs.

DISCIPLINE PROCEDURES

Category one Offences

These are easily identifiable behaviors such as:

- Being late for school (assemblies, class, and fieldtrips)
- Disruptive hallway and classroom behavior
- Unsafe play
- Littering
- Dress code violation

Who Gets Involved:

The teacher witnessing the event

Consequences:

1. Teacher speaks to the student away from his /her peers
2. Contact home by sending a letter
3. If the behavior persists send documentation to the Advisor who will follow-up with the student and teacher

CATEGORY TWO OFFENCES

These are more serious offences or offenses from Category One that are repeated such as:

- Persistent tardiness and frequent absences
- Rude, inappropriate or disrespectful behavior
- Using unacceptable/offensive language
- Intimidation (bullying) both physical and verbal
- Speaking a language other than the language of instruction in class (such as speaking English in Arabic class or speaking Arabic in English class)

Who Gets Involved:

The teacher witnessing the event, the Advisor, and when necessary, the Principal, Assistant Principal, and Counselor. The Principal may be consulted to advise on disciplinary procedures.

Consequences:

1. The parents will be contacted and a meeting scheduled between the Advisor and the parents. Other consequences may result in:
2. Detention
3. In-house suspension
4. Referral to counselor
5. Documentation placed in permanent folder
6. Plan created by student to avoid inappropriate behaviors in the future
7. Plan monitored by counselor and advisor
8. Suspension from school
9. The Principal may refer the case to the Discipline committee for further action

CATEGORY THREE OFFENCES

These are major violations of school rules such as:

- Physical Fighting
- Stealing
- Dangerous behavior
- Academic dishonesty
- Repeated intimidation (bullying) both physical and verbal

Who Gets Involved:

The Advisor and the Assistant Principal are immediately involved and the School Director will be notified as appropriate.

Consequences:

The Principal, the Counselor and or Advisor will meet with the student's parents. For very serious offences the student may be expelled from school.

Other consequences may include:

1. Principal's detention
2. In-house suspension
3. Suspension from school
4. A contract between the school, the student and parent
5. Counseling may be recommended
6. Banned from school trips
7. Referral to the Discipline Committee for further consequences

Discipline Committee: Principal, Counselors, Classroom Advisor, and the Teacher concerned.

Supervision

Students are supervised during all school activities. Students are not allowed to use the Academy playgrounds after school hours without the approval of the administration.

School Trips

School trips are an important part of the academic program and are compulsory for students to attend.

During school trips students should:

- Wear seatbelts at all times
- Sit quietly in the assigned seat
- Avoid moving or disturbing other students
- Be alert to the directions of the bus supervisor
- Observe all regulations relevant to the place being visited

MEDICAL PROCEDURES

The Academy has a full time nurse in school at all times to work with teachers and students. The nurse provides us with a service to evaluate students, and administer emergency care and first aid and identify health problems.

Medical Records

Medical records of each student are kept in the Medical Room and handled confidentially, they are available to staff on request. A list of students with a medical history is given to the child's teacher to help them provide the best possible care while at school. Please feel free to discuss any medical issues with the nurse.

Medical Appointments

If your child has a medical appointment during school hours, please inform the class teacher reception with a note or a telephone call.

Medications

Parental consent is required for any medication given at school. Students should not be in possession of or self-administer any medication. The school nurse must administer medication.

Exception – some students may have permission to carry their asthma inhalers by prior arrangement with the school nurse.

Special Dietary Needs

A number of our students are allergic to nuts, and we never know who else could be. The allergy can be fatal. It is important that we ensure that no food is brought into school containing nut products especially birthday cakes. The canteen is aware of this concern as well. If your child has this or other special dietary needs please inform the nurse and supply a Doctor's Certificate outlining the intolerance allergy.

Guidelines for sending sick students back to school:

- Children should be fever free for 24 hours before attending school. A child's temperature is lowest in the morning and not a true indicator of a constant temperature.
- Children should be free of vomiting and diarrhea for 24 hours before returning to school.
- Children with thick nasal discharge and/or constant coughing should remain home.
- Children diagnosed with conjunctivitis or with draining, itching, red eyes should remain home till the acute phase is over (24-48 hours).
- Children diagnosed with Upper Respiratory Infection/Streptococcal Throat Infection should remain home until the acute phase is over (24-48 hours).
- Children diagnosed with Chicken Pox should remain home until the blisters have crusted over (usually 7-10 days).

Sending students home due to illness:

- Students will be sent home by the nurse only if deemed necessary after conferring with the parents.
- Ex. Fever of at least 37.8 degrees Celsius, head lice, minor injuries such as obvious bumps, etc.
- The teacher will be notified.
- "Permission to Leave School" form stating the reason will be signed by the School Nurse noting the time of pick-up and by whom.

The student will stay in the Health Room until he/she is picked up. The "Permission to Leave the School" serves as the pass, and should be signed by whoever picked up the student and should be given to a school secretary.

Note: No student must be allowed to call his/her parents, Nannies or drivers to pick him/her up without being seen by the nurse.

Students who are absent for two or more days must provide a sick note.

Head Lice

Children having head lice should remain at home for at least three days until after treatment and removal of all lice and nits. Upon return to school, children will be checked by the school nurse to determine that the head lice are gone. If lice or nits are present when the student returns to school then they will be sent home.

GENERAL PROCEDURES

Circulars and Letters

Qatar Academy Al Khor believes that maintaining good communication between the school and parents is critical to student success. The Academy communicates with parents through phone calls, notes, emails, SMS, Power School and the website. In addition to these valuable informal modes of communication you can expect several formal approaches as well.

Each KG student is given a Communication Book at the beginning of the academic year. This Book is used to send circulars home and is also used for written communication between parents and the teachers.

Illnesses and Accidents

Illnesses and accidents involving students during school hours are reported immediately to the infirmary; the school office will contact parents.

Birthday Parties

Birthday parties are authorized in the kindergarten classes only and provision for such an event should be arranged in advance through the school office and the child's teachers. Cakes should be simple without color, cream or nuts.

Jewelry

Students are not allowed to wear jewelry to school. In the event of jewelry being lost, the school does not assume any responsibility.

Lost and Found

Students and school personnel are requested to turn in any items found and report missing items to the school office. The school is not responsible for any items left behind after school hours and during weekends.

Identification of Student Possessions

It is very important that all student possessions be clearly marked with the student's name. Such items include book bags, pencil cases, jackets, physical education clothes, workbooks, and notebooks.

Book Bags

In an effort to reduce the weight of students' bags, the administration and teachers constantly remind students to bring to school only the books and materials that they need for that day according to their schedule.

Book bags with metal frames and rollers hinder the movement of students from one class to another in a safe manner. Since safety of students is a priority to us, such bags will not be allowed at school.



Lockers

In an effort to lessen the weight of students' bags, the Academy has put lockers for students in Grade 5. Beginning with the third semester, each student will be allocated a locker and a padlock/key that operated by a code that should be set by himself/herself. The padlock/key needs to be returned at the end of the school year. Charges of 200 QR will occur for damages to the locker, a lost, or non-returned padlock/key. Students will be required to sign a contract when receiving their assigned locker.

Lockers are assigned to students for their convenience and for the purpose of storing supplies and personal property. The school is not responsible for items that are lost, damaged or stolen from lockers. As school lockers are considered school property they are subject to search and inspection.

- Students are required to lock all personal items in their locker at the beginning of the day.
- Students are to put a copy of their schedule inside the locker and prepare for more than one lesson students are not allowed out during the lesson to bring materials from their lockers.
- Large amounts of money or valuables (not necessary for the school day) should not be brought to school or stored in the lockers.
- Lost keys or damaged locks must be reported to the administration and a replacement lock or key will be issued penalty will apply for damaged keys & locks.
- Students are responsible for making sure their locker is closed and locked before leaving the hallway.
- Students should never share their key with another student.
- QAK is not responsible for any lost or stolen items
- Backpacks must be stored inside the lockers, All unattended items found in the hallway, classrooms or any other location will be confiscated and penalty will be applied.
- All valuables like laptops should be kept in the lockers.
- No food or drinks are permitted at any time in the lockers.
- Students are expected to keep lockers clean, organized and free from damage, Inappropriate stickers, loose papers, dirt and other items must be removed.
- All books, stationary and supplies must be organized at all times.

Gifts

Gifts to school personnel are not accepted. In order to avoid any misunderstanding or disappointment, parents are kindly requested to abide by this policy. In case of presenting gifts to faculty and staff, the Academy will, regrettably, return them to parents.

Library Classes

Each Arabic and English class for all grades will visit the library every two weeks. During the library visit students may check out/renew books in the respective language. For example, if students come with the English teacher, they may check out/renew English books. Students may return books in either language. Students will receive a standards-based library lesson that supports the curriculum and teaches information literacy skills.

Library Books

The check-out period is two weeks. Books checked out during English Library Class are due at the next English Library Class, and vice versa for Arabic Library Class. Students may have a maximum of 2 English books and 2 Arabic books. Students may not be able to check out books during Library Class if they already have the maximum number of books checked out. Students should bring library books to Library Class to either return or renew them.

Parents may also check out books to read with their children by opening a library account. Parents may check out up to 10 books from either QAK Library. The checkout period is 2 weeks. Parents must check out books in person and present a Qatar ID. A student may return books.

Lost/Damaged Books

Books that have been lost or damaged cost 150 QAR to replace. Students and parents must pay this fine before they can check out any more books. If a student loses or damages a book:

- Tell the Librarian.
- Give the Librarian the payment and the Librarian will provide the student with a receipt.
- The Librarian will clear your record in the computer.

Students and parents who have not returned books or paid for lost/damaged books will not receive their or their child's Report Card at the end of the school year.

Sport and Non-Sport Activity Eligibility Requirements

Grades 1-5

Students have the opportunity to sign up for a variety of sport and non-sport activities if they choose. Sport activities run for the entire year, whereas the non-sport activities run throughout each individual term. New non-sport activities are offered each term.

While we do recognize the value of physical and social experiences as an aid to successful academics, students should consider the sport and non-sport activities a privilege. Below are the requirements that QAK adheres to in order for a student to be eligible to participate in a sport or non-sport activity.

To be enrolled in a sport or non-sport activity, students must be in good academic standing. Good academic standing is defined below.

- All students must have the majority of their homework completed consistently.
- All students must be putting their best effort into all of their classes.
- Students cannot have any outstanding assignments or assessments in any class.
- All students must have "good, respectable behavior" as determined by all of their teachers.
- All students must have regular attendance, and not be violating the attendance policies set forth by the QAK handbook.

Students in grades 1-5 will NOT be eligible for enrollment in a sport or non-sport activity if:

- The student has excessive behavior/cultural insensitivity issues as determined by all teachers and administration (Example: Student is on a behavior management contract).
- The student has been suspended or given in-school detention within the same term as the non-sport activity.
 - For example, if a student has been suspended, given an in-school detention, or has excessive behavior issues/shows cultural insensitivity during a given term, they will not be allowed to enroll in the activity for that term. They will have the opportunity to enroll in activities the following term.
 - If a student is already enrolled in a non-sport activity and receives a suspension, in-school detention, or has excessive behavior issues/shows cultural insensitivity during that term, they will be un-enrolled until the following term. They will have the opportunity to enroll in activities the following term.

Out of School Sport Tournaments

Throughout the year, there are many opportunities for students to participate in sport tournaments with other schools from around the country. This is a great opportunity for all students; however, it usually requires them missing all or part of an academic day.

Students in sport activities in grades 1-5 will NOT be allowed to participate in the out of school sport tournaments if:

- They will be missing, tests, assessments, or exams in any class during that day.
- They have excessive missing homework or class assignments.
- They are not showing their best effort in all of the their classes.
- They have had or are having excessive behavior/cultural insensitivity issues as determined by all teachers and administration.
- They have excessive unexcused absences for the current term.