

# CONTENTS

## Section 1:

### Guiding Statements & Introduction

- 1.1 ISL Qatar Mission Statement
- 1.2 IB Mission Statement
- 1.3 ISL Qatar Core Values
- 1.4 ISL Qatar Profile
- 1.5 A School for the 21st Century
- 1.6 Background

## Section 2:

### Who Are We? [OBJ]

- 2.1 Staffing Policy
- 2.2 Academic Staff
- 2.3 Administration and Support Staff
- 2.4 Primary School Teaching Staff
- 2.5 Whole School Teaching Staff
- 2.6 Arabic, Islamic Studies and Qatar History Staff
- 2.7 Mother Tongue & Languages Staff

## Section 3:

### Where are we?

- 3.1 Address
- 3.2 Directions and Map

## Section 4:

### Facilities

- 4.1 Overview
- 4.2 Teaching Areas
- 4.3 Sports Facilities
- 4.4 Recreational Areas
- 4.5 The Living Classroom

## Section 5:

### Curriculum, Evidence of Learning and Assessment Updates

- 5.1 Introduction
  - 5.2 Primary Curriculum EC1 - Grade 5
  - 5.3 Middle School Curriculum Grades 6 - 10
  - 5.4 High School Curriculum Grades 11 - 12
  - 5.5 The ISL Qatar US High School Diploma
  - 5.6 Languages and the Mother Tongue Language Program
-

- 5.7 Academic Integrity and Academic Honesty in the Diploma Program
- 5.8 Assessment
- 5.9 MYP and DP Submission of Work
- 5.10 Student Progress Updates and 3-way Conversations

## **Section 6:**

### **Home Learning**

- 6.1 Objectives
- 6.2 Home Learning Expectations - Primary School
- 6.3 Home Learning Expectations – Middle and High School
- 6.4 Responsibilities for Home Learning

## **Section 7:**

### **Schedule, Punctuality and Attendance**

- 7.1 The School Day
- 7.2 Morning Arrival Arrangements
- 7.3 Registration and Late Students
- 7.4 End of Day Pick Up Arrangements
- 7.5 Collection of Middle and High School Students Early from School
- 7.6 Attendance
- 7.7 Students Remaining at School After 2:25PM
- 7.8 Illness
- 7.9 Communication with Teachers at the Beginning or End of Day
- 7.10 Visitors During the School Day
- 7.11 Use of Rear Gate
- 7.12 Car Park

## **Section 8:**

### **Pastoral Care, Student Support, Rewards and Expectations**

- 8.1 Student Well-Being Framework
  - 8.2 Respect
  - 8.3 Anti-Bullying Policy
  - 8.4 Learning Support
  - 8.5 Counseling
  - 8.6 English Language Support
  - 8.7 Uniform and Dress Code
  - 8.8 Information and Digital Literacy
  - 8.9 Public Displays of Affection
  - 8.10 Smoking
  - 8.11 Chewing Gum
  - 8.12 Substance Abuse
  - 8.13 Aggressive and Anti-Social Behavior
  - 8.14 Sanctions
-

- 8.15 Off-Campus Behavior
- 8.16 Student Councils/Leadership

### **Section 9:**

#### **School Campus, Property and General Matters**

- 9.1 Equipment and Books – What to Bring
- 9.2 No Nut Policy
- 9.3 In-class Celebrations/Parties/Birthdays/Take Out Food
- 9.4 Lockers
- 9.5 Lost Property
- 9.6 Canteen
- 9.7 Hot Weather
- 9.8 Evacuation procedures

### **Section 10:** [OBJ]

#### **GCCA, Events, Performances and Excursions**

- 10.1 Global Citizenship and Community Action (GCCA)
- 10.2 Extra-Curricular Activities (ECAs)
- 10.3 Performing and Visual Arts Events
- 10.4 Individual Music Tuition
- 10.5 Sporting Events
- 10.6 Fundraising
- 10.7 Assemblies
- 10.8 Celebrations of Learning
- 10.9 Trips

### **Section 11:**

#### **Administrative Procedures**

- 11.1 Communication
- 11.2 Student Withdrawal from School
- 11.3 Parent Visits and Appointments with Staff
- 11.4 Student Driving (G11 - G12 only)
- 11.5 Car Park
- 11.6 Buses
- 11.7 Use of the Telephone
- 11.8 Booking School Facilities

### **Section 12:**

#### **The Library**

- 12.1 ISL Qatar Libraries
- 12.2 Opening Hours
- 12.3 Resources
- 12.4 Borrowing Policies
- 12.5 Lost and Damaged books

**Section 13:**  
**Fee Regulations**

- 13.1 Payment of Fees
- 13.2 Overdue Fees
- 13.3 Refund of Fees
- 13.4 Other Fee Regulations

**Section 14:**  
**Health and Safety**

- 14.1 Introduction
- 14.2 Emergency Evacuation
- 14.3 Lock-down
- 14.4 Excursions and Overseas Trips
- 14.5 Health
- 14.6 Emergency Contacts
- 14.7 Visitors to School
- 14.8 ISL Qatar Online Learning Policy

**Section 15:**  
**Health Services**

- 15.1 Introduction
- 15.2 Overview of Health Services
- 15.3 Accident Reporting
- 15.4 First Aid Posts
- 15.5 Administration of Medicines
- 15.6 Request Authorization for Administration of Medication by School Nurse
- 15.7 Request Authorization for Self-Carry/Administration of Medicine at School
- 15.8 Record Keeping
- 15.9 Vaccination Program
- 15.10 Learning Support
- 15.11 School Excursions
- 15.12 Exclusion Periods
- 15.13 Advice on Whether to Keep a Child at Home

**Section 16:**  
**Physical Education and Extracurricular Activities**

- 16.1 Introduction
- 16.2 Sports Facilities
- 16.3 Curricular Activities
- 16.4 Extra-Curricular Clubs and Activities
- 16.5 Administration of Activities
- 16.6 PE Kit

## **Section 17: Resolving Parent Concerns**

- 17.1 Introduction
- 17.2 What to Do First
- 17.3 What to Do Next
- 17.4 Further Steps
- 17.5 If The Matter is Still Not Resolved

## **Section 18: Careers and University Guidance**

- 18.1 Introduction
- 18.2 Initial Advice
- 18.3 Careers Advice
- 18.4 University Admissions

## **Section 19: Equal Opportunities Policy**

- 19.1 Introduction
- 19.2 Aims
- 19.3 ISL Qatar Profile
- 19.4 The United Nations Universal Declaration of Human Rights (UNUDHR)
- 19.5 Policy into Practice
- 19.6 Awareness of Policy

## **Section 20: Admissions Policy**

- 20.1 Policy Context
- 20.2 Inclusion and Admissions Policy ISL Qatar
- 20.3 Admissions
- 20.4 Required Documentation for Admissions
- 20.5 Grade Placement
- 20.6 Learning Support at ISL Qatar
- 20.7 English as an Additional Language (EAL)
- 20.8 Reserving Seats and Payments
- 20.9 Re-enrolment of Students
- 20.10 Entrance Requirements to the full IB Diploma

## **Appendices**

- Appendix 1: Term Dates
  - Appendix 2: Fee Schedule
  - Appendix 3: Experiential Learning
  - Appendix 4: Some Recommendations for Parents
  - Appendix 5: Primary School Behavior: Good Practice
  - Appendix 6: Grade Level Placement 2023-2024
  - Appendix 7: MOE Equivalency
-