

School Year
2024-2025



STUDENT-PARENT HANDBOOK

School Year 2024 - 2025



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**To be signed after reading the handbook and submitted to your student's homeroom teacher.*



MIS – HISTORY AND EDUCATIONAL PHILOSOPHY

Brief History

In the year 1994, our Chairman, Mr. Salem Rashid Thani Al Mohanadi started this institution as his first step towards fulfilling his dream of providing excellent educational facility for children of the local as well as the expatriate community of Doha, Qatar. The Middle East International School (MIS) is a private school, established under the supervision of the local Ministry of Education. It is committed to providing the highest standard of education. MIS is currently a K-12, English language, college preparatory school that offers students from the international community and State of Qatar an American curriculum, based on Common Core and California standards. Qatar History is instructed in English.

In its early years, MIS first began as a kindergarten and primary school, located in a rented premises along the area of Al Mansoura, then later expanded upwards to 12th grade. The years from when it was first established to present have brought significant growth to both MIS and its community. MIS's new campus opened on September 2011 in Mamoura, as a state-of-art facility with an overall capacity for approximately 900 K-12 students.

MIS is a distinct institute of learning where its teaching faculty and administrative staff are presently drawn from many different countries and the student body typically represents over fifty nationalities.

Vision

Today, in Qatar, we prepare students for their future, one that can hardly be imagined. What we know is that critical thinking skills will be crucial to their success. There is a digital world; their future will be more strongly affected by technology. Excellence in education as we enter the 21st Century presupposes that technology is seamlessly integrated throughout our instructional program.

Mission Statement

Our mission is learning through critical thinking, problem-solving, and creativity to be competitive in the international community. To achieve our mission, we will provide a supportive environment, and an exemplary educational program built upon a foundation of respect and high standards for achievement and effort.

Important Values

MIS is a multi-cultural learning community.

We are proud of our traditional cultures.

We are proud of our technological advances.

We believe learning should be:

Authentic, innovative, and collaborative.

And we strive to keep these learning strategies ever present at MIS.

Responsibility:

MIS students must take responsibility for their actions and behave appropriately at school and school events. One of our goals is to help students become caring and responsible citizens who are ready to make a contribution to society. Students display responsibility by following classroom/school rules, doing their own homework, coming to class on time, picking up after themselves, and finding ways to make a positive contribution to the school and community.



Integrity:

Integrity is an essential value for every person at MIS. Integrity is defined as honesty and good moral character. Students display integrity by doing their own homework, submitting their own work for assessment, and by reporting dishonest acts. Students who are dishonest will receive the appropriate consequences from the administration.

Community:

Being a part of a community means sharing in a fellowship with others, as a result of common beliefs, attitudes, and goals. A community is extremely important in the well-being of any human being, in particular, students and young people.

Empathy:

Empathy is the ability to understand the feelings or rationales of another human being. At MIS, we strive to cultivate a compassionate environment based on the ability to relate to others in our community.

GENERAL INFORMATION

School Hours

The regular school day runs from:

7:15 a.m. - 12:30 p.m. for kindergarten students

7:15 a.m. - 2:05 p.m. for elementary, middle school and high School students

Gates Open and Staff Supervision: 6:45 a.m.

Recommended Student Drop-Off: 6:50 - 7:10 a.m.

Class Starts: 7:15 am

Students are considered tardy if they are not in their classrooms by 7:15 a.m.

There is a high correlation between attendance and achievement. MIS takes attendance very seriously as a key component of a quality education. Cutting/skipping classes and truancy are also considered detrimental to your child's learning, and are defined as follows:

Cutting/Skipping class--A student who is present at school but fails to attend class is considered to have cut class. Students who do not go to the nurse when ill or sit in the restroom or elsewhere during class time are cutting class. A cut class has major consequences which are outlined in the *behavioral consequences chart* of this handbook.

Truancy--A student's absence from the school grounds that is unauthorized by a parent. Students who are truant will not be allowed to make up missed work and will be subject to the consequences outlined in the *behavioral consequences chart* of this handbook.



Arrival Procedures

It is very important for students to arrive at school on time. **Gates open at 6:45 a.m.** The school is not responsible for students prior to this time and will not admit students on campus before 6:45 a.m. as there are limited staff present to supervise.

Students arriving on a bus are thoroughly supervised and will enter through the back of the school and should move directly to class. Students who are car riders should be dropped off at the front gate and move efficiently to their first period class. Parents and other drivers should not leave their car in the front drop-off area.

Late Arrival Policy:

Punctuality encourages students to begin their learning activities on time, allowing them to fully participate in the subject matter and reduce interruptions to other classmates. They may actively participate in class discussions, ask questions, and digest material carefully, resulting in a more in-depth comprehension of the things being taught.

Reporting Procedure

- Students arriving late must report to the main office before going to class.
- A late pass will be issued, which must be presented to the classroom teacher.

Excused vs. Unexcused Tardiness

Excused Tardiness: Illness, medical appointments, family emergencies, and other reasons deemed valid by the school administration. Proper documentation is required.

Unexcused Tardiness: Oversleeping, missing the bus, car trouble, traffic, and other avoidable reasons.

Consequences for Tardiness

- First Offense: Verbal warning and reminder of the policy.
- Second Offense: Parent/guardian notification by staff
- Third Offense: Parent/guardian notification by school principal
- Fourth Offense: Detention during lunch or after school
- Subsequent Offenses: Meeting with parents, attendance contract, and loss of field trip privileges for the remainder of the semester.

Parental Responsibility

- It is the parent/guardian's responsibility to ensure that students reach school on time.
- Parents/guardians will be notified if their child has any frequent unexcused tardiness.
- Parents/guardians should comply with requested communication and administrative requests for meeting.



Record Keeping

- The school will maintain records of student tardiness.
- These records will be reviewed regularly to identify patterns and address issues.

Dismissal Procedures

Students are dismissed in an orderly manner at the designated time. Parents or guardians are requested to wait in their cars for their child/children to be dismissed. Parents of small children may enter the main lobby after 2:05 to collect their child. Older students will exit the school building to meet their parents on the front area of the campus. Students in KG-Grade 5 should also not exit the school premises, in the absence of an escorting adult (i.e. parent, driver, or guardian).

Early student dismissal policy:

At MIS, we encourage daily attendance of all classes to ensure students have every opportunity for success. However, if a student needs to leave school before the end of the day, the following procedures should be followed:

Procedure for Requesting Early Dismissal

- *Written Request:* An email should be sent to the section principal or homeroom teacher indicating the need for the early dismissal in advance when possible; or,
- *Phone Call:* Contact the front office directly and request that the student leave by a specified time (phone calls are subject to verification); or,
- *In Person:* Parents may come directly to the main office to receive their child.

Authorized Reasons for Early Dismissal

- Medical appointments
- Family emergencies
- Illness
- Other valid reasons as determined by school administration

Student Sign-Out Process

- All students must sign out in the front office with the time and reason for the early dismissal.
- Students will be issued an exit slip that must be provided to gate security.

Authorized Pickup

- Parents and Guardians (proper identification may be requested).
- Only individuals listed on the student's emergency contact list will be allowed to pick up the student (proper identification must be presented at pickup).
- Drivers sent to collect students (kindergarten to Grade 3) must have proper identification on file with the school. Parents are expected to contact the office to confirm permission for the dismissal.



Academic Responsibility

- Students should communicate with teachers and collect assignments and homework prior to leaving when possible.
- Students are responsible for making up missed assignments and assessments upon return.

Student Non-Compliance

Failure of a student to leave school property without following the procedure may result in disciplinary action.

School-Scheduled Early Dismissal

Several times throughout the year, the school releases students early (12:30 p.m.) to accommodate faculty meetings, professional development, and staff training.

On school-wide early dismissal days, parents are responsible for making transportation arrangements to pick up students by 12:45 p.m. Bus transportation will be adjusted and available to current bus riders.

Parents are notified in advance through the school website, annual calendar, school newsletters, and email.

Excused Absences

The Ministry of Education (MOE) provided a decision regarding student absenteeism. This decision was made on September 6, 2014 and applies to students in grades 4 to 12. MIS has updated the student handbook to reflect the MOE's decision [Decision 23 of 2014].

The past and current rules at MIS addressing student absenteeism are:

- *Students who are absent for 10 consecutive days/10 days in a row for no justifiable reasons are banned from taking the semester exams [all subjects].*
- *Students who are absent for 15 consecutive days/15 days in a row for no justifiable reasons are banned from taking both semester exams [all subjects].*

MIS considers the following as justifiable reasons:

- *Medical concerns of the student [medical certificate from a state hospital is required]*
- *Family death [death certificate is required]*

Please keep in mind the ruling of the Ministry of Education and its possible impact on your child.

Dismissal /After School Care

Kindergarten students must be picked up on time at 12:30 p.m. An after-school-care fee will be charged to parents who leave their child in the KG department beyond 1:00 p.m.

Students from elementary, middle school and high school will be allowed to wait on the school grounds until 2:20 p.m. under staff supervision. Students will have to quietly do their homework or read; otherwise, they may be asked to step out of the building to wait outside under the blue canopy for their parents.

MIS will hold no responsibility for any elementary, middle or high school student after 2:30 p.m. without advanced permission.



Class Attendance and Participation in Activities/Events/Seminars

Students are expected to attend all classes on the day that they participate in/travel for/return from special events, such as Sports Day, or conferences and seminars. Classes missed will be considered cut and the appropriate consequences will be applied. This may include not being allowed to participate in the special event.

Make-up Work

Excused Absences:

Students who have an excused absence from class will be allowed to make up missed work, according to the following guidelines:

- If the student was present in class when an assignment, quiz, or test was announced and was absent on the day that the assignment was due or test/quiz given, the student must turn in the assignment or take the test/quiz on the day of his return to school.
- Students anticipating an absence from school due to a medical condition or school-sponsored activities must make an appointment with their teachers to receive assignments and their due dates. It is the parents' responsibility to advise the school office of the anticipated student absence well before the absence. Failure to do so may result in the student not being allowed to make up work for credit that he/she misses.
- Students returning after excused absences will be given time to complete missed assignments and tests. Make-up time is equivalent to the number of days absent. It is the student's responsibility to contact teachers the day he or she returns to school regarding missed assignments and tests to be taken.
- It is the student's responsibility to contact his/her teacher(s) for assignments, tests, quizzes that are missed as the result of an EXCUSED TARDY/ABSENCE. Students are also responsible for notifying their teachers of an anticipated early departure from school on any given day and make arrangements to obtain missed assignments or make up missed quizzes/tests. Failure to notify the teacher of any anticipated absence may result in the student not being permitted to make up for scheduled tests/quizzes.
- Students who become ill during the school day must report to the school nurse. The school nurse will determine if the student will be sent home or if the student is fit to remain at school. The school nurse will contact the student's parent if he or she needs to go home. A student will only be sent home if the school nurse reaches a parent or a designated emergency contact. It is important that the person designated as the emergency contact can be easily reached and is clearly stated on the student's registration form.

Unexcused Absences:

Students returning to school after an unexcused absence will not be eligible to make up missed work. Grades for long-term assignments may be pro-rated with approval of the principal. Parents requesting to pick up their children before the end of the school day should take the following into consideration: Transportation needs to be arranged keeping in mind that the end of the school day is at 2:05 p.m. and not before. If there is an urgent need to pick your student up beforehand, you may do so by requesting it in advance. Requests should be minimal as they negatively impact instructional time.



Guests

For safety and security, students are not permitted to have guests or visitors accompany them on school grounds. If a visitor wishes to view our school, they should contact the school administration.

Visitors

All visitors must check in with the main gate security guards and sign in. Visitors are then asked to check in at the front desk located in the main entrance to determine their purpose and destination. All guests will be escorted past the main office and will be issued a Visitors badge that must be worn at all times and returned to the main office at the end of the day. No “drop-ins” are allowed; visits should be planned in advance and authorized by school administration.

Educational Problem-Solving Process

One of the most important life skills that can be developed through participation is problem solving. Students should embrace it as an educational opportunity. The following steps should be taken when trying to resolve a problem:

1. The **student** should speak with their parents regarding the problem. The discussion should focus on ways to resolve the problem. If the problem is not resolved, proceed to step # 2.
2. The **student** should talk with the classroom teacher involved to resolve the problem. If the problem is not resolved, proceed to step # 3.
3. The **parents** should contact the classroom teacher to arrange a parent, student and teacher conference. If the problem is not resolved, proceed to step # 4.
4. The **parent** should contact the principal to arrange a teacher, parent, student, and principal conference. If the problem is not resolved, proceed to step # 5.
5. The **parent** should contact the Head of School to arrange for a conference.
6. MIS has a **resolution committee** to address on-going complaints. Please see our website or speak to someone in the front office to get more information.

Emergency Procedures and Fire Drills

MIS has a Safety and Security Team that meets regularly and is trained in first aid. Emergency evacuation drills are scheduled at intervals throughout the year. Each classroom has an evacuation plan, and all teachers practice it with their students at the start of the year. The meet-up location for evacuations is the front field.

Parking Lot Procedures

Our primary concern is the safety of our students. Students are not allowed to run or play in the parking lot areas or driveways during arrival and dismissal times. Do not leave your child unsupervised in a running vehicle. Always drive slowly through the parking lot and driveways, as small children can easily dart out into the road.



Please park in the designated parking lot around the campus if you intend to enter the school campus. Our security guards and other employees are not responsible for your unattended vehicle.

Driving to School

Students who have legally obtained a Qatari driving license are permitted to drive to school but may not park in the school's gated parking lot. Student drivers must register with the high school principal and present their driving license, to be photocopied. Students observed driving in an unsafe manner will lose the privilege of driving to school. Student drivers who choose to transport other students do so at their own risk and with full responsibility. MIS accepts no responsibility for students transported in vehicles operated by student drivers.

Website and Communication System

MIS maintains an information web page on the Internet. Parents and students are encouraged to check the MIS website regularly for updated information and school announcements. The website is www.misqatar.com. MIS has Facebook ([MIS1994](https://www.facebook.com/MIS1994)) and Instagram ([misschool1994](https://www.instagram.com/misschool1994)) accounts as well. The primary communication tool between parents and teachers are through email. Teachers are provided exclusively with school emails where they can send and receive communication to and from parents and students.

Books and Supplies

All textbooks and workbooks will be purchased by the parents. Books must be paid in full so students receive their copies. School supply lists are provided to families prior to the first day of school.

Locks & Lockers

Elementary, middle school and high school students can rent a locker for the school year, for a fee. It is the individual student's responsibility to provide a lock to keep his/her possessions safe. Students should store their backpacks, books, supplies, and personal belongings in the lockers. Bags, books, backpacks, etc., found on the floor will be placed in the lost and found in the cafeteria. Students are not to write on or in any way deface their locker. Students will be responsible for any damage to their locker.

Also, students must keep their lockers locked and are discouraged from keeping valuables in them. The school is not responsible for lost items. The school administration reserves the right to inspect lockers at any time should the need arise. Please ask the Accounts Office for the locker rental form to apply.

Lost and Found

General lost-and-found items (shirts, pencil cases, lunchboxes) are placed in a box or storage cabinet accessible to all. Lost valuable items (i.e. wallets and mobile phones), when found, should be brought to the Administration for safekeeping. The lost-and-found is emptied regularly during the school year and its unclaimed contents are donated to charitable organizations. MIS advises parents to label items with your student's name.



School Canteen

The canteen is open to students during scheduled lunch periods only. A variety of hot and cold options are available. Food and drink (other than water) may not leave the designated eating areas. All meals, if purchased or brought from home, will be eaten in the canteen. Students are responsible for cleaning up all their food and trash within the designated eating areas.

At MIS, we are promoting a healthy lifestyle and diet. This means that there are some food and drink items which we discourage students from bringing to school:

- Fizzy drinks/energy drinks
- Gum
- Sweets (such as high E-number content/sugar/caffeinated)

In addition, MIS does not permit catered or outside delivered food for students or classrooms without preauthorization from the school principal. Due to dietary restrictions, allergies, and other possible health concerns, students may not bring food to share with classmates.

School Clinic

MIS has a full-time school clinic. Parents are responsible to share concerns, medications, and student needs with one of our two nurses. Students are welcome to visit the clinic when they have an illness, injury, or to discuss health issues but should obtain permission from their classroom teachers first. Students are expected to go to the clinic before planning to be dismissed from school because of illness. The nurse will notify parents.

Medications:

No medications shall be administered without expressed written parental permission. If your child must bring medication to school, the following steps need to be followed:

- The parents should notify the school doctor or nurse when a child is taking medications.
- All medications must be brought to and kept in the school clinic.
- The medicine must be clearly identified as to the name, type of medication, student's name, and dosage.
- A note signed and dated by the parents must accompany the medication.

Immunizations:

Health, immunization, and tuberculosis screening records are maintained on every child. Parents are required to submit a health status update as they register their child for each school year and are urged to notify the school health clinic of any significant changes in health, which occur during the school year. **There is a Ministry of Public Health mandated immunization standard that is required for attendance at MIS and should be updated as needed.** There may be occasions when immunizations will be available at school through the Ministry of Health.

Special Needs Services for Students

MIS does not provide a comprehensive program of educational services for all SEN students due to limited resources and staffing. MIS may not be able to accept students with physical, emotional, or learning needs if we are unable to appropriately accommodate their needs in the school's curriculum. After initial acceptance of a student, the school reserves the right to deny re-enrollment if the student's needs go beyond the scope of available services.



For further information on the special needs services available at MIS, parents should contact the SEN Coordinator. We also have a K-12 school counselor specializing in personal counseling services (emotional/social) and a guidance counselor for high school students to assist in college preparation.

Dress Code – Kindergarten/Elementary

All students must wear the MIS official uniform daily (except on special days designated by the Head of School/Principal). The uniform includes long pants, and short or long-sleeved polos. Uniforms should be kept clean and in good appearance. Only the MIS authorized jackets can be worn over the uniform during cold weather.

Shoes worn must be plain black, close-toed school shoes, not sports shoes. If your child has difficulty in tying their shoelaces, please purchase shoes without laces to avoid unnecessary injuries.

The official PE uniform includes long sports pants and an MIS t-shirt and is only to be worn on designated PE days. Flat-soled sports shoes are required for participation in PE. No soccer shoes or shoes with cleats are permitted.

Student accessories should be minimal and appropriate to Qatari values. Makeup, nail polish, excessive jewelry and bulky headbands are not permitted. Small plain studded earrings are acceptable, no hoops. A watch may be worn (not including iPhone, Samsung or phone watches). Headbands are to be plain (no cat ears, feathers, fluff or such will be accepted as part of the uniform).

Dress Code – Middle School and High School

Good grooming and proper dress are expected. MIS students must wear their complete official school uniform every day that they come to school (except on special days designated by Head of School/Principal).

Students must wear appropriate solid black or white footwear. No open-toe shoes, sandals, or flip-flops are permitted.

School pants should be loose-fitting and appropriate, in respect for Muslim culture. No leggings/jeggings or black jeans are acceptable.

Accessories, including jewelry and glasses should be conservative, culturally sensitive, not offensive, and in good taste.

Boys must maintain a clean and short haircut and not wear jewelry or piercings when on campus.

The official PE uniform includes long sports pants and an MIS t-shirt and is only to be worn on designated PE days. Flat-soled sports shoes are required for participation in PE. No soccer shoes or shoes with cleats are permitted.

Students' uniform and general appearance is regularly checked to ensure that it adheres to expectations.



Dress Code Violations:

Teachers have the primary responsibility of identifying students in violation of the dress code. One or more of the following consequences may occur for any student found in violation:

- Verbal warning
- Parent contact
- Change of clothing
- In-school detention
- Suspension from fieldtrips/special events
- Behavior contract/probation contract issued

Digital Device Policy

Use of technology in the classrooms at MIS is for educational purposes only—for academic supplementation and enrichment, guided and supervised Internet research, and other class activities. The use of computers is a privilege and not a right. This privilege will be granted only after the student has read and signed a copy of the [Digital Device Policy](#). Teachers may establish additional rules for computer use specific to their classroom.

Students who fail to comply with the policy are subject to disciplinary action by the technology department and the administration of MIS. Penalties may include (but are not limited to) loss of access to computers; additional disciplinary action, when appropriate; and/or legal action, when applicable.

Mobile Phones

Mobile phones are not to be permitted during school hours unless a teacher has given permission for educational purposes. Mobile phones may not be used to take videos of teachers and other students in class and on campus and can result in suspension or legal action. If students bring their phones to school, they **MUST** keep them in their backpacks or lockers and they may otherwise be confiscated. If this occurs, parents will have to come in and speak with the elementary/middle school/high school principal before the phone is released back to the student.

Library Guidelines

Loan and Overdue Policy:

Students may check out books through our school librarian. Students can check out one book at a time for two weeks and can renew as needed. Materials should be returned on time, and students may not borrow additional items until all overdue books are returned. All library patrons are expected to pay the replacement cost of lost or damaged books. Library records must be cleared before borrowing additional items and/or receiving their report cards or school reports.

Activities

Field Trips:

Any student participating in a school-sponsored field trip must have written permission from a parent or guardian. Under no circumstances will verbal permission suffice. Students who have encountered disciplinary problems may be prohibited from attending field trips at the discretion of the teacher(s) or chaperone(s) and with concurrence of the school administration.



- Students should be in their complete school uniform or dress appropriately for any field trip, as directed by the teacher.
- Regular classroom behavior is expected of students while on the field trip (e.g., no running, shouting, or talking when someone else is talking).
- Students must leave school vehicles clean.
- Students may not use electronic devices on trips.
- Students must demonstrate courtesy and gratitude whenever they go off campus.

MIS administration also reserves the right to deny participation of any student in field trips if deemed necessary.

Student Participation in Activities:

In order to participate in after-school and evening extra-curricular activities (sports, MUN, etc.), students must attend the full day of classes on the day that the activity takes place. Additionally, students participating in after-school and evening activities are expected to be in school the following day.

Participation in extra-curricular activities is an additional responsibility that students assume. These activities do not exempt students from their regular school responsibilities. Failure to do so may result in exclusion from further participation in such events.

Extra-Curricular Eligibility:

Students on academic probation or in academic difficulty may not be eligible to compete in extra-curricular activities involving contests or performances and further participation may be denied if a student is generally performing poorly, either academically or behaviorally.

Celebrations

At MIS, we understand that you would like your child to celebrate their birthday with their classmates and teachers. Unfortunately, this is against the Ministry of Health promoting healthy schools. Therefore, no birthday celebrations or parties will be entertained. We must consider health safety standards as a priority.

End-of-Semester Early Exam Policy

The school has a set policy for NO EARLY FINAL EXAMS. In the unusual case that parents need to consider early departure for a student, the parents must submit a written request to the section principal at least one month prior to the date of the early departure. If the Head of School approves the request for early departure, the student may be allowed to complete the end-of-semester final exams on a date specified by the school. Vacations are not an acceptable reason for early exams.

End-of-Semester Make-Up Exams

Any medical absence from an end-of-semester exam will only be excused and rescheduled by providing a valid medical certificate. Students needing to take make-up exams due to such excused absence on the scheduled exam date must make arrangements through their principal. Make-up exams will be completed on the make-up exam date agreed upon with the principal.

An unexcused absence during end of semester exams will result in a mark of 0% for the final grading in the specific subject area.



Withdrawal from School

Students withdrawing from MIS must complete a Student Withdrawal Form. Once this form is submitted, a check out form will be issued by the Administration to the immediate supervisor and homeroom teacher for clearance. Official transcripts can be collected from the Accounts office. MIS does not forward transcripts to schools on behalf of the students, so it is the student's responsibility to send them to their next location. School records will not be sent until the student has completed the checkout process by returning all textbooks, paying all school fees, and returning all library materials.

CONDUCT AND DISCIPLINE

Purpose

MIS is founded on the core values of responsibility, integrity, community, and empathy. These values drive our approach to education and managing student behavior. MIS will manage student behavior to support the learning and teaching process and to uphold and reinforce commonly accepted standards of behavior. Managing student behavior assists students in developing personal, school, and community responsibility.

General Principles

Students have the right to:

- 1) be spoken to in a respectful manner by staff at all times;
- 2) a safe environment for learning in all school activities;
- 3) a fair process in relation to having these consequences administered for inappropriate behavior;
- 4) a level of confidentiality relevant to the inappropriate behavior;
- 5) appeal any consequences for inappropriate behavior by requesting a meeting with their teacher or administrator.

General Rules of Conduct

These value guidelines are provided to give simple explanations as to how these values apply to the MIS community.

Responsibility

- Be on time
- Have all needed learning materials
- Use self-management
- Take accountability for your actions

Integrity

- Maintain honesty within the community
- Take initiative to “do the right thing”
- Exhibit wisdom and leadership
- Uphold positive values



Community

- Practice inclusion with all members of the community
- Appreciate and accept of differences of others
- Strive for the success of all members
- Utilize strengths and differences to become a stronger force for good

Empathy

- Practice compassion for others
- Welcome new staff and students
- Be warm, caring, and friendly
- Support and encourage other students who need it
- Maintain a growth mindset

Behavioral Offenses

Acceptable Use Policy:

The use of school computers and technology resources is a privilege. It is important that students understand these guidelines, which are intended to protect the interests of both the individual students and the school. Students who violate these guidelines may lose the privilege of using school computers. Please see the full Digital Device Policy at the end of this publication for specific details.

Assembly Behavior:

All students are expected to attend assemblies. Students are also expected to be considerate of guest presenters and others attending the assembly by behaving in an appropriate, respectful manner. Eating or drinking is NOT ALLOWED in the auditorium. Feet should remain on the floor. Respectful, considerate behavior is required.

Leaving Campus:

Students are not permitted to leave the school campus or linger outside the school gate during the school day without permission of a parent and the approval of the school supervisor and Principal (or school nurse, in the case when a student is not well). Leaving the campus without supervision and/or permission will result in immediate disciplinary action. Students who are ill are expected to consult the school nurse and should not contact parents on their own.

English Language:

As an American school with English as the language of instruction in all classes (except Arabic, French, and Islamic Studies), English should be the only language spoken on the school premises. Although students obviously feel more comfortable speaking in their first language, this will not help them in becoming more competent in speaking and functioning in English.

Chewing gum:

Chewing gum is not permitted on MIS campus or at any MIS functions. Students caught chewing gum will face the behavioral consequences.



Banned Items:

The following items are banned from MIS: toys, fireworks, matches, vapes, tobacco products, lighters, stink bombs, water pistols, skateboards, hover boards, Gameboys and/or other electronic games, gadgets, and weapons of any kind. Personal sporting equipment is discouraged at school and may be confiscated. Possession of a weapon or a facsimile of a weapon will be cause for stern disciplinary action.

Bullying/Harassment:

Successful schools are built on a foundation of mutual trust and respect. ANY action that causes a person to feel threatened, belittled, afraid, ashamed, angry, or hurt can be harassment whether it is verbal or sent through electronic means. It is not acceptable to pick on each other, call someone inappropriate names, push and shove, hide things, tell dirty jokes, or tease someone. Behavior of this nature is considered bullying and will not be tolerated. Bullying and harassment are considered major infractions of the discipline code.

Cyber-Bullying:

'Cyber-bullying' is when a student is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another student using the Internet, interactive and digital technologies, or mobile phones. Various forms of inappropriate behavior include, but are not limited to, using threatening, angry or vulgar language, disrespecting someone by posting gossip or rumors, repeatedly sending offensive or rude messages, impersonating someone else, and copying/altering personal images with intent to mock or embarrass another person. Comments made online or through cyberspace that impact or disrupt the school environment, may result in consequences for participating students.

The vast majority of online harassment occurs at night and on weekends. Since participation in this behavior is off campus has a negative impact on the school environment and does not reflect our school values, students will face consequences if reasonable proof is provided that a student(s) is bullying/harassing another student(s) or school personnel.

Substance Abuse Disciplinary Action

Drug and Narcotic Offenses:

MIS reserves the right to do random inspections in student backpacks for tobacco or other drug-related paraphernalia. Any student found to be under the influence of, or in the possession of, buying or selling, giving or trafficking any narcotics, stimulants, barbiturates, suppressants, hallucinogenic drugs, marijuana, or any illicit drug, on school premises or at any school related activity is subject to instant expulsion from MIS and the full report will be disclosed to the MOE.

Alcohol:

Students must not be under the influence of, or in possession of intoxicating beverages while on school grounds or attending school functions. Any student in violation of this policy will be suspended, and a report will be forwarded to the MOE about the incident.

In the event it is an off-campus activity or trip, the offense could result in the termination of the entire trip for that student. Students may also be barred from participation in any school-related activities for the remainder of the school year.



Tobacco:

All tobacco products are prohibited at MIS and will not be tolerated. Harsh consequences await any student not adhering to this policy, and parents will be involved in a conference with the principal from the first offense, along with a served detention or suspension.

Disciplinary Actions

Consequences will be determined by the principal based on severity of behavior and past records:

Detention:

A student may be assigned to detention (in-school, after-school) by the principal. Students must attend their assigned detentions and meet the behavioral expectations outlined in the student code of conduct.

Behavior Action Plan/Contract:

A teacher or principal may implement an individual plan to prevent repeated behaviors. The plan should be communicated to the student, parents, and teacher.

Conference:

When required, administrators will arrange a conference between a student and staff and/or parents. Conferences may be via phone or in person.

Probation:

Principals will issue a behavior contract when necessary, after a student/parent conference. Academic and behavioral probations are reviewed at the end of each semester.

Suspension:

Principals may suspend students for serious behavior infractions such as fighting, bullying, vandalism, skipping, or insubordination. The list is not inclusive and is at the discretion of the principal based on severity and repeated behaviors. Suspension may be done in-school and/or out-of-school.

Expulsion:

The Head of School may recommend expulsion to the Chairman. The procedure thereafter requires the involvement of MOE, where in comprehensive documentation to support the decision to expel the student is gathered and submitted to their office for review and approval.

Recording by Administration:

Recording of all referrals, misbehaviors, and associated information is done by the Administration.

Elementary Section Discipline Policy

As part of strategic planning and continual improvement for the elementary section at Middle East International School, a step approach discipline policy will be established to ensure stability and structured section recognition for positive learning curbing any unnecessary behavioral issues. This includes misbehavior, failure to comply with school policy and school rules, tardiness, verbal violations, physical violations, hygiene violations and uniform violations. Every student **MUST** comply with the school values of **Respect, Integrity, Community and Empathy** whilst present at school. All students **MUST** refrain from any bullying and racism toward their peers or any person/s at MIS. **At MIS, we exercise a zero tolerance to bullying.** We respect all nationalities, religions and cultural backgrounds. Students and families **MUST** abide by our policy while attending MIS.



The second level:

1. Elementary Principal will offer counselling
2. Elementary Principal will issue warning and will contact parents for meeting with conference record signed and acknowledged by all parties
3. Elementary Principal will issue detention and will contact parents for meeting with conference record signed and acknowledged by all parties
4. Elementary Principal will issue in-school suspension – parents will be informed through written communication and/or meeting
5. First Incident report from teacher and/or Elementary Principal – parents will be called in for a meeting and to sign first incident report
6. Second incident report from teacher and/or Elementary Principal - warning given to parents regarding out of school suspension. Second incident report to be signed by parents, teacher and Elementary Principal
7. Third incident report – out of school suspension will be given. Duration is up to the discretion of the Elementary Principal on a case-by-case basis. This can range from 1 day to 5 school days.

The third level:

1. Reoccurring behavior issues will result in the principal's recommendation of student expulsion at the end of the school year and/or recommendation of non-acceptance for the following academic year, all of which will be presented to the Head of School and Chairman for final outcome. This will also take into account the Ministry of Education (MOE) regulation and policy. The MOE will be sent all supporting documentation.

(The Head of School will be informed and continually updated throughout, regarding all second level issue continuing to third and final level).

Note: The school has the right to go directly to the third level in extreme cases such as violence, use of materials that can be used as a weapon, etc. The Ministry of Education will be issued full reports and files in all cases.

ACADEMICS AND ADVISING

School Grade Reporting

First Semester: September 1, 2024 to January 30, 2025

Second Semester: February 2, 2025 to June 19, 2025

Number of semesters per school year: Two (2)

Number of Quarters per school year: Four (4)

Total number of school days: 180 days

See the link to the school calendar: [School Calendar 2024-2025](#)



Grading Criteria

Class grades are derived from the cumulative work which the student completes throughout the semester. Tests, quizzes, projects, assignments, portfolios, end-of-semester assignments, and mock AP exams may be included in the grade calculation.

	Grade	GPA	HONORS GPA	AP GPA
A+	97-100	4.0	4.5	5.0
A	93-96	3.5	4	4.5
A-	90-92	3.2	3.7	4.2
B+	87-89	2.9	3.4	3.9
B	83-86	2.6	3.1	3.6
B-	80-82	2.3	2.8	3.3
C+	77-79	2	2.5	3
C	73-76	1.7	2.2	2.7
C-	70-72	1.4	1.9	2.4
D+	67-69	1.1	1.6	2.1
D	65-66	0.8	1.3	1.8
D-	Below 65	0.5	1	1.5
E/F	Below 60	0.0	0	0.0

Each quarter a grade will be issued to the student. In addition, a semester grade will be calculated based on each of the previous quarter grades and the semester exams. The semester exam is worth up to 30% of the semester grade. Semester exams are for students in grades 6-12 only.

Minimum Graduation Requirements (High School)

High school credit requirements are essential components of a student's educational journey, determining the number of credits needed to graduate.

Generally, students must earn a total of 24 credits to graduate. These credits are typically divided among core subjects such as English, mathematics, science, and social studies, as well as electives that may include art, music, or other elective and AP courses.

To fulfill these requirements, students need to complete a specific number of courses in each subject area, alongside maintaining a passing grade of 60% to ensure credit is awarded.

Additionally, the Ministry of Education requires students to engage in standardized assessments like SAT and Advanced Placements Tests to gauge their proficiency in key subjects, making it crucial for students to stay informed about their school's specific credit requirements and to plan their course selections accordingly throughout their high school years.

- 1) SAT Subject Tests are highly recommended for college bound students. The Qatar Ministry of Education has implemented new rules as of school year 2024-25.
- 2) Students are expected to either score 400/800 in Math and 400/800 in English for their SAT or score a 3 or above in two AP courses. This is a requisite for the MOE to attest the high school diploma and provide certificate equivalency.
- 3) American government (online) is also highly recommended for non-Americans who plan to attend U.S. colleges/universities, especially for students wishing to study government, law, or international politics.



- 4) Students are required to enroll in a minimum of six classes each semester (freshman, sophomores, juniors and seniors, with approval, may enroll in up to eleven).
- 5) Students electing to take 'community service' must provide evidence of the work they have done at the end of each semester and routinely check in with the school counselor throughout the semester.
- 6) Choice Hour – The last hour of the school day offers students the opportunity to join electives or AP courses. They can opt for a study hall and complete their school work if their credit requirements are met. Students should however refrain from exiting school early if they have a study hall.

Selection of Valedictorian/Salutatorian

Two members of each graduating class shall be named class valedictorian and salutatorian, respectively. The following criteria will be used in the selection process:

- 1) Student must have satisfactorily completed all requirements for graduation and be graduating from MIS.
- 2) Cumulative grade average will be computed using semester grades earned while in attendance at MIS. The selection of the valedictorian is not solely based on the highest GPA. While a strong GPA is certainly significant, we also consider the number of Advanced Placement (AP) courses a student has undertaken. This approach allows us to recognize not only academic excellence but also the commitment to challenging coursework that prepares students for future success.
- 3) In summary, the valedictorian will be the student who has both the highest GPA and has taken the maximum number of AP courses during their time at our school. This dual consideration ensures a fair and comprehensive evaluation of our students' achievements.
- 4) In addition to academic performance, we believe that community service and leadership roles are essential criteria in choosing a valedictorian. These aspects reflect a student's commitment to making a positive impact within our school and the broader community.
- 5) We value students who demonstrate leadership through various activities, whether it's holding positions in student council, leading clubs, or mentoring peers. Likewise, involvement in community service showcases a student's dedication to helping others and contributing to societal well-being.
- 6) Incorporating these elements ensures that the valedictorian embodies not only academic excellence but also the values of service and leadership that we cherish at our school.
- 7) Although academic achievement is the primary criteria, a student may be denied the honor of valedictorian or salutatorian if the student is involved in school rule infractions.

Honors/AP Courses

Honors and AP courses are designed to challenge highly motivated students. Honors is an advanced high school class, while AP is a college class offered at MIS. These academically rigorous courses require students to delve deeply into issues and concepts, both at the abstract and concrete level. To be placed in an honors-designated course at MIS, students must demonstrate the following in their academic program:

- 1) Independent initiative
- 2) Sophisticated and articulated communication skills
- 3) Superior study and evaluative research skills
- 4) Deeper mastery of topics and concepts



- 5) Critical analysis, interpretation, and synthesis of material
- 6) Additional work and time commitment
- 7) Abstract reasoning
- 8) Integrated thinking skills

The placement of all students into honors courses is determined based on the following three criteria:

- MAP Scores
- Internal School Assessments
- Teacher Recommendations

AP courses is contingent upon the approval from the teacher. Students are expected to complete their summer assignments and pass the diagnostic tests. Honors and AP courses will be weighted to acknowledge the commitment and dedication that is required to be successful in such courses. Students must also be aware that U.S. universities most often 'unweight' GPAs in the college admissions process.

Students wishing to study in the UK are informed that AP courses are a requirement to join college. They will have to take a foundation year before entering into undergraduate studies, if they do not have AP courses reflected on their high school transcripts. Students wishing to study in Europe, are informed that without AP courses, you may not be eligible for undergraduate studies, depending on the specific course and country.

Independent Study

Independent study is an opportunity at MIS for students to create and complete coursework outside of the regular course offerings at MIS with prior approval of the High School Principal and Head of School.

A program of independent study must be taken through Virtual High School (VHS) or Florida Virtual School (FLVS) and course offerings can be obtained from the guidance counselor or by visiting the VHS/FLVS websites.

Independent study is part of the overall high school curriculum and is designed through a partnership between MIS and VHS/ FLVS. Students may have a maximum of one independent study course per year (except in rare circumstances, where a student may be given permission for two), and all students must receive written permission from the School Counselor and School Principal before registering for any online course.

AP courses can also be taken by signing the AP Independent Study Contract. To sign an independent study contract for an AP course, the student will need to meet with their school principal. The contract will outline that the student is expected to meet with their AP teachers on a weekly basis to check their progress. Additionally, it will require the completion of all assigned coursework, semester exams, and mock assessments. This structure is in place to ensure that the student remains on track and is fully prepared for the final AP College Board exam. The AP course will be reflected as 'passed' if the student scores 3 or above in their final AP exam conducted by the College Board.

Students must submit an Independent Study Proposal to the administration for approval before starting a program. All written Independent Study Proposals must include these elements:

- 1) The student will clearly state his/her goals for the independent study.
- 2) The student will explain why the course is important and necessary for him/her.



- 3) The student will write a step-by-step time-line indicating how and when the student will accomplish the task of taking this extra coursework during the school year.
- 4) The student will list all of the resources needed to successfully complete the coursework.

Homework

Homework is considered an essential part of the school-wide academic program. One means of attaining high scholarship is the satisfactory completion of homework. Homework can be the basis for class follow-up and discussion and/or can provide reinforcement of information and ideas introduced in class. Homework promotes individual responsibility, independent practice, good work habits, and serves as a means and source of parental involvement. Homework on weekends is to be expected. Extended assignments and long-range projects will often require weekend work. Since tests may be given on Sunday, studying on Friday and Saturday may be necessary and should be expected.

AP courses will require significantly more homework than other courses. In general, AP students need to expect to work over holidays due the schedule of the courses. **Remember, AP courses are at the level of first year university courses, and the amount of work and commitment expected will mirror what is expected of first year undergraduates.**

Summer School Credit Option

Middle and High school students at MIS may take summer school courses through Virtual High School (VHS) / Florida Virtual School (FLVS). Students may take courses for remediation in order to receive credit for courses failed during the school year. Students may also take online courses to enhance their studies and prepare for university. Students interested in taking online summer school for credit must meet the following criteria:

- 1) Students must get prior written approval from the School Counselor and Principal/Head of School.
- 2) Students seeking academic enhancement may only take elective, AP or honors courses, and no elective or honors course will take the place of an MIS core subject credit.
- 3) Students must provide official transcript or documentation to MIS upon completion of course.
- 4) Courses must be taken from VHS/FLVS. Please see the School Counselor for more information.

Conditional Acceptance/Behavioral or Academic Probation

When a student is accepted into MIS on a conditional acceptance, or is placed on academic or behavioral probation, the student and his/her parent(s) will meet with the appropriate supervisor to discuss the terms of admission/probation and sign an *Admissions Agreement* or *Probation Contract*. MIS students must take responsibility for their actions and behave appropriately at school and school events. One of our goals is to help students become caring and responsible citizens ready to contribute to society. Students display responsibility by doing their own homework, coming to class on time, picking up after themselves, and finding ways to make a positive contribution to the school and community.

Course Failure/Academic Probation

Middle and High school students receiving a 'D' or an 'F' grade in a course (particularly in core courses) are advised to repeat the course online, during the summer or winter breaks, through VHS.



Depending on the course a student has failed, it may be essential to receive a higher mark to be accepted into undergraduate studies or to graduate from MIS.

Middle High school students with course failures will have to obtain recovery credits online for the failing course(s) either by completing online credit recovery courses or summer school to become eligible for promotion to the following grade level, before the start of the new school year. Otherwise, they may be retained at the current grade level they are in if they do not meet the eligibility requirement for promotion.

Elementary, middle school, and high students with three or more core subject failures during the academic year will be retained (or held back) at the current grade level the following school year.

Student progress reports will be reviewed by the principals at the end of each semester. Any student who has a failing grade in a course at the end of the first semester (59% or below) will be put on academic probation for the remainder of the year. Principals may also prescribe academic probation for students who are in danger of course failure.

Procedure/Academic Probation

Academic Probation will follow the same procedure as any student being placed on probation for behavior.

- 1) Parents will be informed of the “academic probation” status by means of a letter from the principal. The student and his/her parent(s) will be required to meet with the principal to discuss the conditions of academic probation.
- 2) The student and his/her parent(s) will sign a contract stating the expectations of the student, parent(s), and school for the duration of the academic probation.
- 3) Students who remain on academic probation after one semester, or at the designated deadline for improvement, may be withdrawn from MIS.

Grade Point Average (GPA)

The semester grades are used to determine the cumulative GPA. Only grades earned at MIS are used to determine a student’s cumulative GPA. A cumulative GPA is maintained for grades 9-12. Colleges and universities look very carefully at a student’s GPA. The GPA is required on some college applications. It is important for students to keep in mind that US colleges and universities consider all four years of high school when accepting or rejecting a candidate for admission. Beginning with the freshman year, students need to build a strong academic record. For more information regarding GPA and college admission, please see your School Counselor.

PSAT - (Preliminary) SAT

The High School administers the PSAT (grades 10 and 11) at school in October. MIS is an authorized center for PSAT. Students must make their own arrangements for taking other standardized tests such as the SAT, the SAT subject tests, and the ACT. Students can seek their School Counselor’s help in registering for these tests.

Counseling Services

MIS has a social counselor and guidance counselor to provide students with services beyond the classroom.



Students wishing to receive college application support from the high school guidance counselor are informed that university lists and applications, CV support, and personal essay editing takes time. Please do not bring the guidance counselor an application to fill out only a few days before the deadline, as there will be no guarantee that it can be completed in such a small timeframe. Materials should be brought in for review or completion a week or two before application deadlines in order to ensure that students will be able to submit their materials on time.

Acceptable Technology Use Policy

Information and interactions available through the school network and the Internet have become a vital part of the education process. MIS is committed to providing safe access to computers, network services, and the Internet. Users are expected to make appropriate choices when using the school's technology resources, just as they are anywhere on the school campus.

Appropriate behavior should also extend beyond our campus. Inappropriate use of electronic communications at home can have a negative impact on the school climate. Parents have a responsibility to monitor student computer use at home, and students have a responsibility to report problems. Students who bring their own laptops or other technology devices to school must follow the MIS Acceptable Use Policy. Additionally, personal laptops must have active, up-to-date virus protection and should be charged well in advance as we may not be able to provide charging points at school.

Electronic devices/phones and headphones are not allowed to be used or accessed during the school day unless specifically requested by a member of staff. Please gently remind your child to switch off their phones when entering the school premises, and that they can only switch it on again after they have left, unless authorized by a member of staff for academic purposes. Any student who fails to adhere to this request will have electronic devices/headphones confiscated and returned only to the parent, as well as receive appropriate disciplinary measures.

Unacceptable Technology Use:

- Using inappropriate language
- Going to inappropriate web sites
- Downloading or uploading non-academic files, including peer to peer, BitTorrent, music, video or programming files
- Installing personal software on school computers
- Damaging or altering technology equipment or files
- Hacking or any other malicious actions, including circumventing Internet filters or using proxies
- Violating copyright laws by unauthorized copying of software, downloading of images or videos
- Plagiarism
- Harassing, insulting, or attacking others
- Revealing passwords or personal information or using another person's account
- Intentionally wasting resources such as printer, ink, and paper
- Playing online games



Consequences for Inappropriate Use:

Violations may result in a loss of privileges, as well as other disciplinary or legal action.

Cautions/Disclaimer:

MIS staff members have the right to monitor student use of all technology equipment on MIS campus, including personal electronic devices. This might include examining student files and emails stored on servers, computers, and phones. Computer work on the school network may be remotely observed without a student's knowledge. MIS will take reasonable precautions to insure the security and appropriate use of the computer networks. Ultimately, it is the responsibility of each individual to be familiar with these guidelines throughout the school year if necessary.

Honor, Conduct, and Discipline

Guiding Principles:

- This document supports relevant MIS policies including student attendance, student rights and responsibilities, as well as student behavioral expectations and consequences for student misconduct.
- This document is to be read in conjunction with other relevant documents such as information technology, academic honesty code, etc.
- Students and staff are expected to uphold these values to ensure teaching and learning are the primary focus and to allow students every opportunity to excel.
- Students are responsible for their actions. This means they should understand they will be held accountable and will face consequences for inappropriate behaviors.
- It is understood that students, like adults, will make decisions and take actions at times that are inappropriate or unwise and that learning can take place from these actions.
- Consequences for inappropriate behavior will, as much as is practicable, be immediate, relative, consistent, cumulative and always enforced.
- While consistency is a key component when managing student behavior, it is understood that each case is unique. Also, the MIS school community, local community, and wider environment are to be considered when applying this policy and its procedures.
- Management of student behavior is applicable during regular school hours or when students are associated in any way with MIS, such as traveling to and from school, or when attending any school-associated activity.
- According to MIS policy, our support, guidance, and concern for the learning of students does not stop at our school gates, nor does a student stop being a member of the MIS community when they leave campus. Students who are engaged in unlawful activity, or acts of intimidation or physical violence, shall be subject to the appropriate school disciplinary policy that forms on-campus behavior.
- Confidentiality in any discipline matter is imperative, but relevant parties will be informed about a student that is involved in a discipline issue, so that they are aware in order to support the student if needed.

Mutual trust and intellectual honesty are essential in an educational environment. This spirit embodies the core values shared by all members of the MIS school community. Our *Academic Honesty Guidelines* define the importance and meaning of academic honesty, clarify the expectations placed upon students, parents, administrators and teachers, and articulate a range of consequences. The fundamental beliefs underlying and reflected in this document are:



- The MIS values of responsibility, integrity, community, and empathy encourage an academically honest ethos at our school.
- Every student has the right to an academic environment that is free from all the injustices caused by academic dishonesty.
- All members of the MIS community contribute to its academic integrity.
- All members of the MIS community should be involved in supporting and modeling Academic Honesty principles and expectations.

Expectations of the MIS Community with regards to Academic Honesty:

Each STUDENT will maintain and support academic integrity at MIS by:

- Completing all assigned work, activities and tests in an honorable way – one that avoids all forms of malpractice and avoids collusion.
- Understanding the school-wide Academic Honesty guidelines and individual teacher assignment guidelines.
- Clarifying with the teacher anything that may be unclear about an assignment, with respect to how these guidelines may apply to it.
- Encouraging fellow students to support and adhere to these guidelines.

Each TEACHER will maintain and support academic integrity at MIS by:

- Clearly presenting the school-wide Academic Honesty principles to show how they apply to that teacher's class.
- Providing explicit guidelines for working on assignments in each class, particularly providing examples of acceptable collaboration (if any) versus collusion.
- Appropriately reporting ALL violations.
- Maintaining classroom vigilance and the integrity of the testing process.
- Explaining the use and limits of permissible study aids in coursework.
- Using appropriate tools for teaching and for detecting plagiarism.

Each ADMINISTRATOR will maintain and support academic integrity at MIS by:

- Making available to all students, teachers, and parents a copy of this document on the school's official website: www.misqatar.com
- Facilitating ongoing conversations and reflection about academic honesty.
- Administering fair and consistent consequences for offences of the *Academic Honesty Guidelines*.
- Maintaining records of violations.
- Encouraging students to support and adhere to these guidelines.
- Ensuring the process is aligned with MIS's mission and values.

Each PARENT/GUARDIAN will maintain and support academic integrity at MIS by:

- Becoming knowledgeable about the Academic Honesty Guidelines for individual teacher's classes.
- Helping the student understand that the parent values honesty and expects the student to comply with these guidelines.
- Supporting the imposition of consequences if the Academic Honesty Guidelines are violated.
- Providing help with assignments at home, only if confident that the teacher's guidelines for assignment completion have not indicated such help as jeopardizing the authenticity of the student work.



Academic Honesty Guidelines at MIS expressly forbid the following:

Cheating

Cheating involves giving, receiving and/or attempting to offer unauthorized aid or unfair advantage in any academic work. Such acts include, but are not limited to:

- Talking or the use of signs or gestures during a quiz, test, or examination
- Copying from another student or allowing copying
- Disclosing or sharing information on a test or quiz with others who have not yet taken the assessment
- Submission of pre-written assignment at times when such assignments are supposed to be written in class
- Exceeding time limits on timed tests, quizzes or assignments without authorization
- Unauthorized possession of or use of study aids, electronic devices, notes, books, data, or other information
- Computer fraud
- Sabotaging the projects or experiments of other students
- Fabrication of data or information
- Presentation as “new” work of work previously submitted for another course/ Any desire to re-submit previously assessed work, in part or in whole, must be pre-approved by the teacher

If a student is caught cheating in an exam, this will warrant an automatic “F” in the exam.

Plagiarism

Plagiarism includes breaches of authenticity such as copying of the language, structure, programming, computer code, graphs, visuals, music, ideas and/or thoughts of another and presenting it as one’s own work. It also includes any unauthorized use of intellectual property. Students must be particularly aware that taking information, graphs, or visuals from the internet may involve “stealing” intellectual property and will result in a lack of authenticity if the source is not fully acknowledged. Plagiarism occurs frequently due to inadequate paraphrasing or a lack of understanding that even when the ideas of another have been paraphrased well, the source must still be credited.

Falsification/Lying

Falsification includes the statement of any untruth either verbally or in writing, with respect to any circumstances relevant to one’s academic work. Such acts include, but are not limited to:

- The forgery of official signatures
- Tampering with official records
- Fraudulently adding, deleting, or manipulating information on academic work after the testing period or due date of the assignment
- Lying or failing to give complete information to a teacher
- Claiming illness to gain extra preparation time for tests, quizzes or assignments due



Stealing

Stealing includes the taking, without the right or permission to do so and with the intent to keep or make use of wrongfully, the schoolwork or materials of another. Such acts include but are not limited to:

- Stealing copies of tests and quizzes
- Illegitimately accessing the teacher's answer key for tests or quizzes
- Stealing the teacher's edition of the textbook
- Stealing another student's homework, notes or handouts
- Stealing the personal property of another person

MIS Contact Information

Address: P.O. Box 269 – Doha, Qatar
Telephone: (974) 4444-9892 / 4441-6453
Fax: (974) 4431-4988
Website: www.misqatar.com
Facebook: [MIS1994](https://www.facebook.com/MIS1994)
Instagram: [misschool1994](https://www.instagram.com/misschool1994)

Direct Extensions

Front Desk: Dial ext. 0	<i>General inquiries and appointment requests for teachers and Principals</i>
Accounts/Business Office: Dial ext. 102	<i>School fees/invoices, bus transportation, school books, uniform, transcript of records</i>
Administration/Admissions Office: Dial ext. 103	<i>Admissions, job vacancies, student records, school letter/certificate requests</i>
School Clinic: Dial ext. 112	Kindergarten Department: Dial ext. 116

For the staff email list, please see the following link: [Staff Email List](#)



APPENDIX

- ❖ **[Organizational Chart](#)**
- ❖ **[2024-2025 School Timings](#)**
- ❖ **[School Bus Policy](#)**
- ❖ **[Digital Device Policy](#)**
- ❖ **[Antibullying Policy](#)**
- ❖ **[School Fee Guidelines and Policies](#)**
- ❖ **[KG Handbook](#)**
- ❖ **[Elementary Handbook](#)**
- ❖ **[Middle School Handbook](#)**
- ❖ **[High School Handbook](#)**
- ❖ **[Special Education Needs \(SEN\) Handbook](#)**
- ❖ **[Parent Complaints and Resolution Process - English](#)**
- ❖ **[Ministry of Education Code of Ethics \(English\)](#)**
- ❖ **[Ministry of Education Code of Ethics \(Arabic\)](#)**



Student-Parent Handbook 2024-2025 Acknowledgement Form

As a student and parent of MIS, every child and parent are expected to comply with the rules and regulations of the school. Failure to adhere to or violation of any school policies will have detrimental consequences and may, ultimately, affect the continuity of a student's education in MIS.

The Ministry of Education's Code of Ethics is also made available to you in the appendix and, as you are part of the MIS community, you must uphold the ethical guidelines stipulated on this document.

(All information about school policies and procedures are available to you via this handbook.)

For documentation purposes, parents and students are kindly requested to sign below in acknowledgement that they have read and understood the information outlined in this document:

Name of Student: _____ Grade: _____

Student's Signature of Acknowledgement: _____

Name of Parent: _____

Parent's Signature of Acknowledgement: _____

Date : _____

[Please return the signed page to your student's homeroom teacher after reviewing this handbook and within a week of receiving of it.]