Parent's HANDBOOK

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School Vision & Mission

Elite International School is a private coed school covering Early Childhood, Elementary, Middle and High School.

Elite International School has a clear vision, mission, and objectives, aligned with the general orientation of the State of Qatar. We are keen to establish and maintain a happy and purposeful community that enables children to thrive morally, socially, and intellectually and achieve excellence.

Vision

EIS empowers the hearts and minds of students by fostering educational excellence and emotional well-being.

Mission

We promote students' achievement and prepare them to become lifelong learners, equipped with 21st century skills, optimum knowledge and Qatari values.

Objectives

EIS has a diverse and evolving environment that promotes excitement and interest in teaching and learning. We all operate as members of the school community and work as a team in order to meet the school's educational objectives which are:

- To raise students' attainment level to meet or exceed grade-level standards and norms in both internal and external assessments through various methods, including the use of modern technology to create interactive learning experiences, enhance the understanding of academic concepts, analyze students' performance and provide personalized recommendations.
- To create and maintain explicit systems for collaboration and feedback among all stakeholders.
- To strengthen the school's sense of identity for current and prospective students, parents, staff, and the wider community to have a shared understanding of the school's vision, mission, objectives, and values.
- To involve students in the school life using their skills, knowledge, and experience to enrich their learning experience.
- To boost parental involvement through a set of programs and events, which has a direct impact on students' attitudes, behavior, and achievement.
- To maintain health and safety protocols that consistently improve the learning environment for all stakeholders.
- To develop a sense of national pride and citizenship while engendering respect for diversity, individuality, and differences.
- To promote the life skills of communication, cooperation, improving one's own learning and performance, problem solving and critical thinking skills so that a new generation of students, that is ready for the challenges of the 21st century, is nurtured.

These learning objectives convey those allocated for each academic stage as detailed below:

Objectives of Early Childhood Stage

Within the general educational objectives of EIS, the early childhood stage focuses on:

- Building students' numeracy and literacy skills.
- Developing students' self-esteem.
- Enabling students to speak effectively and express their ideas and emotions.
- Developing a learning environment in which children are motivated and able to learn.
- Developing friendships among children belonging to the same age group.
- Helping students work as part of a team.
- Giving students the opportunity to learn and practice the social-emotional skills.

Objectives of Elementary School

While meeting the general educational objectives of EIS, the elementary stage seeks:

- To instill in students a desire to learn and grow.
- To enable students to realize their potential as unique individuals.
- To enable students to develop their communication skills and express themselves and their thoughts orally and in writing in all the taught languages.
- To help students acquire a strong foundation in mathematical reasoning and skills.
- To help students develop knowledge and skills science to be able to conduct inquiries using the scientific method.
- To enable students to develop as social beings and good citizens through collaborating and cooperating with others.
- To help students develop the ability for critical thinking and logical judgment.
- To help students recognize the importance of hard work, personal responsibility, and respect for others.
- To develop students into self-disciplined, physically fit, and healthy individuals.

Objectives of Middle School

Articulated within EIS educational objectives, the middle school stage is keen:

- To offer students a positive educational and social experience in a structured, challenging yet nurturing environment.
- To develop confidence to make and hold moral judgements.
- To help students communicate in a variety of ways for different occasions and purposes.
- To help students develop an enquiring mind.
- To enable students to identify problems, investigate and find solutions.
- To help students acquire information from various sources and record this in a variety of ways.
- To develop students' imagination and creativity by offering a wide range of experiences.
- To develop students' natural curiosity and use it to foster positive attitudes towards learning.
- To enable students to appreciate and respect the dignity of work.

Objectives of High School

Embedded in the educational goals of our school, the emphasis in high school is:

- To provide rigorous and engaging educational experiences that challenge students to achieve their highest academic support.

- To cultivate intellectual growth along with emotional, social and physical development in each student.
- To equip students with the skills to analyze, evaluate, and solve complex problems, preparing them for success in higher education and beyond.
- To develop students' effective written and verbal communications skills to express their ideas confidently.
- To provide opportunities for students to engage in logical reasoning and draw well-supported conclusions from evidence.
- To help students approach challenges with creativity and resourcefulness.
- To nurture integrity, responsibility, empathy and resilience for students' personal and ethical growth.
- To promote teamwork and collaboration skills that prepare students for success in both academic and professional settings.
- To help students explore college options and career opportunities.

Values

Respect
EIS aims to promote respect, cooperation, communication, and courteous interactions among students, parents, staff, and administration, in order to create a positive learning environment in which an atmosphere of mutual trust is maintained. Positive attitudes and the development of professional working relationships are essential to the school.

Responsibility
Students and staff feel responsible and take pride in their school or place of work. It is our responsibility to provide a flexible learning environment, attentive to the specific needs of our students. We are also responsible to prepare students to fulfill their civic responsibility as effective members of society.

Communication
To ensure student success, EIS encourages and recognizes the importance of communication among its students, parents, staff and administration. We uphold a commitment toward effective dialogue between all parties.

Excellence in teaching and learning
We remain committed to instructional effectiveness that focuses upon student's learning and progression throughout the curriculum. Professional learning, collaboration, and sharing between staff is encouraged and supported. All teachers feel responsible for improving their own skills and knowledge in order to improve the educational process. The school strives to provide opportunities for professional development throughout the year.

The school utilizes effective means to disseminate the vision and mission, for instance, it is displayed in all the school hallways and classes, visible to all school stakeholders.

School Opening Plan

Elite International School welcomes you to the new academic year 2024-2025 and hopes you all had a refreshing summer vacation.

To ensure a smooth and successful start, we would like to share with you our plan for the school re-opening.

As per the school's academic calendar, the first instructional day is Sunday, 1st September 2024. Students should wear the school uniform starting the first day. The uniform's details are available on our website.

The school day starts at 7:00 am. Our timetables for all stages have been updated as outlined below:

Preschool to K	
7:15 - 7:45	Session 1
7:45 - 8:15	Session 2
8:15 - 8:45	Break 1
8:45 - 9:15	Session 3
9:15 - 9:45	Session 4
9:45 - 10:15	Session 5
10:15 - 10:45	Session 6
10:45 - 11:15	Break 2
11:15 - 11:45	Session 7
11:45 - 12:15	Session 8
12:15 - 12:45	Session 9

Grades 1 to 5	
7:15 - 8:05	Session 1
8:05 - 8:55	Session 2
8:55 - 9:10	Break 1
9:10 - 10:00	Session 3
10:00 - 10:50	Session 4
10:50 - 11:40	Session 5
11:40 - 12:00	Break 2
12:00 - 12:50	Session 6
12:50 - 1:40	Session 7

Grades 6 to 9	
7:15 - 8:05	Session 1
8:05 - 8:55	Session 2
8:55 - 9:45	Session 3
9:45 - 10:10	Break (25 min)
10:10 - 11:00	Session 4
11:00 - 11:50	Session 5
11:50 - 12:15	Prayer Time (10 min) + Break (15 min)
12:15 - 1:05	Session 6
1:05 - 2:00	Session 7

For written communications, teachers will use planners and e-planners from Preschool to Grade 3. For Grades 4 to 9, only e-planners will be used.

EIS will continue with the 'Bring Your Own Device' policy for Grades 4 to 9. Students should bring their devices to school on a daily basis to benefit from the activities that will be carried out online.

The arrival and dismissal timings and procedures are as follows:
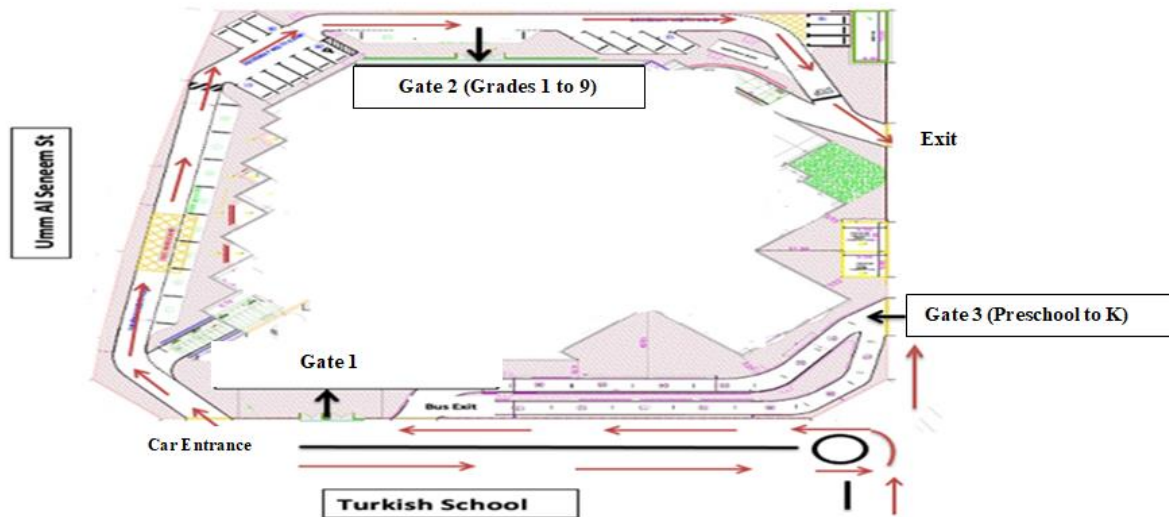
Students' Morning Arrival Procedure

• School gates will be open only at 6:30 am.

• Preschool to K students should use gate 3 and then door (D3) only during their arrival time at 7:00 am.

• Grades 1 to 9 students should use gate 2 and then door (D2) only during their arrival time at 7:00 am.

• Middle/high school girls will use staircase 1 (ST1) and middle/high school boys will use staircase 3 (ST3) during morning arrival time and afternoon dismissal time.

• **At 7:15 am, gate 2 and gate 3 will be closed**. **The entry to the school will be through Gate 1 only**.

Students' Afternoon Dismissal Procedure

• Preschool to K students should be collected by the parents (using gate 3) directly from the classrooms using the doors facing the outdoor area of each classroom.

• Gate 3 will be open from 12:45 pm to 2:15 pm only

- Grades 1 to 3 students should be collected by the parents (using gate 2) directly from the Canteen (using Canteen gates 1 or 2). Canteen location is in the middle of the school and car parking is near door (D2).
- Grades 4 to 9 students should be collected by the parents (using gate 2) directly from the Gym hall (using Gym gates 1 or 2).
- Gate 2 will be open from 1:40 pm to 2:30 pm.

> **Note: All school gates will be closed from 12:00 noon to 12:45 pm.**

Students' attendance and punctuality are of crucial importance. Parents of children, who are brought in late, with prior approval from the administration, are requested to meet the Student Affairs and fill out and sign a late slip, noting that continuous lateness will result in consequences as per the school's attendance policy. Without prior approval from the school administration, no students will be allowed to enter unless they provide a medical certificate.

All school policies are available on the school's website, https://www.eliteintschool.com/policies, to share the school's expectations and maintain quality of teaching and learning.

We will continue to work together as a community to help our children develop a lifelong love of learning.

Attendance Policy

Punctuality is essential to a healthy academic environment as well as to maintain a sense of order starting from the morning.

All students must be in school at 7:00 am.

Parents of children, who are brought in late, with prior approval from administration, are requested to meet the students' affairs and fill out and sign a late slip, noting that continuous lateness will result in consequences as mentioned in the student's planner. Without prior approval from the school administration, no students will be allowed to enter the school premises unless they provide a medical certificate.

Parents must inform the school about their child's absence by 8:00 am. After this time the student will be considered truant (unexcused absence).

Students must be in school as per the following timings on regular school days unless they have afternoon activities:

- Preschool to K from 7:00 am to 12:45 pm.
- Grades 1 to 5 from 7:00 am to 1:40 pm.
- Grades 6 to 12 from 7:00 am to 2:00 pm.

If the person who picks up a child is late for whatever reason, administration should be informed about the delay before 2:00 pm.

a) **Drop Off / Pick Up Procedure**

Students' Morning Arrival Procedure

• School gates will be open only at 6:30 am.

• Preschool to K students should use gate 3 and then door (D3) only during their arrival time at 7:00 am

• Grades 1 to 9 students should use gate 2 and then door (D2) only during their arrival time at 7:00 am

• Middle/high school girls will use staircase 1 (ST1) and middle/high school boys will use staircase 3 (ST3) during morning arrival time and afternoon dismissal time.

• **At 7:15 am, gate 2 and gate 3 will be closed**. **The entry to the school will be through Gate 1 only**.

Students' Afternoon Dismissal Procedure

- Preschool to K students should be collected by the parents (using gate 3) directly from the classrooms using the doors facing the outdoor area of each classroom.
- Gate 3 will be open from 12:45 pm to 2:15 pm only
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- Grades 4 to 9 students should be collected by the parents (using gate 2) directly from the Gym hall (using Gym gates 1 or 2).
- Grades 6 to 9 girls should be collected by parents (using gate 2) directly from the Canteen (using Canteen gates 1 or 2).
- Gate 2 will be open from 1:40 pm to 2:30 pm.

> **Note: All school gates will be closed from 12:00 noon to 12:45 pm**

b) **Lateness**

Students' attendance/ registration at school will be at 7:00 am.

A- Late (15) minutes after registration:

- Three times of lateness per semester will result in a verbal warning.
- Ten times of lateness per semester will result in a written warning.
- Fifteen times of lateness per semester will result in a meeting with parents.

- Twenty times of lateness per semester will result in undertaking by the parents.

B- Late more than (15) minutes after registration:
- No students will be allowed to enter the school after 7:30 am unless provided with a medical certificate or prior approval from the school administration.

Excused lateness must be prearranged the day before with the office.

c) <u>Absences</u>
- A student should only be absent in case of emergencies such as illness or death in the family.
- An absence due to sickness will be considered excused if a doctor's note accompanies the child to school.
- For students absent for two or more days due to illness, only doctor's note will be accepted.
- For students absent for more than three days without a doctor's note, the parents will be required to meet with the administration prior to returning to school.
- A student who misses an excess of ten or more days, excused or not, will be referred to the executive committee to determine if they should continue their enrolment in the school.

Students' Arrival and Dismissal Timings and Procedures

Students' Morning Arrival Procedure
- School gates will be open only at 6:30 am
- Preschool to K students should use gate 3 and then door (D3) only during their arrival time at 7:00 am.
- Grades 1 to 9 students should use gate 2 and then door (D2) only during their arrival time at 7:00 am
- Middle/High School girls will use staircase 1 (ST1) and Middle/High School boys will use staircase 3 (ST3) during morning arrival time and afternoon dismissal time.
- **At 7:15 am, gate 2 and gate 3 will be closed**. **The entry to the school will be through Gate 1 only**.

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- Grades 4 to 9 students should be collected by the parents (using gate 2) directly from the Gym hall (using Gym gates 1 or 2).
- Grade 6 to 9 girls should be collected by parents (using gate 2) directly from the Canteen (using Canteen gates 1 or 2).

- Gate 2 will be open from 1:40 pm to 2:30 pm

> **Note: All school gates will be closed from 12:00 noon to 12:45 pm.**

Procedure for Early Pick up During the School Working Hours

- **No parents under any conditions are allowed to enter any classroom or drop/pick up their children by themselves after 7:00 am or during the academic session.**
- Any parent wishing to pick up his/her child early or needs to check on his/her child when the school day is not finished must fill out a request form available with student's affairs office and wait for the student to be brought to him/her by the authorized personnel.
- If you are sending your representative to pick up your child, his/her name should be included in the emergency contact of your child's application form and also school administration should be informed in advance regarding the same. The representative will be asked to produce his/her Qatar ID card before we release the children.
- Teachers are not permitted under any circumstances to allow parents to enter their classrooms to pick up children. They are not allowed to hold conversation with parents before the school ends unless the parent is accompanied by a member of administration having permission to do so.
- **Parents should inform the students' affairs office before 8:00 am about their child/ren's early pick up in order to facilitate providing them with missed academic work.** It is the responsibility of the parents to ensure all missed work is completed by their child.
- Students who are missing any academic session due to prior medical appointments should provide the school with medical certificate from the doctor once they return back.

Lines of communication

EIS's approach towards education is based on continuous evaluation of every child's capabilities and accordingly guides each student in a unique manner to improve his/her existing skills; hence, building an interactive relationship with the parents and guardians is very important to us.

In order to facilitate a smooth operation and effective communication, EIS will be holding Parent Teachers conference as mentioned in the academic calendar. Student planner /e-planner must be used for daily communication between parents and EIS staff.

Parents are requested to make an appointment with the **students' affairs** office if they want an appointment with any teaching faculty or management team on any other day or for conducting any celebrations.

To ensure a smooth and effective meeting, no parents/visitors will be allowed to carry any electronic device inside the administration area and will be requested to handover for safe keeping with **students' affairs** office **(Mobile phones are not allowed in any meeting).**

It is strictly prohibited for parents to communicate or talk or verbally threaten any other students inside the school campus. Please do not hesitate to contact the administration office if you have any concerns.

* No parents or students from other grades are allowed to enter the classrooms after 7:00 am or during an academic session. Parents are not allowed to communicate with teachers directly unless a prior appointment has been taken. To ensure a proper feedback, parents are directed to make an appointment with students' affairs office.

E-Learning Portal Guidelines

Elite International School will use its e-learning portal to provide you with quick access to the information you need regarding assignments, reference materials and other forms of communication.

EIS e-learning portal is accessible online, either from the school website
https://www.eliteintschool.com/e-learning or the school management system direct link
http://3.17.113.80/PortalLogin.aspx

In an initiative to go green, we have launched the e-planner tool, which will be used for all students from Preschool to Grade 9, noting that Preschool to Grade 3 students will further receive a planner at the beginning of the school year.

Students can access their account from any electronic device — computer, laptop or tablet — using the usernames and passwords which will be provided by the school to the parents via SMS.

The portal is user-friendly; all the learning content and information are structured in an organised way, making them easily accessible to all students. Class discussions, calendar, e-resources, schoolwork, evaluations and notes from teachers are accessible in just one click. All students have access to learning materials at any time and from any place where they have internet access.

Parents and students have also access to detailed reports outlining the progress of the students and the completion of their schoolwork, allowing them to easily monitor and evaluate their academic growth.

Students can also communicate with their teachers and classmates via the chat feature that the portal provides, creating a more collaborative and interactive learning environment.

Teachers will use the e-learning portal to create multimedia learning content and recorded lessons, using videos, images, audios and texts which serve as great tools in teaching new skills and imparting knowledge.

All students will be trained by their respective teachers on how to effectively use the portal on the first day they attend school.

The e-learning portal will be used strictly for educational purposes using the following guidelines:
- All school rules and consequences related to the code of conduct apply.
- Students will be required to use appropriate grammar instead of texting language.
- The portal will be used to discuss school-related content only.

- Put-downs or sarcasm toward others' ideas are not allowed.

It is important that students take part in live discussions, check e-resources, complete their assignments, and take any assigned e-quiz diligently, taking the learning process seriously to ensure a smooth transition once regular classes are resumed.

In addition to EIS e-learning platform mentioned above, our students will keep using the online learning portals to enhance their reading skills. Usernames and passwords will be provided later to all students by the school.
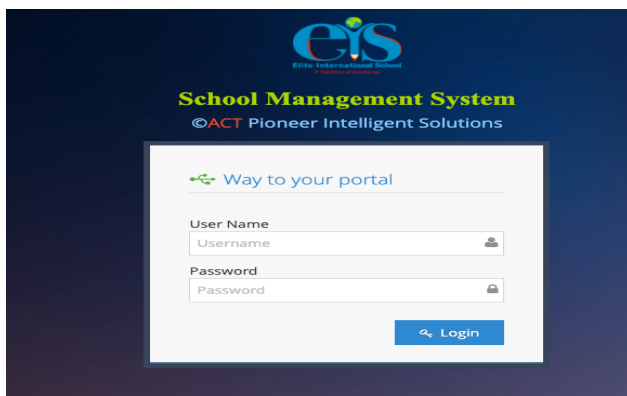
E-Learning Portal Guidelines
How to Login:
1. Use the link below to login **to the school website:**
 https://www.eliteintschool.com/
2. Go to the e-learning tab and click on e-learning portal

3. Enter the username and password provided by the school, then click on login.

Students can view assigned tasks and notes under E-planner tab.
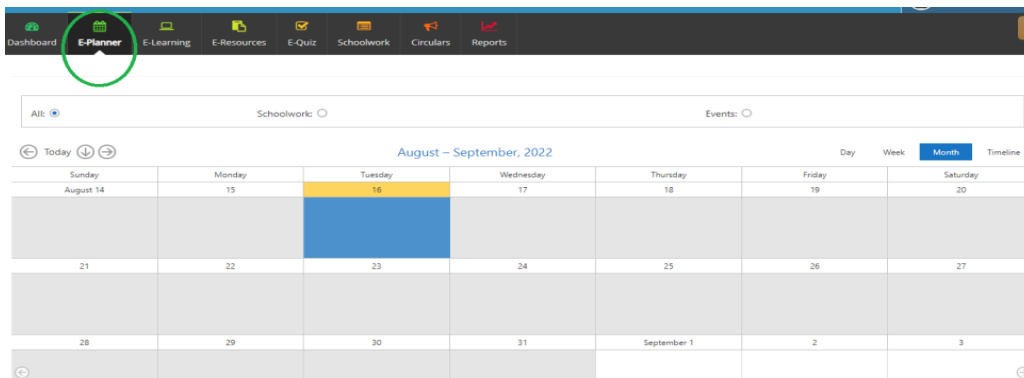
How to Take Part in Online Class Discussions:

Students can access all the topic-related materials the teacher has uploaded through the "E-learning" tab.

Students can post a note to the whole group if the question is about something the whole group should know.

They can send a note only to their teacher, that is privately, if they want to talk about something that doesn't relate to everyone or seek assistance.

Students are not allowed to post personal questions to the group. They need to keep conversations on topic and refrain from posts that tease, bully, annoy, spam, or gossip about any other member.
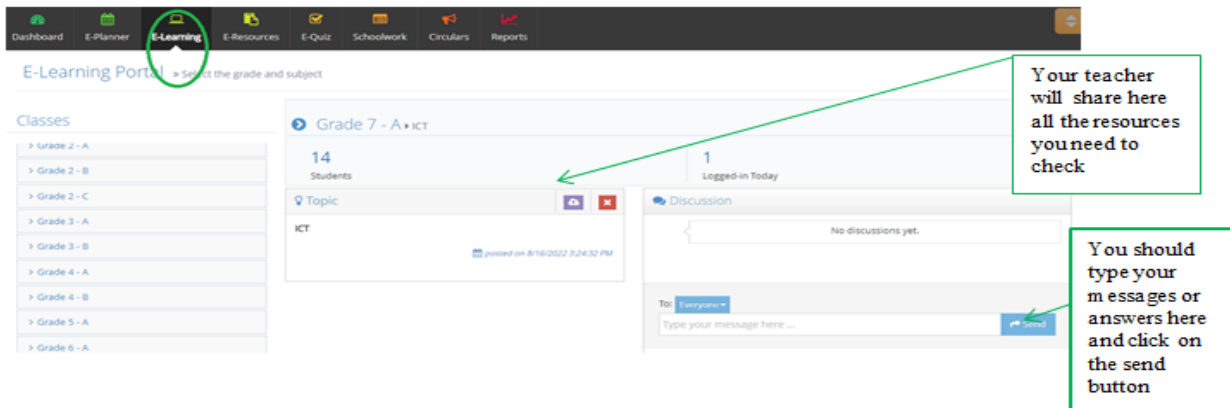
How to Access Educational Resources:

By clicking on the "E-Resources" tab, students can gain access to all the available educational resources and download them.
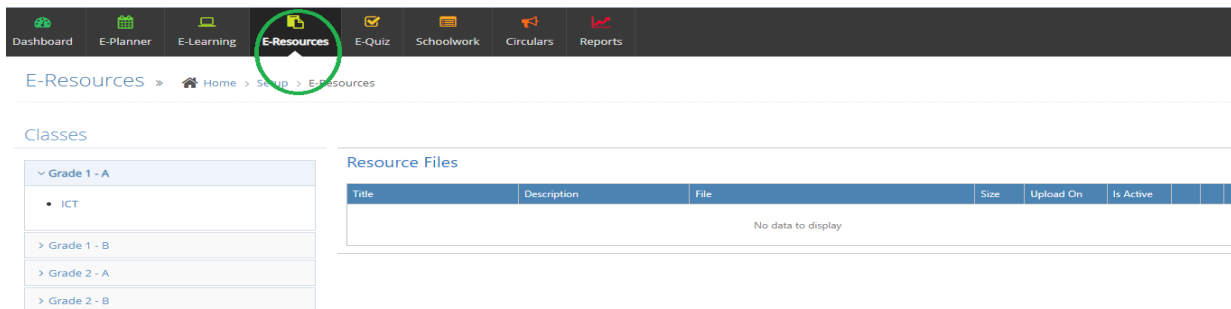
How to Submit Assigned Schoolwork or Reply to Teacher's Notes:
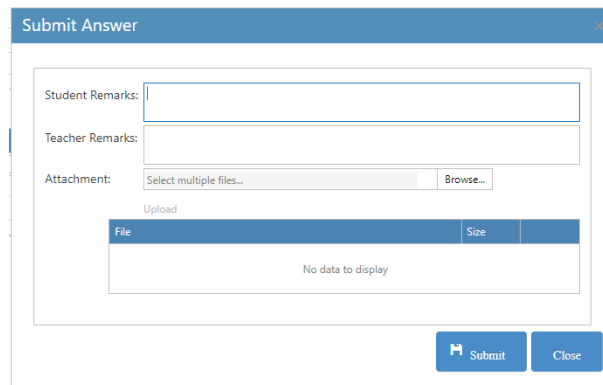
Students should click on the "schoolwork" tab to check the assignment or note posted by the teachers. They can upload their assignment or reply to the notes as below.

Click on the number to download the file your teacher has attached for you to read and complete.
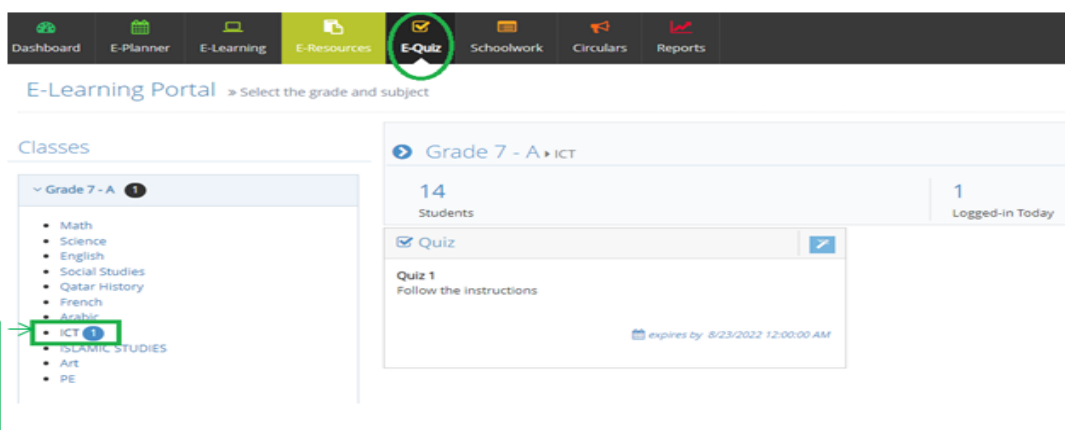
Click on this button to upload and submit your assignment/answer your teacher.

How to Take an E-Quiz:

Students should click on **the** "e-quiz" tab to check the quiz assigned by the teachers.

Step 1:
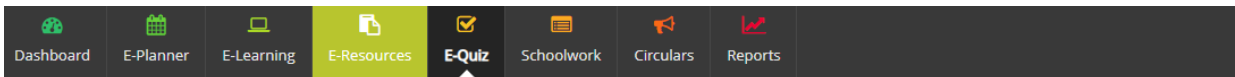
Click here to take quiz

Step 2:
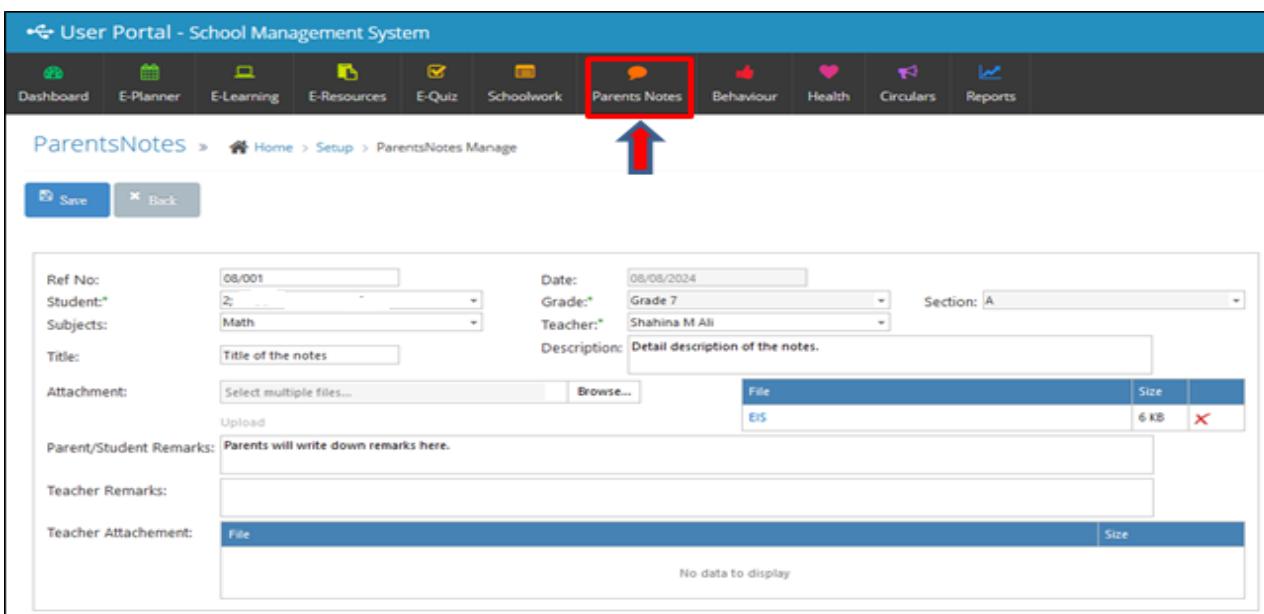
Once you click on the 'take a quiz' button, a message will pop up notifying you that the countdown will start. Click 'OK' once you are ready to start. Keep in mind that you need to finish all the questions before the time elapses.
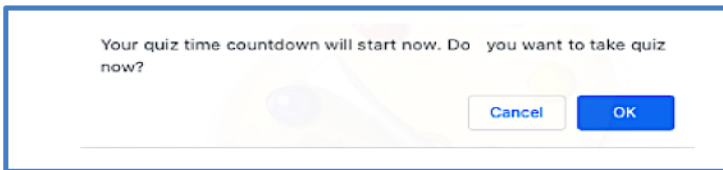
Step 3: Click on 'Finish' once you are done.

Parents Notes

Parent can create notes by pressing [Add New]

Ref No.: Parents manually enter a reference number.

Date: System automatically selects the current date.

Student: Parents choose the student from a drop-down menu.

Grade / Section: Grade and section are selected automatically based on the student.

Subject: Parents select the subject, which auto-populates the relevant teacher in the drop-down menu.

Title: Parents enter a title for the note.

Description: Parents provide a detailed description in the designated box.
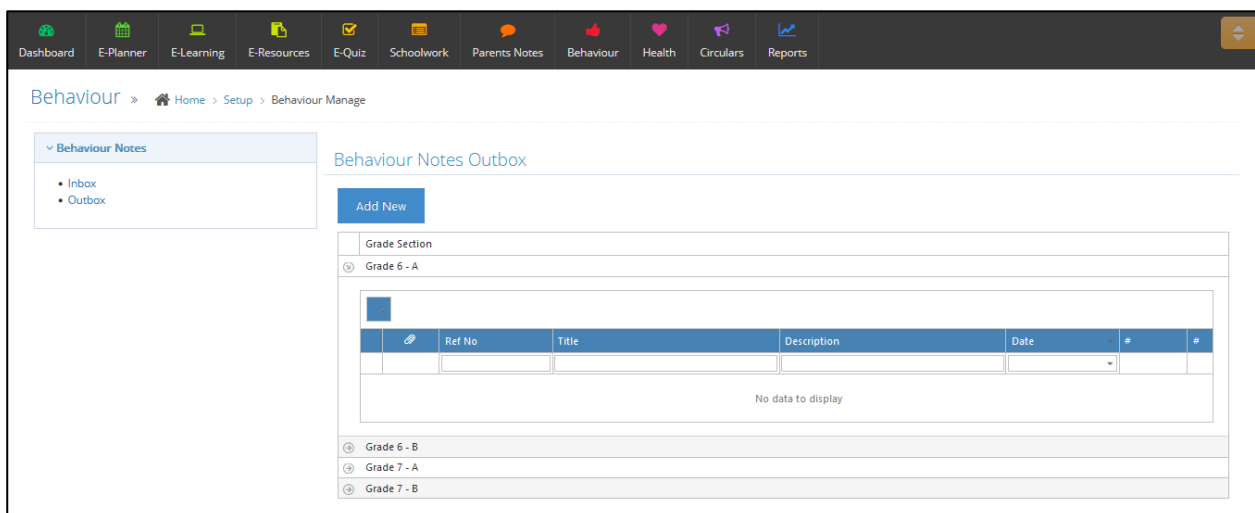
Attachment: Parents can attach multiple files as references for the teacher.

Parents/Student's Remarks: Parents add any remarks for the teacher.

Save: Clicking the save button will send the notes to the relevant teacher for a response.

Once all the necessary information is filled up in Parents Notes, it will be sent to the relevant teacher to reply to that parents' note. Parents can edit or delete the note before getting a reply from the teacher. Once the teacher replies, notes cannot be changed or deleted.

Behavior Notes

Parent/Teacher both can create behavior notes by pressing **.**

Ref No.: Parents/teacher manually enter(s) a reference number.

Date: System automatically selects the current date.

Student/Teacher: Parents/teacher choose(s) the student from a drop-down menu.

Grade / Section: Grade and section are selected based on the student.

Subject: Parents/teacher select(s) the subject, which auto-populates the relevant teacher/student in the drop-down menu.

Title: Parents/teacher enter(s) a title for the note.

Description: Parents/teacher provides a detailed description in the designated box.

Attachment: Parents/teacher can attach multiple files as references.

Parents/Student's Remarks: Parents add any remarks for the teacher.

Teacher's Remarks: Teacher adds any remarks for the parents.

Save: Clicking the save button will send the note to the relevant teacher/parent for a response.

Once all the necessary information is filled up in parents/teacher notes, it will be sent to the relevant teacher/parents to reply to the notes. Parents/teacher can edit or delete the notes before getting a reply from the teacher/parents. Once teacher/parents reply, the note cannot be changed or deleted.

Once a behavior note is submitted by the teacher, it will be sent to parents to reply. Parents can press button to submit a reply.

Parents Remarks: Parents will write down their remarks after reviewing teacher's remarks.
Attachment: Parents can attach multiple files as references for the teacher
Submit: Clicking the submit button will send the parents' reply to the teacher.

Once parents submit the reply, it cannot be edited and submitted button will appear

Health Notes

Once parents login to portal, they can reply to nurse notes by pressing

Parents then see a small window to reply to nurse notes.

Parents Remarks: Parents will write down their remarks after reviewing nurse's remarks.

Attachment: Parents can attach multiple files as references for the nurse.

Submit: Clicking the submit button will send the parents remarks to the nurse.

Once parents submit the reply, it cannot be edit and submitted button will appear

Reports:

Clicking on the 'Reports' tab, a student can have a detailed report of all the schoolwork and quizzes that he or she has either submitted or not. It also reveals the date of tasks submission as well as the grade earned (when applicable). All the student needs to do is to select the subject, work type, and the date to be able to get a detailed report.

School-Home Communication

Parents are our partners in the education process. We trust that you have a fundamental role to play in addressing children's developmental, physical, social, emotional and intellectual needs. We also believe that by working in partnership, we can successfully enrich your child's journey. Hence, daily communication between parents and staff is a very important part of our program.

➢ Please check your child's planner/e-planner every day for homework assignments or any messages / announcements from the school. The same will be also available on the school portal.

➢ Please ensure all homework assignments are completed and if your child has any difficulty in finishing any homework assignment, please write a short note to the teacher explaining the problem.

➢ Parents are required to **sign Preschool to Grade 3 students' planner daily** to indicate that the homework was noted and done and the information in the planner has been read and taken into consideration and/or action has been taken.

➢ The planner and all the books, needed for the next day's lessons to be placed in the school bag, to carry to school.

➢ Parents should use parent's column in the planner/notes in the e-planner to forward messages to the school.

➢ Teachers will check all planners/e-planners on a daily basis to make certain that all parents' notes are replied to.

➢ Parents are requested to collect Students' Assessment reports from the office at the end of each semester.

➢ Student's planner cannot be replaced by notebook or any other diaries. Parents must buy a new student's planner for Preschool to Grade 3 from the school if it is lost or used completely.

Planners will be used by Preschool to Grade 3 students only.
E-planners will be used by all students.
E-planner link is given below:
http://eis.servebbs.com/PortalLogin.aspx

Admission and Registration Policy

Students are registered according to the age of admission specified in the circular issued by the Private Schools Licensing Department. They are registered according to the last academic certificate obtained, indicating their grades.

Students applying for EIS have to sit an entrance exam that measures their proficiency in the English language and their computation and problem-solving skills in Math. The admission tests are taken on the school campus and are aligned with Common Core and/or AERO standards.

Arabic speaking students will also be tested on language proficiency, reading comprehension and writing skills. The Equivalency table as well as age requirements and other documents set by the

Ministry of Education and Higher Education are taken into consideration before admitting and registering students.

Admission Standards and Selection Criteria

Upon receiving a circular from the Ministry of Education and Higher Education about admission opening dates, Elite International School sends circular and SMS to the current parents informing them that the school is open for admission for the next academic year for all grades. Moreover, the school publishes the open enrolment period on its official website and social media platforms. We operate an open admission policy in which places are offered on the basis of first-come first serviced, based on the number of vacant seats available in the grade to which applicants are applying. The Student Affairs / Admissions Department provides parents with information about the curriculum offered by Elite International School, evaluation policy, the academic year calendar, in addition to the accredited certificates that the school provides and informs them of the accreditation body. In the event that the student transfers from a school, whether from inside or outside the State of Qatar, with a curriculum different from that of Elite International School, parents will be informed of the international education systems equivalency table issued by the Ministry of Education and Higher Education.

Application Procedure to Be Followed by Parents

EIS admits students based on its admission assessment policy and requirements as well as the availability of vacant seats.
Guardians visit the school between 7:00 a.m. and 12:00 noon to fill an entrance exam application form and submit it along with all required documents. Applications can also be downloaded from the school website www.eliteintschool.com.

The documents required for the entrance exam:
- Duly filled entrance exam application form
- Sight of the original and copy of birth certificate
- Copy of mother's and father's valid passports and Qatar ID cards
- Sight of the original and copy of passport & valid residence visa for students
- Sight of the original and copy of vaccination record
- Report card (original and copy) from previous nursery/school
- Parents' questionnaire
- Undertaking prior to entrance exam
- Recommendation form from previous nursery/school.

Once a fully submitted entrance exam application is received and processed, parents will be notified of the entrance exam date. On entrance exam day, pay assessment fee for grade 1 to up (non-refundable and non- transferable) and applicants will be assessed the same day by the academic team as well as the social worker. Applicants will be individually/group wise assessed. Please advise your child that the entrance exam will be done in the absence of parents, and parents will not be allowed to accompany them in the assessment room.

The initial admission assessment does not guarantee a seat to be held. Seats will be offered based on school board policy and priority once a student qualifies. The result will be informed within three working days.

The successful applicants need to submit the enrollment application form along with all required documents within a week of being informed about the result. The application can be collected from the school or downloaded from the school website.

Admission Documentation Requirements:
- Duly filled enrolment application form
- Four (4) recent passport photographs
- A signed fees regulations agreement form
- Fees/payment clearance letter from previous school
- Completed medical form (attached with application form)
- Health evaluation certification and health record document from health center
- Letter of employment from the child's sponsors workplace
- Report card/certificate (original and copy) authenticated by the Ministry of Foreign Affairs of Qatar (only for students coming from schools outside Qatar)

Successful applicants will be enrolled at EIS once they submit the documents mentioned above on or before the date mentioned in the application form and upon the payment of registration fees (non-refundable and non- transferable) and seat reservation fees (non-refundable and non- transferable). Seat reservation fee is a part of first semester tuition fees.

Failure to pay registration fees or to submit the duly filled application form along with all required documents before the deadline will result in applicant losing the seat

> ***Note: Early Years Children in diapers will not be admitted.**

Assessment and Evaluation Policy

Elite International School believes that assessment is an integral part of the learning process as it helps measure students' progress and attainment and reflect on their own performance and development. It further encourages students to take responsibility for their own learning.

Reflecting and supporting the school's vision and mission, the assessment policy that we have in place is based on on-going approach. It helps identify areas where students need intervention and support.

It consists of various assessment tools that range from formative and summative assessments and include classwork, homework, quizzes, and projects for all grade levels in addition to end of semester examinations for Grades 4 to 9 as detailed in the tables below.

The assessment results are communicated clearly, accurately and on a timely manner. At the end of every semester, report cards are distributed to students and uploaded to the school's portal.

a. **Classwork:** Scores will be based on students' participation in class discussions. One graded classwork will be assigned to students on a regular basis and the score will be based on the submitted task.

b. **Homework:** Scores will be based on the homework assignments students submit. Students will be given at least one day to complete their tasks.

c. **Projects:** Scores are awarded based on predetermined criteria set forth in the rubric that teachers share and communicate with students.

d. **Quizzes:** Scores will be based on students' performance in quizzes. They consist of a variety of question pools that include filling in the blanks, selecting true or false, multiple choice as well as questions requiring short answers and critical thinking questions. Students will be notified about any quizzes ahead to review the required content.

e. **End-of-Semester Examinations:** Grades 4 to 9 students will take their end of semester examinations in all subjects.

For early childhood classes, the performance key levels will be determined based on the tasks performed in class.

Evaluation System for the Academic Year 2024-2025 for Preschool				
Performance Key Level	**4**	**3**	**2**	**1**
English	Exceeding the standard	Meeting the standard	Approaching the standard	No adequate progress
Math				
Science				
Arabic				
Qatar History - Social Studies				
French				
Islamic Studies				
Social Emotional Development				
Gross Motor Skills				
Art/ Music and PE				

Evaluation System for the Academic Year 2024-2025 for Pre-K and K				
Performance Key Level	4	3	2	1
English	Exceeding the standard	Meeting the standard	Approaching the standard	No adequate progress
Math				
Science				
Arabic				
Qatar History - Social Studies				
French				
Islamic Studies				
Fine Arts				
Academic Development Skills				
Social Development and Work Habits				
Physical Education				

Grades 1 to 3 Evaluation System for Academic Year 2024-2025

Mathematics		
Category	Percentage	No of tabs
Classwork	25	5
Quizzes	45	8
Homework	15	5
Project	15	1

Science		
Category	Percentage	No of tabs
Classwork	25	5
Quizzes	45	8
Homework	15	5
Project	15	1

English		
Category	Percentage	No of tabs
Classwork	25	5
Quizzes	45	8
Homework	15	5
Project	15	1

Social Studies		
Category	Percentage	No of tabs
Classwork	25	3
Quizzes	45	4
Homework	15	4
Project	15	1

Arabic		
Category	Percentage	No of tabs
Classwork	25	5
Quizzes	45	8
Homework	15	5
Project	15	1

Qatar History		
Category	Percentage	No of tabs
Classwork	25	3
Quizzes	45	3
Homework	15	3
Project	15	1

Islamic Studies		
Category	Percentage	No of tabs
Classwork	25	3
Quizzes	45	4
Homework	15	3
Project	15	1

French		
Category	Percentage	No of tabs
Classwork	25	3
Quizzes	45	6
Homework	15	4
Project	15	1

Art		
Category	Percentage	No of tabs
Skills	40	3
Creativity	45	3
Project	15	1

P.E		
Category	Percentage	No of tabs
Skills	50	2
Theory	25	2
Uniform	25	1

ICT		
Category	Percentage	No of tabs
Quizzes	45	3
Skills	25	3
Homework	20	2
Project	10	1

Grades 4-5 Evaluation System for Academic Year 2024-2025

Mathematics

Category	Percentage	No of tabs
Test	45	1
Quizzes	25	8
Homework	20	5
Project	10	1

Science

Category	Percentage	No of tabs
Test	45	1
Quizzes	25	8
Homework	20	5
Project	10	1

English

Category	Percentage	No of tabs
Test	45	1
Quizzes	25	8
Homework	20	5
Project	10	1

Social Studies

Category	Percentage	No of tabs
Test	45	1
Quizzes	25	4
Homework	20	4
Project	10	1

Arabic

Category	Percentage	No of tabs
Test	45	1
Quizzes	20	8
Oral: *Reading *Poem *Vocabulary	20	2
Homework	10	5
Project	5	1

Qatar History

Category	Percentage	No of tabs
Test	45	1
Quizzes	25	3
Homework	20	3
Project	10	1

French

Category	Percentage	No of tabs
Test	45	1
Quizzes	20	5
Oral	20	2
Homework	10	4
Project	5	1

Islamic Studies

Category	Percentage	No of tabs
Test	45	1
Quizzes	25	4
Homework	20	4
Project	10	1

ICT

Category	Percentage	No of tabs
Quizzes	45	3
Skills	25	3
Homework	20	2
Project	10	1

P.E

Category	Percentage	No of tabs
Skills	55	2
Theory	25	2
Uniform	20	1

Art

Category	Percentage	No of tabs
Skills	45	3
Creativity	45	3
Project	10	1

Mathematics

Category	Percentage	No. of tabs
Test	45	1
Quizzes	25	8
Homework	20	5
Project	10	1

Science

Category	Percentage	No. of tabs
Test	45	1
Quizzes	25	8
Homework	20	5
Project	10	1

English

Category	Percentage	No. of tabs
Test	45	1
Quizzes	25	8
Homework	20	5
Project	10	1

Social Studies

Category	Percentage	No. of tabs
Test	45	1
Quizzes	25	8
Homework	20	5
Project	10	1

Arabic

Category	Percentage	No. of tabs
Test	45	1
Quizzes	20	8
Oral: *Reading *Poem *Vocabulary	20	2
Homework	10	5
Project	5	1

Qatar History

Category	Percentage	No. of tabs
Test	45	1
Quizzes	25	3
Homework	20	3
Project	10	1

Art

Category	Percentage	No. of tabs
Skills	45	3
Creativity	45	3
Project	10	1

Islamic Studies

Category	Percentage	No. of tabs
Test	45	1
Quizzes	25	4
Homework	20	4
Project	10	1

ICT

Category	Percentage	No. of tabs
Quizzes	45	3
Skills	25	3
Homework	20	3
Project	10	1

P.E

Category	Percentage	No. of tabs
Skills	55	2
Theory	25	2
Uniform	20	1

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Mathematics		
Category	Percentage	No. of tabs
Test	45	1
Quizzes	25	8
Homework	20	5
Project	10	1

Science		
Category	Percentage	No. of tabs
Test	45	1
Quizzes	25	8
Homework	20	5
Project	10	1

English		
Category	Percentage	No. of tabs
Test	45	1
Quizzes	25	8
Homework	20	5
Project	10	1

Social Studies		
Category	Percentage	No. of tabs
Test	45	1
Quizzes	25	8
Homework	20	5
Project	10	1

Arabic		
Category	Percentage	No. of tabs
Test	45	1
Quizzes	20	8
Oral: *Reading *Poem *Vocabulary	20	2
Homework	10	5
Project	5	1

Qatar History		
Category	Percentage	No. of tabs
Test	45	1
Quizzes	25	3
Homework	20	3
Project	10	1

French (Elective)		
Category	Percentage	No. of tabs
Test	45	1
Quizzes	20	5
Oral: *Reading *Poem	20	3
Homework	10	4
Project	5	1

Islamic Studies		
Category	Percentage	No. of tabs
Test	45	1
Quizzes	25	4
Homework	20	4
Project	10	1

Computer Science (Elective)		
Category	Percentage	No. of tabs
Quizzes	45	3
Skills	25	3
Homework	20	3
Project	10	1

P.E. (Elective)		
Category	Percentage	No. of tabs
Skills	55	2
Theory	25	2
Uniform	20	1

Art (Elective)		
Category	Percentage	No. of tabs
Skills	45	3
Creativity	45	3
Project	10	1

Grade Advancement Policy

In early childhood, students are socially promoted to the subsequent grade.

In the elementary stage, students should have an overall average of 60% or above to get promoted to the subsequent grade level.

In middle school, students need to score 60% or above in all subjects to get promoted to the next grade level. Students who fail in the 4 core subjects of Math, English, Science and Arabic will have to sit and pass an exam for each subject before the beginning of the next academic year. If they fail, they will repeat their grade level.
Students who fail in more than 4 core subjects will be retained in their current grade level.

In high school, students should score at least 60% in every subject to earn a credit for that subject. Failing a core subject means having to repeat the subject for the next academic year.
The following number of credits will be used to determine a student's grade placement:

- ❖ Freshman (Grade 9) 1-4 credits
- ❖ Sophomore (Grade 10) 5-11 credits
- ❖ Junior (Grade 11) 12-18 credits
- ❖ Senior (Grade 12) 19-26 credits

A student who does not meet these credit requirements will remain in the same grade placement until the necessary credits are earned to advance to the next grade.

Health, Safety & Security Policy

The school is committed to establishing a safe environment where children and staff members can work together confidently and securely. A committee is in place to oversee all health, safety, and security measures within the school. The committee is responsible for developing, implementing, and monitoring policies and procedures to ensure a safe and secure environment for all members of the school community.

The committee consists of:
- Managing Director
- Senior Management Team
- Nurse
- Facilities Coordinator
- Student Affairs Representative

To uphold the highest standards of health, safety, and security, the committee has adopted the following measures:

- **Healthy Practices:** EIS promotes healthy nutrition by requesting parents to provide healthy meals for their children. Unhealthy items such as popcorn, chips, chewing gum, candies, and chocolate bars are prohibited.

- **No Nut Policy:** A strict no-nut policy is enforced due to the severity of nut allergies, particularly in younger children. Food sharing is prohibited to prevent allergic reactions.

- **Hygiene:** The school emphasizes bathroom cleanliness, proper handwashing techniques, and healthy behavior. All students must wear proper school uniforms; sandals and step-in footwear are not allowed to prevent injuries.

- **Prohibited Items:** Hard or pointed objects/toys, such as plastic knives or swords, are banned to avoid potential injuries.

- **Play Materials:** Only school-provided play materials are allowed, and bringing equipment from home is strictly prohibited.

- **Contagious Illnesses:** Parents must inform the school nurse immediately if a child contracts a contagious illness. Affected students will be sent home and may return only with a medical clearance certificate.

- **Medication Administration:** Medications, both prescription and over the counter, cannot be administered by the nurse without a parental consent form. Medications must be delivered by parents directly to the school nurse and administered only in the health clinic.

- **Head Lice:** If a child is found to have head lice, the school nurse will notify the parent to collect the child immediately. The child may return only after being cleared by the nurse.

- **School Health Services**: The school is equipped with a clinic staffed by a registered nurse. All new students must submit proof of immunization as per the Ministry of Public Health's requirements. Parents must provide updated immunization records, and authorization letters are required for any immunizations conducted on school premises. The clinic's objectives include early detection of health problems, prevention of communicable diseases, provision of health education, and maintenance of a safe school environment. The school nurse is the only authorized personnel to administer medications with the appropriate documentation. In the case of school accidents, parents are contacted immediately, and if unreachable, the emergency contact is notified.

- **Preventive Measures:** The school enforces preventive measures to reduce accidents and injuries, such as ensuring laboratory safety and issuing guidelines to avoid hazards.

- **Infrastructure Safety:** Regular checks are conducted to maintain a safe infrastructure, and faulty equipment is reported and repaired promptly.

- **Electrical Safety:** All electrical equipment is tested by qualified contractors, and staff are instructed to inspect equipment before use.

- **Hand Sanitizer Use:** In an effort to keep our student body healthy, EIS has a hand sanitizer use policy in place. Most areas in EIS provide access to sinks and soap. Dispensers of non-alcohol-based hand sanitizers are mounted in classrooms and the canteen.

- **Sunscreen:** EIS allows students to carry and apply sunblock by themselves if the school has a written permission note from a parent.

- **Weather Guidelines/Recess:** As per the weather conditions, the school administration can keep the children indoors, ensuring they have access to the school canteen.

- **First Aid Policy:** All employees should know the first aid list and the location of first aid boxes, which are checked regularly for replacement purposes. A list of the contents of each box is kept and updated. The students should be trained to report any accident or emergency situation to the nearest employee. The first aid kit must be taken on any educational or sport trip outside the school building. When dealing with blood injuries, protective gloves are worn to avoid the risk of HIV / AIDS / hepatitis. All incidents are reported to the concerned administrative official and recorded. In case of injuries, 999 is dialed. It is important that all emergency addresses and contact details for students are carefully kept and regularly updated.

- **Electrical Equipment:** All plugs in the school are tested by a qualified, independent contractor. All employees are required to visually inspect the equipment before use. Special attention must be paid to electrical equipment wiring in the classroom.

- **Fire Safety and Fire Drill Requirements:** All staff are trained in fire drill procedures, including evacuation plans, and practice drills are conducted on a regular basis, following the ministry's guidelines. All staff members are given instructions to follow as part of the fire drill requirements. They are asked to create and keep a map of their classroom showing the exits. Once they hear the fire alarm sounds, they will evacuate and exit the classrooms with their students while carrying the fire safety folder that includes class rosters and count the children present. They are trained to check the door, if cool then they can proceed. Teachers require students to walk out in single file and inform them that they may need to crawl if there is smoke in the hall. Students should crawl or crouch down in a single file to avoid confusion. Teachers and students will go to the designated areas to assemble. Practice on fire drill is done as per the Ministry's directives.

- **Safe Laboratory Environment:** Safety is the most important part of a science lesson. This includes monitoring students' behavior and taking care of laboratory materials and equipment. Students receive a safety training session at the beginning of the academic year to help them understand their role in ensuring a safer and more productive science experience. When selecting lab activities involving chemicals, teachers only use chemicals for which they have appropriate engineering controls (e.g., ventilation, eyewash station, etc.) and personal protective equipment (e.g., safety goggles, aprons, etc.). They ensure to have storage and disposal procedures in place. They are also requested to substitute a less hazardous chemical whenever possible. A hazard analysis and risk assessment are conducted, and appropriate safety actions are reviewed to determine if any planned activity is feasible or should be altered or eliminated.

- **Safe Arrival and Dismissal Procedures**: Gates open at 6:30 am for car arrivals, with designated gates and doors for different grade levels. Gates close at 7:15 am, with late arrivals redirected to

Gate 1. Different gates and areas are assigned for the dismissal of students by grade level, with staff present to oversee the process. Supervisors are assigned to organize traffic at the main gates, and parents are advised to follow designated entry and exit points, which are communicated through the school portal. Drivers should follow all traffic and safety rules within the school premises. Students should be accompanied by adults during pickup to ensure their safety. The school staff and security personnel will be present to assist and oversee the dismissal process.

- **Cybersecurity**: The school has implemented cybersecurity policies to protect students' personal data and ensure the safe use of technology and the Internet. Necessary technologies are in place to monitor and secure online activities.

Note: For the academic year 2024-2025, the school does not offer a bus transportation system

Food Policy

Healthy Food is essential for good health throughout life. It is especially important for young children to appreciate a wide variety of healthy and nutritious foods.
We would like to ask parents to provide their children with the healthiest food possible.
- No popcorn, chips, chewing gum, candies and chocolate bars are allowed in school.
- Nuts or food with nuts are not allowed as some children may have allergy to nuts.
- Parents should inform the school administration two days in advance if they would like to celebrate their child's birthday in school. The food or cake should be nut free. The details of the food should be provided to the administration. **Siblings studying in other classes are not allowed to participate in such celebrations.**

Canteen Policy

The canteen in charge should fill out the daily follow-up check list provided by the Ministry of Public Health and get signature and stamp from school management.
Daily checking includes:
- Check the temperature of the refrigerator and hot holding heaters and record the temperature log.
- Efficiency and availability of sufficient number of refrigerators (supplied with an electronic thermometer) and hot holding heaters.
- The food transporting vehicle is clean and meets the health standards.
- Check the temperature with a calibrated thermometer to ensure that food requiring cold storage is below 4°C and food requiring hot storage is above 64°C.
- Food items or meals arrival time is appropriate and ensure safety of food items served to the students.
- Food items are wrapped in a safe manner that meets the health standards.
- Boxes storing dry food items are clean and meet the health standards.

- Collect at least 250 g of each meal and keep them for 5 days in a freezer.
- The canteen is clean, free from any source of infection, and free from pests and insects.
- Presence of sufficient number of garbage containers that fit the standard in both canteen and kitchen.
- Cleaning materials used in the canteen are safe for food items.
- Cleaning tools and equipment are stored in a separate place far from storage, display and sale of food items.
- Presence of hand washing sink for food handlers, provided with dispensers for liquid disinfectant soap and drying paper towel.
- Food handlers are in compliance to wearing clean, light colored uniform, gloves and hairnet.
- Food handlers are in compliance to healthy behaviors and proper personal hygiene.
- Food handlers health certificate are valid and under the job category of food service

Uniform Policy

All students **must wear** school uniforms.
- School uniforms with black shoes must be worn at all times when attending school and students must be smartly presented.
- PE uniforms are allowed only if the students have PE lessons.
- Hair must be neatly tied, no fancy hair pieces allowed.
- No jewelry except a watch and a pair of stud earrings (for girls) should be worn.
- Make up and nail varnish are not allowed.
- Female students should wear uniforms that do not outline body features in all types of outfits (school uniform and sports uniform)

Type	Males	Females
Official Uniform	Shirt with long or short sleeves	Long or short-sleeved shirt
		Long-sleeved shirt (for Grade 7 and above)
	Pants or sports shorts (not above the knee from Grade 4 and above)	Pants, skirt, or apron that is not above the knee with women's leggings/stockings for the lower part of the body. It must not be transparent when wearing the skirt. Or skirt to the ankle (stockings/leggings not required in this case)
Sports Uniform (Only on PE days)	Sports shirt	Sports shirt
	Pants or sports shorts	Pants or sports shorts (with legging in case of wearing shorts)
		Loose pants (From Grade 4 and above)

Please follow the link below for more details:

https://www.eliteintschool.com/_files/ugd/ab340d_5c9ec5be57fa4f95a515aa74eb9811aa.pdf

Bring Your Own Device Policy

'Bring Your Own Device Policy' applies to Grades 4 to 12 students. This policy is implemented to allow the school to integrate current technology into lesson plans and provide access to online learning resources that would otherwise be unavailable within the classrooms.
Students need to bring their own laptops/tablets to school on a daily basis and use them following their teachers' instructions.
The use of these electronic devices will be for educational purposes only.

Personal Devices

- No cell phone, MP3 player, beeper, toys, card/video games or other electronic devices are permissible unless used as a part of a class or project and are approved by an instructor.
- A student with such device will be given a verbal warning on the first occurrence and a written warning on subsequent occurrences. The device will be confiscated and given to the parent or guardian.
- If a parent wishes to contact his/her child during school hours it must be done through the office.
- School personnel will confiscate any electronic device or toys that they see or is/are brought to their attention regardless of parents' authorization.

Anti-Bullying Plan

Objective:
To create a safe, inclusive, and respectful school environment by implementing a comprehensive anti-bullying program, with the active involvement of the student council.

Introduction:
Bullying is a serious issue that can significantly impact students' mental, emotional, and academic well-being. Elite International School is committed to fostering a culture of respect and kindness. Through the collaboration of staff, students and parents, this anti-bullying plan aims to effectively address and prevent bullying in all its forms.

Social Worker's Role:
- Provide individual and group counseling to students affected by bullying,
- Offer emotional support and teach coping strategies to help students manage the effects of bullying.
- Assist in the development and implementation of the anti-bullying policy and programs.
- Develop and lead educational sessions for students and teachers on topics like empathy, and conflict resolution.
- Keep accurate records of bullying incidents and interventions to help identify patterns and areas needing attention.

Teachers' Role:
- Integrate anti-bullying messages into the sessions,
- Educate students about the school's and classroom's policies and the importance of a respectful school culture.
- Recognize signs of bullying and provide a safe space for students to report incidents.
- Report bullying incidents to the social worker/SMT, maintaining confidentiality and the students' trust.
- Intervene promptly and effectively in bullying incidents, ensuring the safety of all students.
- Provide support and follow-up to students involved in bullying
- Foster an inclusive and respectful classroom atmosphere where diversity is celebrated, and all students feel valued.
- Implement classroom management strategies that promote positive behavior and respect among students.

Student Council's Role:
The student council will be pivotal in executing this plan, engaging their peers through morning broadcasts, stage performances, and class visits. Their role includes:
- Campaign Leadership: Leading the "Stop Bullying" campaign to promote a bully-free school environment.
- Broadcasting Messages: Delivering daily anti-bullying messages and tips during morning assemblies.
- Stage Performances: Organizing and performing in plays that depict the impact of bullying and the importance of kindness and empathy.
- Classroom Visits: Conducting peer-to-peer sessions to discuss bullying prevention strategies and encourage open communication.

Action Plan:
- Regular sessions for students to educate them about the types and signs of bullying, the psychological impact, and the school's policies against bullying.
- Incorporating lessons on empathy, digital citizenship, and conflict resolution into the existing curriculum.
- Students are encouraged to report incidents to their teachers and/or the social worker without fear.
- Every reported incident is followed up with appropriate intervention and support.

- Regularly collecting feedback from students to assess the effectiveness of the program and make improvements.

Our school's anti-bullying plan is a dynamic, community-driven approach to prevent bullying. By empowering the student council and involving the entire school community, we aim to cultivate an environment where every student feels safe, valued, and respected.

Complaints Policy

The committee dedicated to handling school-related complaints includes the following members:

- Managing Director
- Senior Management Team
- Student Affairs Representative
- Social Worker

Procedures and Protocols for Operating Parental Complaints Committee

In order to ensure the provision of high-quality education, provide a safe and satisfactory environment for students, enhance transparency and trust between the school administration and parents, and offer opportunities for parents to express any concerns or inquiries regarding their children's education, the school has established the following guidelines and protocols for submitting and receiving parental complaints:

- The communication channel through which parents can submit their complaints is the school e-learning platform and school official website. This platform should be announced and readily accessible to parents, with clear instructions on how to submit complaints, including phone numbers and email details.
- Upon receiving a complaint, an SMS or official email will be sent to parents confirming receipt on the same day. For urgent cases, an immediate appointment date will be provided; for non-urgent cases, an appointment will be scheduled within two days.
- The official complaint form provided by the Ministry will be utilized. Parents or individuals with grievances will be requested to complete this form when submitting a complaint.
- Upon receiving a complaint, the school's parental complaint committee will thoroughly review and investigate the matter, diligently collecting relevant evidence and witness statements pertaining to the reported issue.
- An interview with the complainant will be conducted on the scheduled date, ensuring that this appointment does not extend beyond two days from the date of complaint submission.
- The matter will be resolved and the case concluded to the parent's satisfaction within a maximum of three days from the date of complaint submission.
- Once the case is resolved, an SMS/E-mail will be promptly sent to the parents, notifying them that the case has been successfully closed.

- Necessary corrective actions will be implemented when required, and suitable penalties will be applied in cases of non-compliance by any school employee, in alignment with the internal sanctions policy established for school staff. This must be documented and maintained in a dedicated file.
- The procedures followed will be documented in the officially approved complaint form, and signatures will be obtained from both the head of the school's committee and the complainant.
- The report will include a detailed account of the procedures undertaken, accompanied by supporting evidence, either affirming or refuting the case, completed within a maximum period of five days.
- The school reserves the right to implement appropriate measures in response to baseless complaints from a guardian, subject to substantiation and confirmation from the Ministry of Education and Higher Education.
- The action plan to prevent bullying among students will be implemented and updated on a regular basis.
- A regular performance report for the committee will be provided, including the number of resolved and closed complaints as well as those that remain unresolved.
- An annual survey will be administered for parents to measure their satisfaction with the committee's performance.

School Expectations of Students

Students are always expected to:

- Make your best effort to meet the required school expectations.
- Speak politely to everyone and listen to people when they are talking to you.
- Listen carefully to teachers and follow their instructions.
- Maintain a mature attitude and high standards of behavior to promote a positive environment.
- Respect all students and school personnel's rights as well as their property.
- Keep your environment clean and tidy.
- No fighting or playing rough games during recess.
- Playing of cards games is not allowed anywhere in the school.
- Follow rules shown on signs or have otherwise been set.
- (For example: no entry for students or to complete your homework on time).

In the classroom students are always expected to:
- Abide by the school classroom rules and other rules that the teacher has set.
- Do your best and allow others to do their best without disruption.
- Speak in English (except during Islamic studies, Arabic, and French classes).

Students are never expected to:
Carry, conceal, or use any object, material or substance, which is inappropriate, and/or may disrupt others from learning, cause damage to school property, or cause harm to any person.

Code in Force

The EIS Discipline Code applies in the following situations:

- During regular school hours.
- In the school bus or other transportations sanctioned by the school.
- During school sponsored events.
- When going to and from school.
- During events and activities associated with the school.

Due Process Rights

Any student whose conduct may warrant suspension will be provided the following due process:

a) Students:

- A notification of the violation.
- An opportunity to present his/her side of the story to the appropriate school personnel.

b) Parents:

- A written notification of the violation and the consequence decided by the school.
- Twenty-four hours' notice to meet the school personnel for a fair and impartial conference, unless the student's behavior is so disruptive or detrimental that he/she cannot complete the school day.

Rights of students and parents when suspension or expulsion is warranted

Any student whose behavior may warrant suspension or expulsion as well as their parents will be provided with the following:

a) Students:

- A notification of the failure to meet required school expectations.
- An opportunity to present his / her side of the story to the appropriate school personnel

b) Parents:

- A written notification of the failure to meet the required school expectations by their child.
- An opportunity to present his / her child's side of the story to the appropriate school personnel.

Note: Be informed that mobile phones are not allowed in any meeting.

Student's Behavior Policy / Code of Conduct

Elite International School is committed to providing a safe, engaging and supportive learning environment where all policies are enforced fairly and consistently. Student disciplinary regulations emphasize instruction and rehabilitation rather than punishment; they are designed to foster and reward appropriate behavior and keep students connected to school so they can graduate college and career ready.

EIS Student Code of Conduct provides a framework to support behavioral goals and disciplinary policies. All students are expected to be aware of and abide by this Student Code of Conduct. Parents/guardians are encouraged to read the Student Code of Conduct carefully and to discuss the information with their children.

Philosophical Statement

EIS will provide the instruction and support necessary to meet students' academic and behavioral needs and identify fair and developmentally appropriate behavioral expectations for all members of the school community. Educators and other adults in the school will teach students to behave in ways that conform to these policies and contribute to academic success. This is achieved by reinforcing positive behavior, preventing misbehavior before it occurs, supporting students in overcoming challenges, and fostering positive relationships among all members of the school community.

Research shows that students are more likely to accept responsibility for their actions and the consequences of their behavior when school discipline is administered fairly, equitably and consistently. EIS will also employ due process protections when enforcing discipline and must not allow harsh or exclusionary discipline to disproportionately impact specific groups of students, including but not limited to students with disabilities.

Students' Responsibilities

Students share responsibility with school staff for maintaining an environment of mutual respect and dignity in the school. They take an active role in making the school a supportive, safe and welcoming place in these ways:

• Demonstrate pride in self, in the future, and in school by arriving on time, dressing appropriately and being prepared on focus on academics.

• Be respectful and courteous to fellow students, parents/guardians and school staff.

• Seek the most peaceful means of resolving conflict, and obtain the assistance of teachers, administrators, parent/ guardian or school staff when unable to resolve conflicts.

• Follow school rules and policies, and contribute to a positive school climate by behaving appropriately, even when not specifically asked to do so.

• Recognize how self-conduct affects other students and school staff, and make every reasonable effort to restore relationships and correct any harm caused to others in the school community.

• Seek access to and complete make-up work while out of school for disciplinary reasons.

Staff's Responsibilities

Students who have meaningful relationships with caring adults in the school are less likely to engage in disruptive behavior, be absent, or drop out of school. School staff members should take the initiative in developing positive, meaningful relationships with students. When disruptive behavior does occur, school staff will use professional discretion when applying these consequences/responses and interventions in a progressive manner, to teach students appropriate behavior and correct any harm that results from their behavior.

Staff members take an active role in making school a supportive, safe and welcoming place in these ways:

- Create and promote a positive, supportive, safe and welcoming school environment that is conducive to teaching and learning.
- Be respectful and courteous to students, parents/guardians and other school staff.
- Establish clear expectations for behavior, take an instructional approach to discipline, and acknowledge positive and appropriate conduct by students.
- Involve families, students and the community in fostering positive behavior and student engagement.
- Ensure that clear, developmentally appropriate and proportional consequences are applied for misbehavior as outlined in applicable discipline policies.
- Implement graduated progressive consequences for recurring inappropriate behavior.
- Administer discipline rules fairly, consistently and equitably, regardless of race, ethnicity, culture, gender, color, national origin, ancestry, religion, age, disability, sexual orientation and/ or gender identity.
- Remove students from the classroom only as a last resort and return students to class as soon as possible.
- Notify the social worker and seek her assistance.
- Promptly notify parents/guardians if their child is involved in any disciplinary matter.
- Make every reasonable effort to communicate with and respond to parents/guardians in a timely manner and in a way that is accessible and easily understood.

Parents' and Community's Responsibilities

Parents/guardians and community members play an important role in establishing a positive school climate where students will thrive. Parents can help students and staff members promote a supportive, safe and welcoming school environment in these ways:

• Talk with their child about appropriate conduct at school.

• Be respectful and courteous to other students, fellow parents/ guardians and school staff.

• Read and be familiar with school policies, regulations and rules.

• Have regular contact with school staff and make every effort to ensure that their child maintains regular school attendance.

• Be involved in conferences, hearings and other disciplinary matters concerning their child.

• Help their child access supportive groups or programs designed to improve his/her conduct, such as counselling, after-school programs, and mental health services available in the school and community.

• Promptly share any concerns or complaints with school officials and work with school staff and administrators to address any behavioral problems their child may experience.

Behavior-Related Offenses and Responses

The school believes that disciplinary responses should encourage responsible actions, promote the development of self-discipline and change inappropriate behavior.

Discipline will be administered using a continuum model. Factors to consider when determining the appropriate response may include patterns of behavior, impact on the school community and the overall severity of the infraction.

Offenses included in the Student Code of Conduct apply to behaviors that occur on school property, at school-related activities, or when students are otherwise subject to the authority of Elite International School.

Disciplinary action may be taken for off-campus incidents if the action could have an adverse effect on the order and general welfare of the school. Restitution for loss or damage may be requested and law enforcement will be involved when appropriate.

Responses for Violations of Behavior and Discipline Policies

The professional staff members have the responsibility for taking appropriate actions when a student is involved in a situation that disrupts the learning environment of the school. When determining the consequences, they take the following into consideration:

• The age-appropriateness of the response.
• The severity of the incident.
• A student's previous violations and/or responses for the same or a related offense.
• If the offense interfered with the responsibility/rights/privileges/property of others.
• If the offense posed a threat to the health or safety of others.
• If the student has an Individualized Education Plan.
• The logical relationship between the offense and the response.
• Any specific responses articulated in the school policy.

Corporal Punishment – The School Board prohibits the use of corporal punishment, which is defined as physical punishment or undue physical discomfort inflicted on the body of a student for the purpose of maintaining discipline or to enforce school rules.

Restricted Access – Limitation of a student's presence on school property.

In-school Intervention – The opportunity afforded a student, after the student is removed to an alternate location within the school, to continue to:

• Appropriately progress in the general curriculum.
• Receive instruction commensurate with the program afforded to the student in the regular classroom.
• Participate with peers as they would in their current education program to the extent appropriate.

Suspension – the denial of a student's right to attend regular classes or school for a specified period of time for cause. Suspension includes extended suspension, in school suspension, short-term suspension or long-term suspension.

• **In-School Suspension** – The removal of a student within the school building from the student's current education program to another location within the school building for up to but not more than

3 school days in a school year for disciplinary reasons as determined by the Senior Management team and approved by the Managing Director and the Ministry of Education and Higher Education.

• **Extended-Suspension** – The exclusion of a student from school for 3 school days for disciplinary reasons as determined by the Senior Management team and approved by the Managing Director and Ministry of Education and Higher Education.

Expulsion – The exclusion of a student from the student's regular school program for 3 school days as determined by the Managing Director and Ministry of Education and Higher Education.

The suspension/expulsion policy is applied after discussion with, and approval from, the Ministry of Education and Higher Education (Private Schools Licensing Department).

Failure to meet required school expectations and the consequences of such failure

Should a student fail to meet the school expectations, inevitably there must be a consequence (or sanction) that is in proportion to the failure. Different levels (or intensities) of failure have been categorized and defined. To ensure that consequences are issued fairly, students and parents will be made aware of the levels, categories and consequences so that they are well aware of what actions will be taken when school expectations are not met.

Important guidelines for dealing with students failing to meet expectations

A student may decide to behave in an unacceptable manner and, as such, teachers should be prepared to have patience stretched to the limit. It is of the utmost importance that teachers do not lose their temper and do or say something that may make the situation worse or volatile. Teachers are requested to avoid arguing, insulting the student, physical contact and confrontation at all costs. Teachers are expected to conduct themselves in a professional manner at all times without exception.

Students should not be sent to the administration office directly for any behavioral issues before seeking help from the social worker (both teacher and student).

Taking action

There are various options available for a teacher to use when taking action. Teachers do not immediately opt for the most severe option. A gradual and progressive approach is required as students have more respect for firm but fair teachers, who deal with most problems themselves, rather than immediately referring the student to the administration in each and every case.

The following examples constitute a listing of possible responses and interventions that may be used by a staff member in responding to a student's inappropriate behavior. The responses within each level are examples and are not listed in a particular order of use.

Level 1 Failure to Meet Required School Expectations

Level 1 incident should in the first case be dealt with by the teacher. In exceptional circumstances where the teacher believes immediate outside assistance is necessary, the coordinator then the social worker will assist. The SMT and Managing Director will become involved when a student persistently fails to meet various level one expectations, be it with one teacher or more. A progressive approach is required when dealing with unwanted student behavior.

Failure	Definition	Consequence
1. Disruptive behavior (refer to Excessive disruptive classroom behavior procedure below)	Causing the breakdown of the orderly process of teaching and learning, and / or other school activity.	Classroom teachers can use: warnings, verbal reprimands, written note in student's planners, send a report to the social worker seeking assistance, phone call to parents, separation from peers or denial of class privileges.
2. Littering	Throwing, dropping or leaving rubbish or unwanted material anywhere.	As stated above.
3. Refusal to do work	Refusing to complete class or homework, lab work, projects, or any assignment given by a teacher.	As stated above. For homework, follow homework policy.
4. Failing to follow classroom rules.	Failing to classroom rules, written rules or otherwise (i. e. shouting out, getting out of seat without permission, not following teachers' instructions)	As stated above.
5. Electronic devices	Using any electronic device without permission on school property.	The item must be confiscated by the administration during the school time and returned upon departure of the student from school with a verbal warning and notifying the parents. If student brings the item again, it will be confiscated and given back only to a parent.
6. Lateness (Tardiness)	Not being in their seat and classroom when the lesson has begun. Arriving late to school in the morning.	Lateness is to be recorded in the first time and verbal reprimand given in the second time. Late arriving to school should be dealt with by the Students Affairs office, according to school policy. No students without prior approval will be allowed to enter the classroom after 7:30 am.
7. Arguing (with a student)	Verbally arguing in an aggressive manner with another student.	Classroom teachers can use: warnings, verbal reprimands, written note in student's planners, send a report to the social worker seeking assistance, phone call to parents, separation from peers or denial of class privileges.

Level 2 Failure to Meet Required School Expectations

Level 2 requires immediate contact with the parents. No warnings will be given, and the Senior Management team and Managing Director are to intervene at this level. Students may be suspended further and/or recommended for expulsion after notifying the Ministry of Education and Higher Education (Private Schools Licensing Department) and getting its approval.

Failure	Definition	1st failure and consequence	2nd failure and consequence	3rd failure and consequence
8. Academic misconduct	Plagiarizing, cheating, copying another's work, attempting to gain or gaining unauthorized access to material, using / submitting / providing data or answers dishonestly by deceit, or by means other than those authorized by the teacher.	Referring the child to the social worker and conferring with parents.	Conferring with parents who need to sign an undertaking that the student will not indulge in such behavior or act.	1-2 days suspension, after discussion with, and approval from, the Ministry of Education and Higher Education (Private Schools Licensing Department)
9. Use of inappropriate language (either passively or aggressively)	Using any form of foul language in any language, including the use of hand and body gestures.	Referring the child to the social worker and conferring with parents who need to sign an undertaking that the student will not indulge in such behavior or act.	1-2 days suspension, after discussion with, and approval from, the Ministry of Education and Higher Education (Private Schools Licensing Department)	2-3 days suspension, after discussion with, and approval from, the Ministry of Education and Higher Education (Private Schools Licensing Department)
10. Lying	Intentionally giving or providing untrue or misleading information of communication	Referring the child to the social worker and conferring with parents who need to sign an undertaking that the student will not indulge in such behavior or act.	1-2 days suspension, after discussion with, and approval from, the Ministry of Education and Higher Education (Private Schools Licensing Department)	1-3 days suspension, after discussion with, and approval from, the Ministry of Education and Higher Education (Private Schools Licensing Department)
11. Altering documents	Forging, falsifying, or unauthorized alteration of a document (official or otherwise)	Referring the child to the social worker and conferring with parents who need to sign an undertaking that the student will not indulge in such behavior or act.	1-2 days suspension, after discussion with, and approval from, the Ministry of Education and Higher Education (Private Schools Licensing Department)	2-3 days suspension, after discussion with, and approval from, the Ministry of Education and Higher Education (Private Schools Licensing Department)

12. Damage or destruction of property	Causing, attempting to cause, or threatening to cause, damage to school or others private property. Minor damage or defacing school or private property.	Repairing or replacement of damage caused. Referring the child to the social worker and conferring with parents who need to sign an undertaking that the student will not indulge in such behavior or act, and / or 1 day suspension after discussion with, and approval from, the Ministry of Education and Higher Education (Private Schools Licensing Department)	Repairing or replacement of damage caused 1-2 days suspension, after discussion with, and approval from, the Ministry of Education and Higher Education (Private Schools Licensing Department)	Repairing or replacement of damage caused. 2-3 days suspension, after discussion with, and approval from the Ministry of Education and Higher Education (Private Schools Licensing Department)
13. Misuse of equipment	Use of school online services for illegal, inappropriate, or obscene purposes	Referring the child to the social worker and conferring with parents who need to sign an undertaking that the student will not indulge in such behavior or act, and / or 1 day suspension after discussion with, and approval from, the Ministry of Education and Higher Education (Private Schools Licensing Department)	1-2 days suspension, after discussion with, and approval from, the Ministry of Education and Higher Education (Private Schools Licensing Department)	2-3 days suspension, after discussion with and approval from the Ministry of Education and Higher Education (Private Schools Licensing Department)
14. Insubordination	Refusing to comply, either verbally or non-verbally, with a reasonable request by school personnel	Referring the child to the social worker and conferring with parents who need to sign an undertaking that the student will not indulge in such behavior or act, and / or 1 day suspension after discussion with, and approval from, the Ministry of Education and Higher Education (Private Schools Licensing Department)	1-2 days suspension, after discussion with, and approval from, the Ministry of Education and Higher Education (Private Schools Licensing Department)	2-3 days suspension, after discussion with, and approval from, the Ministry of Education and Higher Education (Private Schools Licensing Department)
15. Truancy	Being absent from school without authorization or	Referring the child to the social worker and	Parents meeting, 1-2 days suspension,	2-3 days suspension, after

		conferring with parents who need to sign an undertaking that the student will not indulge in such behavior or act, and / or 1 day suspension after discussion with, and approval from, the Ministry of Education and Higher Education (Private Schools Licensing Department)	after discussion with, and approval from, the Ministry of Education and Higher Education (Private Schools Licensing Department)	discussion with, and approval from, the Ministry of Education and Higher Education (Private Schools Licensing Department)
without parents being aware. Failure to follow signing in / out procedures, skipping classes or school.				
16. Physical fighting	Engaging in hitting, punching, slapping, kicking or any form of physical attack whether initiating or retaliating	Referring the child to the social worker and conferring with parents who need to sign an undertaking that the student will not indulge in such behavior or act.	Parents meeting 1-2 days suspension, after discussion with and approval from the Ministry of Education and Higher Education (Private Schools Licensing Department)	2-3 days suspension, after discussion with, and approval from, the Ministry of Education and Higher Education (Private Schools Licensing Department)
17. Arguing (with school staff)	Verbally arguing in an aggressive manner with any school personnel.	Referring the child to the social worker and conferring with parents who need to sign an undertaking that the student will not indulge in such behavior or act	Parents meeting, 1-2 days suspension, after discussion with, and approval from, the Ministry of Education and Higher Education (Private Schools Licensing Department)	2-3 days suspension, after discussion with, and approval from, the Ministry of Education and Higher Education (Private Schools Licensing Department)

* The suspension/expulsion policy is applied after discussion with, and approval from, the Ministry of Education and Higher Education (Private Schools Licensing Department).

Level 3 Failure to Meet Required School Expectations

At this level, a student may face immediate suspension of up to 3 days and a recommendation for expulsion after discussion with, and approval from, the Ministry of Education and Higher Education (Private Schools Licensing Department). Students expelled from EIS will not ordinarily be readmitted at a later date. The appropriate authorities will be notified in the event that a student commits an illegal act. Parents will be required to meet with school personnel and / or authorities involved.

Failure	Definition	1st failure and consequence	2nd failure and consequence	3rd failure and consequence
18. Intimidation or menacing incitement	Threatening another, either verbally, or non-verbally, by inflicting fear or damage to property, instigating, or encouraging acts of misconduct	2-3 days suspension, after discussion with, and approval from, the Ministry of Education and Higher Education (Private Schools Licensing Department)	3-5 days suspension and / or recommendation for expulsion, meeting with parents, after discussion with, and approval from, the Ministry of Education and Higher Education (Private Schools Licensing Department)	Open suspension, expulsion, after discussion with, and approval from, the Ministry of Education and Higher Education (Private Schools Licensing Department)
19. Arson	Utilizing unauthorized fire, smoke, or explosives whether used in a safe manner or not. Causing or potentially causing harm to people or damage to property	Meeting with parents, 2-3 days suspension and / or recommendation for expulsion, after discussion with, and approval from, the Ministry of Education and Higher Education (Private Schools Licensing Department)	Expulsion, after discussion with, and approval from, the Ministry of Education and Higher Education (Private Schools Licensing Department)	N/A
20. Assault	Striking with a weapon (any object) with the intent to inflict or inflicting bodily harm	Meeting with parents, 2-3 days suspension and / or recommendation for expulsion, after discussion with, and approval from, the Ministry of Education and Higher Education (Private Schools Licensing Department)	Expulsion, after discussion with, and approval from, the Ministry of Education and Higher Education (Private Schools Licensing Department)	N/A

21. Breaking and entering	Breaking into and / or entering any school building, facility, offices, storage space, or other locked space without authorization.	Meeting with parents, 2-3 days suspension and / or recommendation for expulsion, after discussion with, and approval from, the Ministry of Education and Higher Education (Private Schools Licensing Department)	Expulsion, after discussion with, and approval from, the Ministry of Education and Higher Education (Private Schools Licensing Department)	N/A
22. Vandalism	Destroying or causing significant damage, or defacing school or private property in a willful or malicious manner	Meeting with parents, 2-3 days suspension and / or recommendation for expulsion, after discussion with, and approval from, the Ministry of Education and Higher Education (Private Schools Licensing Department)	Expulsion, after discussion with, and approval from, the Ministry of Education and Higher Education (Private Schools Licensing Department)	N/A
23. Offensive material	Producing, possessing, or distributing materials / information (in any form) that offend common decency or morals of anyone in the school community	Meeting with parents, 2-3 days suspension and / or recommendation for expulsion, after discussion with, and approval from, the Ministry of Education and Higher Education (Private Schools Licensing Department)	Expulsion, after discussion with, and approval from, the Ministry of Education and Higher Education (Private Schools Licensing Department)	N/A
24. Possession of or concealment of a weapon or otherwise dangerous instrument or substance	Using, possessing, attempting to possess, brandishing or concealing and weapon / dangerous instrument / substance / device, including replicas and anything deemed to be dangerous. Definition of a knife is not limited to a cutting instrument consisting of a handle attached to a sharp blade.	One day suspension for possession, meeting with parents, 2-3 days suspension and recommendation for expulsion for use of weapons/dangerous instruments/substance, after discussion with, and approval from, the Ministry of Education and Higher Education (Private Schools Licensing Department)	Expulsion, after discussion with, and approval from, the Ministry of Education and Higher Education (Private Schools Licensing Department)	N/A

25. Obscenities, verbal abuse, vulgarity towards the school and /or school personnel	Directing obscene, abusive, vulgar, profane, harassing, insulting, racial, sexual, anti-religious or ethnic slurs (written or verbal) toward school personnel or any adult member of the school community. It shall include use of obscene gestures that willfully intimidate, insult or in any manner abuse others.	2-3 days suspension and recommendation for expulsion, after discussion with, and approval from, the Ministry of Education and Higher Education (Private Schools Licensing Department)	Expulsion, after discussion with, and approval from, the Ministry of Education and Higher Education (Private Schools Licensing Department)	N/A
26. Gender fraternization and promiscuous behavior	Committing acts that are sexual in nature and fall outside of Islamic teachings. Relations inside and outside the school between the sexes, dating. Evidence of immoral behavior or communications, written or otherwise.	2-3 days suspension and recommendations for expulsion, after discussion with, and approval from, the Ministry of Education and Higher Education (Private Schools Licensing Department)	Expulsion, after discussion with, and approval from, the Ministry of Education and Higher Education (Private Schools Licensing Department)	N/A

*The suspension/expulsion policy is applied after discussion with, and approval from, the Ministry of Education and Higher Education (Private Schools Licensing Department)

Excessive Disruptive Classroom Behavior Procedures

In order to implement a consistent approach between teachers and to take effective action against students who are intent on causing excessive disruption, the following procedure should be adopted by all teachers.

1. If students become disruptive / talkative (i. e. is not allowing effective teaching to take place), the teacher asks them politely to be quiet or to stop what they are doing once. If they ignore the teacher or begin again soon after this instruction, the teacher immediately write their name on the board without hesitation and / or discussion and place a tick next to their name. Should they continue, the teacher adds another tick and a third tick if they persist. At this point, the student will be referred to the social worker for disrupting the lesson and the learning of other students. The social worker takes appropriate measures towards misbehaving students helping them to find the reasons for misbehavior and works towards eliminating the chances of repeated misbehavior. She/he observes the student in the classroom for the rest of the day, sends her/his report to the administration and devise an intervention plan that she/he shares with the administration and all

concerned teachers. Depending on the student's case, she/he then meet with teachers to help them better understand and work with particular students.

2. If the same student persists to be disruptive, a meeting with parents will occur and the student will be placed on school academic/behavior report.

School Academic/Behavior Report

The administration office team may decide to place the student, whose behavior is causing concern in a number of subjects or areas of the school, on school academic/behavior report. The report will have to be completed and signed by the teacher after every lesson in order to monitor the student. If the behavior of the student fails to improve after one week, his/her parents will be contacted and asked to attend a meeting to discuss the issue and consider the options of suspension and/or disciplinary probation.

Suspension

A student may receive an out-of-school suspension for committing an offence or other severe disruption of the education process. For the duration of the out-of-school suspension, a student is excluded with parent knowledge and is not allowed to attend classes, extracurricular activities, school functions, or be on the school premises. They are not permitted to return to school, or attend any school function, for any reason until their suspension has been served or permission has been given by the administration office team.

Disciplinary Probation

If a student has been suspended three times, has committed a level three failure to meet school expectations, or has consistently committed various level-two failure to meet school expectations within a short period of time, that student will be placed on disciplinary probation.

Whilst on probation, the student shall be monitored closely, and should he/she continue not to meet the school expectations or commit another level two or three failure (offence resulting in suspension), he/she will be placed on open suspension with a view to be permanently excluded. At the end of the year, all students on disciplinary probation will be considered for the possibility of not being readmitted into the school the next school year.

Readmission Next Academic Year

Elite International School reserves the right to not readmit any student whose disciplinary record is poor, whether on disciplinary probation or not.

Expulsion Procedures

A student may be referred to the Senior Management team and the Managing Director for expulsion as a result of receiving a suspension while they are on disciplinary probation, subsequent commission of level two infractions, or as a result of committing a level three infraction.

1. When a student is referred to the Senior Management team and the Managing Director for expulsion, they will hold a meeting to review the suspension case.
2. If they decide to put the child on open suspension, the Private Schools Licensing Department of the Ministry of Education and Higher Education will be contacted to discuss the student's situation.
3. Upon receiving approval from the ministry, parents will be informed in writing that the student is placed on open suspension and will describe the reason for the school's action.
4. The student and his/her guardian may appeal in writing to present their case to the Senior Management team and the Managing Director.
5. The Senior Management team and the Managing Director will make a decision that will be conveyed to the parents in writing as soon as possible.
6. The decision of the concerned Senior Management team and the Managing Director is final.

Students on open suspensions may not return to school without a decision from the School Management team and the Managing Director. They may not be on school premises or participate in any school activity or function including field trips or after school events.

Rights of Students and Parents when Suspension or Expulsion Is Warranted

Any student whose behavior may warrant suspension or expulsion will be provided along with their parents with the following:

Students:
1. A notification of the failure to meet the required school expectations.
2. An opportunity to present his / her side of the story to the appropriate school personnel (administration)

Parents:
1. A written notification of their son's / daughter's failure to meet the required school expectations and the consequence decided by the School Management team the Managing Director
2. Twenty-four hours' notice to meet with the Senior Management Team the Managing Director for a fair and impartial conference, unless the student's behavior is so disruptive or detrimental that he/she cannot complete the school day.

Rewards System

EIS strives to be a place where achievements are celebrated, students are self-motivated, and everyone is engaged. As we recognize that students thrive on praise, the thrill of success and the glow of recognition, we have put a student's rewards policy to encourage well behaved and motivated students to maintain this throughout their academic career and their lives beyond school and to modify the behavior of those who do not conform to the requirements of the school regarding such matters as work, uniform, rules and attitude to staff.

EIS rewards system allows students, teachers and guardians to see how well students are progressing in subjects and where they are producing sustained good work, effort and progress. It also rewards attendance. A key part of developing the potential of our students is giving them encouragement and praise, an essential component of discipline with dignity, good teaching and good staff/student relationships. Staff members are encouraged to actively look for opportunities to praise students both within and beyond lessons.

Students can expect to be informed of positive effort through verbal praise, planner and our range of certificates and rewards. Similarly, poor behavior will be shared with parents who are our best supporters in helping to correct such matters.

The school can use displays and notice boards to celebrate and publicize achievement in all spheres of school life. Acknowledgement can also be made through assemblies, positive phone call home, and public display of high-quality work. The maintenance of high achievement and excellent effort will be acknowledged at the annual celebration of achievement.

The reward systems described below are used fairly and consistently by all teachers to be successful.

Elite of the Week
Every two weeks, homeroom and subject teachers in elementary, middle and high school choose one nominee from each class to be chosen as Elite of the week. Names of students that are chosen by most teachers will be announced for the title on Sundays and their name and photos will be displayed on "Elite of the week" board for the period of two weeks. Teachers consider the following while nominating Elite of the week.

- Academic progress (homework, quiz, projects etc.)
- Behavior /participation in school

Star of the Week
Early childhood teachers nominate a star of the week and parents will be informed through the student planner and e-learning portal.

Reward criteria
For academic excellence
Timely submission of class and home assignments
Quality of work in class and Homework (relevance/presentation)
Consistent scores (above 80% in all quizzes)
Academic progress and improvement
Taking initiative to bring in research work

For behavior and participation
Effort/teamwork
Communication with teachers and peers
Following class procedures/instructions
Willingness to help peers

Way to record

Behavior chart will be used for students from early childhood to lower elementary classes. All the names must start at "Ready to Learn" at the beginning of the day. As per the child's behavior, the names of the students will move up or down. The teacher can reward the child to be a class/line lead for the day, teacher's helper for the day etc. Parents are notified through student's planner about rewards received by their child.

Reward coupons will be used for elementary, middle and high school students. The green coupons will be rewarded for academic excellence and yellow coupons will be given for behavior and participation. Teachers record the coupons given to the students on the school's system on a daily basis. The total number of coupons received for each student will be calculated at the end of each semester and the student who receives the highest number of coupons per section will be rewarded in each semester.

Rewards will be in the form of:

• A book
• Extra 5 marks on behavior and participation scores
• Publishing student's name in the Honor list on the school website

For high school, the school's rewards system consists of House Points and Honors Certificates that can be awarded for all of the following:

• An excellent piece of work (relative to the individual)
• Excellent effort
• Good progress (relative to the individual)
• Attendance: 100% attendance to be rewarded by an honors certificate
• Consistently good organizational skills
• A positive contribution to the lesson
• Courtesy
• Consideration of others
• Students who have accomplished their achievement targets e.g. on report cards

Based on the number of House Points earned, students can get:

• Book reward
• Snack time
• Homework Pass
• Game time
• Teacher's assistant
• Teacher's chair
• Breakfast treat
• Early release to lunch
• Admission to a field trip
• Assist a coach on a sport's game
• Extra time for an assignment
• In-class homework time
• Lunch and recess with a teacher

- Morning/afternoon announcements
- Re-take a quiz/test

Teachers need to raise expectations for the student's behavior in order to receive the same reward, so they do not get addicted to rewards and learn to be motivated by their own achievements. The reward system implemented must be shared with and approved by the SMT, and the Managing Director.

Students' Certificates
Certificates will be awarded to elementary, middle and high school students to keep parents and guardians further informed of their children's progress.
At the end of each semester, teachers can nominate students to be awarded with certificates for:
High Academic Achievement: awarded in each subject and based on consistent high standards of classwork and homework as well as test / exam results.
Significant Academic Progress: awarded in each subject to students who have made good progress and have maintained good effort throughout the semester.
Exemplary behavior: awarded to students who have consistently displayed a positive and mature attitude and have set a good example for other students.

IT-Cybersecurity Policy

Elite International School recognizes the value of technology security and values the need for a clear and consistent technology security policy, in compliance with legal and regulatory mandates, that promotes awareness and communicates expectations for safeguarding and securing its technology.
The purpose of this policy is to provide requirements for maintaining the confidentiality, integrity, availability, and accountability of EIS technology resources and data. The policy will address protection of EIS technology, access controls, technology equipment inventory management, network security, physical security, configuration management, and data security.

Protection of EIS Technology
1. EIS reserves the right to take all necessary legal actions to protect the confidentiality, integrity, availability, and accountability of its technology and to prevent its technology from being used for malicious activities.
2. Use of EIS technology to gain or attempt to gain unauthorized access to any system or information is prohibited.
3. EIS reserves the right, in accordance with legal and regulatory mandates, to monitor, archive, audit, or purge the contents of electronic communications, files, and other material created or stored using EIS technology, or data transmitted over EIS networks.
4. EIS reserves the right, in accordance with legal and regulatory mandates and as authorized by the Senior Management team/Managing Director, to access or disclose, for investigative purposes, the

contents of electronic communications, files, and other material created or stored using EIS technology or data transmitted over EIS networks.

5. Failure by any individual using EIS technology to comply with this policy will result in the temporary or permanent restriction of technology access privileges, in addition to any applicable disciplinary actions or financial obligations.

Access Controls

1. Individuals using EIS technology will authenticate using individual account credentials. Exceptions will be approved by the Senior Management team/Managing Director

2. Individuals are prohibited from sharing EIS assigned account credentials unless permitted by the Senior Management team/Managing Director.

3. Individuals are granted access to EIS data and resources based on a least privilege methodology.

4. Access to EIS technology, granted by virtue of the individual's role, will be terminated when the individual's role is fulfilled or terminated.

Technology Equipment Accountability

1. All EIS technology equipment will be accounted for and tracked by location and functionality in an automated system before distribution.

2. EIS technology equipment will be audited periodically to ensure consistency and accuracy of the automated inventory system.

Network Security

All EIS technology networks will be designated as open or restricted.

1. Restricted EIS technology networks will be configured to protect against unauthorized access.

2. Individuals are prohibited from connecting non-EIS technology to restricted EIS networks without prior approval from the Senior Management team/Managing Director.

3. Individuals may connect non-EIS technology to open wireless EIS technology networks in accordance with Responsible Use of Technology and Social Media Policy.

Physical Security

1. Physical access to data centers, main distribution frames (MDFs), and intermediate distribution frames (IDFs) will be controlled to prevent and detect unauthorized access to these areas. Access to these areas will be granted to those persons who have legitimate responsibilities in those areas.

2. All data centers will be secured using technologies that monitor individual access and provide auditable access logs.

3. Individuals responsible for EIS technology must take reasonable steps to ensure the physical security of EIS technology.

Configuration Management

1. EIS technology system will be evaluated and monitored for appropriate security controls and effectiveness and approved by the Senior Management team/Managing Director.

2. EIS technology system will be monitored to confirm configuration and to determine the effectiveness of security controls.

3. All changes, including methods for transmitting and storing confidential data, will be approved and documented by the Senior Management team/Managing Director.

4. The Senior Management team/Managing Director will maintain a process for creating, managing, and documenting account credentials.

Electronic Communications

1. Individuals will have no expectation of personal privacy or confidentiality of any electronic communication when using EIS technology.

2. EIS technologies that store or transmit employee data, student record data, financial data, or other legally confidential data will implement appropriate authentication and encryption technologies to prevent unauthorized access or modification.

3. Individuals using EIS technology will ensure that both their usage and electronic communications content are in compliance with all other EIS policies.

Technology Security Incident Response

1. All EIS technology security investigations will be authorized by the Senior Management team/Managing Director.

2. EIS will monitor its technology for potential security incidents.

3. EIS reserves the right to access, record, restrict, or remove any content or device suspected of contributing to a security incident, with prior written approval from the Senior Management team/Managing Director. All security investigations will be documented by the Senior Management team.

4. The Senior Management team/Managing Director will conduct all EIS technology security incident investigations in strict confidence.

5. Investigations into incidents involving a potential breach of an individual's private data will include the following:

  - Notifications to individuals will be required if it is determined that an individual's personal information has been breached and misuse has occurred or is likely to occur.

  - If misuse is not likely to occur, as in cases where the information breached was protected by encryption and there is no evidence the encryption key had been compromised or disclosed, notifications to individuals will not be required.

Storage Media Handling and Disposal

1. Access to EIS storage media including, but not limited to, floppy disks, magnetic tapes, hard disks, CDs, DVDs, USB memory sticks, etc., will be secured utilizing the least privileges methodology.

2. All service to EIS computers and servers will be performed onsite by authorized EIS personnel or authorized contractors. If a computer or server must be taken offsite for service, all hard drives, CDs, and DVDs will be removed prior to the equipment leaving the premises. If removal of any/all hard disks, CDs, or DVDs is not feasible, prior approval will be obtained in writing by the Senior Management team/Managing Director to remove the equipment.

3. All EIS storage media including, but not limited to, floppy disks, hard disks, CDs, DVDs, USB memory sticks, etc., will be disposed of in accordance with the school requirements.

System Security

1. EIS will employ technology security measures, including monitoring, to ensure the confidentiality, integrity, availability, and accountability of its technology and data.

2. Open wireless networks will be configured to notify users of network monitoring capabilities and the provisions of Responsible Use of Technology and Social Media Policy.

3. Individuals shall not attempt to circumvent, modify, or disable technology security measures implemented by EIS. These measures include but are not limited to:
  - Anti-malware software
  - Internet content filter
  - Network firewalls
  - Computer and server administrative management software

4. Wireless access points will be configured utilizing at least Wi-Fi Protected Access (WPA) encryption.

Account Credential Assignment and Use

1. Credential Assignment
- EIS employees and students will be assigned individual account credentials once their association with EIS has been verified.
- Account credentials are role-based and will be revoked when the individual's role is fulfilled or terminated.

2. Password Requirements

- Passwords will meet established length and complexity requirements and will not match the account username.
- Temporary passwords must be changed upon first login.
- Passwords will expire at regular intervals, and account credentials will be modified as necessary, based on changes in employment or enrollment status.

3. Shared Account Credentials (credentials used by more than a single individual)

- EIS may create shared account credentials in support of specific tasks with the approval of the Senior Management team/Managing Director.
- Shared accounts will only be used for the specific tasks for which they were intended.

Violations of the Policy

A. Any individual who suspects a violation of this policy or these implementation procedures will report the alleged violation to the Senior Management team for investigation.

B. The Senior Management team will report the suspected violation to the Managing Director for further investigation and potential disciplinary action.

C. In cases that may be criminal in nature (threats, stalking, harassment, etc.) or that may pose a safety threat, an investigation will be conducted in consultation and cooperation with the Senior Management team/Managing Director.

D. In cases of probable or potential harm to an individual, appropriate follow-through and communication with the individual in danger and others who are in a position to protect that individual from harm including, but not limited to the police, if necessary, must be undertaken by the individual who discovers the probable or potential harm.

E. Suspicious activity can be reported anonymously through the suggestion/complaint box.

Responsible Use of Technology and Social Media Policy

The school expects that all individuals will act in a responsible, civil, ethical, and appropriate manner when using technology for EIS-sanctioned activities.

The purpose of this policy is to define expectations for:

- The responsible use of technology and social media for EIS-sanctioned activities.
- The responsible use of technology and social media to enhance EIS process and improve system wide communications efforts.
- Maintaining the safety and privacy of individuals.

Compliance

1. Electronic students' and personnel's records, as well as other students' records and personally identifiable information, will be kept confidential and secure.
2. All digital tools and social media used with students for EIS-sanctioned activities will be authorized before use in accordance with the selection of instructional materials.
3. EIS technology and authorized digital tools and social media are accessible for instructional use and EIS-sanctioned activities consistent with current students' and employees' roles and instructional requirements.
4. All EIS technology, digital tools, and social media will comply with licensing and fair use agreements and applicable policies. Individuals will abide by the terms of service and privacy policy.
5. All authorized digital tools will comply with the state's law, protecting children's privacy.
7. In order to comply with the state's law and protects children's privacy:
   a. EIS will deploy technology that attempts to filter abusive, libelous, obscene, offensive, profane, threatening, sexually explicit, pornographic, illegal, or other inappropriate material that is harmful to minors.
   b. Employees will monitor online EIS-sanctioned students' activities including social media and digital tools, to the extent practical.
8. Staff will provide ongoing instruction to students concerning responsible, appropriate, and civil online behavior, including interacting with other individuals on social networking websites and in chat rooms, and regarding cyberbullying awareness and response.
9. Staff is prohibited from requesting or requiring an employee or applicant for employment to disclose any account credentials used for accessing a personal social media account or service.

Professional Use

1. Professional social media accounts created by employees are the property of EIS.

2. An employee must relinquish information necessary to maintain a professional social media account and may no longer access the account if the employee's job responsibilities change or employment is discontinued through resignation, retirement, termination, or any other cause.

Accountability

1. The destruction or theft of EIS technology as the result of negligence or misuse will be the financial responsibility of the responsible individual(s).

2. Individuals assume full responsibility for personally owned technology devices; therefore, EIS is not responsible for any personally owned technology devices.

3. Digital tools and social media used for EIS-sanctioned activities may be monitored for appropriate use. EIS may also access, monitor, archive, audit, purge or disclose the public contents of material created, stored or accessed through personal digital tools and social media accounts when possible and permitted by law.

4. EIS reserves the right to enable or disable interactive features on social media and to remove content inconsistent with the stated purpose, mission, and guidelines posted for the use of the social media.

5. Failure by any individual to comply with this policy may result in the temporary or permanent termination of technology access privileges, in addition to any applicable disciplinary action or financial obligation.

Individual Responsibilities

1. Individuals will take reasonable precautions to protect EIS owned technology equipment against damage, theft, and/or loss. If necessary, individuals will follow the appropriate process and/or procedure for reporting damage, theft, and/or loss.

2. Individuals will not engage in unauthorized activities. These include, but are not limited to:
   a. Accessing information for which the individuals do not have privilege
   b. Knowingly deploying computer viruses or software with malicious intent
   c. Violating copyright laws or privacy rights of others
   d. Plagiarizing
   e. Accessing EIS-owned technology via another individual's account credentials
   f. Damaging EIS technology
   g. Circumventing or disabling technology protection measures put in place by the SMT/Managing Director

3. Individuals will secure and safeguard data stored on EIS technology.

4. Individuals using digital tools and social media for EIS-sanctioned activities will use the most restrictive privacy settings when appropriate and available.

5. Individuals using EIS technology will not intentionally create, access, share, download or print content that:
   a. Depicts profanity, obscenity, the use of weapons, terrorism, or violence
   b. Promotes use of tobacco, drugs, alcohol, or other illegal or harmful products
   c. Contains sexually suggestive messages
   d. Is sexually explicit or obscene

e. Depicts gang affiliation

f. Contains language or symbols that demean an identifiable person or group or otherwise infringe on the rights of others

g. Causes or is likely to cause a disruption to EIS activities or the orderly operation of EIS

h. Contains rude, disrespectful, or discourteous expressions inconsistent with civil discourse or behavior.

i. Constitutes bullying, cyberbullying, harassment, or intimidation.

j. Reasonable exceptions to this provision may be made for students conducting research under the direction of an instructor and employees completing EIS related responsibilities. Specific permission will be granted regarding the nature of the research to be conducted and the type of files related to that research which might be accessed or created.

6. Individuals will authenticate using EIS active directory credential assigned to each individual, when using EIS owned or personally owned devices.

7. EIS has the following expectations for individuals using personally owned technology during EIS-sanctioned activities:

a. Individuals will use personally owned devices in accordance with all EIS policies. Failure to comply with these polices may result in the removal of temporary or permanent use privileges in addition to any disciplinary action.

b. Individuals will use devices in a responsible, civil, ethical, and legal manner.

c. Individuals will assume full responsibility for their personal technology devices and the content stored on these devices.

d. Individuals will ensure that their personal technology devices contain up to date operating system and relevant software patches and anti-malware software.

e. EIS will not be liable for any costs incurred related to the use of personal technology devices, including but not limited to, usage fees, upgrades, damages, and replacements.

f. Individuals will have no expectation of personal privacy or confidentiality of any electronic communication when using EIS networks.

g. Individuals will not store confidential EIS information, excluding the device owner's personal information, on personal technology devices.

h. Individuals will not use personal technology devices to create or access abusive, libelous, obscene, offensive, profane, threatening, sexually explicit, pornographic, illegal, or other inappropriate material during EIS-sanctioned activities.

i. Individuals will not use personal technology devices to gain or attempt to gain unauthorized access to any system or information.

j. Individuals will not use personal technology devices to circumvent, modify, or disable technology security measures implemented by EIS. These measures include but are not limited to:

- Anti-malware software
- Internet content filter
- Privacy settings and/or parental controls
- Network firewalls
- Computer and server administrative management software

k. Personal technology devices placed on EIS network may not disrupt normal network activities

l. Individuals are responsible for reporting any inappropriate material they receive on personal technology devices.

8. Employees selecting online resources will evaluate the resources to ensure that they meet the curricular needs of students and are appropriate for the developmental level of the students.

9. EIS employees will ensure students are authenticating to the network when using EIS-owned or personally owned devices.

10. Upon request, employees will provide the administration access to any professional social media accounts or forums they have created.

11. Any postings by employees will not reference, link or contain:

   a. Statements that could be viewed as malicious, obscene, threatening or intimidating; that disparage students, employees, parents or community members; or that could be viewed as harassment or bullying.

   b. EIS password-protected proprietary items, private, confidential or attorney-client privileged information such as assessments, and personnel issues.

12. Employees are responsible for all communication sent from their accounts. When using electronic accounts to correspond with parents and students, employees will use an approved EIS communication system.

13. Employees will ensure the confidentiality and privacy of student, staff and Ministry's data. Employees will only share confidential data when directed to do so by the SMT/Managing Director.

14. Employees will ensure that when parents have requested that their students are not photographed, those students do not appear in EIS publications, including social media. This restriction does not apply to extracurricular events that are open to the public.

15. Employees will not use EIS logos or trademarks for personal use.

Violation of Policy

- Any individual who suspects a violation of this policy or these implementation procedures will report the alleged violation to the SMT for investigation.
- The Senior Management team will report the suspected violation to the Managing Director for further investigation and potential disciplinary action.
- In cases that may be criminal in nature (threats, stalking, harassment, etc.) or that may pose a safety threat, an investigation will be conducted in consultation and cooperation with the Managing Director.

Students' Guidelines for Using ICT

- Only use computers when a teacher is present to supervise.
- Do not modify, delete, or copy any programs, applications, or operating system files.
- Use only school-approved programs on the computers.
- Do not load, download, or install any software or programs on the computers or networks.
- Avoid moving, damaging, or attempting to damage any computer peripherals (e.g., mouse, keyboard, printer, speakers, microphone, headphone, CPU, monitor).
- Save data only to assigned locations; system space is limited and may be periodically cleared.

- Personal storage devices (USB flash drives, external hard disks, CDs, etc.) may only be used with approval from the ICT teacher.
- Non-educational games are prohibited at all times. If unsure whether a game is educational, consult your ICT lab teacher.
- Clean your workspace after use by straightening the mouse, keyboard, and pushing in your chair.
- Keep device volume muted unless using headphones.
- Log out of all web applications or e-portals when finished.
- Clean your hands before using the devices and refrain from touching them when the teacher is speaking. No food or drinks are allowed inside the lab.
- Practice typing at home to meet middle and high school expectations and enhance your experience with technology projects at EIS.

Online and Media Expectations
- Prioritize safety, respect, and responsibility in all online activities.
- Utilize school resources solely for educational purposes.
- Refrain from altering device settings.
- Only capture or record images or videos of students if explicitly instructed to do so.
- Report any technical issues or equipment problems to the ICT teacher immediately, rather than attempting to resolve them independently.

Focus on Learning - not Distracting
- All school accounts and devices are to be used exclusively for school-related activities. (No messaging or chatting for non-school purposes.)
- Stay on topic during all school-related tasks.
- Use proper writing; avoid junk typing or texting lingo.
- Ensure all images are educational and appropriate for school.
- Do NOT share answers for any assessments.

Our Digital Citizenship Pledge
- I will communicate responsibly and kindly with others.
- I will respect other's ideas and opinions.
- I will give proper credit when I use other's work.
- I will protect my own and other's private information.
- I will stand up to cyberbullying.
- I will avoid and report any harmful or inappropriate content I come across online.

If you have any questions, please contact the administration office:
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Email: admin@eliteintschool.net