

# MIDDLE EAST INTERNATIONAL SCHOOL

Doha, Qatar



# STUDENT-PARENT HANDBOOK

**School Year 2020 - 2021**



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## **MIS – HISTORY AND EDUCATIONAL PHILOSOPHY**

### **Brief History**

In the year 1994, our Chairman, Mr. Salem Rashid Thani Al Mohanadi started this institution as his first step towards fulfilling his dream of providing excellent educational facility for children of the local as well as the expatriate community of Doha, Qatar. The Middle East International School (MIS) is a private school, established under the supervision of the local Ministry of Education. It is committed to providing the highest standard of education. MIS is currently a K-12, English medium language, college preparatory school that offers students from the international community and State of Qatar an American curriculum, based on Common Core and California standards. Qatar History is instructed in English.

In its early years, MIS first began as a kindergarten and primary school, located in a rented premises along the area of Al Mansoura, then later expanded upwards to 12<sup>th</sup> grade. The years from when it was first established to present have brought significant growth to both MIS and its community. MIS's new campus opened on September 2011 in Mesaimmer, as a state-of-art facility with an overall capacity for approximately 900 K – 12 students.

MIS is a distinct institute of learning where its teaching faculty and administrative staff are presently drawn from twenty-three different countries and the student body represents over fifty-seven nationalities.

### **Vision**

Today, in Qatar, we prepare students for their future, one that can hardly be imagined. What we know is that critical thinking skills will be crucial to their success. Theirs is a digital world; their future will be more strongly affected by technology. Excellence in education as we enter the 21st Century presupposes that technology is seamlessly integrated throughout our instructional program.

### **Mission Statement**

Our mission is learning at high levels while integrating technology seamlessly throughout our curriculum, and preparing our students to be competitive in the international community. To achieve our mission, we will provide a supportive environment and an exemplary educational program built upon a foundation of respect and high standards for achievement and effort.

### **Important Values**

MIS is a multi-cultural learning community.

We are proud of our traditional cultures...

We are proud of our technological advances...

We believe learning should be...

Authentic, innovative, and collaborative.

And we strive to keep these learning strategies ever present at MIS.

### ***Responsibility:***

MIS students must take responsibility for their actions and behave appropriately at school and school events. One of our goals is to help students become caring and responsible citizens who are ready to make a contribution to society. Students display responsibility by following classroom/school



rules, doing their own homework, coming to class on time, picking up after themselves, and finding ways to make a positive contribution to the school and community.

***Integrity:***

Integrity is an essential value for every person at MIS. Integrity is defined as honesty and good moral character. Students display integrity by doing their own homework, submitting their own work for assessment, and by reporting dishonest acts. Students who are dishonest will receive the appropriate consequences from the administration.

***Community:***

Being a part of a community means sharing in a fellowship with others, as a result of common beliefs, attitudes, and goals. A community is extremely important in the well-being of any human being, in particular, students and young people.

***Empathy:***

Empathy is the ability to understand the feelings or rationales of another human being. At MIS, we strive to cultivate a compassionate environment based on the ability to relate to others in our community.

## GENERAL INFORMATION

### **Regular School Hours**

The school day runs from:

**7:15 a.m. - 12:30 p.m. for Kindergarten students**

**7:15 a.m. - 2:00 p.m. for Elementary, Middle and High School students**

There is a high correlation between attendance and achievement. MIS takes attendance very seriously as a key component of a quality education. Cutting/skipping classes and truancy are also considered detrimental to your child's learning, and are defined as follows:

***Cutting/Skipping class***--A student who is present at school but fails to attend class is considered to have cut class. Students who do not go to the nurse when ill or sit in the restroom or elsewhere during class time are cutting class. A cut class has major consequences which are outlined in the *behavioral consequences chart* of this handbook.

***Truancy***--A student's absence from the school grounds that is unauthorized by a parent. Students who are truant will not be allowed to make up missed work and will be subject to the consequences outlined in the *behavioral consequences chart* of this handbook.

### **Arrival Procedures**

It is very important for students to arrive at school on time. **Gates open at 6:30 a.m.** Students will be allowed into the building at 7:00 a.m. and may wait in the courtyard or by the blue canopy waiting area. The school is not responsible for students prior to 6:30 a.m. and will not admit students on campus before this time.

Students are expected to be in their first period class by 7:15 a.m. A student will automatically be marked tardy after 7:15 a.m. Students in grades 6 - 12 will not be allowed to attend their first period class after this time. They will be asked to wait in the blue-canopied area in the main entry, until the second period begins and their tardiness will be recorded.



## **Late arrivals fall into one of two categories: Excused or Unexcused**

**Excused**--Students who arrive late, due to an appointment or acceptable excuse that was notified a day prior, may get a late slip from the Front Office before entering their classes. Students must produce a valid note from their parent indicating the reason for late arrival ahead of time, which will be acknowledged by their Principal and relayed to the Front Office. Students will be allowed two (2) excused late arrival per month due to traffic.

**Unexcused**--Late arrivals with no previous notice of an appointment and no parent excuse note are considered unexcused. All late students must get a late slip from the Front Office. Students will be penalized for habitual tardiness and parents will be notified accordingly.

## **Tardiness**

Students who enter the school building after 7:20 a.m. are marked tardy/late. They will be allowed two (2) excused days of tardiness for each month, and any tardiness thereafter will be marked down. Three (3) tardy days will result as one (1) absence. Parents of students who are habitually tardy, whether in the morning as well as in between classes, will receive a letter or direct phone call from the Principal to discuss the consequences for their tardiness. Work missed in the aforementioned classes will result in no credit.

## **Dismissal Procedures**

Students are dismissed in an orderly manner at their designated dismissal time. Parents or guardians are requested to wait in their cars or on the school courtyard for their child/children to be dismissed. Parents need not enter the school building to collect their child. The students will exit the school building to meet their parents on the front area of the campus. Students should also not exit the school premises, in the absence of an escorting adult (i.e. parent, driver, or guardian).

## **Early Dismissal Days**

Students will be dismissed by half an hour early (i.e. 12:30 p.m.) on certain Thursdays of each school month to accommodate general faculty meetings and professional development workshops. The dates of the early dismissal for this school year have been identified as follows:

**Dismissal at 12:30 p.m. – September 24, October 15, November 19, December 10, February 18, March 11, April 22 and May 6** (at 11:30 a.m. in light of Ramadan)

Students will also be dismissed early during any school activities or functions. The student dismissal time on these such days is again at 12:30 p.m.

## **Excused Absences**

The Ministry of Education (MOE) provided a decision regarding student absenteeism. This decision was made on September 6, 2014 and applies to students in grades 4 to 12. MIS has updated the student handbook to reflect the MOE's decision [Decision 23 of 2014].

The past and current rules at MIS addressing student absenteeism are:

- *Students who are absent for 10 consecutive days/10 days in a row for no justifiable reasons are banned from taking the semester exams [all subjects].*
- *Students who are absent for 15 consecutive days/15 days in a row for no justifiable reasons are banned from taking both semester exams [all subjects].*

MIS considers the following as justifiable reasons:





- *Medical concerns of the student [medical certificate from a state hospital is required]*
- *Family death [death certificate is required]*

Please keep in mind the ruling of the Ministry of Education and its possible impact on your child.

### **Dismissal /After School Care**

Kindergarten students must be picked up on time at 12:30 p.m. An after-school-care fee may be charged on parents who leave their child in the KG department beyond 1:00 p.m.

Students from elementary, middle school and high school will be allowed to wait in the school canteen or main lobby from 2:00 p.m. - 2:20 p.m. under staff supervision. Students will have to quietly do their homework or read; otherwise, they will be asked to step out of the building to wait outside for their parents. MIS will hold no responsibility for any elementary, middle or high school student after 2:30 p.m. Students will have to wait out in the blue-canopied main entryway by the guard house on their own, after this time.

### **Guests**

For safety and security, students are not permitted to have guests or visitors accompany them on school grounds. If a visitor wishes to view our school, they should contact school administration.

### **Visitors**

All visitors to school grounds must sign in/out on the desk located in the main entrance. No “drop-ins” are allowed; visits should be planned in advance with school administration.

### **Educational Problem-Solving Process**

One of the most important life skills that can be developed through participation is problem solving. Students should embrace it as an educational opportunity. The following steps should be taken when trying to resolve a problem:

1. The **student** should speak with their parent regarding the problem. The discussion should focus on ways to resolve the problem. If the problem is not resolved, proceed to step # 2.
2. The **student** should talk with the classroom teacher involved to resolve the problem. If the problem is not resolved, proceed to step # 3.
3. The **parent** should contact the classroom teacher to arrange a parent, student and teacher conference. If the problem is not resolved, proceed to step # 4.
4. The **parent** should contact the principal to arrange a teacher, parent, student, and principal conference. If the problem is not resolved, proceed to step # 5.
5. The **parent** should contact the Head of School to arrange for a conference.

### **Class Attendance and Participation in Activities/Events/Seminars**

Students are expected to attend all classes on the day that they participate in/travel for/return from special events, such as Sports Day, or conferences and seminars. Classes missed will be considered cut and the appropriate consequences will be applied.

### **Make-up Work**

#### ***Excused Absences:***

Students who have an excused absence from class will be allowed to make up missed work,



according to the following guidelines:

- If the student was present in class when an assignment, quiz, or test was announced and was absent on the day that the assignment was due or test/quiz given, the student must turn in the assignment or take the test/quiz on the day of his return to school.
- Students anticipating an absence from school due to a medical condition or school-sponsored activities must make an appointment with their teachers in order to receive assignments and their due dates. It is the parents' responsibility to advise the school office of the anticipated absence of a student, well in advance of the absence. Failure to do so may result in the student not being allowed to make up work for credit that he/she misses.
- Students returning after excused absences will be given time to complete missed assignments and tests. Make-up time is equivalent to the number of days absent. It is the student's responsibility to contact teachers the day he or she returns to school regarding missed assignments and tests to be taken.
- It is the student's responsibility to contact his/her teacher(s) for assignments, tests, quizzes that are missed as the result of an EXCUSED TARDY/ABSENCE. Students are also responsible for notifying their teachers of an anticipated early departure from school on any given day and to make arrangements to obtain missed assignments or make up missed quizzes/tests. Failure to notify the teacher of any anticipated absence may result in the student not being permitted to make up for scheduled tests/quizzes.
- Students who become ill during the school day must report to the school doctor or nurse. The school doctor/nurse will determine if the student will be sent home or if the student is fit to remain at school. The school doctor/nurse will contact the student's parent if he or she needs to go home. A student will only be sent home if the school doctor/nurse is able to reach a parent or a designated emergency contact. It is important that the person designated as the emergency contact can be easily reached and is clearly stated on the student's registration form.

### ***Unexcused Absences:***

Students returning to school after an unexcused absence will not be eligible to make up missed work. Grades for long-term assignments may be pro-rated with approval of the Principal.

Parents requesting to pick up their children before the end of the school should take the following into consideration: Transportation needs to be arranged keeping in mind that the end of the school day is at 2:00 p.m. and not before. If there is an urgent need to pick your student up beforehand, you may do so by requesting it three (3) days before the actual date and that the pick-up time be after 1:30 p.m. No more than one request per month will be approved. This will allow time for the teacher to make any necessary adjustments.

### **Emergency Procedures and Fire Drills**

Emergency evacuation drills are scheduled at intervals throughout the year. Classroom teachers will give their classes specific instructions. Each classroom has an evacuation plan. Teachers should ensure that all students are familiar with proper evacuation procedures at the start of each year.

### **Parking Lot Procedures**

Our primary concern is the safety of our students. Students are not allowed to run or play in the parking lot areas or "driveways" during arrival and dismissal times. Do not leave your child



unsupervised in a running vehicle. Always drive slowly through the parking lot and driveways, as small children can easily dart out into the road. Please park in the designated parking lot around the campus if you intend to enter the school campus.

### **Driving to School**

Students who have legally obtained a Qatari driving license are permitted to drive to school, but may not park in the school's gated parking lot. Student drivers must register with the high school principal and present their driving license, to be photocopied. Students observed driving in an unsafe manner would lose the privilege of driving to school. Student drivers who choose to transport other students do so at their own risk and with full responsibility. MIS accepts no responsibility for students transported in vehicles operated by student drivers.

### **Website and Communication System**

MIS maintains an information web page on the Internet. Parents and students are encouraged to check the new MIS website regularly for updated information and school announcements. The website is [www.misqatar.com](http://www.misqatar.com). The primary communication tool between parents and teachers are through email. Teachers are provided exclusively with school emails where they can send and receive communication to and from parents and students. A link to Office 365 will also be provided at the start of the school year where daily assignments and weekly lesson plans are uploaded. Important news about current school activities or events are also posted on the website and shared in the Communications folder via Office 365. Guidelines to access this site link will be provided to you and your child.

### **Books and Supplies**

All textbooks and workbooks will be purchased by the parents. A school supplies list will be provided to students prior to the first day of school.

### **Locks & Lockers**

Elementary, middle school and high school students are able to rent a locker for the school year, for a fee. It is the individual student's responsibility to provide a lock to keep his/her possessions safe. Students must store all of their backpacks, books, supplies, and personal belongings in the lockers. Bags, books, backpacks, etc., found on the floor will be placed in the lost and found in the Control Room. Students are not to write on or in any way deface their locker. Students will be responsible for any damage to their locker.

Additionally, students are required to keep their lockers locked and are discouraged from keeping valuables in their lockers. The school is not responsible for lost items. The school administration reserves the right to inspect lockers at any time should the need arise. Please inquire in the Accounts Office for the *locker rental form* in order to apply.

### **Lost and Found**

Lost-and-found items are placed in a box or storage cabinet in the Control Room. Lost valuable items (i.e. wallets and mobile phones), when found, should be brought to the Administration for safe-keeping. The lost-and-found is emptied regularly during the school year and its unclaimed contents are donated to a charitable organizations.





## **School Canteen**

The canteen is open to students during scheduled lunch periods only. A variety of hot and cold options are available. Food and drink (other than water) may not leave the designated eating areas. All meals, if purchased or brought from home, will be eaten in the canteen. Students are responsible for cleaning up all their food and trash within the designated eating areas.

At MIS, we are promoting a healthy lifestyle and diet. This means that there are some food and drink items which we discourage students from bringing to school:

- Fizzy drinks/energy drinks
- Gum
- Sweets (such as high E-number content/sugar/caffeinated)

## **School Clinic**

MIS has a full-time school doctor and nurse. Each child has an emergency card at school, which must be filled out by the parent or guardian. Students are welcome to visit the clinic when they have an illness, injury, or to discuss health issues.

Students must have permission from their classroom teachers to visit the clinic. Students are expected to go to the clinic before making arrangements to be dismissed from school because of illness. The doctor or nurse will notify parents.

### ***Medications:***

No medications shall be administered without expressed written parental permission. If your child must bring medication to school, the following steps need to be followed:

- The parents should notify the school doctor or nurse when a child is taking medications.
- All medications must be brought to and kept in the school clinic.
- The medicine must be clearly identified as to the name, type of medication, student's name, and dosage.
- A note signed and dated by the parents must accompany the medication.

### ***Immunizations:***

Health, immunization, and tuberculosis screening records are maintained on every child. Parents are required to submit a health status update as they register their child for each school year and are urged to notify the school health clinic of any significant changes in health, which occur during the school year. A minimum immunization standard is required for attendance at MIS and by the Ministry of Health. There may be occasions when immunizations will be available at school through the Ministry of Health.

## **Special Services for Students**

MIS is unable to provide a comprehensive program of educational services due to limited resources and staffing. MIS does not accept students with physical, emotional, or learning needs that cannot be appropriately accommodated in the school's curriculum. After initial acceptance of a student, the school reserves the right to deny re-enrollment if the student's needs go beyond the scope of available services.

For further information on the services available at MIS, parents should contact their student's counselor. We have a K-12 school counselor who specializes on personal counseling services, as well as a guidance counselor for high school students who assist in college preparation.



### **Dress Code - Elementary**

Only plain black jackets and sweatshirts will be worn. It is not permissible for any other color to be worn nor is it permissible for excessive print to be displayed. The official MIS jacket is also recommended and preferred.

Shoes worn must be plain black school shoes, not sport shoes. If your child has difficulty in tying their shoe laces, please purchase shoes without laces to avoid unnecessary injuries. It is not permissible for students to wear colorful shoes, shoes that light up, shoes that are open toed or other such shoes.

The PE uniform is only to be worn on designated PE days. The PE uniform is not to be worn or replaced as the official uniform. Under no circumstance will any elementary student wear or bring to school soccer shoes of any form, especially shoes with cleats. Only flat-soled sport shoes are acceptable.

No makeup, nail polish, excessive jewelry or bulky headbands. Small plain studded earrings are acceptable, no hoops. A watch may be worn (not including iPhone, Samsung or phone watches). Headbands are to be plain (no cat ears, feathers, fluff or such will be accepted as part of the uniform).

### **Dress Code - Middle and High School**

Good grooming and proper dress are a matter of mature taste and judgment. MIS students are expected to wear their complete school uniform every day that they come to school. Students must wear appropriate footwear (i.e. black school shoes). No “open-toe” shoes, sandals, or flip-flops are allowed on a regular school day. School pants should fit the student appropriately, in respect for the Muslim culture. No leggings/jeggings or black jeans will be acceptable.

Decorative items should be conservative. Jewelry and glasses should be conservative, culturally sensitive, not offensive, and in good taste. Boys are required to maintain a clean and short haircut and are not permitted to wear jewelry or have piercing(s) in place when in MIS campus. Any piercing present will have to be taken out during school, or students will face the consequences of dress code violations.

Students’ uniform and general appearance is regularly checked to ensure that it adheres to expectations.

### **MIS School Uniform Policy**

- ❖ Elementary boys and girls school uniform consists of a light blue polo shirt with the school logo patch, plain black pants, and black closed shoes.
- ❖ The proper school uniform for middle school boys and girls is a royal blue polo shirt with the school logo patch, plain black pants, and black closed shoes.
- ❖ For high school boys and girls, the proper school uniform consists of a black polo shirt with the school logo patch, plain black pants, and black closed shoes.
- ❖ Only the MIS jackets and Senior jackets (for Grade 12) can be worn over the uniform during winter.
- ❖ On PE days, students are expected to wear the MIS PE shirts and track pants, and black or white sports shoes. Track pants, other than those tailored for the school, will not be allowed.



### ***Dress Code Violations:***

**Teachers** have the primary responsibility of identifying students in violation of the dress code. One or more of the following consequences will occur for any student found in violation:

- The teacher will speak to the student and the elementary/middle school/high school principal.
- The Principal will see that the student's parents are contacted via email and a copy of the email is sent to the Head of School.
- If necessary, parents will be called to bring the uniform to school or take the student home.

### **Use of Technology on Campus**

Use of technology in the classrooms at MIS is for educational purposes only—for academic supplementation and enrichment, guided and supervised Internet research, and other class activities. The use of computers is a privilege and not a right. This privilege will be granted only after the student has read and signed a copy of the *Digital Device Policy*. Teachers may establish additional rules for computer use specific to their classroom.

Students who fail to comply with the policy are subject to disciplinary action by the technology department and the administration of MIS. Penalties may include (but are not limited to) loss of access to computers; additional disciplinary action, when appropriate; and/or legal action, when applicable.

### **Mobile Phones**

Mobile phones are strictly not to be used in the classrooms (and any exceptions, if applicable, are outlined in the *Digital Device Policy*). Mobile phones may not be used to take videos of teachers and other students in class and on campus. If students bring phones to school, they **MUST** keep these in their backpacks or lockers at all times.

When caught with a phone out in class or in the halls without permission, the phone will be confiscated. In the event that this occurs, parents will have to come in and speak with the elementary/middle school/high school principal before the phone is released back to the student. At this time, the student, parent and Principal must sign a *Mobile Phone Parental Collection Form*. For students that are caught with their phones out more than once during a semester, the phone will be confiscated and returned to the parents at the end of that semester.

### **Lunch and Snack**

MIS is required to comply with the Ministry of Health stipulations on healthy schools. With this regard, it is not recommended for the following items to be brought or consumed whilst at school or on the school campus: no aerated drinks, no energy drinks (including Red Bull, V, Monster or vitamin drinks), no chips or candy, and no chewing gum. Please do not include any of the listed items in your child's lunch.

Students are welcome to bring lunches from home or buy their lunch in the school canteen. **Students may only visit the canteen during their scheduled lunch period.** Students are expected to leave their eating location in a clean condition. MIS also expects all students to respect the canteen staff, and any student found violating these rules would receive behavioral consequences. All lunches will be eaten in the canteen.

### **Library Guidelines**

#### ***Loan and Overdue Policy:***



Students may check out books through our school librarian. Students are allowed to check out one book at a time for a period of one week and can renew weekly, as needed. Materials need to be returned on time, and students may not borrow additional items until any overdue books are returned. Students with overdue material will receive notices at the end of the semester or school year. All library patrons are expected to pay the replacement cost of lost or damaged books plus an additional 30QR for shipping and processing. Library records must be cleared before borrowing additional items and/or receiving their report cards or school reports.

### ***Library Guidelines:***

- Help keep the atmosphere quiet and conducive to learning.
- Leave food and drinks outside.
- All school rules apply, including the no cell phone usage policy.
- Acceptable Use Policy applies when using computers.
- Be respectful and considerate of each other and the entire library.

### **Activities**

#### ***Field Trips:***

Any student participating in a school-sponsored field trip must have written permission from a parent or guardian. Under no circumstances will verbal permission suffice. Students who have encountered disciplinary problems may be prohibited from attending field trips at the discretion of the teacher(s) or chaperone(s) and with concurrence of the school administration. It is also necessary to do the following:

- Students should be in their complete school uniform or dress appropriately for any field trip, as directed by the teacher.
- Regular classroom behavior is expected of students while on the field trip (e.g., no running, shouting, or talking when someone else is talking).
- Students must leave school vehicles clean.
- Students may not use electronic devices on trips.
- Students must demonstrate courtesy and gratitude whenever they go off campus.

MIS administration also reserves the right to deny participation of any student in field trips if deemed necessary.

#### ***School Sponsored Travel:***

Opportunities for travel may be offered as part of the activities program or to provide opportunities for enrichment. Guidelines for participation have been developed by the school and may be supplemented by the sponsoring faculty member. All travel expenses will be at the expense of the participating students' families. School trips will be planned through the Business/Accounts Office and details of the itinerary should be submitted with approval at least two weeks in advance.

#### ***Student Participation in Activities:***

In order to participate in after-school and evening extra-curricular activities (sports, MUN, etc.), students must attend the full day of classes on the day that the activity takes place. Additionally, students participating in after-school and evening activities are expected to be in school the following day.

Participation in extra-curricular activities is an additional responsibility that students assume. These activities do not exempt students from their regular school responsibilities. Students representing MIS are expected to be in school on the day they depart or return from competition, unless the MIS



administration makes a special exemption. Failure to do so may result in exclusion from further participation in such events.

### ***Extra-Curricular Eligibility:***

Students on academic probation or in academic difficulty ('F' grade on a Semester Report Card) are not eligible to compete in extra-curricular activities involving contests or performances and further participation may be denied if a student is generally performing poorly, either academically or in regards to behavior. The Principal, on a case-by-case basis, will review such students and make a final decision.

### **Celebrations**

At MIS, we understand that you would like your child to celebrate their birthday with their classmates and teachers. Unfortunately, this is against the Ministry of Health promoting healthy schools. Therefore, no birthday celebrations or parties will be entertained. It is not permissible to bring cake or treats with the intention of celebrating your child's birthday at MIS during school hours without a prior approval from the Principal.

During festive times of Eid, National Day, International Day or other such occasions, foods cooked from home will be acceptable. No candies or aerated drinks are permitted.

### **End-of-Semester Early Exam Policy**

The school has a set policy for NO EARLY FINAL EXAMS. In the unusual case that parents need to consider early departure for a student, the parents must submit a written request to the elementary/middle school/high school principal and schedule a meeting to discuss the rationale behind the request at least one month prior to the date of the early departure. If the Head of School approves the request for early departure, the student may be allowed to complete the end-of-semester final exams on a date specified by the school.

### **End-of-Semester Make-Up Exams**

Any medical absence from an end-of-semester exam will only be excused and rescheduled by providing a valid medical certificate. Students needing to take make-up exams due to such excused absence on the scheduled exam date must make arrangements through their Principal. Make-up exams will be completed on the make-up exam date agreed upon with the Principal.

An unexcused absence during end of semester exams will result in a mark of 0% for the final grading in the specific subject area. Make-up exams are not permitted for unexcused absences.

### **Withdrawal from School**

Students withdrawing from MIS must complete a Student Withdrawal Form, collected and deposited at the Administration. Once this form is submitted, a check out form will be issued by the Administration to the immediate Supervisor and homeroom teacher for clearance. His/her official transcripts can be collected from the Accounts office. MIS does not forward transcripts to schools on behalf of the students, so it is the responsibility of the student to send them to their next location. School records will not be sent until the student has completed the checkout process by returning all textbooks, paying all school fees, and returning all library materials.





## CONDUCT AND DISCIPLINE

### **Purpose**

MIS is founded on the core values of responsibility, integrity, community, and empathy. These values drive our approach to education and managing student behavior. MIS will manage student behavior to support the learning and teaching process and to uphold and reinforce commonly accepted standards of behavior. Managing student behavior assists students in developing personal, school, and community responsibility.

### **General Principles**

Students have the right to:

- 1) be spoken to in a respectful manner by staff at all times;
- 2) a safe environment for learning in all school activities;
- 3) a fair process in relation to having these consequences administered for inappropriate behavior;
- 4) a level of confidentiality relevant to the inappropriate behavior;
- 5) appeal any consequences for inappropriate behavior by requesting a meeting with the supervisor and counselor.

### **General Rules of Conduct**

These value guidelines are provided to give simple explanations as to how these values apply to the MIS community.

#### **Responsibility**

- On time
- Has all learning equipment
- Self-managing so as not to require follow-up
- Is accountable for actions

#### **Integrity**

- Honest with community and self
- Takes initiative to “do the right thing”
- Exhibits wisdom and leadership
- Upholds positive values

#### **Community**

- Inclusive of all members
- Understanding and accepting of differences
- Strives for the success of all members
- Utilizes strengths and differences to become a stronger force for good

#### **Empathy**

- Has compassion for others
- Welcomes new staff and students
- Warm, caring, and friendly
- Supports and encourages other students who need it
- Understands that growth comes from mistakes



## **Behavioral Offenses**

### ***Acceptable Use Policy:***

The use of school computers and technology resources is a privilege. It is important that students understand these guidelines, which are intended to protect the interests of both the individual students and the school. Students who violate these guidelines may lose the privilege of using school computers. Please see the full Digital Device Policy at the end of this publication for specific details.

### ***Assembly Behavior:***

All students are expected to attend assemblies. Students are also expected to be considerate of guest presenters and others attending the assembly by behaving in an appropriate, respectful manner. Eating or drinking is NOT ALLOWED in the auditorium. Feet should remain on the floor. Respectful, considerate behavior is required.

### ***Leaving Campus:***

Students are not permitted to leave the school campus during the school day without permission of a parent and the approval of the school supervisor and Principal (or school nurse, in the case when a student is not well). Leaving the campus without supervision and/or permission will result in immediate disciplinary action. Students who are ill are expected to consult the school nurse and should not contact parents on their own.

### ***English Language:***

As an American school with English as the language of instruction in all classes (except Arabic, French, and Islamic Studies), English should be the only language spoken on the school premises. Although students obviously feel more comfortable speaking in their first language, this will not help them in becoming more competent in speaking and functioning in English. This certainly must be one of the objectives that non-native English speakers have in choosing to attend MIS in the first place.

### ***Chewing gum:***

Chewing gum is not permitted on MIS campus or at any MIS functions. Students caught chewing gum will face the behavioral consequences.

### ***Banned Items:***

The following items are banned from MIS: toys, fireworks, matches, cigarettes, cigarette lighters, stink bombs, water pistols, skateboards, hover boards, Gameboys and/or other electronic games, gadgets, and weapons of any kind. Students involved in sporting activities who use their personal equipment, such as tennis rackets, baseball/softball bats, are required to check the equipment into their coach/sponsor, and the coach will be responsible for storing the equipment. Personal sporting equipment is not to be stored in a student's locker. If a student brings these or similar items to school, they may be confiscated and held in the supervisor's office until a meeting is held with parents. Possession of a weapon or a facsimile of a weapon will be cause for stern disciplinary action.

### ***Bullying/Harassment:***

Successful schools are built on a foundation of mutual trust and respect. ANY action that causes a person to feel threatened, belittled, afraid, ashamed, angry, or hurt can be harassment. It is not acceptable to pick on each other, call someone inappropriate names, push and shove, hide things,



tell dirty jokes, or tease someone. Behavior of this nature is considered bullying and will not be tolerated. Bullying and harassment are considered major infractions of the discipline code.

### ***Cyber-Bullying:***

'Cyber-bullying' is when a student is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another student using the Internet, interactive and digital technologies, or mobile phones. Various forms of inappropriate behavior include, but are not limited to, using threatening, angry or vulgar language, disrespecting someone by posting gossip or rumors, repeatedly sending offensive or rude messages, impersonating someone else, and copying/altering personal images with intent to mock or embarrass another person. Comments made online or through cyberspace that impact or disrupt the school environment, may result in consequences for participating students.

The vast majority of online harassment occurs at night and on weekends. Since participation in this behavior is off campus has a negative impact on the school environment and does not reflect our school values, students will face consequences if reasonable proof is provided that a student(s) is bullying/harassing another student(s) or school personnel.

## **Substance Abuse Disciplinary Action**

### ***Drug and Narcotic Offenses:***

MIS reserves the right to do random inspections in student backpacks for cigarettes or other drug-related paraphernalia. Any student found to be under the influence of, or in the possession of, buying or selling, giving or trafficking any narcotics, stimulants, barbiturates, suppressants, hallucinogenic drugs, marijuana, or any illicit drug, on school premises or at any school related activity is subject to instant expulsion from MIS and the full report will be disclosed to the MOE.

### ***Alcohol:***

Students must not be under the influence of, or in possession of intoxicating beverages while on school grounds or attending school functions. Any student in violation of this policy will be subject to suspension and a report will be forwarded to the MOE with regards to the incident.

In the event it is an off-campus activity or trip, the offense could result in the termination of the entire trip for that student. Students may also be barred from participation in any school-related activities for the remainder of the school year. Student officers will be removed from office.

### ***Tobacco:***

Smoking and/or chewing tobacco are prohibited at MIS and will not be tolerated. Harsh consequences await any student not adhering to this policy, and parents WILL be involved in a conference with the Principal from the first offense, along with a served detention or suspension.

## **Disciplinary Actions**

Possible Consequences:

### ***Detention:***

A student may be assigned to detention (in-school, after-school) by their Principal. Students are required to attend their assigned detentions and meet the behavioral expectations outlined in the student code of conduct.

**Behavior Action Plan/Contract:**

Students attending any detention as the result of inappropriate behavior will be required to complete a *Behavior Plan*. The completed *Behavior Plan* must be signed by the student, parent, staff, and counselor, and returned to the administrator within 24 hours.

**Conference:**

When required, administrators will arrange a conference between a student and staff and/or parents. Conference may be via telephone or in person, depending on the given situation.

**Probation:**

Principals will issue a behavior contract when necessary after a student/parent conference. Academic and behavioral probation is reviewed at the end of each semester.

**Suspension:**

Principals may suspend students according to procedures in this document. Suspension may be done in-school and/or out-of-school.

**Expulsion:**

The Head of School may recommend expulsion to the Chairman. The procedure thereafter requires the involvement of MOE, where in comprehensive documentation to support the decision to expel the student is gathered and submitted to their office for review and approval.

**Recording by Administration:**

Recording of all referrals and associated information is done by the Administration.

**Elementary Section Discipline Policy**

As part of strategic planning and continual improvement for the elementary section at Middle East International School, a step approach discipline policy will be established to ensure stability and structured section recognition for positive learning curbing any unnecessary behavioral issues. This includes misbehavior, failure to comply with school policy and school rules, tardiness, verbal violations, physical violations, hygiene violations and uniform violations. Please refer to and carefully read the MIS parent student handbook.

Every student **MUST** comply with the school values of **Respect Integrity Community and Empathy** whilst present at school. All students **MUST** refrain from any bullying and racism toward their peers or any person/s at MIS. **At MIS, we exercise a zero tolerance to bullying.** We respect all nationalities, religions and cultural backgrounds. Students and families **MUST** abide by our policy while attending MIS.

**The first level:**

1. The initial step occurs inside the classroom with the teacher engaging in level one discipline by promoting positive strategies
2. Quick correction and continue/ignore – do not give any misbehavior attention
3. Take the student aside and correct the issue – do not shame in front of peers
4. Allocate leadership duties such as classroom monitor, teachers' helper etc. to provide a sense of responsibility and pride
5. Contact parents via notebook, email or Edmodo
6. Remind student of classroom and school wide rules
7. Exercise punishment - no PE, no play during break, removal of stars/points etc. contact parents via notebook, email or Edmodo
8. Remove golden time per minutes
9. Inform student they will not participate during golden time



10. Inform the Elementary Principal
11. Contact parents – via notebook, email or Edmodo

**The second level:**

1. Elementary Principal will offer counselling
2. Elementary Principal will issue warning and will contact parents for meeting with conference record signed and acknowledged by all parties
3. Elementary Principal will issue detention and will contact parents for meeting with conference record signed and acknowledged by all parties
4. Elementary Principal will issue in-school suspension – parents will be informed through written communication and/or meeting
5. First Incident report from teacher and/or Elementary Principal – parents will be called in for a meeting and to sign first incident report
6. Second incident report from teacher and/or Elementary Principal - warning given to parents regarding out of school suspension. Second incident report to be signed by parents, teacher and Elementary Principal
7. Third incident report – out of school suspension will be given. Duration is up to the discretion of the Elementary Principal on a case by case basis. This can range from 1 day to 5 school days.

**The third level:**

1. Reoccurring behavior issues will result in the Principal’s recommendation of student expulsion at the end of the school year and/or recommendation of non-acceptance for the following academic year, all of which will be presented to the Head of School and Chairman for final outcome. This will also take into account the Ministry of Education (MOE) regulation and policy. The MOE will be sent all supporting documentation.

*(The Head of School will be informed and continually updated throughout, regarding all second level issue continuing to third and final level).*

**Note: The school has the right to go directly to the third level in extreme cases such as violence, use of materials that can be used as a weapon, etc. The Ministry of Education will be issued full reports and files in all cases.**

## ACADEMICS AND ADVISING

### Grading Criteria

Class grades are derived from the cumulative work which the student completes throughout the semester. Tests, quizzes, projects, assignments, portfolios, end-of-semester assignments, and mock AP exams may be included in the grade calculation.

97-100	A+	4.0 GPA	73-76	C	2.0 GPA
93-96	A	4.0 GPA	70-72	C-	1.7 GPA
90-92	A-	3.7 GPA	67-69	D+	1.3 GPA
87-89	B+	3.3 GPA	65-66	D	1.0 GPA
83-86	B	3.0 GPA	Below 65	D-	0.5 GPA
80-82	B-	2.7 GPA	Below 60	F	0.0 GPA
77-79	C+	2.3 GPA			





## **School Grade Reporting**

**First Semester: August 25, 2019 to January 23, 2020**

**Second Semester: January 27, 2020 to June 18, 2020**

Number of semesters per school year: Two (2)

Number of Quarters per school year: Four (4)

Total number of school days: 180 days

Each quarter a grade will be issued to the student. A semester grade will be issued. The semester grade will be based on each of the previous quarter grades and the semester exams. The semester exam is worth 30% of the semester grade. Semester exams are for students in grades 6-12 only.

**A student caught cheating in an exam will automatically receive an 'F'.**

The grade reports/report cards which the students will receive this school year will be as shown in the sample below:

<i>Quarter 1</i>	<i>Quarter 2</i>	<i>Semester 1 Exam</i>	<i>Semester 1 Grade</i>	<i>Quarter 3</i>	<i>Quarter 4</i>	<i>Semester 2 Exam</i>	<i>Semester 2 Grade</i>	<i>Final Grade</i>
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**Semester 1 Grade = Quarter 1 + Quarter 2 [70%] + Semester 1 Exam [30%]**

**Semester 2 Grade = Quarter 3 + Quarter 4 [70%] + Semester 2 Exam [30%]**

**Final Grade = Semester 1 Grade + Semester 2 Grade**

## **Minimum Graduation Requirements (High School)**

- 1) SAT Subject Tests are highly recommended for college bound students, particularly students who are interested in engineering or the sciences, or for students who want to prove their English language skills.
- 2) American government (online) is also highly recommended for non-Americans who plan to attend U.S. colleges/universities, especially for students wishing to study government, law, or international politics.
- 3) Students are required to enroll in a minimum of six classes each semester (juniors and seniors, with approval, may enroll in up to eight).
- 4) Students electing to take 'community service' must provide evidence of the work they have done at the end of each semester and routinely check in with the community service coordinator (or counselor) throughout the semester.

Note: Students may not take 'community service' just to skip an elective they do not particularly enjoy. You must be enrolled in an AP course, an online course, or a pre-approved service project, in order to be eligible.

## **Selection of Valedictorian/Salutatorian**

Two members of each graduating class shall be named class valedictorian and salutatorian, respectively. The following criteria will be used in the selection process:

- 1) Student must have satisfactorily completed all requirements for graduation and be graduating from MIS.
- 2) Cumulative grade average will be computed using semester grades earned while in attendance at MIS.
- 3) Although academic achievement is the primary criteria, a student may be denied the honor of valedictorian or salutatorian if the student is involved in school rule infractions.



## **Honors/AP Courses**

Honors and AP courses are designed to challenge highly motivated students. These academically rigorous courses require students to delve deeply into issues and concepts, both at the abstract and concrete level. To be placed in an honors-designated course at MIS, students must demonstrate the following in their academic program:

- 1) Independent initiative
- 2) Sophisticated and articulated communication skills
- 3) Superior study and evaluative research skills
- 4) Deeper mastery of topics and concepts
- 5) Critical analysis, interpretation, and synthesis of material
- 6) Additional work and time commitment
- 7) Abstract reasoning
- 8) Integrated thinking skills

The placement of all students into honors courses/AP courses is contingent upon the approval from the Supervisor. Honors and AP courses will be weighted to acknowledge the commitment and dedication that is required to be successful in such courses. Students must also be aware that U.S. universities most often 'unweight' GPA's in the college admissions process.

Students wishing to study in the UK, please be advised that without AP courses, you WILL have to complete a foundation year before entering into undergraduate studies. Students wishing to study in Europe, please be advised that without AP courses, you may not be eligible for undergraduate studies, depending on the specific course and country.

## **Independent Study**

Independent study is an opportunity at MIS for students to create and complete coursework outside of the regular course offerings at MIS. A program of independent study must be taken through Virtual High School (VHS) or Florida Virtual School (FLVS) and course offerings can be obtained from the guidance counselor or by visiting the VHS/FLVS websites.

Independent study is part of the overall high school curriculum and is designed through a partnership between MIS and VHS/ FLVS. Students may have a maximum of one independent study course per semester (except in rare circumstances, where a student may be given permission for two), and all students must receive written permission from the School Counselor and Supervisor before registering for any online course. Students must submit an Independent Study Proposal to the administration for approval before starting a program. All written Independent Study Proposals must include these elements:

- 1) The student will clearly state his/her goals for the independent study.
- 2) The student will explain why the course is important and necessary for him/her.
- 3) The student will write a step-by-step time line indicating how and when the student will accomplish the task of taking this extra coursework during the school year.
- 4) The student will list all of the resources needed to successfully complete the coursework.

## **Homework**

Homework is considered an essential part of the school-wide academic program. One means of attaining high scholarship is the satisfactory completion of homework. Homework can be the basis for class follow-up and discussion and/or can provide reinforcement of information and ideas introduced in class. Homework promotes individual responsibility, independent practice, good work habits, and serves as a means and source of parental involvement. Homework on weekends is to



be expected. Extended assignments and long-range projects will often require weekend work. Since tests may be given on Sunday, studying on Friday and Saturday may be necessary and should be expected.

AP courses will require more homework than other courses. In general, AP students need to expect to work over holidays due to the time constraints of the courses. Remember, AP courses are at the level of first year university courses, and the amount of work and commitment expected will mirror what is expected of first year undergraduates.

### **Summer School Credit Option**

High school students at MIS may take summer school courses through Virtual High School (VHS) / Florida Virtual School (FLVS). Students may take courses for remediation in order to receive credit for courses failed during the school year. Students may also take online courses to enhance their studies and prepare for university. Students interested in taking online summer school for credit must meet the following criteria:

- 1) Students must get prior written approval from the School Counselor and High School Principal.
- 2) Students seeking academic enhancement may only take elective, AP or honors courses, and no elective or honors course will take the place of an MIS core subject credit.
- 3) Students must provide official transcript or documentation to MIS upon completion of course.
- 4) Courses must be taken from VHS/FLVS. Please see the School Counselor for more information.

### **Conditional Acceptance/Behavioral or Academic Probation**

When a student is accepted into MIS on a conditional acceptance, or is placed on academic or behavioral probation, the student and his/her parent(s) will meet with the appropriate supervisor to discuss the terms of admission/probation and sign an *Admissions Agreement* or *Probation Contract*. MIS students must take responsibility for their actions and behave appropriately at school and school events. One of our goals is to help students become caring and responsible citizens who are ready to make a contribution to society. Students display responsibility by doing their own homework, coming to class on time, picking up after themselves, and finding ways to make a positive contribution to the school and community.

### **Course Failure/Academic Probation**

High school students receiving a 'D' or an 'F' grade in a course (particularly in core courses) are advised to repeat the course online, during the summer or winter breaks, through VHS. Depending on the course a student has failed, it may be essential to receive a higher mark in order to be accepted into undergraduate studies, or in order to graduate from MIS.

High school students with course failures will have to obtain recovery credits online for the failing course(s) to become eligible for promotion to the following grade level, before the start of the new school year. Otherwise, they may be retained at the current grade level they are in if they do not meet the eligibility requirement for promotion.

**Elementary, middle school, and high students with three or more core subject failures during the academic year will be retained (or held back) at the current grade level the following school year.**



Student progress reports will be reviewed by the Principals at the end of each semester. Any student who has a failing grade in a course at the end of the first semester (59% or below) will be put on academic probation for the remainder of the year. Principals may also prescribe academic probation for students who are in danger of course failure.

### **Procedure/Academic Probation**

Academic Probation will follow the same procedure as any student being placed on probation for behavior.

- 1) Parents will be informed of the “academic probation” status by means of a letter from the Principal. The student and his/her parent(s) will be required to meet with the Principal to discuss the conditions of academic probation.
- 2) The student and his/her parent(s) will sign a contract stating the expectations of the student, parent(s), and school for the duration of the academic probation.
- 3) Students who remain on academic probation after one semester, or at the designated deadline for improvement, may be withdrawn from MIS.

### **Grade Point Average (GPA)**

The semester grades are used to determine the cumulative GPA. Only grades earned at MIS are used to determine a student’s cumulative GPA. A cumulative GPA is maintained for grades 9-12. Colleges and universities look very carefully at a student’s GPA. The GPA is required on some college applications. It is important for students to keep in mind that US colleges and universities consider all four years of high school when accepting or rejecting a candidate for admission. Beginning with the freshman year, students need to build a strong academic record. For more information regarding GPA and college admission, please see your School Counselor.

### **PSAT - (Preliminary) SAT**

The High School administers the PSAT (grades 10 and 11) at school in October. MIS is an authorized center for PSAT. Students must make their own arrangements for taking other standardized tests such as the SAT, the SAT subject tests, and the ACT. Students can seek their School Counselor’s help in registering for these tests.

### **Counseling Services**

Students are able to make an appointment with the K-12 school counselor at any time during the school day. Please be advised that these appointments may book up quickly, so try to book in advance unless it is an emergency. Counseling services range from art therapy to cognitive behavioral therapy and can address topics that are either academic or social/emotional. Parents wishing to make an appointment with the school counselor can call the school.

Students wishing to receive college application support from the high school guidance counselor, please be aware that university lists and applications, CV support, and personal essay editing takes time. Please do not bring the guidance counselor an application to fill out only a few days before the deadline, as there will be no guarantee that it can be completed in such a small timeframe. Materials should be brought in for review or completion a week or two before application deadlines, as a minimum, in order to ensure that students will be able to submit their materials on time.



### **Acceptable Technology Use Policy**

Information and interactions available through the school network and the Internet have become a vital part of the education process. MIS is committed to providing safe access to computers, network services, and the Internet. Users are expected to make appropriate choices when using the school's technology resources, just as they are anywhere on the school campus.

Appropriate behavior should also extend beyond our campus. Inappropriate use of electronic communications at home can have a negative impact on the school climate. Parents have a responsibility to monitor student computer use at home, and students have a responsibility to report problems. Students who bring their own laptops or other technology devices to school must follow the MIS Acceptable Use Policy. Additionally, personal laptops must have active, up-to-date virus protection.

Electronic devices/phones and headphones are not allowed to be used or accessed during the school day unless specifically requested by a member of staff. Please gently remind your child to switch off their phones when entering the school premises, and that they can only switch it on again after they have left, unless authorized by a member of staff for academic purposes. Any student who fails to adhere to this request will have electronic devices/headphones confiscated and returned only to the parent, as well as receive appropriate disciplinary measures.

### ***Unacceptable Technology Use:***

- Using inappropriate language
- Going to inappropriate web sites
- Downloading or uploading non-academic files, including peer to peer, BitTorrent, music, video or programming files
- Installing personal software on school computers
- Damaging or altering technology equipment or files
- Hacking or any other malicious actions, including circumventing Internet filters or using proxies
- Violating copyright laws by unauthorized copying of software, downloading of images or videos
- Plagiarism
- Harassing, insulting, or attacking others
- Revealing passwords or personal information or using another person's account
- Intentionally wasting resources such as printer, ink, and paper
- Playing online games

### ***Consequences for Inappropriate Use:***

Violations may result in a loss of privileges, as well as other disciplinary or legal action.

### ***Cautions/Disclaimer:***

MIS staff members have the right to monitor student use of all technology equipment on MIS campus, including personal electronic devices. This might include examining student files and emails stored on servers, computers, and phones. Computer work on the school network may be remotely observed without a student's knowledge. MIS will take reasonable precautions to insure the security and appropriate use of the computer networks. Ultimately, it is the responsibility of each individual to be familiar with these guidelines throughout the school year if necessary.





## **Honor, Conduct, and Discipline**

### ***Guiding Principles:***

- This document supports relevant MIS policies including student attendance, student rights and responsibilities, as well as student behavioral expectations and consequences for student misconduct.
- This document is to be read in conjunction with other relevant documents such as information technology, academic honesty code, etc.
- Students and staff are expected to uphold these values to ensure teaching and learning are the primary focus and to allow students every opportunity to excel.
- Students are responsible for their actions. This means they should understand they will be held accountable and will face consequences for inappropriate behaviors.
- It is understood that students, like adults, will make decisions and take actions at times that are inappropriate or unwise and that learning can take place from these actions.
- Consequences for inappropriate behavior will, as much as is practicable, be immediate, relative, consistent, cumulative and always enforced.
- While consistency is a key component when managing student behavior, it is understood that each case is unique. Also, the MIS school community, local community, and wider environment are to be considered when applying this policy and its procedures.
- Management of student behavior is applicable during regular school hours or when students are associated in any way with MIS, such as traveling to and from school, or when attending any school-associated activity.
- According to MIS policy, our support, guidance, and concern for the learning of students does not stop at our school gates, nor does a student stop being a member of the MIS community when they leave campus. Students who are engaged in unlawful activity, or acts of intimidation or physical violence, shall be subject to the appropriate school disciplinary policy that forms on-campus behavior.
- Confidentiality in any discipline matter is imperative, but relevant parties will be informed about a student that is involved in a discipline issue, so that they are aware in order to support the student if needed.

Mutual trust and intellectual honesty are essential in an educational environment. This spirit embodies the core values shared by all members of the MIS school community. Our *Academic Honesty Guidelines* define the importance and meaning of academic honesty, clarify the expectations placed upon students, parents, administrators and teachers, and articulate a range of consequences. The fundamental beliefs underlying and reflected in this document are:

- The MIS values of responsibility, integrity, community, and empathy encourage an academically honest ethos at our school.
- Every student has the right to an academic environment that is free from all the injustices caused by academic dishonesty.
- All members of the MIS community contribute to its academic integrity.
- All members of the MIS community should be involved in supporting and modeling Academic Honesty principles and expectations.

### ***Expectations of the MIS Community with regards to Academic Honesty:***

Each STUDENT will maintain and support academic integrity at MIS by:



- Completing all assigned work, activities and tests in an honorable way – one that avoids all forms of malpractice and avoids collusion.
- Understanding the school-wide Academic Honesty guidelines and individual teacher assignment guidelines.
- Clarifying with the teacher anything that may be unclear about an assignment, with respect to how these guidelines may apply to it.
- Encouraging fellow students to support and adhere to these guidelines.

Each TEACHER will maintain and support academic integrity at MIS by:

- Clearly presenting the school-wide Academic Honesty principles to show how they apply to that teacher's class.
- Providing explicit guidelines for working on assignments in each class, particularly providing examples of acceptable collaboration (if any) versus collusion.
- Appropriately reporting ALL violations.
- Maintaining classroom vigilance and the integrity of the testing process.
- Explaining the use and limits of permissible study aids in coursework.
- Using appropriate tools for teaching and for detecting plagiarism.

Each ADMINISTRATOR will maintain and support academic integrity at MIS by:

- Making available to all students, teachers, and parents a copy of this document on the school's official website: [www.misqatar.com](http://www.misqatar.com)
- Facilitating ongoing conversations and reflection about academic honesty.
- Administering fair and consistent consequences for offences of the *Academic Honesty Guidelines*.
- Maintaining records of violations.
- Encouraging students to support and adhere to these guidelines.
- Ensuring the process is aligned with MIS's mission and values.

Each PARENT/GUARDIAN will maintain and support academic integrity at MIS by:

- Becoming knowledgeable about the Academic Honesty Guidelines for individual teacher's classes.
- Helping the student understand that the parent values honesty and expects the student to comply with these guidelines.
- Supporting the imposition of consequences if the Academic Honesty Guidelines are violated.
- Providing help with assignments at home, only if confident that the teacher's guidelines for assignment completion have not indicated such help as jeopardizing the authenticity of the student work.

***Academic Honesty Guidelines at MIS expressly forbid the following:***

#### Cheating

Cheating involves giving, receiving and/or attempting to offer unauthorized aid or unfair advantage in any academic work. Such acts include, but are not limited to:

- Talking or the use of signs or gestures during a quiz, test, or examination
- Copying from another student or allowing copying
- Disclosing or sharing information on a test or quiz with others who have not yet taken the assessment



- Submission of pre-written assignment at times when such assignments are supposed to be written in class
- Exceeding time limits on timed tests, quizzes or assignments without authorization
- Unauthorized possession of or use of study aids, electronic devices, notes, books, data, or other information
- Computer fraud
- Sabotaging the projects or experiments of other students
- Fabrication of data or information
- Presentation as “new” work of work previously submitted for another course/ Any desire to re-submit previously assessed work, in part or in whole, must be pre-approved by the teacher

If a student is caught cheating in an exam, this will warrant an automatic “F” in the exam.

### Plagiarism

Plagiarism includes breaches of authenticity such as copying of the language, structure, programming, computer code, graphs, visuals, music, ideas and/or thoughts of another and presenting it as one’s own work. It also includes any unauthorized use of intellectual property. Students must be particularly aware that taking information, graphs, or visuals from the internet may involve “stealing” intellectual property and will result in a lack of authenticity if the source is not fully acknowledged. Plagiarism occurs frequently due to inadequate paraphrasing or a lack of understanding that even when the ideas of another have been paraphrased well, the source must still be credited.

### Falsification/Lying

Falsification includes the statement of any untruth either verbally or in writing, with respect to any circumstances relevant to one’s academic work. Such acts include, but are not limited to:

- The forgery of official signatures
- Tampering with official records
- Fraudulently adding, deleting, or manipulating information on academic work after the testing period or due date of the assignment
- Lying or failing to give complete information to a teacher
- Claiming illness to gain extra preparation time for tests, quizzes or assignments due

### Stealing

Stealing includes the taking, without the right or permission to do so and with the intent to keep or make use of wrongfully, the schoolwork or materials of another. Such acts include but are not limited to:

- Stealing copies of tests and quizzes
- Illegitimately accessing the teacher’s answer key for tests or quizzes
- Stealing the teacher’s edition of the textbook
- Stealing another student’s homework, notes or handouts
- Stealing the personal property of another person



## APPENDICES

The following pages will include:

- ❖ *Schedule for the Day*
- ❖ *MIS Organizational Structure*
- ❖ *Key Phone Numbers*
- ❖ *School Fee Guidelines and Policies*
- ❖ *School Bus Policy*
- ❖ *Digital Device Policy*
- ❖ ***School Calendar 2020-2021***

### Schedule for the Day

#### Kindergarten:

Assembly	Period 1	Recess	Period 2	Period 3	Period 4	Period 5
7:15 - 7:55	8:00 - 8:45	8:45 - 9:30	9:30 - 10:15	10:15 - 11:00	11:00 – 11:45	11:45 – 12:30

#### Elementary:

Period 1	Period 2	Recess Period 3	Period 4	Period 5	Period 6	Period 7	Dismissal
7:15 – 8:10	8:15 – 9:10	9:15 – 10:05	10:10 – 11:00	11:05 – 11:55	12:00 – 12:55	1:00 – 1:55	2:00

#### Middle School:

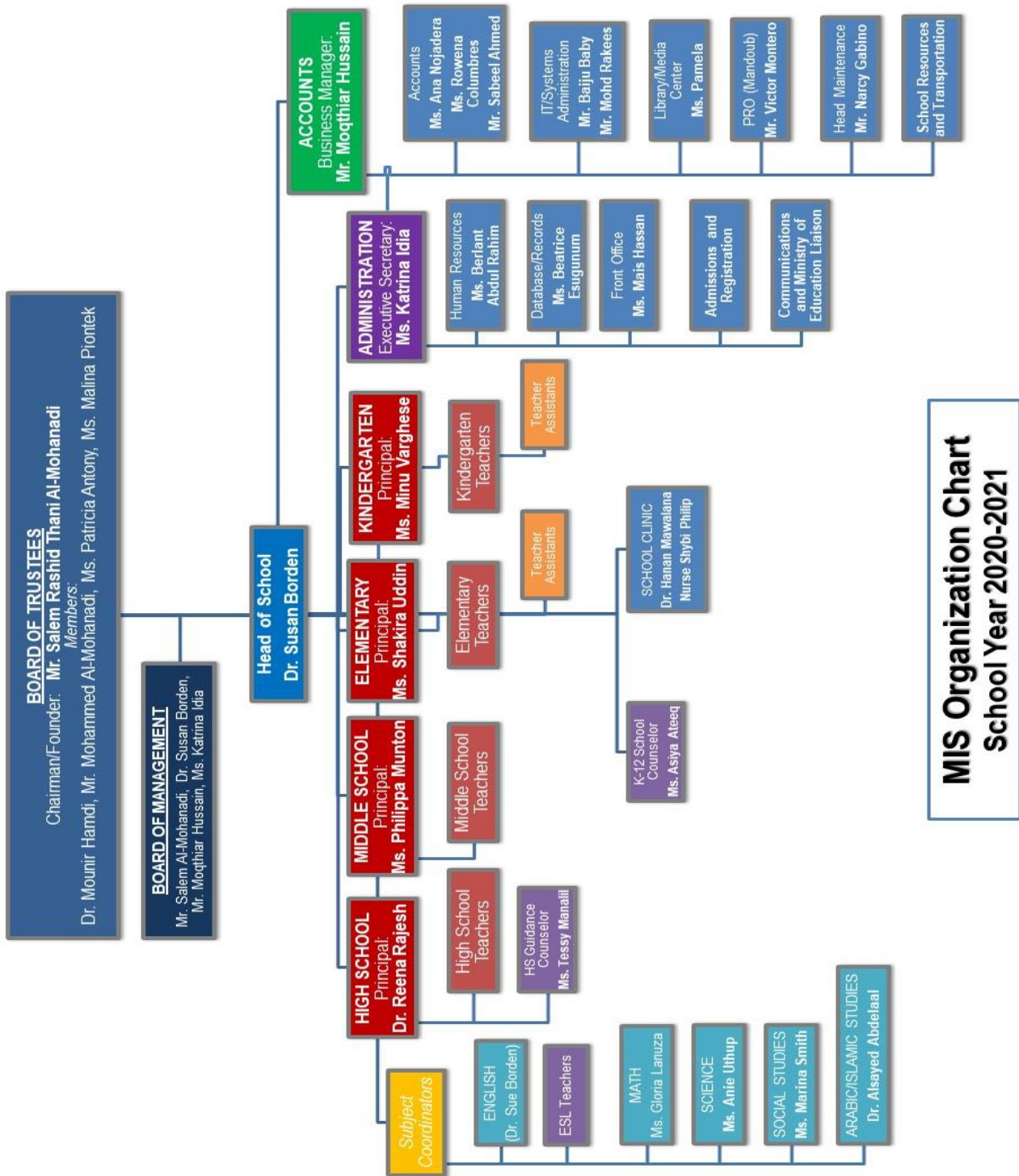
Period 1	Period 2	Period 3	Recess Period 4	Period 5	Period 6	Period 7	Dismissal
7:15 – 8:10	8:15 – 9:10	9:15 – 10:05	10:10 – 11:00	11:05 – 11:55	12:00 – 12:55	1:00 – 1:55	2:00

#### High School:

Period 1	Period 2	Period 3	Period 4	Recess Period 5	Period 6	Period 7	Dismissal
7:15 – 8:10	8:15 – 9:10	9:15 – 10:05	10:10 – 11:00	11:05 – 11:55	12:00 – 12:55	1:00 – 1:55	2:00



## MIS Organizational Structure for the 2019-2020 school year



**MIS Organization Chart**  
School Year 2020-2021





## **Key Phone Numbers**

### **MIDDLE EAST INTERNATIONAL SCHOOL**

Address: P.O. Box 269 – Doha, Qatar  
 Telephone: (974) 4444-9892 / 4441-6453  
 Fax: (974) 4431-4988  
 Website: [www.misqatar.com](http://www.misqatar.com)

## **Direct Extensions**

<b>Front Office:</b> Dial ext. <b><u>0</u></b>	<i>General inquiries, appointment requests (teachers and Principals)</i>
<b>Accounts:</b> Dial ext. <b><u>102</u></b>	<i>School fees/invoices, bus transportation, school books, uniform, transcript of records</i>
<b>Administration / Admissions:</b> Dial ext. <b><u>110</u></b>	<i>Admissions, newsletters/memos, certificates of registration, appointment requests (Head of School and Chairman)</i>
<b>HR &amp; Database/Records:</b> Dial ext. <b><u>103</u></b>	<i>Job vacancies, staff and student records, Ministry of Education student database</i>
<b>School Clinic:</b> Dial ext. <b><u>112</u></b>	<b>Kindergarten Department:</b> Dial ext. <b><u>116</u></b>

## **School Fee Guidelines and Policies**

- ✓ Application / Placement Fee: QR. 204/-  
*Payable when each application and documents are submitted. This fee is nonrefundable, covering the cost of testing and reviewing the student's application.*
- ✓ Registration Fee: QR. 2550/-  
*Payable upon confirmation of acceptance into the school. This fee is nonrefundable, to guarantee the reservation of a seat for the applying student.*
- ✓ Security Deposit: QR. 1020/-  
*Payable along with the tuition fee which is refundable when the student leaves MIS, after deduction for any loss or damage of school property including books, furniture and fixtures that the student may incur.*
- ✓ Re- Enrollment Deposit: Qrs. 1000/-  
*Payable for each child which is due at re-enrollment time to secure a seat for your child for the next academic year. This will be deducted from the tuition fees.*
- ✓ Tuition Fee: Invoiced on a yearly basis, payable in two payments. Each payment is due before the beginning of each semester. This fee is nonrefundable once the semester starts.
  - First Payment: By the month of September (postdated check of September 1<sup>st</sup>)
  - Second Payment: By the month of February (postdated check of February 1<sup>st</sup>)
  - Uniform and Books Fees: To be paid with first term fees
  - Postdated checks will be deposited in the bank on their due date.
  - Students may be prevented from entering their classes if the requisite fees have not been settled. Therefore, all fees due for the term should be paid in full (either in cash or checks) prior to the start of that corresponding term.



- ✓ Book Fees: QR. 1530/-

*Payable along with the tuition fee and nonrefundable. All text books will be issued in good condition and do not need to be returned at the end of the academic year.*

### Returned Checks

In the case of reflux (Returned Check) for the first time, the actions below will be taken:

1. The parent will be called or texted message will be sent informing the parent to pay within two days.
2. In case of non-payment during the two days, the check will be resent to the bank again. And if the check is returned for the second time, it will be forwarded to the legal department to take required action.
3. During the repayment period, following measures will be taken:
  - a. The parent will not be allowed to receive the student class assessment, transcript and report card for the semester that is not paid.
  - b. The student will not be registered for the next academic year.
  - c. The school will not issue a leaving certificate, in case of his/her desire to leave the school.

### Company Sponsored Students

- School will directly follow up with the companies after the parents submit a letter from the employer that the company will bear the all the school fees.
- If the company fails to pay the desired school fees on time, the school will not issue any transcript, report card, class assessment and leaving certificate.

### Terms and Condition

- The school reserves the right to accept students from the waiting list in place of students, who have not paid the fees on time as per the schedule.
- It should be noted that the registration of every child is treated individually. No fees can be transferred from one child to another, even within the family.

The school will only refund the tuition fees as per below terms and conditions:

- **100% Refund** : Full term fees is refundable after deduction of registration fees, placement and application fees if the Administration / Finance Department are notified in writing of the withdrawal of a student before the term starts.
- **0% Refund** : No fees will be refunded if the Administration and Finance Department are notified the withdrawal of a student after the term starts, as per the schedule.
- Only the tuition fees are refunded for bad behavior or expelled students. This amount will be prorated as per the student attendance.
- The school reserves the right to take any required action due to non-payment of fees, as per the above policy.

### **School Bus Policy**

In keeping with the school's responsibility for health and safety of students in its care, the following rules are to be followed by all those riding the school buses to and from school or for other school-sponsored transportation services:



### Rules on the School Bus:

- a) The bus driver is in charge of the bus and all its passengers, who are to follow the instructions and directions of the driver.
- b) Students will be courteous to classmates and the bus driver.
- c) Parents are responsible for any damage done to the buses by their children.
- d) Students are to ride their assigned bus and to be discharged at their designated stop.
- e) Students will be at their designated bus stop on time.
- f) Students will follow safety rules at the bus stops, in particular:
  - a. As the school bus approaches a bus stop, students are to stand and wait at a safe distance for the bus to stop completely and for the door to open, before approaching the bus; Students are not to interfere with anyone passing to or from a seat.
- g) Students will not stand while the bus is in motion.
- h) The emergency door will only be opened in emergencies.
- i) Students assigned to a seat by the bus driver are to sit in it.
- j) Fighting is not allowed on the school bus.
- k) There will be no throwing of objects on the bus.
- l) Students will not play musical instruments on the bus.
- m) Students will not eat on the bus.

### Procedures for Handling Misconduct on the School Bus:

- a) When an incident occurs, the driver will pull the bus to the side of the road and stop the bus with its hazard lights flashing. The driver will then warn the person(s) involved to stop their misbehavior and continue en route, if possible. No driver may refuse transportation to a student designated by the school as having the privilege of riding, nor may the driver discharge any student in route, unless it is the student's authorized stop.
- b) The driver must report immediately all cases of misconduct and bus damage to the School Supervisor in writing, utilizing the appropriate form.
- c) The School Supervisor along with the School Principal will determine whether a student will be suspended from riding the bus.
- d) Bus drivers will issue verbal warnings to students before writing an incident report.
- e) Incident reports are written at the discretion of the bus driver. In each case, the bus driver will give the student verbal warning(s) so that the student understands that what he or she is doing is distracting the driver. Any rules and regulations that are broken are considered an incident and may be reported as such. Incident reports are made out with an original form and three (3) copies for documentation. The original and one copy are turned in to the Principal. The Principal mails one to the parents and sends one back to the Bus Supervisor, stating what action the school has taken about the misconduct of the student on the school bus. The driver will turn in the second copy to the Bus Supervisor, and the third copy will go to the School Transportation official file.
- f) Students will be suspended from riding the bus for the following infractions:
  - *Swearing or obscene gestures to the bus driver*
  - *Striking the bus driver*
  - *Bus driver being hit by a flying object*
  - *Distraction in the school bus*
  - *Opening the emergency door*
  - *Three incident reports*
  - *Lighting matches on the school bus*



- *Smoking on the school bus*
  - *Fighting*
  - *Not sitting in the assigned seat*
  - *Unauthorized possession of a weapon such as a knife, club, etc.*
- g) Students suspended from riding the bus, after the parents have been notified, will not be allowed to ride any school bus to and from school. The parents will be expected to provide their own transportation.  
[Contact person for busing services: Mr. Sabeel Ahmed]

## **Digital Device Policy**

### **1. Digital devices will be used for educational purpose**

- Access to the Network/Internet has been established for educational purposes and research consistent with the school's educational mission and goals. Students' technology usage must be in accordance with school rules, and school policy and regulations.
- The use of personal technology at school is a privilege, not a right.

Inappropriate use may result in the cancellation of those privileges and/or discipline.

### **2. Responsibilities**

- The user is responsible for all of his/her actions and activities involving technology, including personal portable technology. Examples of user responsibilities include but are not limited to the following:
  - Using the computers or other technology with teacher permission and supervising
  - Using permissible personal technology only for educational purposes and in designated areas and at designated times

### **3. Acknowledgement**

- Students and their parents are required to sign user agreement/acknowledgment forms in order for any student to access and/or use school technology. Written parental permission is required for permissible student use of personal technology at school.
- Students must use technology in academically honest ways at all times, and are prohibited from using technology to engage in cheating, to aid other students in cheating, or to obtain an unfair academic advantage for themselves or others including grade tampering.
- Students will use technology in accordance with school student codes of conduct. Student conduct that violates this policy or its regulations or any other existing board policy or regulation, or school rule is prohibited and may result in student discipline and/or suspension of or revocation of computer privileges.
- Students may use personal technology devices with teacher approval, supervision, and after receiving instruction in the safe environment. Students may use their personal devices at school only at designated times and in designated places.
- Students are prohibited from using personal devices accessed through their personal networks while at school.
- Written parent permission is required for students to bring to and use their personal electronic devices at school.
- Personal electronic devices may be brought to and used in the school for educational and instructional purposes only. Use of personal devices at school is a privilege. Accordingly,



students who engage in use of personal devices at school during the school day for non-educational purposes or who otherwise violate school policy and in such use may be subject to modification to or loss of the privilege, and/or be subject to discipline up to and including expulsion in accordance with applicable school policies.

- Students must use personal technology in academically honest ways and are prohibited from using technology to cheat, to aid other students in cheating, or to otherwise obtain an unfair academic advantage for themselves or others including grade tampering
  - Students using personal devices must have the permission of their teacher before using the device.
  - Students must immediately comply with teacher's instruction to shut down or put away any device.
  - Owners are encouraged to mark their devices in a manner to make them uniquely identifiable. However, responsibility to keep the device secure rests with the individual owner. MIS will not be held liable for loss, damage, or theft of personal devices used in school premises. If a device is stolen or damaged, it will be handled through the administrative office using the same procedures as other personal items that are stolen or damaged.
  - Devices may not be used for inappropriate purposes, including, but not limited to: using applications outside of teacher instruction (games, email, etc...), storing or transmitting illicit or illegal material, harassing, bullying or discriminating against others, sending inappropriate messages, cheating on assignments, hacking, or knowingly distributing viruses, Trojans, or other damaging material or accessing non-school approved or established social media sites during school, etc.
  - If a device is confiscated, it will be returned in accordance with applicable school policies and regulations.
  - Personal devices should be brought to school with a fully charged battery, as there are not enough outlets to allow charging in the classrooms. The school is not responsible for providing for charging of personal devices.
  - The camera in a personal device will not be used while on school property without specific permission from the teacher or administration and any such use must be in accordance with school rules and policies.
  - Any user violating rules related to the use of personal technology or applicable school policies, is subject to loss of technology privileges and other disciplinary options provided by School Policy, or student codes of conduct, including, but not limited to, suspension and/or expulsion.
4. When students use technology to complete research projects/assignments:
- Students are expected to respect intellectual property: Users understand online resources are the creation of others. They request permission to use resources as necessary, suitably cite any and all use of websites, books, media, etc. and abide by fair use rules.
  - They protect intellectual property: Users adhere to copyright laws and agreements. They seek permission to use the software and media others produce. They act with integrity.

No student will be permitted to use personal technology in school where such use is permitted without first signing the agreement below.





## Student-Parent Handbook 2020-2021

***As a student of MIS, every child and parent are expected to comply with the rules and regulations of the school. Failure to adhere to or violation of any school policies will have detrimental consequences and may, ultimately, affect the continuity of a student's education in MIS.***

**[All information about school policies and procedures are available to you via this handbook. You can be view and/or download the handbook from One Drive or the school's website: [www.misqatar.com](http://www.misqatar.com) ]**

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For documentation purposes, parents and students are kindly requested to sign below in acknowledgement that they have read and understood the information outlined in this document:

Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Student's Signature of Acknowledgement: \_\_\_\_\_

Parent's Signature of Acknowledgement: \_\_\_\_\_

Date returned: \_\_\_\_\_

Received by (Teacher): \_\_\_\_\_ Date: \_\_\_\_\_

(Please return this signed page to your child's class teacher or directly to the Administration.)