



**الوكرة Al Wakra**  
أكاديمية قطر Qatar Academy

عضو في مؤسسة قطر  
Member of Qatar Foundation

**QATAR ACADEMY  
AL-WAKRA**

**PARENT HANDBOOK**

**2016-2017**

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# 1. INTRODUCTION

## 1.1 Vision

To provide the highest possible standards of education where students can develop to their full potential to positively impact their community and the world.

## 1.2 Mission

Qatar Academy Al Wakra is a private, bilingual, coeducational school that serves its local community by developing students who are critical thinkers, life-long learners, globally-minded responsible citizens that are of the highest academic caliber and grounded in high moral values and cultural integrity.

## 1.3 Beliefs

Education at QAW:

Inspires a passion for lifelong learning,  
Fosters creative and critical thinking,  
Stimulates innovation and collaboration,  
Empowers students with confidence,  
Cultivates globally-minded citizens who excel in a diverse and ever-changing world, and  
Encourages the pursuit of individual dreams

## 1.4 Values

Qatar Academy Al Wakra's mascot is the stallion. Teachers and staff support our core values using the symbol of a Stallion

Strength: Strength of character, body and mind

Tolerance: Be globally minded, recognize and respect others

Ambition: Strong drive for success

Leadership: Positively influence others

Loyalty: Commitment to culture, community, and country

Integrity: Principled, honorable, and honest

Originality: Creative and Independent

Nobility: Moral excellence

Self-Confidence: Belief in oneself

## 1.5 School Levels

The Academy opened on September 9, 2011 with students from Nursery through Grade 2. The Academy is expected to grow by one grade level per year until it covers the following levels:

- Primary School:
  - PYP
    - Pre-school, a two-year program for 3 and 4 year-olds.
    - Elementary, a six-year program Kindergarten through Grade 5.
- Secondary School:
  - MYP, a five-year program grades 6 through 10 (Year 1 - 5).
  - DP, a two-year program grades 11 through 12 (Year 6 - 7)

## 1.6 Instructional Programs

The Academy offers a comprehensive educational program that includes all core subject areas as well as art, physical education, information technology and music. Standards, benchmarks and outcomes defined for each grade level are based on standards from the United States and Qatar.

QAW provides a bilingual program. English Language Arts and Arabic Language Arts are both taught daily. Arabic is a core subject. Islamic Studies and Qatari History are also essential parts of the Arabic program, further reinforcing Arabic language skills. The other academic subjects are taught in English.

QAW implements the PYP (Primary Year Program) and MYP (Middle Years Program) in both Arabic and English.

At QAW, we believe an excellent curriculum must have strong alignment among the written, taught and tested components of the curriculum.

We utilize the following standards in each curricular area:

- Common Core State Standards – English Language Arts
- AERO Standards- Math
- Next Generation Science Standards correlated to the PYP/MYP Scope and Sequence – Science
- Georgia Music Standards – Music
- Ontario Health and Physical Education Curriculum – PE
- Ministry of Education – Arabic Language Arts, Islamic Studies, Qatari History
- National Educational Technology Standards for Students (NETS) along with the Bismarck Public Schools skills scope and sequence for ICT – IT
- Washington State Standards – Art
- Creative Curriculum – PreK 3 and PreK 4 (all curricular areas)

## 1.7 Admission

Admission to the school depends on student's age, vacancies, placement test results, previous school records and on meeting the entrance requirements. Admission applications are completed online. Please follow this link for registration: <http://www.qaw.edu.qa/admissions>. For information about the admissions process please follow this link: <https://qaw.openapply.com/>. Applications are accepted all year.

## **2. PROCEDURES**

Parents are co-partners with the school in helping students to develop socially, intellectually, and physically. Positive attitudes and responsible behavior contribute to the child's total development.

The following are some procedures and regulations that will help us achieve our aims.

### **2.1 School Hours**

PreK 3 and PreK 4: Gates open at 6:30 daily. Classes start at 7:00 and end at 12:00  
Teachers supervise students from 6:30 to 12:15  
The Academy does not provide supervision for students prior to 6:30 or after 12:15

Kindergarten: Gates open at 6:30 daily. Classes start at 7:00 and end at 1:00  
Teachers supervise students from 6:30 to 1:15  
The Academy does not provide supervision for students prior to 6:30 or after 1:15

Elementary Grades 1- 5 and Middle School: Gates open at 6:30 daily. Classes start at 7:00 and end at 2:00  
Teachers supervise students from 6:30 to 2:15  
The Academy does not provide supervision for students prior to 6:30 or after 2:15

Students are expected to arrive to school on time between 6:30-7:00 am. Do not send students to school earlier than necessary. Please pick up your children on time. Teachers and other staff have meetings after student dismissal and cannot supervise children who have not been picked up.

### **2.2 School Gates**

- Gates open at 6:30 a.m. Students enter classrooms at 6:45. Prior to 6:45 students are supervised on the Red Top.
- Classes begin at 7:00 a.m.
- Gates close at 7:15 a.m.
- Students entering gates after 7:00 a.m. receive a tardy

### **2.3 Supervision**

Supervision is not provided before or after the times posted in the school hour's section (2.1). Please ensure your child's safety by arriving to school on time and picking up your child promptly at the end of the school day. Students are supervised during all school activities. Students are not allowed to use the Academy playgrounds after school hours without the approval of the administration.

## **2.4 Attendance and Tardy Policy**

Absences and tardiness have a negative impact on student learning. When absent or late, children miss valuable classroom instruction and activities that help them develop important concepts and skills. Classroom instruction cannot be made up when students are absent or late to school. Qatar Academy Al Wakra expects students to arrive to school on time and be present every day.

### **Tardy Policy**

1. A student who is tardy to class for more than 15 minutes shall be considered as having missed the class. The same policy shall apply to students who are picked up early from school.
2. A student who is tardy or picked up early from school five times will be considered absent for one day.
3. The school will contact parents if a student is tardy or picked up early five times and advise them of the policy.
4. A student who exceeds the allowable number of tardies or early pick-ups may be denied enrollment for the following year.

### **Absence Policy**

Absences are a loss of instructional time and should be avoided when possible. Only in cases of documented long-term illnesses (3 days or more) or family emergencies, can absences be “excused”. The school administration will determine whether or not an absence shall be excused. All absences, even those determined as “excused” by the school, will be documented in PowerSchool. If a student exceeds the maximum allowable number of absences, his/her academic status and enrollment status may be jeopardized.

1. A student’s absence from class is excused only if the absence is for illness or if there is a family emergency. Documentation of a student’s illness must be provided by a doctor if the student is absent 3 or more days due to illness. However, absences for illness or family emergency are counted toward the total number of absences per term.
2. If a student is absent 10 school days, the teacher will call the parents to set up a conference with parents, teacher and the school administrator responsible for attendance or the Curriculum Leader. Both the student and one or more parents will be required to attend this meeting. At this meeting, the student’s attendance record will be reviewed and a plan developed to improve attendance for the remainder of the school year. Parents will be required to sign a letter indicating that they have attended the meeting, have read the Attendance Policy, have agreed with and support the attendance plan developed for the student and are aware to the potential consequences of a continued lack of attendance.
3. If a student is absent 15 school days, another meeting must be held with the student, his/her parents, the Level Principal and the Curriculum Leader to discuss actions to be taken and review and/or revise the attendance plan developed at the previous meeting. The decisions of this meeting must be summarized in a revised attendance plan to be signed by all in attendance at the meeting.
4. If a student is absent 20 school days, another meeting must be held with the student, his/her parents, the school Director, and the Curriculum Leader to review the actions taken to this point

and discuss the possible consequences of the student having to repeat a course or a grade level if attendance does not improve.

5. The School Director and the Executive Director will review any student whose absences especially unexcused absences exceed 25 school days and review the remedial/corrective action taken with the student and his/her parents. Upon review, the School Director and the Executive Director will decide collaboratively on the course of action to follow.
6. In the case of an excused absence (due to long-term illness or family emergency) that results in a student exceeding the maximum allowable number of absences for the term or year, the student may be allowed to advance to the next grade level if the student meets grade level standards or other criteria as determined by the school.

### **Absence and Tardy Procedures**

QAW expects students to arrive to school on time. Classes begin at 7:00 am and students are expected to be in class, seated and ready to learn. Attendance is taken at 7:00 am and students arriving to class after that time will be marked tardy. Parents are expected to call the school to report their child's absence or tardiness between 6:30 – 7:30 am on the day of the tardy/absence. Please call QAW reception at 4454 7418 to report your child's absence or late arrival to school. Parents are requested not to contact teachers directly.

Students who arrive late to school must stop at the reception and get a late slip. The student must deliver the late slip to the teacher. If the student fails to give the late slip to the teacher, he/she will not be admitted to class.

When a student is absent, upon returning to school, a note or email written by the parent/guardian clearly stating the reason for the child's absence must be given to the school. It is the parent's responsibility to request homework assignments, and arrange for picking-up the assignments at the end of the school day when the child is absent.

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

It is strongly recommended to schedule your child's appointments, such as doctor and dentist appointments, *after* school hours. Attendance at school is essential to the learning process. Important concepts and content are taught during class. Activities, lessons and classroom instruction are often times impossible to make up. Please schedule your child's appointments after the school day is over. If a child is approved for early dismissal due to an unavoidable appointment or situation during the school day, the parent/guardian must sign the student out at the reception.

Parents who wish their child to change his/her usual daily routine, such as leave with the parents of another student or a relative, are required to notify the office in writing ahead of time indicating the name of the person picking up the student. If a child is absent from school QAW will:

- Call the parent on the second day of the absence if the school has not been notified by the parent/guardian by 8:00 am.
- Require a doctor's note if a student is absent 3 consecutive school-days or more.
- The teacher will notify the parents in writing and ask for a conference if the student continues to be absent from school, following the above mentioned guidelines regarding absences.

## **2.5 School Clinic Procedures**

### **Student Illnesses and Accidents While in School**

Illnesses and accidents involving students during school hours are reported to any of the nurses for proper assessment and first aid. The school nurse or a certified first aider staff member (in the absence of the nurse) will provide first aid to the student and will contact the parents during such an incident.

### **Accident or Medical Emergency**

During an emergency situation in which a student requires immediate transfer to the hospital via ambulance, the administrative staff or the teacher will call the parents, while the school nurse or the first aider will stay with the student to administer first aid until the ambulance arrives. School Nurse or designated school personnel shall go along with the ambulance until the parents arrive at the hospital.

### **Administration of Medication during School Hours**

All medications must be given to the school nurse or to the school receptionist and should be in the original container and properly labeled. There should be a doctor's signed prescription and/or parent's consent letter. A "Medication Consent" form is available at the school reception area and should be signed by the parent or guardian. Students are not allowed to keep medicines in their bags or self-administer any medication.

### **Nut Free School**

Some of our students are allergic to nuts and peanuts. In some cases, contact with nuts may lead to severe allergic reaction. All foods containing nuts or peanut products are not allowed in school.

### **"No Nits" Policy**

Head lice inspection is carried out by the school nurse every term of school. Parents will be informed of when the health screening will be done. If a child has live head lice or eggs, parents will be notified and the child will be sent home to start the treatment to prevent infestation in school. Head lice inspection will also take place AS NEEDED anytime during the school year.

## **2.6 Emergency and Evacuation Plans**

QAW ensures the safety of students by regularly practicing fire, earthquake, lockdown, and emergency drills. In the event of an emergency where students need to evacuate the Academy buildings and the immediate areas, administrators and teachers will assume full responsibility to see that all students are safe.

Once students have been moved to a safe area, parents will be notified immediately by SMS informing them of the emergency and giving them further instructions.

## **2.7 School Uniforms**

School uniforms can be purchased at Integral Store anytime during the year. Students are required to be in uniform daily unless otherwise notified. The uniform is expected to be clean and neat at all times.

### **Uniform for Girls and Boys Pre3 to Grade 5:**

- White short or long sleeve polo shirt
- Maroon trousers or shorts
- Maroon skirt for girls

### **Winter:**

- Grey vest for girls and boys
- Grey cardigan for girls
- Grey sweater
- Girls should wear white socks or tights

### **Uniform for Girls (Middle School):**

- White long sleeve blouse
- Grey trousers or long skirt

### **Uniform for Boys (Middle School):**

- White short or long sleeve polo shirt
- Grey trousers

### **Winter for Girls and Boys:**

- Black jacket
- Maroon sweater
- Maroon vest
- Girls should wear white socks or tights

### **P.E. Uniform for Girls and Boys:**

- Maroon with black polo shirt (short or long sleeve)
- Black sports pants
- Black shorts for boys
- Maroon tracksuit jacket
- White sport shoes (Soccer cleats are not allowed at school. If a child arrives to school wearing cleats, he/she must be sent to the office to call home for a change of shoes).

During the winter months both boys and girls may wear tracksuits for physical education classes. Tracksuits as well as winter jackets are purchased from Integral. Other non-uniform jackets, sweaters, shoes with lights or sound are not acceptable to wear to or at school. Teachers are responsible for enforcing the school's uniform policy and reporting to the administration any student not in the proper school uniform. Parents will be called and requested to bring the proper uniform to school if students are out of uniform.

## 2.8 Holidays and Vacations

Classes do not take place during official and school holidays and vacations as listed on the school calendar. Parents will be reminded of upcoming holidays and vacations via newsletters, SMS, QAW website, etc.

Family travel during the school year will not be approved and will be considered an unexcused absence. Excessive absences could jeopardize your child's enrollment status at QAW.

## 2.9 QAW ID Cards System

**Aims:** To ensure the safety and security of students, only QAW ID card holders are allowed on campus.

### **Rules**

- No QAW ID cards are issued for minors under 18 year of age.
- Signing the application declares that the parent/legal guardian provided true and accurate information.
- Card holders commit to observe rules and regulations of Qatar Academy Al-Wakra (QAW) campus access and to not participate in any activities, which might compromise the security of the campus or safety of the students.
- QAW ID cards must be collected in person by a parent or a legal guardian with a valid form of picture identification.
- Every family receives up to three ID cards. Additional QAW ID cards are available upon request. An application form and a QAR 50 fee are required.
- The procedure for card replacement or extra card will be:
  1. Fill the application form
  2. Pay QR 50 to cashier and take the receipt
  3. Submit the application form along with required document and the receipt to the school secretary
  4. Collect your card
- QAW ID card must be visibly displayed at all times while on campus.
- The school will not dismiss a child to a person whom family ID number does not match the child's one.
- Family members with a visitor pass will be given the students at teacher's discretion.
- Students will be handed only to those who have a QAW ID that identifies their relationship to the children they are collecting.

## **Frequently asked questions**

<b>Question</b>	<b>Answer</b>
1. How can I apply for a QAW ID card?	Fill out and sign an application form listing all parents or legal guardians and household staff of QAW students who they are requesting access for.
2. What documents do I need?	A passport size photo and a Qatar ID copy for each cardholder
3. What happens if I have a new maid or driver?	A family can request a replacement ID card for the new household staff for no additional fee by completing an application form and returning the old ID card.
4. What if there is a mismatch between the card and its holder?	Teachers call the parents for consent and/or send the child to the main office to be picked up.
5. What if I forgot my card?	Family members will be issued visitor passes from main gate.
6. If the teacher has any doubts about the person collecting the child...	The teacher will call the parents and/or send the child to the office
7. What if the school cannot get hold of family?	The child will be kept in the main office until a parent contacts the school.
8. What if one lost a card?	A QAR50 fee will be applied

## **3. ACADEMIC MATTERS**

### **3.1 Instructional Materials**

The Academy provides students with instructional materials at the beginning of the school year. However, parents should provide their children with basic school supplies such as pencils, pens, and erasers. Textbooks are distributed to students on a loan basis except for Arabic, National Studies and Islamic Studies. Teachers distribute textbooks to students at the beginning of the year and keep accurate records of all textbooks and workbooks issued.

At the end of the year, teachers collect all textbooks, check on their condition, and report damaged books to the parents for payment.

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

### **3.2 Remedial Help/Support Program**

Extra help will be offered to students identified by the Student Study Team. Intervention and support will be provided to students based on prioritization of needs. Complete information on the school's academic support program is available at the school office.

### **3.3 Private Tutoring**

The Academy discourages private tutoring so that students do not become dependent on tutorial help. Assistance for students who have been identified by the Student Study Team as needing extra help will be provided at school. The school may authorize private tutoring in two cases:

1. To cover subject matter after prolonged absence due to illness
2. To fill in gaps in a student's mastery of prerequisite skills

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

### **3.4 Open Houses**

During the first month of the school year, parents are expected to attend an important Open House at which teachers present an overview of the curricula, standards, classroom/school procedures and expectations, homework policies, field trips, extra-curricular activities, opportunities for parent involvement, etc. This is an opportunity to learn about how parents can partner with the school in their child's education.

### 3.5 Parent Teacher Conferences

Parent teacher conferences will be scheduled at the end of Term 1. Additional conferences will be scheduled on an as-needed basis. In order to receive your child's 1<sup>st</sup> Term Report card, parents must attend Term 1 conferences.

### Student Led Conferences

Student Led Conferences will be scheduled towards the end of Term 3. This conferences allows the student to share with their parents what he/she has learned throughout the year.

### 3.6 Homework

Homework is intended to reinforce and support learning outside of school. Homework guidelines are offered below.

- Grade 6-7 student homework is given to students by subject teachers on a needs given basis. It is expected that students complete their homework obligations in order to add value to their classroom learning. Summative assessments take priority over homework and students may have to work longer at home to get these completed.
- Summative assessments: All students are given two weeks' notice of any due summative assessment. It is important that all students meet due deadlines as this can directly affect their grades.

Grade	Total expected time spent per day	English Components	Math Components	Arabic Components	Total expected time spent per day
Kindergarten	30 minutes	<ul style="list-style-type: none"> <li>• Phonics</li> <li>• Vocabulary</li> </ul>	<ul style="list-style-type: none"> <li>• Math Facts</li> <li>• Unit Skill</li> </ul>	<ul style="list-style-type: none"> <li>• أصوات الأحرف</li> <li>• قراءة قصة اسبوعياً</li> <li>• الإملاء الأسبوعي</li> </ul>	<ul style="list-style-type: none"> <li>• Daily reading of English and Arabic sight words list</li> <li>• Reading of signs in the community</li> </ul>
Grade 1	40 minutes	<ul style="list-style-type: none"> <li>• Phonics</li> <li>• Grammar/ Writing</li> <li>• Comprehension</li> <li>• Vocabulary</li> </ul>	<ul style="list-style-type: none"> <li>• Math Facts</li> <li>• World Problems</li> <li>• Unit Skill</li> </ul>	<ul style="list-style-type: none"> <li>• أصوات الأحرف والمدود</li> <li>• المهارة اللغوية</li> <li>• فهم المقروء / الكتابة</li> <li>• الإملاء الأسبوعي</li> </ul>	<ul style="list-style-type: none"> <li>• Daily reading of English and Arabic sight words list</li> <li>• 10 minutes of daily reading in Arabic or English</li> </ul>
Grade 2	40 minutes	<ul style="list-style-type: none"> <li>• Phonics</li> <li>• Grammar/ Writing</li> <li>• Comprehension</li> </ul>	<ul style="list-style-type: none"> <li>• Math Facts</li> <li>• World Problems</li> <li>• Unit Skill</li> </ul>	<ul style="list-style-type: none"> <li>• أصوات الأحرف والمدود</li> <li>• المهارة اللغوية</li> <li>• فهم المقروء / الكتابة</li> </ul>	<ul style="list-style-type: none"> <li>• Daily reading of English and Arabic sight words list</li> <li>• 10 minutes of daily reading in Arabic or English</li> </ul>

		<ul style="list-style-type: none"> <li>• Vocabulary</li> </ul>		<ul style="list-style-type: none"> <li>• الإملاء الأسبوعي</li> </ul>	
Grade 3 - 5	40 minutes	<ul style="list-style-type: none"> <li>• Phonics</li> <li>• Grammar/ Writing</li> <li>• Comprehension</li> <li>• Vocabulary</li> </ul>	<ul style="list-style-type: none"> <li>• Math Facts</li> <li>• World Problems</li> <li>• Unit Skill</li> </ul>	<ul style="list-style-type: none"> <li>• فهم المقروء</li> <li>• المهارة اللغوية</li> <li>• الكتابة والنسخ</li> <li>• الإملاء الأسبوعي</li> </ul>	<ul style="list-style-type: none"> <li>• Daily reading of English and Arabic sight words list</li> <li>• 10 minutes of daily reading in Arabic or English</li> </ul>

## **4. GRADING AND REPORTING**

### **4.1 Reporting Student Progress and Report Cards**

QAW utilizes a standards-based report card. The academic content standards indicate what students should know and be able to do at each grade level by the end of the school year. The report cards provide detailed information about how students are doing in each subject.

### **4.2 Regular Reports**

- Report cards are issued at the end of each term. Copies of the final report card are kept in the student's file.
- At the end of the first term the school organizes parent-teacher conferences to discuss the student's' progress and the report card. Parents must attend the parent-teacher conference to receive the report card.

### **4.3 Non-Regular Reports and Parent-Teacher Meetings**

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

### **4.4 Promotion Requirements**

To be eligible for promotion to the next grade level, a student must have:

- Reached grade level standard or have made adequate progress toward standard in all subject areas according to the criteria set forth by the school
- A record of regular attendance

### **4.5 Academic Progress and Learning Support**

- Academic progress is shared with parents through report cards and parent teacher conferences. In some cases, students who do not meet grade level standards may receive differentiated or modified instruction to support them from the classroom teacher and the learning support department. Decision for services from the learning support are determined based on the need of the child and the capacity of the department to provide the needed support. QAW utilizes a Response to Intervention structures to ensure all students are receiving instruction at their ability level when possible.

## 5. DISCIPLINE MATTERS

### 5.1 Behavior Correction System

School-Wide Positive Behavior Interventions and Supports (SWPBIS) is a proactive and positive approach to school-wide behavior management. Our goal is to develop students who are Safe, Responsible, and Respectful citizens.

QAW has established positively stated school-wide expectations that are explicitly taught and positively reinforced. Our main goal is to increase instructional time by reducing unwanted behavior. PBIS is a framework to identify needs, develop strategies and evaluate practices toward success. The components of SWPBIS at QAW include: CHAMPS/MAC, a ticketing/reward system in the primary level (Bee Tickets / Bee Bucks) and the behavior correction system (see flow-chart on following pages). We are also using Second Step, a social and emotional learning curriculum to help students learn to regulate their own behavior, solve problems in a peaceful and meaningful way, and to develop empathy for others. One of the tools for problem solving which we teach the students is Kelso's Choices.

In order to acknowledge students exhibiting the expected behaviors QAW utilizes a ticketing system. Students are acknowledged with positive specific verbal praise and a "Bee Ticket" at Pre3 - 2 or "Bee Bucks" at 3-5. Students can earn "Bee Tickets/ Bucks" for following the behavioral expectations described in the matrix on the following page as well as for using Kelso's Choices for problem solving or demonstrating the skills learned through Second Step. Students can earn Bee Tickets/ Bucks from any faculty or staff member, at any time during the school day. A Bee Ticket for each class in KG through 2nd grade is selected each week at the assembly. Students are recognized for their specific action that showed excellent behavior and have their picture featured on a bulletin board as well as receiving a special "Stallions" pencil. Students in grades 3-7 are recognized for being positive bystanders and contributing to a caring community. They receive specific recognition and a special pen to use on their work. Bee Bucks are also used to purchase prizes each week at the Bee Buck Store.

<p>_____ in grade _____</p> <p>was caught <b>bee-ing</b>...</p> <p><input type="checkbox"/> Safe</p> <p><input type="checkbox"/> Responsible</p> <p><input type="checkbox"/> Respectful</p> <p>Staff Name</p> <p><input type="text"/></p>	<p>_____ in _____</p> <p>was caught being...</p> <p></p> <p><input type="checkbox"/> Safe</p> <p><input type="checkbox"/> Responsible</p> <p><input type="text"/></p> <p>Teachers will write their initials on the</p>
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## 5.2 (3 B's) Expectation Matrix

	Be Safe	Be Responsible	Be Respectful
<b>Hallway</b>	<ul style="list-style-type: none"> <li>Walk</li> <li>Keep eyes forward</li> <li>Keep hands and feet to yourself</li> <li>Stay in your own space</li> </ul>	<ul style="list-style-type: none"> <li>Go directly to your destination</li> <li>Hold the door if it is your turn</li> </ul>	<ul style="list-style-type: none"> <li>Walk in a straight line</li> <li>Conversation level 1</li> <li>Greet people with a smile</li> </ul>
Routine: Walk in a straight line, follow directions, wait patiently			
<b>Stairs</b>	<ul style="list-style-type: none"> <li>Hold the rail</li> <li>One step at a time</li> <li>Stay in your own space</li> </ul>	<ul style="list-style-type: none"> <li>Go directly to your destination</li> </ul>	<ul style="list-style-type: none"> <li>Walk in a straight line</li> <li>Conversation level 1</li> <li>Use quiet feet</li> <li>Greet people with a smile</li> </ul>
Routine: If and when there are two classes using the stairs, the class going downstairs will get priority for the rail			
<b>Restroom</b>	<ul style="list-style-type: none"> <li>Walk</li> <li>Wash hands with soap</li> <li>Keep water in the sink</li> </ul>	<ul style="list-style-type: none"> <li>Flush the toilet</li> <li>Clean up after yourself</li> <li>Report problems</li> </ul>	<ul style="list-style-type: none"> <li>Wait your turn</li> <li>Knock before entering</li> <li>Say "Please" and "Thank you"</li> </ul>
Routine: Go, flush, wash			
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>Walk</li> <li>Keep your eyes forward</li> <li>Report spills</li> </ul>	<ul style="list-style-type: none"> <li>Use hand sanitizer before entering the cafeteria</li> <li>Stay seated until dismissed</li> <li>Clean up after yourself</li> <li>Make healthy choices</li> </ul>	<ul style="list-style-type: none"> <li>Conversation level 2</li> <li>Eat politely</li> <li>Say "Please" and "Thank You"</li> </ul>
Routine: Follow the arrows, wait patiently			
<b>Playground</b>	<ul style="list-style-type: none"> <li>Use equipment correctly</li> <li>Hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Take care of equipment</li> <li>Freeze when the bell rings</li> <li>Walk to line up</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions</li> <li>Take turns</li> <li>Share</li> </ul>
Routine: Play safely, freeze when the bell rings, walk to your class when signaled			
<b>Assembly</b>	<ul style="list-style-type: none"> <li>Walk</li> <li>Keep eyes forward</li> <li>Keep hands and feet to yourself</li> <li>Stay in your own space</li> </ul>	<ul style="list-style-type: none"> <li>Stay with your class at all times</li> <li>Respond to the quiet signal</li> <li>Follow instructions</li> <li>Sit criss-cross</li> </ul>	<ul style="list-style-type: none"> <li>Conversation level zero, unless called on</li> <li>Clap softly to show encouragement</li> </ul>

			ent and support
Routine: Walk in a straight and quiet line, follow directions, wait patiently, be a thoughtful audience			
<b>Community/ Field Trip</b>	<ul style="list-style-type: none"> <li>Stay with your teacher</li> <li>Follow directions</li> <li>Stay buckled and seated on the bus</li> </ul>	<ul style="list-style-type: none"> <li>Ask permission if you need to leave</li> </ul>	<ul style="list-style-type: none"> <li>Remain quiet during performances</li> <li>Clap to show appreciation</li> <li>Say "Please" and "Thank You"</li> </ul>
Routine: Varies by field trip			
<b>Woudou</b>	<ul style="list-style-type: none"> <li>Follow the al woudou procedures</li> <li>Walk</li> <li>Keep the floor dry</li> </ul>	<ul style="list-style-type: none"> <li>Take off shoes</li> <li>Use only the water you need</li> <li>Say "duaa al woudou"</li> </ul>	<ul style="list-style-type: none"> <li>Conversation level 1</li> <li>Finish quickly so that others can complete woudou</li> <li>Exit orderly</li> </ul>
<b>Prayer Room</b>	<ul style="list-style-type: none"> <li>Walk</li> <li>Take off your shoes</li> </ul>	<ul style="list-style-type: none"> <li>Wear appropriate clothing</li> <li>Complete the prayer</li> <li>Walk behind those praying</li> </ul>	<ul style="list-style-type: none"> <li>Face Al Qibla</li> <li>Conversation level 0</li> </ul>
Routine: Pray on time			
<b>Waiting Room</b>	<ul style="list-style-type: none"> <li>Walk Hands and feet to yourself</li> <li>Sit calmly</li> </ul>	<ul style="list-style-type: none"> <li>Listen to instructions</li> <li>Sit and stay in waiting room until given permission to leave</li> </ul>	<ul style="list-style-type: none"> <li>Conversation level 1</li> <li>Leave chairs in their place</li> <li>Clean up your own mess</li> </ul>
<b>Fire Drill</b>	<ul style="list-style-type: none"> <li>Walk swiftly</li> <li>Keep eyes forward</li> <li>Hands and feet to yourself</li> <li>Stay in your own Space</li> </ul>	<ul style="list-style-type: none"> <li>Face the wall</li> <li>Listen to instructions</li> </ul>	<ul style="list-style-type: none"> <li>Conversation level 0</li> </ul>
Routine: Walk silently, follow directions, and wait patiently			
<b>Arrival</b>	<ul style="list-style-type: none"> <li>Hands and feet to yourself</li> <li>Go straight to your designated area</li> <li>Stay in your own space</li> <li>Walk</li> </ul>	<ul style="list-style-type: none"> <li>Listen to instructions</li> <li>Stay with your group</li> <li>Leave all items in your bag</li> </ul>	<ul style="list-style-type: none"> <li>Conversation level 2</li> </ul>
Routine: Walk, follow directions, and wait patiently			

## 6. GENERAL PROCEDURES

### 6.1 Newsletters and Communication

Newsletters are a vital mean of communication. These are sent home **via SMS on a monthly basis**. Parents are requested to read them carefully and promptly and follow-up on any requests.

### 6.2 Illnesses and Accidents

Illnesses and accidents involving students during school hours are reported immediately to the school nurse. The school office will contact parents immediately after any such incident occurs.

### 6.3 Birthday Celebrations

Birthday celebrations are allowed inside the classroom at the **end of the school day** for 30 minutes. Only juice and cake are allowed. No gifts or party bags are allowed. Cakes, etc. must not contain any nuts.

### 6.4 Jewelry

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

### 6.5 Lost and Found

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

### 6.6 Identification of Student Possessions

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

### 6.7 Backpacks

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

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

## **6.8 Gifts**

Gifts to school personnel are not accepted. In order to avoid any misunderstanding or disappointment, parents are kindly requested to abide by this policy.

## **7. MYP Policies**

Please see our website for the full version of these policies:

<http://www.qaw.edu.qa/academics/middleschool>.

### **7.1 Language policy**

The purpose of the Language policy is to provide clarity and understanding for faculty, parents and students on our use of languages we use to communicate with one another. As a dual language school, QAW understands that learning a second language requires a transdisciplinary teaching approach across all subjects.

### **7.2 Academic Honesty policy**

The purpose of the Academic Honesty policy is to ensure students understand the importance of honest authorship in their work and to prevent plagiarism, cheating and collusion. Students who do not show academic honesty constitutes misconduct.

### **7.3 Special Educational Needs Policy**

The purpose of the Special Educational Needs policy is to recognize that some students have learning difficulties and that these needs are met with additional support.

### **7.4 Assessment Policy**

The purpose of the Assessment policy is to provide an outline of assessment procedures, methods of assessment, understanding MYP assessment criteria, external standardized assessments and reporting to parents.

**Parent/Student Handbook Signature Form:**

Please read and discuss the information included in the Qatar Academy Al Wakra Parent Handbook with your child. Return this page to the school after you and your child have signed it.

**As the parent or guardian** of a Qatar Academy Al Wakra Student, I have read, understand and shared the Student Handbook with my child. Also, I have a copy of the Parent Handbook.

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**Parent/Guardian Signature**

**As a student** of Qatar Academy Al Wakra, I have read, understand and will follow the guidelines set in the Parent Handbook.

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**Student Signature**

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**Print Student Name**

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**Grade/Section**

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**Date**