

# EADAD INTERNATIONAL ACADEMY

## STUDENTS/PARENTS

### HANDBOOK

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**PRINCIPAL'S WELCOME**

Dear Parents and Guardians

It is with great pride and excitement that I write this letter of introduction to you as the newly appointed Principal of EADAD INTERNATIONAL ACADEMY (EIA). I am honoured to have the opportunity to lead a School with such a rich tradition of education! I have been dedicated to the field of education for more than twenty-five years. I have worked with a variety of students' ranging in age and race, from Kindergarten through and including secondary. My most recent administrative experience was in AYALNA KINDERGARTEN where I served as a Principal. I am excited and eager to bring my skills in educational leadership to Eadad International Academy and to work with you as a partner in education to ensure your child's success. We must work together to provide them with the best possible education.

Along with the teachers and staff, I will work hard to continue the legacy of success established by Dr. Abdulrahman Al Harami and Mr. Yousef Ahmed by building strong relationships with parents, students and community partners. We will focus on character education initiatives, Common Core skills, the use of data to drive instruction and to provide consistent implementation of the curriculum in a rigorous manner so that we can continue to increase all of the students' achievements.

All of us at Eadad International Academy are eager and excited to begin what promises to be the best year ever. This year is going to be amazing as we continue to provide academic experiences for our students that are rigorous, relevant and help them build relationships while making real-world connections. As your Principal, it is important to me that everyone who steps through our doors-teachers, students and parents-are excited to be here! This attitude enables us to meet the challenges of academic excellence in a positive, fun and nurturing environment. My door is always open; never hesitate to get involved in School life, by either volunteering in the School, or being part of the Parents' Advisory Council. Your concerns, suggestions and support are important to us. Please feel free to contact me to discuss any concerns you might have throughout the School year.

I look forward to working with you as a team to help each student at EIA to meet his/her goals and has a successful School year!

Best Regards

Ms. Jocelyn H. Austria  
School Principal

## School Vision

"Empower students to learn for life".



## School Mission

To create a happy, secure and stimulating learning environment that prepares all members of the School for the future.



## 1. EDUCATIONAL COMMITMENT

Eadad International Academy Educational Administrators and teachers are committed to the highest standards of the teaching profession and mutually support each other in meeting the needs of the students and School community. We value open communications and consistency by all members of the EIA community to promote improved learning experiences. EIA teachers, parents and Administrators work together as a functional team to improve educational excellence within the School community.

### Admissions

Eadad International Academy has a transparent admissions policy to ensure all applicants are treated fairly. All students are required to complete our assessment procedure prior to being offered a place.

- Students from all Nationalities are welcome to apply. EIA gives priority to siblings of current students. Applicants who pass the test will be offered a place or will remain in the waiting list. When a place becomes available in the School, all candidates in the list are considered. If a student fails an entrance assessment, the School will not reassess until the next academic year.

- Family Applications

If your application is for more than one student, each student will need to pass the assessment or interview for their application to be successful. Not all family members will be guaranteed places.

- Information Provision

Parents/Guardians must ensure they have provided all the relevant information in their application, including details of behavioural, social or academic support needs. If information is withheld and Eadad International Academy is unable to meet your child's educational and/or social/behavioural needs, we reserve the right to withdraw the application/School place.

- Age Groups

Students will only be admitted to the appropriate year group by age as detailed during the initial online enquiry form. If your child is currently studying in a School in Qatar, please refer to the Ministry of Education's rules for transferring students.

- Medical Records

Eadad International Academy requires current and accurate information regarding your child's medical requirements and that you update the School, should the circumstances change. We require records of previous medical treatments, allergies and vaccination records on registration.

- Previous School Reports

All students joining Year 2 and above and transferring from Schools outside of Qatar are required to provide a copy of the previous Year End full School report, together with any interim reports issued. To comply with the Ministry of Education's requirements, please ensure the report includes the official stamp of the School.

Students will only be accepted into the same year group or progressive year group, as appropriate and in conjunction with the Ministry of Education's equivalency table. Should there be a discrepancy between the year group offered and the year group, that the Ministry of Education will accept the student into, the offer of a place will be withdrawn.

- Transferring from a School in Qatar

Students transferring from another School within Qatar are required to provide the existing School with confirmation of acceptance into Eadad International Academy together with our Code. Students will only be accepted into the same year group or progressive year group, as appropriate and in conjunction with the Ministry of Education's Equivalency Table.

- Behaviour

Eadad International Academy believes that good student's behaviour is fundamental in enabling the best learning experience possible and all students enrolled at the School should have a positive attitude to learning and respect for all the Staff inside the the School and to respect the School's campus and community. We do not accept fightings between students and request that if any student believes that another student has attacked him/her or has said aggressive/agitating words, then he/she should IMMEDIATELY report this to the teacher in charge and not return the same bad behaviour back.

- Class Capacity

Class sizes will not exceed 23 students in early years or the rest of the School unless in exceptional circumstances.

- Gender

Eadad International Academy has a co-ed class from Foundation Stage to Year 3. Boys and Girls are separated in Year 4 to Year 6.

## 2. SCHOOL EXPECTATIONS

Academic Excellence – We believe that we have the leaders of tomorrow in our School. In order to maximize the opportunities that the students have at EIA, it is necessary to give maximum efforts in all School endeavours.

Outstanding Behaviour – Students are expected to show respect to teachers, staff and other student at all times. We train and mould them to be POLITE, ACCEPTING, THOUGHTFUL, HELPFUL, ENCOURAGING and RESPECTFUL.

Language – In order to create and maintain an English-speaking School, students must speak English on campus at all times with the exception of Foreign Language and Religion classes.

## CONTACT INFORMATION & SCHOOL HOURS

ADDRESS: Ain Khalid, Doha, Qatar  
 OFFICE TEL. NOS: Landline: +974 44366280  
 Mobile no. +974 33779863  
 P.O. BOX: 16655  
 FAX #: +974 44364686  
 EMAIL: info@eadad.org  
 WEBSITE: www.eadad.org

OFFICE HOURS: 6:40 am – 2:30 pm, Sunday – Thursday

PRE SCHOOL AND RECEPTION TIMING 6:45 am – 1:00 pm

KEY STAGES 1 &amp; 2 TIMING 6:45 am – 1:30 pm

SCHOOL GENERAL FEES

- 250 QR Assessment test
- 1000 QR Registration (non-refundable)
- 2500 QR Annual seat reservation fee. by 3rd March 2020 (will be deducted from the Term 1 fees)
- 1500 QR Books
- 1000 QR Uniform (3 pcs of Polo Shirt, 2 trousers/skirts/Jumper, 1 set PE uniform (shirt, jacket and pants)

SCHOOL TUITION FEESPRE SCHOOL & RECEPTION

- 6000 QR TERM 1 PAYMENT 1<sup>st</sup> OF SEPTEMBER
- 6000 QR TERM 2 PAYMENT 1<sup>st</sup> OF DECEMBER
- 6000 QR TERM 3 PAYMENT 1<sup>st</sup> OF MARCH

KS1 AND KS2

- 8000 QR TERM 1 PAYMENT 1<sup>st</sup> OF SEPTEMBER
- 8000 QR TERM 2 PAYMENT 1<sup>st</sup> OF DECEMBER
- 8000 QR TERM 3 PAYMENT 1<sup>st</sup> OF MARCH

DISCOUNT

- 5% for 1 sibling
- 10% for 2 siblings
- 15% for 3 siblings
- 20% for 4 siblings

BUS FEES

- 4,500 QR Per year – Ain Khalid Area
- 5,400 QR Per year – outside Ain Khalid Area

TERM DATES, EXAMS, HOLIDAYS AND VACATIONSFirst Term: Sunday 25<sup>th</sup> August 2019 to Thursday 28<sup>th</sup> November 2019 (inclusive)

- Midterm Break 13<sup>th</sup> – 17<sup>th</sup> October 2019
- 1<sup>st</sup> Term Final Exams 17<sup>th</sup> – 28<sup>th</sup> November 2019

Second Term: Sunday 1<sup>st</sup> December 2019 to Thursday 2<sup>nd</sup> April 2020 (inclusive)



- Qatar National Day 18<sup>th</sup> December 2019
- Winter Break 19<sup>th</sup> December - 2<sup>nd</sup> January 2020
- National Sports Day 11<sup>th</sup> February 2020
- 2<sup>nd</sup> Term Final Exams 22<sup>nd</sup> March - 2<sup>nd</sup> April 2020
- Spring Break 5<sup>th</sup> - 9<sup>th</sup> April 2020

### Third Term: Sunday 12<sup>th</sup> April 2020 to Thursday 18<sup>th</sup> June 2020 (inclusive)

- Tentative Eid Break 24<sup>th</sup> - 28<sup>th</sup> May 2020
- 3<sup>rd</sup> Term Final Exams 3<sup>rd</sup> - 16<sup>th</sup> June 2020
- Summer Break 21<sup>st</sup> June 2020 - 25 August 2020

## 3. SCHOOL ACADEMIC PROGRAM & POLICIES

### School Honour Code

As an EIA School student, I will conduct myself in an honourable, trustworthy and ethical manner at all times. In keeping with the highest standards of EIA, I will be truthful, I will be academically honest and I will respect the property of others.

Consequences for an Honour Code violation will be assigned by the classroom teacher and/or the School Leadership Team as appropriate. Academic honesty means being truthful about your school work.

Academic honesty means you do not: Copy another person's work, whether ideas or words, Share information about a test, Cheat on tests and quizzes, Break exam/testing protocol, Copy homeworks, Take credit for work you did not do.

EIA Educational Administrators and teachers are committed to the highest standards of the teaching profession and mutually support each other in meeting the needs of the students and School community. We value open communications and consistency by all members of the EIA community to promote improved learning experiences. EIA teachers, parents and Administrators work together as a functional team to improve educational excellence within the School community.

### School Philosophy

At EADAD INTERNATIONAL ACADEMY, we believe that our curriculum should be broad, balanced and relevant to meet the needs of all the students, irrelevant of their abilities.

Our CURRICULUM is comprised of The National Curriculum of England. It is our aim to ensure that our students have a range of learning experiences that challenge, stimulate and promote thinking and learning through our creative curriculum. The aims of the curriculum are to:

- promote high standards in all areas of the Frameworks.
- enable students to develop a wide range of skills, including social and emotional.
- provide equality of access and the opportunity for all students to make progress.
- enable students to develop a moral sensibility through carefully thought values.

- prepare students for the opportunities, responsibilities and experiences of adult life.

The curriculum is planned effectively, providing continuity and progression. It promotes an enjoyment of learning and a commitment to learning and achieving, through the provision of rich and varied activities.

we aim to foster a life-long love of learning through adopting a highly practical and cross-curricular approach. Through it, we aim to deliver a twenty-first century education that will equip our students with the skills required to be independent and responsible citizens, who:

- are secure in their values and beliefs.
- respect others.
- recognise their responsibilities within a global community.
- have a sense of worth, purpose and personal identity.
- make informed choices.
- can handle conflict.
- have enquiring minds.
- are creative and resourceful.
- have good problem solving skills.
- use, apply and transfer skills to different situations.
- are confident individuals.
- can relate to others and form good relationships.
- are able to work independently as well as in cooperation with others.
- are creative and resourceful.

### Grading

Report Cards– reported every Term. Teachers will write narrative accounts of strengths and weaknesses throughout the year. Reports will be discussed with parents during PTC (Parents Teachers Council).

Progress reports are given to all students. Communication between teachers and parents about student's performance is expected.

### Homework Policy

Reasonable amounts of academic effort outside the class extend the learning environment and reinforces study skills. Homework activities can promote independent inquiry and demonstrates the student's initiatives as a learner. At EIA, there is an expectation that students will continue their studies at home. Teachers for each Year level, will notify the parents, through newsletters and the student's planner, of the amount of homework expected. Students are expected to complete assigned homework. Failure to do so may result in consequences. Also, all the students should read, or be read-to (in English), a minimum of 30 minutes each night in order to keep their English skills on the appropriate Year level and develop a love for reading. Students will receive a Student Assignment/Planner for planning and recording their homework assignments and due dates. The classroom teachers will go over the usage of this planner before they are distributed. These planners will go home daily and parents can support the completion of homework activities by signing the planner upon completion of assignments. The planner may also be used to record notes or communication between teachers, parents and students.

Absences and Attendance PolicyEIA Attendance Policy

- All days absent from class will count as absences – Absences for medical reasons, certificate must be presented.
- Students should be especially careful about missing classes for any reason, as prolonged absences may affect learning new concepts, which will eventually affect their final obtained Grades.
- The dates of the School vacations are published at the beginning of the year. We encourage parents to plan family vacations within these dates.
- Students should not plan to leave School for medical appointments, early travel plans, etc. Make your plans to have appointments and travel outside of School hours. In the event that an early dismissal is unavoidable, a written note should be brought to the School Office first thing in the morning on the day of the early dismissal.
- Students who are participating in a School sponsored event or activity are expected to be in attendance the day of the event or activity.

How to inform the School of absences

- Unplanned Absence – Parents should call or email the teacher prior to 7:00 am on the day of the absence to notify the School.
- Planned Absence – Parents should submit a written request to the Principal for approval at least two weeks prior to the first day of the planned absence. Homework will be available prior to the planned absence and is due within five days of return to School. All quizzes and tests that are missed must be made up within one week of the return to School.

For all students to pass one academic year, Eadad International Academy stipulates a minimum attendance of 80% throughout the three terms.

Tardiness Policy

Students arriving after 6:45 will be considered tardy. An occasional tardy is not really a big problem and sometimes cannot be avoided. However, consistent tardiness interferes with the student's education. If a student's tardiness becomes a concern, the teacher and Deputy Principal will communicate with the family and develop an action plan that will enable the student to arrive on time. When a student exceeds 9 days of tardies, a letter will be sent home during progress.

Buses / Transportation

EIA offers bus transportation for students whose parents contract for these services. This service is available only to those students who pay for bus service for the School year. Students who do not pay for bus service for the School year may not ride buses. Students who are registered bus riders can only ride on their registered buses and may not switch buses.

The staff member or older student will report inappropriate behaviour to the Principal or designee. The Bus Assistant is there to ensure that School bus rules are followed and should be respected in the same manner as any staff member.

Misbehaviour on the bus will be brought to the attention of the Principal for action. Students who misbehave are given one warning; a call home to the parent will follow serious inappropriate actions and repeated misbehaviour will lead to suspension of bus privileges. EIA Transportation is a privilege provided to students for their convenience.

During transport, students are required to abide by the following Bus Rules:

1. Students will proceed directly to their seats and stay seated.
2. Students will remain seated until the bus comes to a complete stop at the students' home.
3. Students will speak in a quiet voice to the person next to you.
4. Students will keep their heads, hands, arms, legs and all other objects to them and inside the bus at all times.
5. Students will not litter and treat the bus with respect.
6. When disembarking the bus, students will use caution and look both ways before crossing the street.

Students, who choose to not abide by the Bus Rules, will accept the following consequences:

- 1<sup>st</sup> Offense ♣ Verbal warning. ♣ Parents are notified.
  - 2<sup>nd</sup> Offense ♣ Written warning. ♣ Student will be given assigned seat on the bus. ♣ Form sent home for parents' signature or parents are called.
  - 3<sup>rd</sup> Offense ♣ Student is given a one-week suspension from riding the bus. ♣ Parents are notified
  - 4<sup>th</sup> Offense ♣ Student is given a two-weeks suspension from riding the bus. ♣ Parents are notified.
  - 5<sup>th</sup> Offense ♣ Student is removed from riding an EIA bus for the remainder of the term.
  - 6<sup>th</sup> Offense ♣ Student loses bus privileges for the remainder of the School year
- ♣\*\* Depending on the severity of the behaviour, the consequences listed above may be accelerated.

### Dress Code

#### EIA Uniform Dress Code Policy

All EIA students are expected to be properly groomed for School and to wear the School uniform daily, unless otherwise announced by the School Offices. The School uniform consists of Orange polo shirt with School logo, Navy blue trousers, skirts and the PE uniform set (shirt, Jacket and pants) available at the School store. During PE classes, students are allowed to wear their PE uniforms to School on days when they are participating in PE classes. Students who are not dressed according to the Dress Code, will not be permitted to attend the classes. They will be given an opportunity to:

- Purchase the correct School uniform in the School store.
- Call home and have the proper uniform brought to the School immediately.

On non-uniform days, or after-School functions, clothing worn to the School should be in keeping with the academic environment of the School. Clothing with logos depicting drugs, alcohol, or inappropriate language are not permitted. Take caution not to invite disrespect and/or undesirable character images.

Telephones

Students are allowed to use the office phone for emergency purposes.

Birthday Parties

Birthdays parties are not allowed in the School.

Field Trips

Educational field trips are defined as a School sponsored trip away from the School site. Field trips are sponsored by the School with the purpose of enhancing learning. Trip expenses are the responsibility of the student.

Fundraising Activities

All activities involving fund raising by student groups must have the authorization of the School Administration. No individual student or student group may represent the Eadad International Academy without prior School authorization. The School's name may not be used to advertise groups or activities without the School's expressed consent. Activities that require fund raising are to be screened by the School Administration in order to maintain a reasonable balance of time spent on fund raising by faculty and students.

Guidance Program

The School has a School counseling program that is conducted by the Social Worker/Counsellor and the School Educational Consultant, Dr. Abdulrahman Al Harami. This program provides instruction in social skills, problem solving skills, goal setting and character education in various setting; the classroom, in small groups and individually.

Health Services

EIA has a Nurse who is trained and experienced in handling student health problems. Students may go to the clinic at any time during the School day when ill or injured. Students going to the clinic during class time must have a pass from the teacher whose class they are missing. Passes signed by the Nurse must be submitted to the teacher when a student returns to the classroom. Students must always have a pass from a teacher when visiting the clinic. Students may be referred to the School clinic by the School staff for vision testing, personal hygiene or other problems related to health. If a student is too ill to continue with classes, parents will be notified and requested to take the student home.

Parents should make sure that emergency contact numbers are always up to date. If a student must take medication at School, the parent must contact the School clinic and make arrangements. At the School, students may only take medications administered through the clinic. Students should not have medications in their possession.

Health Policies

Please send your child to School in good health. Students often feel fine in the morning, but may become ill as the day wears on. A student will be sent home if an EIA Nurse determines it is in the student's best interest to be absent from School.

#### Food / Water

We will serve only healthy food and drink for our School lunches. The lunches will be prepared by our School contractors, who will not be granted a tender unless they make a commitment to provide healthy food. A basic requirement will be that they provide a vegetarian option each day, that they always serve vegetables and fruits and that all lunches have a balanced nutritional value.

#### Packed Lunches

The parents or carers of students who bring packed lunches will be made aware of our whole School food policy and given clear guidance about what should be included in a healthy packed lunch. Fizzy drinks, bars of chocolate and sweets are not allowed.

#### Role of Parents and Carers

We will work closely with parents and carers to ensure that the messages about food and drink we give in School are reinforced and supported at home.

We expect all parents and carers who send their children to our School, to respect our whole School food policy and to support it fully, through the food they give their children to bring to School.

#### Special Dietary Requirements

Special diets for religious and ethnic groups

The School provides food in accordance with students' religious beliefs and cultural practices.

Food allergy and intolerance

Individual care plans are created for students with food allergies. These document symptoms and adverse reactions, actions to be taken in an emergency and emergency contact details.

#### Food Safety

Appropriate food safety precautions are taken when food is prepared or stored. These vary depending on the food on offer and include ensuring that adequate storage and washing facilities are available; that food handlers undergo appropriate food hygiene training; and that suitable equipment and protective clothing are available. Any food safety hazards are identified and controlled. We consult our local Environmental Health Department about legal requirements.

#### Drinking Water

The National Nutritional Standards for Healthy School Lunches recommend that drinking water should be available to all students, every day, free of charge.



We will encourage students to drink plenty of water by providing them with a water bottle for use at any time and access to drinking water throughout the day.

### Library

It serves as both a reading and information center within the context of the various curricula taught at all divisions. In order that everyone may enjoy and make use of the library, students will:

- Share the materials and resources by returning them on time.
- Return them to where they belong so that other students can locate them.
- Keep materials in good condition so the materials last for other students to use.
- Share the space by allowing others to use the facilities.
- Keep sounds to a minimum so as not to interfere with someone else's need to read or to find information.
- Share the library staff, they are few and you are many!

The library is a classroom where students learn information skills:

- To find.
- To select.
- To analyze.
- To organize.
- To communicate meaningful information.

students visit the library for information skills lessons, literature appreciation and book exchange. All students may borrow and return books during the School day with the teacher's permission and a pass.

### Lost and Found

Boxes are provided at the reception area for any student property found on campus or on School buses. To minimize loss, all items of clothing, PE clothes and School supplies such as calculators, etc. should be labeled with the students' name. Students who find any items should take them to the security office.

### Mobile Phones Policy

Mobile phones are not to be used anywhere in School during regular School hours unless permission is given by the School Office, the Clinic or a classroom teacher. Mobile phone usage include; use of camera, texting, calculator or any other feature of the phone. Phones must be turned off during School hours.

Students who violate this policy will have their phone confiscated. Parents must collect the phone from the Principal or Deputy Principal. Repeated infractions will result in the phone not being returned until the end of the academic year.

### Personal and School Belongings

Students are discouraged from bringing valuable items, expensive clothing, jewelry or money to School. If a student chooses to bring such items, they remain responsible for these items. Throughout the year our School security staff members deliver missing items to the School office, or to the lost and found station

located at the reception area. All clothing, especially coats, jackets and sweaters should be labeled with the student's name, Year level and teacher's name to ease and facilitate returning lost or misplaced items.

### Technology Code of Conduct

Internet access is now available to students and teacher at The Eadad International School. We are very pleased to bring this access to our School and believe the Internet offers vast, diverse and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in our School by facilitating resources for sharing, innovation and communication. The smooth operation of the network relies upon the proper conduct of the end user who must adhere to strict guidelines. These guidelines are provided to make you aware of your responsibilities when using the Internet at School. In general, this requires efficient, ethical and legal utilization of the network resources. EIA has a Code of Conduct warning students that use of harassing or abusive language is unacceptable, as is obscenity. If a user violates any of these provisions, their access privileges may be terminated and future access could be denied.

### Internet Network Etiquette

All students are expected to abide by the generally accepted rules of Internet network etiquette. These include (but are not limited to) the following:

- Be polite. Do not get abusive in your message to others.
- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- Any illegal activities are strictly forbidden.
- Do not reveal your personal address or phone number or those of students or colleagues.
- School Principal has access to all system usage, including student email. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in such a way that would disrupt the use of the network by other users.
- All communications and information accessible via the network should be assumed to be private property.

### Other Responsibilities

- Students exercising their privileges to use the Internet as an educational resource have responsibility for all material received and sent.
- Students may not subscribe to any Internet subscription service (free or otherwise) such as newsgroups, newsletters, periodicals or lists without prior approval. All requests for such Internet services must first be approved by the appropriate teacher or librarian and then confirmed by the Principal prior to initiating the service.
- Students have the responsibility of not committing copyright violations.
- Students may not send or receive files via the Internet without prior approval. Such approval must include the appropriate teacher or the librarian prior to transmitting or receiving such material.
- It is a student's responsibility to maintain the integrity of the private electronic mail system. This responsibility includes the duty to report all violations of privacy.



- Students must receive prior permission from the appropriate teacher before sending electronic mail via the Internet. Also, students are responsible for all mail received and/or sent during their use of the Internet.
- Students have the responsibility to make only those contacts leading to some justifiable educational end.
- Students may not receive or send pornographic material, inappropriate information, or virus-containing files.

#### Disciplinary Action for Violation of Acceptable User Policy

The guidelines on the preceding pages are not all-inclusive, but only representative and illustrative. A user who commits an act of misconduct, which is not listed, may also be subject to disciplinary action. Staff intervention strategies such as teacher/student conferences, auxiliary staff/student intervention and teacher/parent contacts are to be made in cases of user policy violations. Administrators may use any or all of the following intervention strategies and disciplinary actions.

Ethics of Internet Use As a reminder:

- The sharing of user ids and passwords is forbidden.
- All users shall respect the privacy of others and shall treat files other than their own as confidential and private.
- All users shall respect the rights of others to our shared resources.
- The copying of software on any computing resource is forbidden.
- The alteration and tampering with systems setup and software is forbidden.
- Users shall not download or otherwise display or print indecent material.
- Users shall not use computing facilities to carry out any illegal or fraudulent activity.

#### Tutoring

Tutoring days are scheduled after School on Sundays and Mondays. Students who encounter learning difficulties in a class, often ask to be tutored after School ends. Teachers may work with the students at any time before, during or after School, but on Sundays and Mondays, after-School sessions are held every week.

#### Visitors, Guests and Parents' Conferences

Visitors of EIA (including parents) are welcome to come to the School. Parents may not visit classrooms without explicit written notice from the School Office. Parents should not be in the hallways during the School day. All visitors must register with the receptionist upon arriving.

#### Parents' Conferences

Parents are welcome to set up an appointment with their teacher by sending an email directly to the teacher within 24 hours ahead. Informal conferences or "stopping in" is not acceptable. Due to teachers' work day schedules, informal conferences are not appropriate.

#### Withdrawing Students

Every student withdrawing from the School during the School year must have a student withdrawal form completed, before any School records and transcripts can be released by the Principal. The School Office completes the withdrawal form. The form will be signed once all fees have been paid and all School obligations settled.

#### 4. EIA DISCIPLINE POLICY

This policy is intended to create a safe and productive working and learning environment for all. In support of this environment, our team has created the following policy document. It is a tool used by all staff members to make fair decisions, regarding the students' conducts. All EIA students will be subject to disciplinary action for designated acts, if the acts are related to School activity or attendance and which occur at any time, including, but not limited to, any of the following:

- The student is on School grounds.
- The student is on field trips, a School bus or at School-related activities.

Level One offenses are to be immediately dealt with on a non-administrative level by any EIA staff member. The staff member will liaison with or inform the homeroom teacher. Should the misbehaviour continue, the student will move to the next level.

Level Two offenses are to be immediately dealt with by any EIA staff member. Actions will include Administrative staff. Parents will be contacted. Should the misbehaviour continue, the student will move to the next level.

Level Three offenses are to be immediately dealt with by any EIA staff member. Actions will include Administrative staff. Parents will be contacted. Should the misbehaviour continue, the student may be put on behavioural probation, suspended, expelled, or discontinuation of contract.

Consequences can include one or more of the following actions.

LEVEL ONE POSSIBLE CONSEQUENCES STAFF MEMBERS	LEVEL TWO POSSIBLE CONSEQUENCES ADMINISTRATION	LEVEL THREE POSSIBLE CONSEQUENCES ADMINISTRATION
1 Verbal warning. Verbal apology. Written apology. Timeout. Loss of lunch recess. Making restitution. Behaviour Plan. Detention.	2 Written warning. Parent phone call / meeting. Behaviour contract Full day – in or out of School. Suspension. Loss of lunch recess. Making restitution. Detention. Missing field trips and special	3 Parent phone call / meeting. Behaviour contract. Suspension. Making restitution. Detention. Missing field trips and special events. Behavioural Probation / Progress report.

	events. Mobile phone confiscated / parent picks up. Behavioural Probation / Progress report.	Recommend expulsion and/or discontinuation of contract.
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**EIA DISCIPLINE POLICY QUICK REFERENCE CHART**

OFFENSE	DEFINITION	DISCIPLINARY LEVEL
Rude or Disrespectful Behaviour	The negative attitudes, behaviours and actions of one person towards another.	1,2,3
Misusing EIA Property The rough or inappropriate use of EIA property 1,2,3	The rough or inappropriate use of EIA property.	1,2,3
Verbal arguments	The instigation of or prolonged participation in aggressive verbal arguments with aggressive body language. The argument isn't easily diffused and appears to be escalating to physical violence.	1,2,3
Bullying	Intimidation with words, physical action, exclusion, gossiping, or anything that makes someone feel vulnerable or unsafe. Bullying can be direct or indirect or via social media or any other means.	1,2,3
Lying	Any untruthful statements with the intent to mislead, including lying by omission	1,2,3
Obscenities in Arabic and English	Written or verbal obscenities or hurtful, denigrating, racist or exclusionary terms in English or Arabic to students or staff.	1,2,3
Repeatedly instigating trouble amongst peers	Any behaviour intended to upset, splinter, distract,	1,2,3

	confuse, anger, belittle or annoy any peers or peer groups.	
<b>Cheating</b>	Any inappropriate test/quiz/homework/project completion behaviour with the intent to present work, which is not one's own.	1,2,3
<b>Out of class without permission</b>	Being away from the class without the teacher's knowledge or consent.	1,2,3
<b>Graffiti</b>	The drawing, writing, carving or marking of any property, other than the student's, with or without the intent to harm.	1,2,3
<b>Trespassing</b>	Wandering in areas that are not permitted.	1,2,3
<b>Dress Code</b>	Violation Repeated non-compliance with dress code.	1,2
<b>Continuous Disrespect to Staff</b>	These behaviours may includes but are not limited to repeated back talking, blatant insubordination and arguing.	1,2,3
<b>Theft</b>	Receiving, taking or helping someone taking things that don't belong to him/herself.	1,2
<b>Forgery</b>	Signing or writing messages with the intent to represent someone else.	1,2
<b>Fighting</b>	Any physical violence or aggression against another person with serious bodily harm.	1,2,3
<b>Weapons</b>	The bringing of dangerous objects to School, with or without the intent to harm.	3
<b>Use of Objects as Weapons</b>	Using any object as a weapon with the intent to harm.	3

<b>Uttering Threats</b>	Verbal threats with the intent to intimidate or cause harm.	1,2,3
<b>Misuse of Technology</b>	Use of computers and internet for other than educational purposes.	1,2,3
<b>Use of Mobile Phone During School Hours</b>	Use of mobile phone any time between 6:00am and 3:00pm, with the exception of a teacher's or administration permission. Confiscated phones to be retrieved by parents only.	2
<b>Other</b>	Any kind of misbehaviour not listed above	1,2,3
If you have any questions regarding this policy, please contact the School for assistance.		

## 5. SCHOOL BEHAVIOUR PROBATION POLICY

### Implications

Usually, issues that arise with a student's behaviour may be dealt inside the classroom. If the behaviour issues are of an immediate nature, or continue or escalate, the referral of the matter to the School Management will be necessary. If the student's behaviour continues to decline, the School's Management Team may place the student on a Behaviour Probation. Monitoring the behaviour of a student will include the following steps:

1. Contact with the parents informing them that their child has been referred to the office regarding (repeated) behaviour offenses, with an explanation of the consequences.
2. A plan by the School Leadership Team or his/her teacher is discussed with the student as a tool to help him/her avoid being placed on a Behaviour Probation.
3. After initial parent communication, the School Leadership Team reviews the status of the student. If behaviour does not meet EIA expectations, the student will be given a formal **Behaviour Warning**.
4. The School Leadership Team reviews the status of the student. If behaviour does not meet EIA expectations, the student will be placed on a **Behaviour Probation**.
5. The Discipline Committee reviews the status of the student. If behaviour does not meet EIA standards, the student will be placed on a **Final Behaviour Probation**.
6. The status of the student is reviewed again and if behaviour does not meet EIA standards, the students' enrollment may be discontinued and dismissal from the School.

### SCHOOL CODE OF CONDUCT

To the Parents/Guardians

Parent Name:

I have read the EIA Students / Parents Handbook and have discussed it in full with my child.

I understand and accept the expected student's behaviour and consequences while my child is enrolled at EIA.

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Student Name (PRINT CLEARLY)

Year \_\_\_\_\_

Please ask your child to return this to the Classroom teacher, within one week.