

ALASHBAL INTERNATIONAL PRIMARY PRIVATE SCHOOL - AIN KHALED

P.O. Box 32179, Doha, Qatar

Student Handbook

AY 2024-2025

Name:

Class:

Teacher:



() +974-4442-1147

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ACKNOWLEDGEMENT FORM

I hereby confirm the receipt of the
Alashbal International Primary Private School – Ain Khalid Campus
Student Handbook for the Academic Year 2024-2025 on
(Date).
(Date).

I acknowledge my obligation to thoroughly read and comprehend all the details provided in the Student Handbook. Furthermore, I am aware that it is my responsibility to adhere to the school's established rules and regulations.

(Student Name)
0
Pa
(Year Level)
O-CARN O PERFUR
OHA
(Signature over Printed Complete Name)
Parents/Guardian

Note: Please submit this Acknowledgement Form to your child's adviser. Thank you and have a great learning experience with AIPPS-Ain Khaled!

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SECTION 1: INTRODUCTION

I. Mission

ALASHBAL INTERNATIONAL PRIMARY PRIVATE SCHOOL – AIN KHALED aims to foster global citizens who thrive academically, think critically, embrace cultural diversity, and contribute positively to a rapidly evolving world.

II. Vision

Our vision is to inspire students to become adaptable thinkers, compassionate leaders, and global learners, prepared to shape a progressive and interconnected world.

III. Our Curriculum

Our school follows the Cambridge curriculum that effectively prepares the future global citizens who are responsible for the solutions for the current existing global issues.

The Cambridge Curriculum is a distinct educational framework with its approach and focus. Here's a brief overview of each curriculum:

Cambridge Curriculum: The Cambridge Curriculum is developed by the University of Cambridge and is widely recognized for its rigorous academic standards. It offers a structured framework for different subject areas, emphasizing depth of knowledge and preparing students for further education. There are various Cambridge programs, including the Cambridge Primary curriculum for primary school students. Key features include:

- **Subject-Specific Focus:** The Cambridge Curriculum places a strong emphasis on individual subjects, providing a comprehensive and in-depth exploration of subjects like mathematics, science, languages, and more.
- Assessment: The curriculum includes assessments that are designed to measure students' understanding and mastery of subject content. These assessments help track students'

progress and provide a clear understanding of their academic performance.

- Preparation for Higher Education: The Cambridge Curriculum is designed to prepare students for future academic challenges, with a focus on building a strong foundation of knowledge in key subjects.
- International Recognition: The qualifications earned through the Cambridge Curriculum are widely recognized by universities and employers around the world, making it an attractive option for families seeking an internationally recognized education.

SECTION 2: ACADEMIC POLICIES AND PROCEDURES

I. Academic Calendar Schedule

Alashbal International Primary Private School – Ain Khalid Campus operates under the trimestral system. Its academic calendar consists of three trimesters. The schedule this school year is as follows:

TERM	TRIMESTER ACADEMIC CALENDAR SCHEDULE
1 0	September 1, 2024 – December 17, 2024
2	January 5, 20 <mark>25 – A</mark> pril 5, 2025
3	April 6, 2025 – June 26, 2025

Please check the approved school calendar for the Schedule of Examinations and school breaks.

Official School Timings:

- Primary School (Ain Khalid):
 - o 7:00 AM 1:30 PM Sunday to Thursday

II. Attendance and Tardiness

Teachers and parents must work together to develop traits such as punctuality and regular attendance which are important for the educational growth of children.

- Regular attendance during classes is required. Absences for non-medical or non-emergency reasons are discouraged. If a student is absent from school, a medical certificate or excuse letter must be submitted upon his/her return.
- 2. Students who will go on vacation outside Qatar must obtain and submit a **leave form** to the administrative office stating the duration and itinerary of the vacation.
- 3. All students who have incurred absences are held responsible for all works missed during the period of absence.
- 4. A student is **tardy** when he or she is not in school by **7:15 AM**. For purposes of attendance records, **three unexcused tardiness are counted as one unexcused day of absence**.

ATTENDANCE			
(5 % of the total grade)			
ILLNESS (With Medical			1 14
Certificate) and		VAC	CATION
EMERGE	NCY LEAVE		47
Number of	Corresponding	Number of	Corresponding
School Days	Attendance	School Days	<u>Atte</u> ndance
absent	Grade	Absent	Grade
1-2	4.75	1-2	4.5
3-4	4.50	3-4	4.0
5-6	4.25	5-6	3.0
7-8	4.0	7-8	2.0
9-10	3.5	9 up	1.0
11-12	3.0		
13-14	2.5		
15-16	2.0		
17 up	1.0		

III. Grading System

The grading system below will be used for all subjects (Literacy, Numeracy, Science, Global Perspectives, Qatar History, PE and Arts, Arabic, Islamic Studies / Ethics, French)

TERM 1			
Term Exam	20%		
Midterm Test	20%		
Unit Test	20%		
Participation / Project	20%		
Seatwork / Activities	10%		
Homework	5%		
Attendance	5%		
TOTAL	100%		

Term Exam	30 <mark>%</mark>
Unit Test	25 <mark>%</mark>
Participation / Project	20%
Seatwork / Activities	15%
Homework	5%
<u>Attendance</u>	5%
TOTAL	100%

1. Letter Grade Equivalent Range

<u> </u>		
A+	90 - 100	Excellent
Α	80 - 89	Very Good
B+	70 - 79	Good
В	60 - 69	Satisfactory
С	50 - 59	Unsatisfactory
D	Below 50	Fail

IV. Report Card

The report card is the official report of the school to the parents regarding their child's performance. A copy of the report card will be given during the Parent-Teacher Conference at the end of each term. The final report card can be downloaded from the Ministry of Education's system after the school has uploaded it.

The school considers it the responsibility of all parents to check the performance of their children in academics as well as in disciplinary matters. The school also advises all parents to seek clarification and advice from the school if their children's performance proves unsatisfactory to them.

A formal parent- teacher conference is held at the end of the term. The school considers this important for the parents to attend to keep abreast of their child's efforts or problems.

V. Academic Enrichment

- If a student fails to meet the school's academic requirements, the school offers tutorial lessons to help the student overcome academic deficiencies.
- 2. Individual tutoring is a special academic service offered by the school to help students with academic deficiencies. This program is designed to address the needs of the parents seeking assistance for their children. However, tutoring is not a guarantee for attaining a passing mark but an aid to students in their studies. It is granted upon the recommendation of the subject teachers who see the need for certain students to go into the tutoring program and upon request of parents who cannot provide academic assistance to their children.
 - 2.1 Parents should fill out a form available in the office. Tutorial fee must be paid in advance.
 - 2.2 The school will assign the tutor. Subject teachers are not allowed to tutor students in the grade level/s they are teaching. Parents are not given the option to choose

their preferred tutor. Priority will be given to academically challenged students.

2.3 Tutorial starts at 2:00 p.m. to 3:00 p.m.

If a child needs extra support from a teacher towards academic performance, the parent has to register in the school.

Note: Admission for the next school year will be determined by the child's academic progress.

VI. Extra-curricular Activities

The school offers extra-curricular activities after class from 2:00 to 3:00 PM. Additional fees will be collected. Students may choose from the following extra-curricular activities:

- Music guitar / piano / drums / violin
- Painting / Arts and Crafts
- Sports Basketball / Football / Volleyball / Badminton

VII. School Fees

- 1. Parents are reminded that their enrolment agreement obliges them to make prompt payment of all financial obligations, and their thorough cooperation will be most appreciated.
- 2. The last day of payment for each Term is as follows:
 - Term 1 On or before August 31
 - Term 2 On or before December 15
 - Term 3 On or before March 15
- 3. Report Cards and other school records will be withheld until all financial obligations (including school bus and tutorial) for the term have been paid.

VIII. Request for Documents

Official school documents like invoice or certification must be requested from the Office. The School Registrar will release the documents **after two working days**.

SECTION 3: AWARDS

I. Academic AwardsCambridge Awards

II. School Awards
Star of the Week
Reader Award

For Graduating Students

 Academic Excellence Award: Given to students who demonstrate outstanding academic performance.

The Major Academic Awards will be given to the top-ranking students based on their academic performance, participation in co-curricular and extra-curricular activities, residency, and character evaluation.

SECTION 4: GUIDELINES

School Uniform

Students should wear the standard uniform daily except on scheduled PE day.

A. School Uniform for Boys

- 1. white polo shirt with the school logo
- 2. formal black pants
- 3. prescribed chequered necktie
- 4. black leather shoes and white socks
- 5. School identification card (ID)

B. School Uniform for Girls

- 1. white blouse with the school logo
- 2. prescribed chequered skirt
- 3. black leather shoes and plain white socks
- 4. identification card (ID)

C. PE Uniform

- 1. prescribed PE T-shirt
- 2. prescribed maroon PE pants
- 3. white socks
- 4. trainers or running shoes (preferably with straps instead of shoelaces)

D. Haircut

- Hair colouring or highlighting is prohibited for students.
- Boys are required to maintain a suitable haircut consistently.

II. Parent Consultation

- 1. Parents who wish to consult the class teacher or subject teachers are required to <u>schedule an appointment</u> by contacting the Administrative Office via phone or email.
- 2. All consultations must be done in school after class hours or during the teacher's vacant period.
- 3. For meetings, parents are requested to log in and get a visitor pass from the office before meeting the concerned teacher.
- 4. Any meeting or consultation during class hours is <u>not</u> allowed and will never be entertained under any circumstances.

III. Code of Behavior

Collaboration between parents and the school is pivotal in fostering positive behavior among students. By working together, we can create a harmonious and supportive environment that encourages the development of strong values, responsible conduct, and respectful interactions.

Through open communication, shared strategies, and mutual understanding, we can ensure that the values instilled at home align with the principles upheld within the school community. This partnership empowers students to thrive academically, emotionally, and socially, promoting their holistic growth and preparing them to become well-rounded individuals with a strong sense of integrity and citizenship.

- Parents / students should check their Class Dojo every day.
 This is the primary means of communicating with parents and students. It is used to post weekly overviews, home works, updates and reminders, and send messages to students and parents.
- 2. They are also discouraged to bring big bags as they are required to leave the books in school. Books will be sent home before the term exam.
- 3. When asked to answer questions, a student must stand properly and answer clearly and respectfully.

- 4. No student is to leave his/her seat without the permission of the subject teacher.
- 5. Whenever a student is sent out of the class for minor or major offense, he or she is to report immediately to the Guidance Counselor or Principal. The student will only be readmitted to the classroom if he/she presents an admit pass.
- 6. Students may leave the classroom one at a time with appropriate pass issued by the teacher.
- 7. Students are expected to respect the administrators, faculty and staff members, and other persons in authority.
- 8. Students are forbidden to write on walls, desks, tables and other school property, nor destroy or deform school properties. Students who damage school property are required to pay or replace the damaged object. Corresponding sanctions shall also be given to the students concerned.
- 9. Loud, forced, and boisterous laughter and other sources of disturbing noises are not allowed on campus. Guitars and other musical instruments should only be played when class or school activities require such. However, proper measures should be done so as not to disturb nearby offices and classes.
- All students must refrain from quarrelling, ridiculing others, fighting, or being accomplices to misconduct in and/or out of the campus.
- 11. All students are expected to observe good manners in and out of campus (vehicle, mall, mosque, church, restaurant and other public places), abide by the school policies and rules, be considerate of others, and lead exemplary lives.
- 12. All student officers, (e.g. class, Student Council, and organizations officers) are considered Persons in Authority of the School. They are expected to be models for other students to emulate and to help enforce school policies and rules. Students are expected to follow the order and instruction.

- 13. Students must keep their voice level to a minimum during break times.
- 14. Students are discouraged to play ballgames during lunch break and after dismissal.
- 15. Use the restrooms properly.
- 16. Students are **not allowed** to bring toys and gadgets (mobile phone, tablet, laptop) to school. However, in case there is a need to bring any of these for emergency/lesson purposes, students must leave their toys/gadgets to their advisers for safekeeping. These will be returned before they go home. The school shall not be liable for the loss, damage or misuse of any electronic device brought to school by a student.
- 17. Pass quietly through the halls and on the stairs. Do not run up or down the stairs, skip steps or jump on landings.
- 18. The school must be kept clean at all times. All students must adhere to the Clean as You Go (CLAYGO) Policy. Hence, they are to place pieces of paper, wrappers, and other trash in their proper waste container.

IV. School and Classroom Routine

1. Before Classes:

- 1.1 Students are expected to observe proper behaviour inside the classroom even when the teacher is not around.
- 1.2 Students are expected to greet the teachers when they are around.
- 1.3 While waiting for the next teacher, students should remain silent. No student is allowed to leave or peep out of the classroom in between periods.
- 1.4 If the next subject teacher fails to report to the classroom within five minutes, the class monitor should inform his/her Adviser or the teacher in the next room.

2. After the Last Class:

- 2.1 Students who are given routine tasks such as closing doors and windows, turning off the lights and air conditioning units, arranging the chairs/tables, cleaning the whiteboards, should perform their duties before leaving the classroom.
- 2.2 Students must never rush towards exits nor run along the corridors after dismissal.
- 2.3 Students should always follow the "Keep Right" Rule when walking along the corridor and going down the stairs.
- 2.4 Students must stay in the designated areas while waiting for their fetchers. They must not roam around the school.

V. Behavioural Probation

The school expects every student to behave well in school. **Discipline** is a form of corrective action other than suspension. It is the process of changing a student's behaviour from inappropriate to exemplary. We desire to teach the student to do what is right because they need it in order to reach their full potential. In case a school violation is done, these are the **disciplinary actions for student's behaviour**:

- Suspension is denial of attendance, other than for the balance of the immediate class period for "discipline" purposes, at any single subject or class or classes for a stated period of time.
 - a. Short Term Suspension is a suspension for any portion of a school calendar day and not exceeding three (3) consecutive school days. Any student subject to a provided suspension shall short-term be the opportunity upon his/her return to make QU assignments and tests missed by himself/herself.
 - b. Long Term Suspension is a suspension which exceeds three (3) consecutive school days. Any student subject to a long-term suspension shall be provided

the opportunity upon his/her return to make up assignments and tests missed by himself/herself.

- 2. Expulsion means a denial of attendance at any single subject or class or at any full schedule of classes for an indefinite period of time due to a student persistently violating the school's policy. It also includes a denial of admission to enter any property that is owned or controlled by the school.
- 3. **Emergency Removal** is the immediate removal of a student from a class, subject or activity by the **teacher** sent to the guidance counsellor or school principal when the student's presence poses an immediate and continuing danger to the student or other students or school personnel and continuing threat of substantial disruption of the class, any school activity or educational program.
- 4. Emergency Expulsion is the immediate denial of school attendance by the principal or school administrator for an indefinite period of time due to an immediate and continuing danger to the student or other students or school personnel and continuing threat of substantial disruption of the class, any school activity or educational program.
- 5. In-School Suspension (ISS) is to remove the disruptive student from contact with the rest of the student population for a period of time, while still providing an opportunity for education. Students will be required to work on assignments provided by their classroom teachers. If a student arrives at ISS without homework, they will be provided with learning activity sheets. Any student who chooses not to work or participate while in ISS or does not comply with the expectations and rules listed on the ISS

contract will be removed from in-school suspension and will receive out-of-school suspension. This will be classified as an out-of-school suspension and a follow-up letter will be sent home.

Possible consequences for each level of disciplinary action.

Level I	Level II	Level III
Conference with the guidance counsellor.	Detention in the Principal's office	Out of School Suspension
Warning / Conference with School Principal	In – School Suspension	Expulsion from the school
Conference with Teacher and Parent	Out of school Suspension	Long term Suspension
Loss of privileges	Removal	Expulsion

Grade School Discipline Matrix

The Discipline Matrix specifically identifies prohibited student conduct and lists the range of consequences which may be imposed for each violation. When assigning consequences for misconduct, consideration will be given to factors such as, but not limited to: the nature of the violation, the student's past disciplinary record, the student's age and grade level, and the severity of the problem as it pertains to the specific situation.

OFFENSES/VIOLATIONS and SANCTIONS

 Bullying - is behaviour by an individual or group, repeated over time that intentionally hurts another individual or group either physically or emotionally. Aggressive behaviour may be bullying depending on what happened, how often it happens and who it happens to.

Four types of bullying:

- a. Physical hitting, kicking, taking or hiding belongings
- b. **Verbal** name calling, teasing, insulting, writing or sending unkind notes or messages
- c. **Emotional** threatening, being intentionally unfriendly, the "looks", spreading rumours
- d. **Cyber -** internet chat room misuse, mobile phone threats by text, call, social websites.
 - 1st offense (minor) Level I
 - 2nd offense (major)- Level II
 - 3rd / Repeated offense- Level III
- 2. **Cheating** Using someone else's words, work, and/or ideas and claiming them as your own.

Homework/Seatwork/ Quiz/ Exams/Projects

- 1st offense (minor)- Level I
- 2nd offense (major)- Level II
- 3rd / Repeated offense- Level III
- 3. **Computer misuse or abuse** Manipulating computer hardware, software, or data, to include the improper use of technology devices or posting of inappropriate information on the Internet, during or after school hours, on school owned equipment that may interfere with the educational process.
 - 1st offense (minor)- Level I
 - 2nd offense (major)- Level II
 - 3rd / Repeated offense- Level III
- 4. **Bringing of electronic devices -** Electronic devices must not be brought to school. They will be confiscated by

school personnel. **The 1st offense** will result in a warning and the parent must pick up the device. The **2nd offense** will be detention and the parent must pick up the device. Upon the **3rd offense** the student will receive a Detention and the device will be returned on the last day of each term.

- 5. **Discrimination** on the basis of race, creed, colour, gender, national origin, or disability.
 - 1st offense (minor)- Level I
 - 2nd offense (major)- Level II
 - 3rd / Repeated offense- Level III
- 6. **Uniform Violations** If a student is not wearing the prescribed uniform (Please see Part III of this handbook), he/she will be given notice and parents will be called and required to bring the correct uniform to school before the child can return to class. Students will be removed from the class and sit in ISS until the proper uniform is brought for them to wear.
 - 1st offense (minor)- Level I
 - 2nd offense (major)- Level II
 - 3rd / Repeated offense- Level III
- 7. Insubordination, disrespect or open defiance to a staff member Refusal/failure to follow a direction or order from any school staff member; and/or the use of words or acts that demean, degrade, antagonize or humiliate any school staff member.
 - 1st offense (minor)- Level I
 - 2nd offense (major)- Level II
 - 3rd / Repeated offense- Level III
- 8. Profanity, vulgar or abusive language, gestures or drawings
 - 1st offense (minor)- Level I
 - 2nd offense (major)- Level II
 - 3rd / Repeated offense- Level III
- 9. **Skipping class:** Not reporting to and/or leaving the assigned class, activity or area without obtaining permission, and/or being at least 10 minutes late to

class. Habitual going to the comfort room just to escape classes except for health reasons.

- 1st offense (minor)- Level I
- 2nd offense (major)- Level II
- 3rd / Repeated offense- Level III
- 10. **Stealing:** Unauthorized taking or concealing of school property or property of others.
 - 1st offense (minor)- Level I & Restitution (restoration of something lost or stolen)
 - 1st offense (major)- Level II or Level III & Restitution (restoration of something lost or stolen)
 - Repeated offenses Level II or III & Restitution (restoration of something lost or stolen)
- Tardiness: Arriving late either to class or school activity (unexcused or without prior notice)
 - 1st to 3rd Offense
 - 4th offense Level I (minor)
 - 5th 8th offense Level II
 - 5th offense Level II (minor)
 - 8th offense Level II (minor) and Parent Conference
- 12. **Extortion** Obtaining money or information through force or intimidation.
 - 1st offense (major)- Level I
 - 2nd offense (major)- Level II
 - 3rd to 5th offense (major)- Level III
- 13. Physical contact with another person/ Physical violence (fighting) a noisy argument or fighting that involves any minor or major physical contact to include, but not limited to: biting, kicking, pushing, pulling, and shoving with or without an object. Any student participating in use of force or physical violence.
 - 1st offense (major)- Level I
 - 1st offense (major)- Level II
 - 2nd offense (major)- Level II
 - 3rd to 5th offense (major)- Level III

- 14. Public Display of Affection/unauthorized entry of a boy and a girl to any place inside the school campus include, but not limited to; inappropriate or obscene act, indecent exposure, a boy and girl hiding in any place within the school premises
 - 1st offense (major)- Level I
 - 2nd offense (major)- Level II
 - 3rd to 5th offense (major)- Level III
- 15. Malicious destruction of school property/Vandalism any damage results in the replacement, repair or payment for damages by either the student or his/her parents.
 - 1st offense Level I (major) replacement/repair or payment of damages
 - 2nd offense Level II (major) replacement/repair or payment of damages
 - 3rd offense Level III (major) replacement/repair or payment of damages

ATAR

- 16. Exceptional Misconduct pose an immediate and or continuing danger to the student, other students, or school personnel
 - 1st offense (minor)- Level I
 - 2nd offense (major)- Level II
 - 3rd / Repeated offense- Level III

VI. Visitors

- 1. In the best interest and safety of the children, visitors of the school are required to report and sign in at the Reception only.
- 2. Children will only be released to persons other than the parents/guardians with written permission from the parent/s or guardian/s.
- 3. Classes are not to be interrupted by a parent or visitor during school hours. One of our goals is to teach and foster responsibility. Please encourage your child to prepare for the

next school day by gathering together clothing, homework, assignment and books the night before. If it is necessary to have a message or things be delivered to a child while school is in session, the office staff will gladly take care of it before class begins providing it is labelled.

4. Children will not be allowed to call home unless an adult deems the situation to be an emergency.

VII. Updated Contact Details

Ensure that all emergency contact phone numbers, addresses, and email addresses are up-to-date in the office records.

VIII. Giving Medications

The clinic is intended for obtaining first aid treatment for injuries or unexpected illnesses. If a student needs to see the nurse, they must obtain a pass from the teacher.

1. First aid treatment will be given to the patient. If the patient needs rest, he/she will be allowed to stay. Period of rest depends upon assessment of the nurse or until such time they will be fetched by parents or guardians.

Parents will be informed before any medication is given.

- 2. In cases of emergency, patients will be given first aid treatment and will be brought to the nearest health centre, accompanied by the school nurse.
 - 2.1 Parents or guardians will be informed immediately. On the other hand, they should be present for any procedure requiring consent.
 - 2.2 When the parents or guardians arrive, the nurse will explain how the accident happened and the what first aid treatment was given to the patient.
 - 2.3 Incident reports may be issued by the school nurse upon request.

3. In case a student needs to take medicine in school, parents should inform the school nurse or the adviser about the dosage and time of intake.

IX. After School

- Students must be picked up on time. Parents must not leave their children at school more than 15 minutes after dismissal time.
- The school does not provide supervision after school hours for children who are not engaged in an assigned activity or meeting with a classroom teacher.

X. Early Pickup

If a student must leave early for any reason, a parent/guardian must come into the office to sign-out the student.

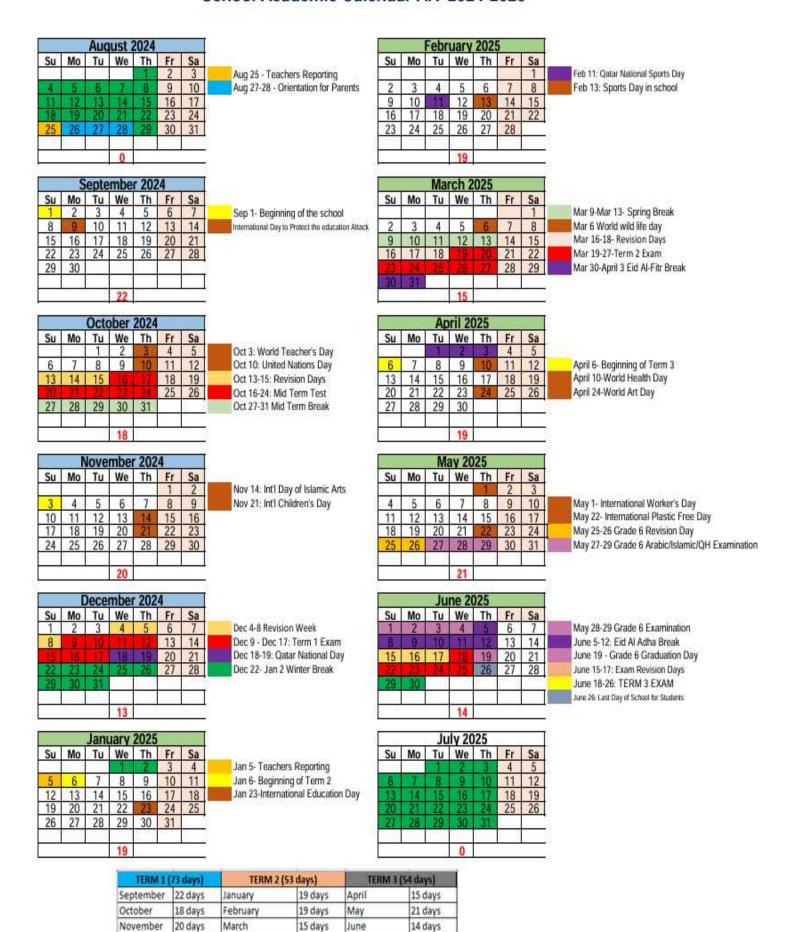
XI. Transportation

Depending on the situation in Qatar, the school will provide transportation in selected areas only. For those who will be picked up or dropped off by private transportation, please provide the school with the contact details of your child's fetcher.

XII. Traffic Rules

To avoid any inconvenience or untoward incident during drop off and pick up, parents and fetchers are requested to park their vehicles properly, not blocking the road or other vehicles. Parents are not allowed to accompany their children inside the school premises.

School Academic Calendar A.Y 2024-2025



March

180

December

13 days