



Al Mahd International School

Students Handbook

2016-2017

Attachment No.4



UNIVERSITY of CAMBRIDGE
International Examinations

Cambridge International School

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/AMISDoha

2016-17 School Year

Overview of Student Rights & Responsibilities





AL MAHD INTERNATIONAL SCHOOL - Doha

مدرسة المهدي العالمية - الدوحة

September, 2016

Dear Al Mahd International School Parents and Guardians:

Welcome to the 2016-17 school year! To help provide a safe and productive learning environment for students, staff, parents and visitors.

We published this updated Student Handbook annually to explain student rights, responsibilities, awards, and consequences for misbehavior.

Please take a few minutes to familiarize yourself with the information in this Overview of Student Rights and Responsibilities Handbook. You can discuss it with us and keep it to reference as necessary during the coming school year. Teachers will briefly review this handbook with students once school begins.

Some of the key additions and revisions in this issue of the handbook include:

- Consequences for misbehavior
- Consequences for wearing clothing that would prevent a student from being immediately identifiable (uniform)
- Morning assemblies Schedule
- An overview of Al Mahd School Computer LAB Rules
- Student birthday regulations

Thank you for taking the time to become familiar with the important information in this handbook. If you have any questions, please contact your school Counselor.

Best wishes for an enjoyable and successful school year!

Sincerely,

Fatima Moussa
Counselor

Nidal Haidar
Director



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Student Rights

Al Mahd School shall provide an environment in which students may exercise the rights and privileges of the society in which they live, with its proportional amount of responsibility.

Students have the right to freely express ideas, verbally or in writing, within their school program. Responsible criticism and reasonable dissent are basic to the educational process. However, false statements, disruptive activities, threats, the use of obscenities, profanity or ridicule, and advocating violation of the law or school rules and regulations are unacceptable means of expression.

Students have the right to be safe and free from threatening situations on school property, at school activities and in Al Mahd school buses.

Students' rights and duties

Rights

- Commitment to justice and equality before the administrative / teaching staff alike.
- Live in an educational environment that provides them with a valid set an example in how to deal with in the community and among them.
- Access to all the opportunities that help develop their skills and abilities.
- Not to be subjected to any insult or humiliation that might offend their dignity.
- Personal development of students and respected.

Duties

- Respect for self and others.
- Respect the school rules.
- Carry out the duties of school.
- Maintain the performance of prayer.
- Maintain the school property and property of others.
- Commitment to come to the school by the dates specified official.
- Do not quarrel with the students, and non-aggression on others.
- Avoid anything that contradicts the creation noble in appearance and clothing.



Students' Duties & responsibilities Contract / Commitments

- ✓ Students should attend school at 7 am.
- ✓ A boy student should come to school with complete school uniform, clean, ironed, with clear school logo on the white shirt putting it in his dark blue pants, with the tie, white socks and black shoes. White/ Blue P.E. uniform with sports black / blue or white shoes.
- ✓ A girl student should come to school with complete school uniform, clean, ironed, white shirt and school dress with black or dark blue tights / socks and black shoes. White/ Blue P.E. uniform with sports black / blue or white shoes.
- ✓ A student should put his/her bag in the cabinet and prepare his books and go to his class teacher at home room time (7 – 7:30am)
- ✓ A student should attend morning assemblies as

Students are expected to:

- ✓ Be punctual in all school day class attendance.
- ✓ Throw rubbish in the trash bin.
- ✓ Respect for self and others.
- ✓ Respect the school rules.
- ✓ Carry out the duties of school.
- ✓ Maintain the performance of prayer.
- ✓ Maintain the school property and property of others.
- ✓ Pay penalty charges for any school property damages.
- ✓ Commitment to come to the school by the dates specified official.
- ✓ Do not quarrel with the students, and non-aggression



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scheduled.

- ✓ A student goes up and down on the stairs by taking the right side.
- ✓ Students shouldn't run or race on stairs for their safety.
- ✓ Students should behave in good manners.
- ✓ Students must not eat during lessons.
- ✓ Students should not bring sweets, chips and fizzy drinks to school.
- ✓ Students must not go outside the white main gate of the school or to the grass play ground without teachers supervision.
- ✓ Students must return the borrowed story book from the school library after one week in good conditions, in case of any damages, student will pay penalty charges.

on others.

- ✓ Avoid anything that contradicts the creation noble in appearance and clothing.
- ✓ A student who leaves on school bus should line up in the P.E. Room, wait for the bus monitor and follow bus rules posted inside the bus.
- ✓ A student who leaves with parent, driver or maid should wait in the late room as scheduled.
- ✓ Students mustn't use any school computer without supervision.
- ✓ A student who has support lesson or after school activity should go to the late room directly when he finish with the teacher's company.



Behaviour

Behaviour must be of a high standard at all times, including travelling to and from school. Pupils should show respect to adults and peers at all times. Using bad language, bullying, stealing, fighting and destroying property will not be tolerated. The positive climate at AL Mahd is a direct reflection of the behaviour of our school community. Respect for people, respect for property, and respect for the environment form the foundation upon which behavioural guidelines are modeled. It is assumed that all members of our school community support these principles and will help to promote desirable behaviour. Most behavioural problems are handled by teachers and administrators in school, and parents are kept well informed. However, the school reserves the right to remove, without a refund of fees, any student whose behaviour disrupts the academic programme or exerts a negative influence upon other students. All school rules apply on the buses, on field trips and at all school sponsored events.

Acceptable Behaviour :

Our pupils are encouraged to:

- ✓ Try hard to do their best.
- ✓ Be kind and speak politely to everyone in the school community.
- ✓ Respect other people, their possessions and school property.
- ✓ Be helpful.
- ✓ Ask for help or tell an adult if they are unhappy. Accept responsibility for the things they do.
- ✓ We believe that the most effective way of achieving our aims is to praise and encourage positive behaviour.
- ✓ Examples of such behaviour will be praised in class, both verbally and by receiving merits on their merit record book and tangible rewards for gr 1-2 &3 such as stickers. Also, 'praise'

Unacceptable Behaviour :

- ✓ Lack of respect.
- ✓ Violence.
- ✓ Threatening behaviour including bullying.
- ✓ Deliberate disobedience.
- ✓ Discrimination.
- ✓ Deliberate vandalism of school property.
- ✓ Children are taught what unacceptable behaviour is and are made aware of the consequences of breaking the rules.
- ✓ Minor misbehavior will be dealt with within the classroom, by reminding the child of the rule or task, or introducing such consequences as withdrawal of privileges. The teacher will write on the pupil's planner with the date and the reasons for giving the pupil a demerit. The student, who breaks school and class rules, will sign infraction slip on the negative behaviour tracker record with the school counselor. The student will be on detention every three infractions recorded. Number of infractions for each student will be counted on the student's report.
- ✓ Each demerit will cancel a merit by the end of the term.

- letters will be sent home if pupils have tried particularly hard.
- ✓ Merits are calculated by the end of each term.
 - ✓ Pupils may also share their achievement with their colleagues and the principal, and certificates will be awarded during achievement assemblies whenever they collect 25 merits. Upon the pursuit of the 1st 25 merit earned, a bronze award is given to the child, a silver award of 50 merits earned for the 2nd, and a golden one of 75 merits earned for the 3rd, a platinum award of 100 merits earned for the 4th one, and a special prize to the student who earned 150 merits.
 - ✓ Photos and names of students who receive awards or show exceptional positive behavior will be published on the school website and in the term news letter which the school issues each term.
 - ✓ All students should understand that school measures are fair and aim at improving the safety, security and welfare of every one at
- ✓ If the child insists to proceed with his/her unacceptable behavior the teacher will keep him in class for a part or whole of the lunch break with his food, and the teacher will stay to monitor his behavior.
 - ✓ Parents will be informed by letter if their child has missed a part or all of playtime as a consequence of misbehavior.
 - ✓ If a more serious problem occurs, the teacher will send a red card with a member of the student's parliament to the counselor. This means urgent assistance is needed.
 - ✓ The counselor, Mrs. Fatima Moussa, will take the child for few minutes, have an individual support, office guidance, with him and explain the consequences.
 - ✓ Also the school director, Mrs Nidal Haidar, or other senior member of staff will be informed. Persistent misbehavior will be dealt with in the following ways:
 - ✓ A school – student contract will be signed to help the student acknowledge his unacceptable behaviour.
 - ✓ A home/school contract – working with parents to produce a program to encourage improvements in behaviour.
 - ✓ Seeking help from outside agencies such as the Educational Psychologist.
 - ✓ In extreme cases the director and the behaviour committee may

school.

- ✓ The Behaviour policy aims at reducing improper behaviour and reinforcing positive behaviour and school ethos in all classes and all ages.

decide that a child must be restrained using reasonable force. A period of suspension may be necessary: a half day, a whole day, and up to three days.

- ✓ Internal Suspension from class for a half day, then whole day.

Suspension from school for a whole day for a first time major misbehavior. A meeting with parents and a contract should be signed before the child goes back to class.

- ✓ Suspension from school for three days in case the negative behaviour was intentionally repeated by the child. A meeting with parents and a contract should be signed before student goes back to class.
- ✓ Final expulsion from the school needs an approval from the board members, the school chairman and SEC after studying student's behaviour file.

Al Mahd Rules for pupils

These school rules have been created to promote learning and to ensure the health and safety of all members of the school community.

Learning

- ✓ Everyone has the right to learn in a positive and friendly environment.
- ✓ Pupils are required to attend school regularly and

Uniform

- ✓ Full uniform should be worn by all pupils with school logo, white socks and plain black shoes.
- ✓ Only a watch and plain small earrings should be worn.



- ✓ punctually and be properly prepared for work in class.
- ✓ Pupils are required to complete all homework set by the teacher and bring in on time.
- ✓ All school books should be treated with care and returned to school in good condition.

Health and safety

- ✓ A note from the parent is required following an absence.
- ✓ A note is required if the child needs to leave the school during the school day, for example, a doctor's or dentist appointment.
- ✓ Pupils should walk in a calm orderly manner when moving around the school and when going down the stairs.
- ✓ All litter must be placed in the bins provided.

Homeroom – 7:00am – 7:30 am

Upon arrival to school students go directly to their homeroom teachers. The teacher will take attendance and put on the desk of the in front reception office and give the students some information about the day and in return students to clarify any problems etc.

The purpose of homeroom is to share, discuss, distribute

- ✓ Long hair should be tied back with black, white or dark blue hair band.
- ✓ Formal Uniform is a must on trips.
- ✓ Student will not be able to enter the classroom on the 3rd recorded day without a proper uniform the parents will be contacted directly.
- ✓ Students must wear P.E. school uniform with white, blue, black or grey /silver running shoes when it is scheduled as a P.E. lesson on the timetable.

Pupils' Positive Behaviour

- ✓ Come to school on time and ready for work.
- ✓ Make sure your homework has been completed and checked by your parents.
- ✓ Line up quietly before going to class after snacks and lunch times and wait for your teacher.
- ✓ Walk calmly on the left hand side of the corridors and the stairs at all times.
- ✓ Listen carefully to your teacher, without interrupting.
- ✓ Aim to do your best work and be on your best behaviour.
- ✓ Understand that everybody has the right to learn and enjoy school.
- ✓ Listen to and follow instructions given by those adults who are

and collect information. Homerooms help provide a support system and aids in the transition from grade to grade. Any letters from parents excusing absences or asking for an early dismissal for an appointment should be turned into the Homeroom teacher. Homeroom teachers are available to assist with academic, extra-curricular and social issues of concern to students. They work closely with parents, other teachers and the administration in order to provide advice and support for students. The homeroom teacher will take his / her students and start preparing them to the assembly room at 7:10 am after monitoring her/ his students to put their bags outside in the bags' cabinets well organized , as well preparing the material for the first lesson . The principal, school counselor, coordinators and teachers based on a scheduled assembly plan speak to all students on different topics. The class teacher or the subject teacher, who has them the first lesson will accompany the students to their classes at 7: 30 am.

Tardiness

The school day starts at 7:00 am and we expect your child to be in class at that time. Attendance is taken by 7:10 am

on duty in the school playgrounds.

- ✓ Return to class on time at the end of snacks and lunch times.

Attendance

It is imperative that we make every effort to report attendance in an accurate manner. Teachers take attendance at the beginning of every class period. The school has strict attendance policy from 7 – 7:10am daily.

A major student responsibility at all grade levels is regular attendance. Many studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in class.

Students with excessive unexcused absences will be considered truant.

Establishing a pattern of good attendance will benefit the student in school and in the workplace. Al Mahd has established more detailed guidelines for primary school student attendance.

Primary School Student Attendance

Expectation – With the exception of school-authorized and verified absences, primary school students are expected to



and students will receive a late mark if they are not in by that time. Any student arriving after **7:20 am** must stop by the reception front desk where he/she will be given a late slip that will be handed to the classroom teacher upon entering the class. As it will be record on the planner. No student will be allowed to enter class without the late slip. The student or parent will also have to sign the student in on an attendance sheet placed at the reception.

If a child has a persistent late record parents will be asked to meet with the School Counselor to resolve the problem. The school is always happy to assist anyway we can should you need our support in this matter. Every 6 unexcused tardiness will be counted as an unexcused absent day on student's report. A Student who records 20 unexcused tardiness slips will not be able to enroll for the next year.

Assemblies Place: Multi-purpose Hall

Assemblies may be held throughout the year to provide entertainment and enrichment. Teachers should escort their classes to all assemblies and stay to help supervise. If you have ideas for specific assemblies, please notify the school counselor.

Students Morning Assembly schedule (2016-2017)

attend class every day. Absence needs to be reported to the school front desk.

Maximum Absence Rule – unexcused student absence will not allow him to do assigned formative or summative assessment, except for those absences specified below.

Types of Absences – Absences which are not counted in the maximum absence rule include, but are not limited to, the following:

- Official religious holidays;
- Death of an immediate family member (parent, stepparent, guardian, sibling, grandparent);

Student Attendance

- Unique or emergency circumstances which are authorized (or, whenever possible, pre-authorized) by a school administrator;
- Chronic or long-term illnesses which are verified by a doctor's signed statement and authorized by the school administrator, and authorized appointments with school personnel.

Absences which are counted in the maximum absence rule include, but are not limited to, the following:

- Verified – Absences which are verified by the parent or guardian with reasons accepted by the school such as illness; medical or dental appointments that cannot be made outside of school time; court appearances; pre-authorized, pre-planned

Day	Year	Time
Sunday	Year (4-6)	7:10am – 7:25 am
Tuesday	Year (2-3)	7:10am – 7:25 am
Thursday	Grades (2-6)	7:10am – 7:25 am

Food Policy

Children sometimes share food with each other at lunchtime. Since some of our students may have severe allergic reactions to nuts, it's our school policy that food containing nuts or nut products should not be brought into school. This includes food the children bring to school for a special event.

Lost & Found

Coats, jackets, other clothing, and lunch boxes misplaced will be put in boxes beside cleaners room. Cell phones, other electronic equipment, purses, and jewelry will be kept in the administration office. Encourage students to write their names on all possessions, and to keep a close

absence of one day or more (arranged prior, preferably at least one week, to the absence in order to be verified); in-school suspension and out-of school suspension.

- **Unexcused** – Unexcused absences are inappropriate and insubordinate and will be treated with consequences for misbehavior outlined in Al Mahd policy. **25 days unexcused** absences during an academic year are cause for retention per SEC guidelines.

Unexcused absent days will be counted on the student's report.

Recess

Snack and Lunch indoors or outdoors recess, Student should be under supervision. Student is not allowed to stay alone or to have recess without supervision. Student must follow recess Daily timetables.

Pray Time - First student will have wodo'a and go to the pray hall under Arabic teachers Department supervision.

Home time – Student must take the right side of the stairs for their safety under teachers supervision. Bus student should line up with the monitor assistant on the bus and go altogether to the bus.

Late Room - Late students must wait in the late room (Scheduled) after home time from 2pm to 2:30 pm under

eye on them.

To be Honest

Show honesty in your actions as well as your intentions.

- Build trust by not cheating, copying or doing someone else's work for them.
- Always telling the truth will gain you a reputation of being an honest, trustworthy person. Not telling the truth can rapidly have the opposite effect.
- We all have our own special talents. Be honest in

BE A STUDENT OF VALUE AT AL MAHD

evaluating yourself and don't make excuses blaming others for things you didn't or couldn't do.

Be Respectful

Demonstrate politeness, respect and consideration toward others both at school and in the community.

- Use appropriate language and an acceptable tone of voice at all times.
- The use of bad language, teasing, or verbal abuse to others is not acceptable.
- Students should be sensitive to the feelings of others and should respect one another's differences. Think how boring the world would be if we were all the same. Enjoy

supervision till their parents pick them up. **After 2:30pm** parents will be charged **50 QR** per 30 minutes.

Be Helpful

Be ready to help others and treat them with kindness.

- At some time or another everyone needs someone else's help. When you freely and kindly aid those who are in need, not only do you get the reward of feeling good because you helped, but you will make it more likely you will be helped in your time of need.

Be Safe

Please keep your arms, feet, and belonging to yourself and respect other peoples space.

- Pushing and shoving, running while inside, throwing objects, fighting, and physically distracting others are not acceptable forms of behaviour.
- Remember safety concerns apply both while at school or away from it.
- Knives, guns (toy guns included), matches, lighters, laser pens and anything that could be used as a weapon should not be brought to school.

Be the Best You Can Be

Always work hard and do your best, when you don't, you not



each other, learn about other cultures, and don't criticize someone just because they are different. Remember how it feels to be left out. Give everyone the chance to be included.

- Personal appearance should reflect a respect for the school.
- Respect the property of the school and the belongings of others.
- Lost property should be returned promptly to the office.
- Care should be taken to avoid damaging the building in any way. Students are required to pay for property damaged through carelessness or with malicious intent.
- Rubbish should be disposed of in the proper containers.
- Students are not permitted to chew gum in school.

only disappoint yourself, you disappoint others who believe in you.

- Care should be taken to have the materials for each class that are needed for learning.
- An atmosphere which allows you to do your best includes quiet study halls, students listening carefully to teachers and classmates, students coming to class prepared with homework and other assignments, and students taking the time to organize their work and study for an appropriate amount of time.

• **School Values (4Cs)**

Courageous / Compassionate / Considerate / Confident.

Consequences of Inappropriate Behaviour (Misbehaviour)

Academic Honesty

Academic honesty is encouraged among all students. Dishonesty is considered a very serious matter. The first known offence will generally involve the student in a conference with their teacher, and contact will be made with the parents. Further offences will be viewed more seriously, may involve a member of the Administration team and would normally result in the student being removed from school. Failure to follow school rules and regulations is treated seriously. Our goal is for students to accept responsibility for their actions and begin to understand the link between their behaviour and its effect on others.

Harassment/Bullying

It is a basic entitlement of all students to receive their education free from humiliation, oppression, and abuse. As relationships are the foundation of our community, students are encouraged not only to treat others as they would wish to be treated, but also to protect and uphold the freedom and rights of others. Bullying is the willful, conscious desire to hurt, threaten, frighten, intimidate, or distress someone. Harassment/Bullying takes many forms. It can be physical, verbal, emotional, racial or sexual, and it is normally a repeated behaviour, not a single incident.

Cyber bullying - is also a method of bullying. Cyber bullying can be defined as the use of information technology, particularly mobile technologies and the Internet, deliberately to upset someone else.

Furthermore, possession or sharing of any type of computer generated or visual display of

Student Tips:

What should you do if you are bullied or you notice others bullying?

Reporting

Telling about bullying is not telling tales. If you were attacked and mugged or your house was broken into you would report this to the police. It is the same with bullying. Bullying is wrong and you should report it. You have the right to be safe from attacks and harassment and nobody should expect you to be silent when you or others are being tormented or hurt.

1st – Tell your teacher or another teacher if you feel more comfortable (if the incident happens in school)

2nd Fill student's complain form to be reported to the counselor.

3rd School Counselor

4th Tell your parents

5th Director

Explain who is involved and what is happening. You may want

pornographic material is against the school rules (including pictures on mobile phones). If these activities take place in school, involving students or staff, the school may take action. Incidents are reviewed on a case-by-case basis.

Fighting/Assault

The school will not tolerate physical fighting or assault. Fighting/assault will result in an automatic suspension from school and will require a parent conference before the student may return to school. Students having difficulties with conflicts are encouraged to seek help from staff as an alternative. Repeated aggressive acts, even after counseling, may lead to the permanent removal of the student from school .

Loss of Social Time (Lunch, recess, breaks, and after school)

If students demonstrate lack of control, they may be removed from the class activity or lose the privilege of socializing with their friends for a designated length of

to take a friend with you for support, especially if they have witnessed the incidents.

Damage to School Property or Fire Alarms

Any student found causing damage to school property through inappropriate behaviour will be sent immediately to the School Counselor. If the damage is not easily corrected by the student, he/she will be expected to meet the cost of replacement or repair, and further disciplinary action would normally be taken. Any misuse or damage to fire alarm call points will have serious consequences and may result in the student being recommended for expulsion.

Personal Honesty

AL Mahd Doha promotes respect for the individual by advocating an atmosphere of trust and respect. Theft of money or the property of others is unacceptable and may result in immediate suspension or expulsion. The school will emphasize and encourage honest and trustworthy attitudes; therefore, incidents of lying may result in disciplinary action.



time.

Dress

Dress or grooming which is disruptive to the classroom or school atmosphere is not allowed. Shoes must be worn at all times for health and safety reasons. Al Mahd school students may not wear facemasks, clothing contradicting school uniform, or any item that would prevent the student from being immediately identifiable. Exceptions may be authorized by school administrators. A student, who is not wearing complete school uniform, will sit in detention, after three warnings.

Detention – During break times

Social Probation - Students who demonstrate a consistent lack of respect for school rules will be placed on "social probation" for a defined period of time. The students will stay in detention room and will not join their colleagues in break time. They will be assigned class work tasks to be done during their detention. If a student on "social probation" continues to defy school rules, the school has the right to expel the student.

Process for Student Dismissal:

Suspension, Exclusion and Expulsion

In-school Suspension (ISS) - If a serious problem occurs or there are concerns that are unresolved after other techniques have been tried, a student may be placed on in-school suspension for a designated period of time. The suspended student will spend the day in

Additional Consequences for Vandalism and Theft - It is important that we keep our school looking good and in working order for all of us. Any student who marks, defaces, breaks or destroys school property will be responsible for cleaning, repairing or replacing the damaged item. Students

the office under the supervision of an administrator. Teachers will send assignments to the office so the student can complete them during the day. In addition, the student receives advice and counseling which relates to the reason for the suspension. During an in-school suspension, a student is not permitted to participate in any school related activity. If after an in-school suspension, a student continues to display inappropriate behaviour, more serious action will be taken.

Out-of-School Suspension - If a serious problem occurs or there are concerns that are unresolved after other techniques have been tried, a student may be placed on suspension for a designated period of time while the matter is investigated and considered. In order for a student to be readmitted to school, a conference between an administrator and the parents is required. During a period of suspension, a student will be expected to complete all homework and class

may also be required to give up a portion of their lunch and/or recess in order to give back to the school community by engaging in various school improvement projects.

Parents will be notified. Appropriate disciplinary action will follow.

Disciplinary action will be taken. To minimize the risk of loss, please:

- Mark your child's belongings including, books bag back pack with his/her name
- Leave money and valuables at home
- Report all losses to the office

Change the school environment:

In the case of repeat offending behavior of the student, or his lack of respect for school systems or rebellion or uttering verbally abusive with one of the members of the governing body and the faculty, or quarreling or harassment of students or throwing firecrackers inside the campus, can be used by one of Qatar Institutions to study the situation and consider the issue of changing the school environment for the student and makes recommendations to the private schools office are not



assignments.

Following the term of suspension, the student will be required to make up all tests and quizzes. During an out-of-school suspension, a student is not permitted to be on campus or to participate in any school related activity.

changing environment only with the consent of the student education on the resolution.

Expulsion - The school reserves the right to expel without refund of fees, any student whose conduct seriously disrupts the academic programme or exerts a negative influence on other students.

Student Transportation: Behavior Expectations

Riding a school bus is a privilege, not a right. To help ensure the safety of students, transportation employees and other motorists, students are expected to abide by all student behavior rules outlined in board policy and reviewed in this handbook, and by the additional transportation safety rules reviewed in the following chart. In addition, while riding in a Al Mahd bus, students sit in a safe manner. Students who violate other student or bus regulations while riding on a school bus, will be disciplined in accordance with student behavior rules as is outlined in Al Mahd policy and reviewed in this handbook and may be denied transportation privileges in addition to the consequences listed. The assistant bus monitor is responsible for maintaining appropriate student behaviour on the bus and is authorized to assign students to specific seats. Once students board the bus they must remain on the bus until they have reached their school or designated stop. The assistant bus monitor will report students who violate the rules to the student's school Counselor or the Transportation Department. **Parents will sign the bus agreement form and return it back to school.**

If a student's transportation privileges are denied because of the student's misbehavior, the student's parent(s) or guardian(s) will be responsible for transporting the student to and from school. Video cameras are used on some school buses, and students' conversations and actions may be recorded on video/audio tape. The use of video cameras is intended to decrease student misbehavior and allow safe bus operation for students, drivers and other motorists. If a student is not following the bus rules and consequences. First he/she will receive two verbal warnings from the counselor, parents will be informed by a call. Next, the student will be dismissed from the bus for two days. After that if the student complete misbehaving he/she will be prohibited from school bus services transportation for the whole academic year.

Students are expected not to engage in the following activities in Al Mahd bus:

- Eating/Drinking on the Bus – Due to the dangers of choking and of allergic reactions to food, eating and drinking are not allowed on the bus.
- Improper Boarding or Departing – Getting on or off the bus in a manner which could cause injury to self or others.
- Not Remaining Seated when the bus is in motion, including not ping hands, arms, legs and head inside the bus. Pushing, Shoving or Scuffling. Students must speak English language on bus at all times. Loud conversation is distracting the driver and unsafe.
- Tampering With Emergency or Safety Equipment – Unauthorized handling of emergency or safety equipment on the bus, including first aid kits, fire extinguishers, and emergency doors, windows or hatches, or crossing/patrol flags.

Throwing, Shooting or Spraying of Objects or Propellants – Throwing or shooting any items inside a bus, from outside to inside or from inside to outside a bus. Any spraying of propellants such as cologne, paint, etc. while on the bus.

Punishment Procedures for unacceptable behavior at school



AL MAHD INTERNATIONAL SCHOOL - Doha

مدرسة المهة العالمية - الدوحة

Incident	Type of action	procedures
First	1 st Infraction	Teacher writes a note on student's diary. Parents should sign under the note that they had read it. Teacher reported an incident form. Student signs infraction 1 record.
Second	2 nd Infraction	Teacher calls student's parent and informs school counselor. Student signs infraction 2 record.
Third	3 rd Infraction	Teacher calls student's parent and informs school counselor. Student signs infraction 3 and goes to detention. School counselor calls his/her parents for urgent meeting and they will sign that they had been informed.
Fourth	Detention during break times	School counselor informs parents by phone call and official letter. Student will stay during the break time doing class work activities under School Counselor supervision.
Fifth	Record Behaviour File	School counselor give the student a record behaviour file for one week after he/she took 3 verbal warning from his/ her class teacher. Behaviour committee studies student's behaviour file and take action.
Sixth	Declaration Form	School counselor calls his/her parents for urgent meeting and they will sign that they had been informed.
Seventh	Forbidden from School Trip Activities	School counselor informs parents by sending an official letter. Student stays in school counselor office doing class work activities on the school's trip day.
Eighth	Internal School Suspension Day	School Counselor informs Parents in Urgent meeting. Parents should sign an official letter.
Ninth	Penalty Charges	School Counselor calls parents about school property damages done by the student. Parents should pay penalty charges for the school.
Tenth	Out of School Suspension for One Day/ 3 Days	School Counselor arranges a meeting for Parents with the School Principal to inform them about the unacceptable e.g. indecorous / Minor Misdemeanours / immoral or disrespectful behaviour.
Eleventh	Expulsion	Behaviour committee, Director, Board of Trustees, and SEC decision.

Praise Procedures



AL MAHD INTERNATIONAL SCHOOL - Doha

مدرسة المهدي العالمية - الدوحة

Consequence	Type of Praise	Class Teachers' Charts and rewards given to students.
First	Teachers' Charts	School counselor asks class teachers every week for star of behaviour week students' names. (school counselor takes photos for the star of behaviour and the best class every week and stick their photos on the star behaviour board and to announce their names on every Sunday students morning assembly . when the class teacher choose the same student 5 times he will get a star behaviour certificate award from school counselor)
Second	Star of behavior and best class photos	Honors students who scored his average above 90 + also no C marks on his report after each term, the school principal gives the honors certificate letters or awards in front of all the students and staff in the multi-purposes assembly room. The average for each honor student will post on the honor boards.
Third	Honors Awards	Improved Behaviour, Academic progress, Efforts and Values Awards given from the principal for students each term who deserves it in front of all the students and staff in the multi-purposes assembly room .
Fourth	Merits Awards	Merits and Demerits book in school planner, teachers should sign beside every merit or demerit given to the student, each demerit cancels two merits. Every three months the school counselor asks the class teachers to collect all the Merit books from all their students to check out how many Merits and demerits they have accumulated also record that in Student Merits and Demerits Excel Format and send it for the school counselor. Students who get 150 merits will receive vouchers. Students who get 100 merits will receive platinum awards. Students who get 75 merits will receive golden award. Students who get 50 merits will receive silver award. Student who get 25 merits will receive bronze award (all awards are given to the students in the assembly in front of all students and staff by the director)
Fifth	Academic ,Behaviour , school values, Attendance, uniform, learners attributes Awards	Director, Counselor, coordinators and Teachers discussion the rewards given to students.

Computer Lab Rules



I would like to share with you some of the rules that your child must follow in the computer lab. Please make sure your child understand the rules below.

Your child will be expected to follow these without exception:

- 1.** Be seated at the assigned computer.
- 2.** Switch on the PC only when the teacher permits you to do so.
- 3.** Don't use programs on the computer that are unrelated to what you're studying without the teacher's permission.
- 4.** Save your work in your personal folder.
- 5.** Use all equipment with care to ensure that nothing gets broken; mistakes on computers can almost be fixed while broken computer components cost money to replace.
- 6.** Switch off your PC from the start menu. Do not switch off the monitor or the PC using the buttons unless told otherwise.
- 7.** If you have a question, raise your hand and wait to be called on.
- 8.** While students are working at their computers, they should refrain from talking.
- 9.** No eating or drinking in the lab under any circumstances.
- 10.** Ensure that the computer lab is left neat: headphones away, chairs pushed in, etc.



Children Birthday Regulations

Dear Parents,

The school understands that many of you like to celebrate your child's birthday in school with his/her classmates.

It is a pleasure for the school to help you organize the celebration during lunch break. Parents should inform the administration one week in advance through email or phone call/ in person.

However there are some regulations we would like you to follow and take note of:

1. Items such as balloons, party hats, masks are allowed. Please kindly do not bring items such as various kinds of sprays or items that create noise as this will distract other classes.
2. As for food cake is allowed. However be mindful of the kind of candles used. Do not bring candles with sparkles as this is dangerous.
3. For drinks no fizzy drinks are allowed only mini juice packets per child are allowed.
4. As we have to be mindful of lesson time, please pack any other food / gifts items you wish to distribute in goodie bags so the children can take them home.

We appreciate your cooperation and wish to work hand in hand with you to give your child a memorable day.

We would like to take this opportunity to ask all families to please not send any food to school that contains pork. As mentioned above, children sometimes share their food and may be unaware of the ingredients of some foods. The consumption of pork is prohibited in Islamic law. As an international school it's important that we respect the culture and values of our host country of Qatar.