

DOHA MODERN INDIAN SCHOOL

CBSE SENIOR SECONDARY CO-ED SCHOOL

DMIS is the only Indian school in Qatar to achieve 'Qatar National Schools Accreditation' (QNSA) certification awarded by the Supreme Education Council of Qatar.

PARENTS' HANDBOOK



2018-19



TALEB GROUP OF SCHOOLS

DOHA MODERN INDIAN SCHOOL

Important Information

Address:

PO Box - 47391
Abu Hamour
Doha, Qatar.

Senior staff:

- Principal: Mr. Vinod Kumar Bhatia
- Email: principal@dmisqatar.com

How to contact the school:

- **School switchboard:** +974 44583121 / +974 44583122, 44583294
- **Fax:** +974 44583124

- **E-mail:** dmis@qatar.net.qa
- **Website:** www.dmisqatar.com
- **PRO:** pro@dmisqatar.com, Mob: 55896313
- **Feedback:** feedback@dmisqatar.com
- **Transport:** transport@dmisqatar.com, Mob: 66003865

School Timings

Kindergarten : 9:00am to 1:15pm
Grade 1 to 12 : 7:05am to 1:15pm
Afternoon Self Improvement Program:
: 1:55pm to 3:25pm (Optional for grade 3 to 8)

Accounts:

- 7:30 a.m. – 1:00 p.m. / 1:30 p.m. – 4:30 p.m. (Sunday to Thursday)
- 10:05 a.m. – 1:45 p.m. (Saturday)

Uniform shop timings:

- Sunday and Thursday: 7:30 a.m. – 4:30 p.m.

Visiting Hours (By only appointment through PRO)

- **Principal** : 2:20 p.m. to 3:25 p.m.
- **Assistant Principal** : 2:20 p.m. to 3:25 p.m.

Principal's Message



It gives me immense pleasure to welcome you to Doha Modern Indian School which is an amalgamation of competent teachers, state of the art infrastructure and an experienced and efficient administration. Doha Modern Indian School has progressed greatly under the able guidance of Mr. Mohamed Taleb Al Khouri MD of the Taleb group of companies along with its Director of Schools Mr. Jayashankar Pillai.

Being the first among Indian Schools to have the honour of getting a 5 year period “Qatar National School Accreditation (QNSA)” guarantees that the system and processes are strongly in place and it is further up to us to add value and take it to the next level of perfection.

We believe each student is a gifted child and we desire to help them learn in the best way they can. The children here receive an outstanding education. They are offered a whole lot of opportunities which help them find their strengths and become the very best. The staff of DMIS is really dedicated and works for the holistic development of the students.

We know how important our children are, with active participation and sincere involvement of each one of us we can help our children to unfold their enormous potentialities empowering them to meet their goals and the challenges of rapidly changing world.

Education is a shared commitment between dedicated teachers, motivated students and enthusiastic parents. For the success of the students, it is imperative that we work together as a team.

We trust that parents play a critical role in the children's education. Actually we are equal partners in ensuring the well-being of our students. Parents, your participation and encouragement is most welcome.

At the beginning of the new session, I wish good luck to my dear students who are capable of achieving success. We envisage growth of children with the definite objective of achievement in life. Our learners shall succeed in life.

We look forward to celebrating with you the achievements of our students.

Vinod Kumar Bhatia
Principal

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SECTION 1

INTRODUCTION

1.1: Purpose of the Handbook

The handbook is designed to assist parents and children alike to be familiar with the school. This includes:

- Important dates and timings
- Whom to contact for assistance
- How the school operates
- The supporting role of parents

Your queries, suggestions and feedback are important and most welcome. In order to further improve the school, we would like to hear from you. Please feel free to contact us at feedback@dmissqatar.com or by requesting for an appointment through pro@dmissqatar.com.

1.2. School Mission

The Taleb Group of Schools, Doha, aims to

- **Produce happy, creative, moral citizens; who live motivated and fulfilled lives while enriching the lives of others.**
- **Create learners who will develop their individual talents, critical thinking and technological skills by being actively engaged in the learning process.**
- **Provide the most joyful, safe, caring and disciplined environment that promotes growth in wisdom, knowledge and 'responsible freedom'.**

We seek to achieve this through an enlightened, disciplined and broad education that responds to global changes while retaining essential values.

The Taleb Group of Schools aims to foster in their students:

- **Humility and Confidence**
- **Compassion and Ambition**
- **Respect and Curiosity**
- **Tolerance and Vision**
- **Flair and Discipline**
- **Academic Rigor**

SECTION 2

JOINING THE SCHOOL

2.1. Admissions and Leaving the School

The school's admission policy does not discriminate against any child or family. All children are welcome to apply, regardless of nationality, ethnicity or religion. Our school is truly an international institution. Admission to the school depends upon the availability of seats in the appropriate age group and the school's ability to meet the needs of your child. Offer of a seat is not solely dependent on these criteria.

Priority will be given to students who have siblings attending Doha Modern Indian School and also to the children of staff within the organization; however this is not necessarily guaranteed.

The minimum age for admission to Kindergarten is three years as on 31st March. As the CBSE session starts from April every year, the child should have completed 3 years by 31st March. Under normal circumstances, students will not be admitted into a year group outside his own age group.

If a child is withdrawn from the school without informing the school authorities, the term's fee will be forfeited, irrespective of the number of days the child has attended during the term. If you want to withdraw your child for any other reason, it can be done with one month's notice and you must pay the full year's tuition fees. If the child is terminated by the school for any reason, only existing term fees must be paid.

Please note that there is no natural promotion of a student from one grade to the next. Please refer to Section 7.2 on internal school examinations.

2.2. Registration

Procedure needed for attaining seat in the school.

The Registrar will check the application form and the availability of a place according to your child's age. Upon receiving payment of QR 109/- non-refundable assessment/admission fee, an assessment will be arranged. Results of interviews/ examinations will be given to you on the same day, and if your child meets the required standards he/she can join the school. If the place is accepted, you will be required to sign a declaration form and pay the non-refundable registration fee, first term tuition fee, cost of uniform and textbook (and other applicable fees for e.g. catering, crèche, etc.), together with a refundable interest free cautionary deposit of QR 546/-.

In case the classes are full and there is no seat available you can submit an application which will be placed on the waiting list.

2.3. Entrance Examination

In order to determine whether your child can benefit from the education offered at the Taleb Group of schools, all prospective entrants to the school must take an age appropriate placement test. All students' applying for entry into the school from Grades 1 to 9 must undertake a standardized examination in English and Mathematics. Basic educational standards need to be met before a seat is offered. Entry to Grade 11 depends on a minimum requirement of 60% at the AISSE, together with a satisfactory behavioral report from the previous school.

Children are also assessed on a range of skills before entering the Kindergarten. These comprise colour, number and basic recognition skills together with their social development, conversational / linguistic ability and the capability to adapt to a new environment.

The expense of this test is borne by the parents. The results are placed alongside the academic reports and behavioral declaration from the previous school.

If applications are from overseas, the school will contact the child's existing school to courier placement tests so that the child may be assessed from their existing school. These additional expenses will be borne by the parents.

2.4. Fees

Fees may be paid at the Accounts Office during office working hours. (Refer to Section 3.4)

The status of your school fee account is available online. This can be accessed by using your School Parent ID. It will show the fees paid, fees outstanding and when these are due. You are responsible for the payment of external examination fees at the time of examination entry and you will be invoiced accordingly.

Failure to have paid both the external examination CBSE and the second term fee will result in your child not being registered for the external examinations CBSE and the school will be forced to withhold his/her certificate.

2.5. School Uniform

All the students are required to wear the school uniform, which should be clean and properly ironed. Details of the school uniform have been listed in Appendix 1.

SECTION 4

GENERAL INFORMATION

4.1. School Security

All students, staff and visitors can enter the school only through the reception area. All visitors are required to sign in, present their ID and be issued with a 'Visitor's Pass' at the gate. The duty officer will telephone the receptionist to alert her of your visit.

No parent will be allowed into the main part of the school building without going through this procedure. The reason for visiting the school will be dealt with in the school lobby. On departure and signing out at the reception area when your business is complete, your ID will be returned in exchange for your visitor's pass

4.2. Communication between Parents and the School

If you wish to communicate with a teacher/Principal, the best way to do this is by using your child's **Student Planner**. These are checked regularly, but it is always good to remind your child to show the planner to his/her teacher. Alternatively, you can send an email (refer to essential information for the address).

In order to fix an appointment to meet a teacher, please contact the school PRO, and the meeting will be arranged the same depending upon the available slot. You may also send an email requesting the same.

The weekly 'Gazette' is uploaded on the school portal every Thursday; it contains information about the school activities conducted during the past week.

The school's website, www.dmisqatar.com provides a vivid detail about the curriculum and a lot more about the school.

PRO: The PR office provides support and information to parents ensuring their active support in the educational development of every student. PRO office serves as the primary contact point for all parental involvement. Please feel free to contact the PRO at pro@dmisqatar.com.

If you would like to make a comment/suggestion about the school to the Taleb Group, you are invited to email them at feedback@dmisqatar.com.

SECTION 5

WHAT YOUR CHILD IS LEARNING

5.1. Curriculum

The curriculum is modeled according to Central Board of Secondary Education, New Delhi curriculum, with the addition of Islamic Studies and History of Qatar.

The Foundation Curriculum (Kindergarten)

- Personal, social and emotional development
- Communication, language and literacy
- Mathematical development
- Knowledge and understanding of the world
- Physical development
- Creative development

Each area has a set of relevant stepping stones as the children progress through this foundation stage. Planning includes opportunities for indoor and outdoor play and opportunities for children to learn from first hand experiences.

The Core Curriculum

The core curriculum in the main school consists of communication (in more than one language), numeracy, science and humanities.

Towards the end of Grade 8, students are required to choose subjects according to the All India Secondary School Examination (AISSE). After Grade 10, students are required to continue their studies either in the Science or Commerce streams in accordance with the All India Senior School Certificate Examination (AISSCE) under the CBSE Board. These qualifications will enable them to gain entry into many Indian universities.

Separate orientations will guide students and parents to become familiar with the content of these courses and therefore, choose the subjects best suited to their interest/abilities and career aspirations.

5.2. Syllabus Plan

The subjects a child will study in each term are available on the school website. You can use this information to support your child's learning by encouraging him/her to undertake research, wider reading or visits in association with the current topics.

5.3. Smart Classrooms

The school has installed the Smart boards and added more projectors to make classroom teaching more facilitating and interesting. Students and parents **must** access the school portal regularly to follow the child's progress

5.4. ASIP

The Afternoon Self-Improvement Programme (ASIP) includes a supervised study-session and a session devoted to co-curricular activities.

This post-lunch ASIP session explores the varied interests of students through dedicated clubs and popular games to develop inherent skills and talents. For the secondary and senior secondary students, rigorous afternoon classes are arranged.

Activities and Games offered

Art and Craft	Basketball
Cyberspace	Cricket
Dance	Football
Mathletics	Karate
Music	Swimming
Performing and visual arts	Tennis/Table Tennis
Public speaking	Indoor Games (Carom, Chess, Scrabble)
Quiz	
Badminton	

5.5. Extra Curricular Activities and Tuition

The curriculum is further enriched with extracurricular activities. Students are encouraged to participate at least twice a week in a club, society or activity designed to broaden their experience and improve their skills and knowledge. Students get opportunities to participate in activities that may be closely related to the subjects they study during the day.

Students identified as needing additional assistance will be encouraged to take up additional remedial classes. Additional charges will incur. Parents should agree to pay for the extra remedial class.

5.6. Educational Visits

Educational visits form an integral and important part of the educational process and are planned into the curriculum. Students who do not attend these visits are at a disadvantage, because a visit often forms the integral part of an extended education learning program.

Every precaution will be ensured to provide good organization and safety on these trips, described in the school's health and safety policy.

Parents will be informed of such visits well in advance and of any special arrangements and/or resources required.

Parents/legal guardians are required to sign a permission/consent slip. No child will be allowed to attend any educational visit without **written** consent from parents.

Visits will normally be self financing with nominal charge on transport costs.

5.7. Community Links

The school frequently takes part in many inter school events, both sports and cultural:

- CBSE clusters - Sporting fixtures in association with other local schools
- Participation in the Qatar Debates and MUN
- Inter Taleb School Events – DMIS/CIS/TCS
- Participation in events run by the Toastmasters organization
- Chess matches with other schools
- Art competitions and many more

5.8. Homework

Homework refers to any work or activities which students are asked to do outside of lesson time either on their own or with parents. Homework consolidates and reinforces skills and understanding particularly in literacy. The practice of this key skill will support effective learning in all the subjects. Homework extends school learning e.g. in the form of additional reading, research and information gathering etc.

SECTION 6

HOW TO HELP YOUR CHILD BECOME A GOOD STUDENT

The school expects your child to be regular and arrive at school on time. Once in school, students should not leave the premises during the school hours without the written permission of the Principal or his representative.

Your child should bring books and materials as per the time table. We seek your co-operation in stressing the importance of following the correct code of conduct and abiding by the school rules.

6.1. Attendance and Punctuality

It is important that we all work together to ensure students and to make them know that the irregular and punctual attendance at the school is very important for their success at school. Please avoid being absent (irregular and long absentee) during the school term whenever possible.

Parents should inform school about their wards absentee by sending an email to pro@dmisqatar.com or feedback@dmisqatar.com.

If you know in advance that your child is going to be absent, please give prior written information and get an approval for the same. If your child is absent from school due to unforeseen illness, please leave a message with the receptionist for the class teacher. Also send a leave letter supported with medical certificate if applicable, to the class teacher when the student returns to the class after leave.

6.2. Personal Belongings

In addition to books, students are expected to bring to school the basic essentials such as pens, pencils, rulers, etc. All the students must bring their ID card daily.

Students should not bring electronic equipment to school. This includes mobile phones, I-pods, cameras and MP3 players (refer to 5.4).

All personal items should be clearly marked with the owner's name.

6.3. Presentation of Work

The care that students take in presenting their work in their exercise books, tells us a great deal about the pride that the student takes in his/her work. Please encourage your child to demonstrate this pride at all times.

Each new piece of work must have the **date** included on the top line of the work at the left hand side. Each new piece of work should be separated from the last piece by either ruling off with a ruler or starting a new page. Each new piece of work should have a clear **heading**. It is normal for written work to be presented in pen or pencil, as appropriate and diagrams always in pencil.

6.4. Mobile Phones

If a student is found using a mobile phone in school, his/her phone will be confiscated until the end of the academic year, moreover his/her parents will have to sign an undertaking that this offence will not be repeated. Failure to abide by this undertaking can result in other disciplinary procedures. Refer to Appendix 2.

6.5. Code of Conduct

It is the right of every individual and group at the school to have a peaceful and dignified existence, without being hindered by the behaviour and attitude of others. For the agreed code of conduct please refer to Appendix 3.

6.6. School Rules & Regulations

These have been drawn up to uphold the school's values and to protect the safety and welfare of the students. We expect parents and students to be familiar with them in order to assist us in implementing them fully.

6.7. Supporting Behaviour Management

When children go to school, they have to manage many different tasks without the knowledge of their parents. Making friends and playing with other children are an important part of learning and by the age of seven, friends often assume more importance than the family. Do not be tempted to manage their friendships for them. Indeed, over-organized students find it difficult to develop the social skills required to make and sustain friendships.

The underlying needs driving the way we relate to one another are power, recognition and connection. As children struggle to fulfill these needs they often come into conflict with others. Nearly all the children experiment with having power over others and nearly all of them have enough social acceptance and strategies so that they can deal with hundreds of potentially negative exchanges that occur in and out of school. However, it is difficult for a parent to know how to react when their child comes home from school saying such things as:

- “She did not let me play and called me names ”

- “I had no one to play with today ”
- “So and so has taken my best friend away from me ”

The following strategies may help you to respond in a way that takes into account how students socialize, disagree and make friends.

Empathize and keep things in perspective

Recognize the difference between friendship and popularity. Not all children can be popular and it is friendship that enables students to cope with the tough times. Students have strengths and resources to deal with the situations in a way that they may not display when they are at home.

Do not be too quick to use the label ‘bullying’. Children’s frame of mind changes rapidly and they bounce back from social upsets that might leave an adult feeling resentful and determined to take action. We can unwittingly undermine children’s friendships by imposing adult standards of ‘justice’ instead of the child’s usual standard of quickly ‘forgive, forget and move on’

Have realistic expectations and help your child to develop the skills that are necessary to play with others:

Watch your child in a play situation and observe if they:

- Are mostly happy and able to deal with any disagreements without running straight to an adult or telling tales.
- Whether they are able to take each other’s feelings into account.
- Whether they can play a game creatively without resorting to pretend or real fighting.

Some children are strong leaders and are looked up to by the rest. Most students move in and out of the popular groups with a few students having one or two close friends.

Sometimes a child is at risk of being isolated/ alienated. If your child is one of these you may need to liaise with the teacher in order to devise strategies at home and at school to enable them to at least make one or two supportive friends.

Encourage your child to have more than one friend and to mix as widely as possible. This avoids the pain of falling out with the best friend and having no one else to play with.

Liaise with the teacher and work with the school to deal with any situation.

6.8. Rewards and Sanctions

The school actively seeks to ‘catch the student being good’ as an important trigger and reinforcer of good behavior. The reward system includes: house points,

stickers, interview with the principal, letters of commendation and school prizes. Rewards will be given for any commendable activity, high results, quality work, helpfulness, clean and correct uniform, punctuality, sports/musical achievement and kindness. Success will be celebrated widely e.g. in the assembly, newsletters, website, telephone and letters. For misconduct, a range of sanctions are used and are graded according to the regularity and severity of the misdemeanor. They include: detention, loss of privileges, loss of house points, school based community service, and temporary or permanent exclusion.

Award System

Honour Board

The name of the school topper in the Grade 12 CBSE examination will be displayed on the Honours' Board in the reception area of the school.

Scholastic Excellence Award – Taleb Scholarship

The top aggregate scorer from each grade with minimum 91% marks in English, Second language, Maths, Science and Social Science, to a minimum of 80% in each subject will be honoured with merit certificates and cash awards as follows:

Grade 3:	QR 750/	Grade 4:	QR 750/
Grade 5:	QR 750/	Grade 6:	QR 1000/
Grade 7:	QR 1000/	Grade 8:	QR 1000/
Grade 9:	QR 1000/	Grade 11:	QR 1500/

The highest scorer in Grade 10, who enrolls for Grade 11 in our school, will receive a scholarship in the form of a 50% concession in tuition fee for the whole academic year.

The second highest scorer among the students enrolled for Grade 11 will be awarded a 25% concession in tuition fee for the whole academic year. The school topper in Grade 12(Science and Commerce) will be honoured with a cash prize of QR 1500/-each.

Scholastic Excellence Award

- Grade 1- 5 :
 - All the children who will secure 95% aggregate and 80% and above in all the subjects in both the terms will be honoured during Annual Day Function.
- Grade 6 – 10:
 - All the children who will score 91% aggregate and 80% and above in all the subjects in both the terms – Term-01 and Term-02 will be honored during Annual Day.

Special Recognition Awards

- i. Best Student Representative
- ii. Best Class Monitor

Co-Scholastic/Non-Scholastic Areas

The best student in singing, dancing, theatre, quiz, drawing & painting, reading, writing, swimming, sports, athletics etc will be awarded with certificate and tie on the Annual Day function.

- a. Primary School (Grade 3-5)
- b. Middle School (Grade 6-8)
- c. Secondary School (Grade 9-12)

The Best All Rounder of the Year Award

The best all rounder from Grades 5 to 10 will be awarded with a certificate, trophy, tie, lapel pin and blazer on the Annual Day function.

Taleb Rolling Trophy

The best house will be awarded the Rolling Trophy on the Annual Day function.

6.9. Behaviour on the Bus

Safety on school buses is essential. Students must be safe and sensible at all times.

This means:

- to be seated while the bus is moving
- talking softly, using polite and respectful language
- being kind to others: no bullying or fighting
- putting litter in the bin or in their bags and never throwing items inside or out of the bus
- taking care so that there is no damage caused to the bus; (accessories and fittings)
- behaving sensibly so as not to distract the driver
- showing sensitivity to others' need for space;
- Being punctual so that the bus arrives at school on time.

Failure to behave appropriately will lead to the imposition of graded sanctions including: verbal warning, counseling or being banned from travelling by bus for a fixed period of time or permanently.

6.10. ASIP Students and Exi

1. Students enrolled for ASIP will not be allowed to leave school in the afternoon without a permission slip from the Assistant Principal.

2. Permission slip will be issued by the Assistant Principal only against a written request from parents.
3. Conductors will not allow any ASIP student to board the bus in the afternoon without the valid permission slip from the Assistant Principal.

Students' Exit

- KG students will be allowed to exit through Gate 2 along with their parents until 1:15pm. Thereafter, only buses will be allowed to pass through Gate 2.
- All the students accompanied by parents must use Gate no. 1 for exit.
- Students will not be allowed to go out of the school Gate 1 without accompanying parents. Teacher on-duty will monitor this from Gate 1.
- After 1:25pm all entrances into the school building will be locked, except the one at the reception /lobby.

Students coming late to school

This order is in place to control the students' habit of coming late to school. To make it effective, the following procedure is followed:-

The sequence to be counted on monthly basis: The students who reach school after 7:05 are considered late for the school. Counting and follow-up remedial process as explained below is to be followed, if student reaches after 7:30am.

- 1. Students who arrive between 7.30 am and 8.20am (1st, 2nd and 3rd time in a month)**
 - a. Such students will be detained at the School Admin office and will be allowed to go to the class only in the second period.
 - b. Students coming after 8.20 am will not be allowed to attend for the day. - This will not be applicable to KG students.
- 2. Students who arrive before start of the second period the 4th time:**
 - a. Student will not be allowed to enter the school for one day.
 - b. Exception: Late arrival on account of Emergency cases, with supporting documents will be excluded from these procedures
- 3. Students coming after 8:20am will not be allowed to attend classes on that day. This will not be applicable to KG students.**

Exclusion: Those who come late due to valid reasons (with supporting evidence) like hospital appointment etc will be excluded from the above procedures. In all such cases decision will be taken by the Principal.

6.11. Homework Remedial System

1. **HOME WORK REMEDIAL SYSTEM- (for HW that carries CA marks)**
Applies when students fail to submit homework that carries marks before the cut off time.

As homework marks are calculated term wise, sequence of this issue will also be counted termwise. (I.e ; 1st issue in every Term will be treated as “Homework issue – 1st time”.

Grade	HOME WORK Remedial System
KG to Year 2	No Remedial System
Year 3 & 4	Student will lose particular Homework mark & will not be allowed to attend PE, Music, Art classes and other activities, competitions , field trip etc for next 21 calendar days.
Year 5 and above	Remedial System rule as mentioned below is applicable

1.1 **1ST& 2ND TIME IN A TERM (per subject) – HOME WORK (that carries marks) not submitted within cutoff date.**

1.1.1 **PUNISHMENT:**

- a) Written warning will be issued through planner.
- b) Student will lose entire mark for the particular home work (of the subject).
- c) Student who doesn't do his/her homework (from first time onwards) will not be allowed to-
 - attend PE, Music, Art
 - go for field trips &
 - participate in ECA and any competition for next 21 calendar days. (this can also be accumulated).

E.g. (common for all 21 days' Remedial System- issue on 1st April, 21 days Remedial System will be over on 22nd April. Next issue is on 5th April, 21 days' Remedial System will be over on 26th April. In effect, student will have activity Remedial System from 2nd April to 26th April).

1.2 **3RD TIME IN A TERM (PER SUBJECT)- HOME WORK (that carries marks).**

1.2.1 **PUNISHMENT:**

- a) As in 1.1.1 (b) Student will lose entire mark for the particular home work
- b) Parent has to come to meet the Principal
- c) Student who doesn't do homework (from first time onwards) will not be allowed to-
 - attend PE, Music, Art
 - go for field trips &

- participate in ECA and any competition for next 21 calendar days (this can also be accumulated). This is inclusive of Fridays, Saturdays, holidays and the days the student remains absent)

1.3 4TH TIME & ABOVE IN A TERM (PER SUBJECT)- HOME WORK (that carries marks)

1.3.1 PUNISHMENT

- Student will **lose 2/3rd of the Home work marks** scored in a particular subject during the term.
- Student will be suspended for three academic days.
- Parent has to come and meet the Principal.
- Student who doesn't do homework (from first time onwards) will not be allowed to-
 - attend PE, Music, Art
 - go for field trips &
 - participate in ECA and any competition for next 21 calendar days (this can also be accumulated). This is inclusive of Fridays, Saturdays, holidays and the days the student remains absent)

NOTE: Delay in submission of Home work on account of sickness; or any other genuine reason, will not be counted for the above actions provided it is accompanied with documentary evidence.

2.

REMEDIAL SYSTEM – DISCIPLINE/BEHAVIOUR ISSUES

2.1 BEHAVIOUR REMEDIAL SYSTEM - 1st TIME (in a Term)

2.1.1 PUNISHMENT:

- Remedial System will be given for the concerned period only.
- Student has to do the Remedial System work while he/she is in the Remedial System room.
- Student will not be allowed to-
 - attend PE, Music, Art
 - go for field trips &
 - participate in ECA and any competition for next 21 calendar days (this can also be accumulated). This is inclusive of Fridays, Saturdays, holidays and the days the student remains absent)

2.2 BEHAVIOUR REMEDIAL SYSTEM – 2nd TIME (in a Term)

2.2.1 PUNISHMENT:

- Remedial System will be given for the concerned period only.
- Student has to do the Remedial System work in the Remedial System room.
- Student will be suspended for three academic days.
- Negative marks will be applied. **50% of the CA marks (all the subjects) till this date will be deducted as negative marks. Homework marks will be zero (in all the subjects) in the Term.**
- Student will not be allowed to-
 - attend PE, Music, Art

- go for field trips &
- participate in ECA and any competition for **next 3 months** (this can also be accumulated). This is inclusive of Fridays, Saturdays, holidays and the days the student remains absent.
- Parent has to come to meet the Principal.

2.3 BEHAVIOUR REMEDIAL SYSTEM – 3rd TIME (in a Term)

2.3.1 PUNISHMENT:

- If the student is at fault, he/she will be expelled.
- Student will only be allowed to sit for the exams, parent has to give an undertaking that such an action is agreeable to him (Exam is only to judge pass or fail. No grade will be given). Student has to take transfer certificate at the end of the year or early and will not be allowed to re-register for the next academic year.
- Student will not be given CA marks and Homework marks will be treated as zero.(all subjects)

3. **STUDENTS NOT IN PE UNIFORM (provided PE uniform is available in school)**

- Students who don't have proper flat sports shoes; PE T-shirt and PE trouser are not allowed to enter the sports hall and to participate in PE activities.
- All the students as mentioned above without PE uniform, ID card and flat shoes will be sent to Remedial System room during that period.

Occurrence Term wise		Action
TERM 1	1st Time	Warning will be given. Cannot attend PE lesson and enter sports hall and Gym. Student will be sent to Remedial System room during the PE lesson on that particular day. He/she will lose attendance of the PE class. Lose 10% of the terms PE grade & 21 days activity Remedial System
	2nd Time	Warning will be given, Cannot attend PE lesson and enter sports hall and Gym. Student will be sent to the Remedial System room during the PE lesson on that day. He/she will lose attendance of the class. Lose 10% of the term's PE grade.(ie in total 15% of 1 st time + 10% 2 nd time) and 21 days activity Remedial System.
	3rd time	Student will not be allowed to attend PE lesson, enter the Gym and sports hall during the day. Lose attendance of the class. Lose 25% of the term's PE grade. (ie 10% first time+ 15% second time+ 25% 3 rd time = 50% in total) and 21 days Remedial System.

SECTION 7

HOW WE ASSESS AND COMMUNICATE - HOW WELL YOUR CHILD IS DOING

7.1. Marking and Continuous Assessment

Through the marking and assessment the school aims to make the following evaluations:

- what a student can and cannot do; their strengths and weaknesses
- what a student needs to do next
- How rapidly he/she is progressing.

Although students prepare for tests and examinations, the curriculum is not driven by such tests. The school uses both ongoing assessment and examinations at the end of unit and the end of the term. Continuous assessment is carried out through grading class work, short tests, assignments and projects as per the guidelines of CBSE.

7.2. School Examinations

There are term end examinations during the two terms.

Along with the term examinations, Grade 12 students will have the Mock Examinations. Please refer to the planner for the dates. If a student is absent for any examination such as Weekly Test, Unit test or Summative examination, retest will not be held. The absence from examination should be notified with supporting documents like medical certificate or any other valid document. In such cases, the student will be assessed on the basis of their average performance.

Grade 12 students undertake external examinations in their chosen option subjects. Entry is dependent upon set criteria such as regular attendance at school, consistent application to work and proven success in terminal examinations. The final decision about entry into external examinations rests with the Principal.

In order to ensure a stress free learning environment, the CBSE-I curriculum follows the continuous assessment policy in grades 1 to 5. The evaluation criteria is at par with the CBSE from grade 6 onwards.

7.3 Written Reports

Reports are available online at the end of each term.

7.4 Parent Teacher Meetings

Parent Teacher/Open House meetings take place regularly. Please refer to the planner for the dates.

SECTION 8

CARE OF STUDENTS

8.1. The Role of the Class Teacher

In the Kindergarten, Primary and Senior sections of the school each student has a class teacher. In the Pre Primary and Grade 1 and 2, the class teacher is responsible for teaching most of the subjects. Children are taught 2nd Language, Qatar History, Arabic and Islamic Studies by a specialized teacher.

Class teacher is the person with whom a child has the most interaction. He / she would be the most appropriate person to be contacted if a parent needs to discuss any matter. However if the matter is concerning specific subjects, the subject specialist who teaches the child is more appropriate.

In the Secondary section, class teacher's time is an important part of school routine. The tone of the day and indeed for much of school life in general, is established in these sessions.

Class Teacher helps students to understand more about:

- the work they do in school;
- experiences they have had in school;
- their own development as people and their relationship with others;
- the choices they have to make – those that affect their future and those of values and standards;
- their place in society and that of others.

8.2. Health and Welfare

A full time nurse is in charge of first aid. No sick student is sent home without first consulting the Head of the Section.

If a student is feeling unwell, he/she will be sent with a fellow student to the nurse. In case of severe illness or accident, the Principal will be informed.

If a child requires outside medical attention, school will advise you. If the parent decides to take the child home, school will get the disclaimer form signed by the parent. Once the child is handed over to the parent, anything after that will not be the responsibility of the school.

In case of an emergency, an ambulance will be requested. All efforts will be made to contact you or your named representative. A staff member will accompany your child to the hospital.

The nurse is the only staff member who may administer any form of medication. The only treatment available from her is antacids, paracetamol, strepsils, buscopan, anti-diarrhoeals and Claritin (all without sedation).

Please do not send your child to school if he/she is ill, especially if he/she is taking any form of medication.

If your child suffers from conditions such as epilepsy, asthma and diabetes he/she will be placed on the medical register and supervised treatment will be given as necessary.

8.3. Students' Record

Parents are able to access all relevant data pertaining to the child through the Education to Home Management System regarding which parents have been provided with a username and password.

In the event of any emergency, the school will contact parents by means of contact details provided by parents during registration. It is of utmost importance that parents inform the school about any change in the communication details.

8.4. The Role of the School Counselor

The School Counselor assists students who appear to be having learning, emotional or behavioral issues. You will be involved, if your child is referred to the counselor.

Students who wish to seek support or a listening ear from the counsellor may do so by arranging an appointment.

8.5. Healthy Eating

Students are encouraged to eat sensibly and drink plenty of water during the school day. Water dispensers are fixed in all the sections.

Fizzy drinks, cans, aerated soda drinks and glass bottles are not permitted in the school. Food and fruit drinks will be provided in the canteen during the break time. Kindly support us by encouraging students to dispose off any unwanted items and packaging in the rubbish bins placed in and around the school building.

The canteen is closed during Ramadan. Children who are not fasting must bring their own food. A place will be allocated to them for the consumption of food.

SECTION 9

THE ORGANIZATION AND STAFFING OF THE SCHOOL

9.1 Ownership of the School

The school is owned and operated by the Taleb Group of companies. The group also owns and operates the Cambridge International School (CIS) and The Cambridge School (TCS).

9.2. The Organizational Structure

- The school is divided into five sections: Kindergarten, Primary, Middle, Secondary and Senior Secondary.
- Each section has a Year Head of Section.
- The curriculum in the Kindergarten is led and monitored by the Coordinator of the Kindergarten. The curriculum in the Primary and Secondary sections is led by Curriculum Area Leaders.

9.3. Senior and Middle Leadership

The senior leadership team (Principal and Assistant Principal) determine and oversee school policies and their implementation and manage the day-to-day running of the school.

The primary responsibility of middle managers (Academic Co-ordinator, Head Mistress and Year Heads) is to lead the teaching and learning in their section of the school or subject team and to support the personal development of all the students in their care.

9.4. Students' Leadership and Management Roles

The Student Council consists of:

- The Principal, Assistant Principal, 4 House masters/mistresses and 4 Assistant House teachers.
- The Head Boy and Head Girl, Vice Head boy & Vice Head girl, the Sports Captain and Vice Captain, 4 House Captains and 4 Vice Captains.

The role of the Head Boy and Head Girl is to assist the staff and represent the school on special functions. School Council regularly meets the Principal and reports back to Class or House Groups. The School Council plays an important role to ensure that the students are listened to, taken heed of and that they understand the decisions made that affect them.

SECTION 10

HOW PARENTS CAN HELP THE SCHOOL

10.1 Parent Involvement

The school appreciates any suggestions and assistance from parents. Parents may be asked to come to school to contribute to the topics studied in the classroom or to speak to older students about career choices. If parents are interested, they can contact the PRO at 55896313 or pro@dmisqatar.com for this purpose.

A Parent Liaison Committee exists as a direct link between parents and the school. The main function of this committee is to be a means by which parental complaints, suggestions and compliments are made available to the school. The committee comprises of selected parents from different sections of the school ensuring that all parents are fairly represented. The meetings are held under the chairmanship of the Principal on quarterly basis. Minutes of these meetings are available to all the people who have access to the school's electronic management system

The PTA is not involved in the curricular and management dimension of the school. The main focus is social, suggestive and reflective only.

The PTA will be a constituted body and all the meetings will be chaired by a parent. The Principal will be in present at all the meetings and have the right of veto. At least two members of the teaching staff will also be the members of the committee.

10.2 How to Express Your Opinions about the School

We invite your opinions via email, feedback questionnaires during open house and forums. Parents can also communicate via the feedback email set up for this purpose: feedback@dmisqatar.com

Please inform us when any member of the staff **'goes the extra mile for you'**, so that we may appreciate the same at department level and acknowledge such gestures.

If you have any concerns, please let us know immediately. We will respond to them within 24 hours and seek to work together to resolve the matter as speedily as possible. If you feel that the matter has not been resolved to your satisfaction you may make a formal written complaint to the Principal.

APPENDIX 1: SCHOOL UNIFORMS

GIRLS

SUMMER	
KG 1 & KG 2	Knee length navy blue pinafore and short sleeved light blue shirt, school belt, navy blue socks, blue hair bands / ribbons and black shoes with velcro / buckles.
Grades 1 -4	Knee length navy blue pinafore, short sleeved light blue shirt, school tie and belt, navy blue socks, black shoes with velcro / buckles, blue hair bands / ribbons.
Grades 5 -12	Knee length navy blue pleated skirt, light blue blouse, school tie and belt, navy blue socks, black shoes with buckles / laces, blue hair bands / ribbons.

WINTER	
KG 1 & KG 2	Light blue blouse, navy blue pinafore, pullover with school logo, school tie and belt, black shoes and navy blue stockings / socks.
Grades 1 – 4	Light blue blouse, navy blue pinafore, pullover with school logo, school tie and belt, black shoes and navy blue stockings / socks.
Grades 5 – 12	Light blue blouse with school logo, knee length navy blue skirt, school tie and belt, black shoes and navy blue stockings / socks. Blazer with school logo.

SPORTS	
Grade 1 – 2	White skirt with box pleats, white sports T-shirt with school logo, school belt, white socks and shoes, white ribbons / hair bands
Grades 3 – 12	White skirt white sports T-shirt with school logo, school belt, white socks and shoes, white ribbons / hair bands. House T-shirts with school logo, navy blue school track pants.

BOYS

SUMMER	
KG 1 & KG 2	Navy blue shorts, light blue shirt, school belt and tie, navy blue socks, black shoes with velcro / buckles/ lace.
Grades 1 – 4	Navy blue shorts, light blue shirt, school belt and tie, black shoes with velcro/lace, navy blue socks.
Grades 5 – 12	Navy blue trousers, light blue shirt, school tie and belt, navy blue socks, black shoes with velcro / lace.

WINTER	
KG 1 & KG 2	Navy blue trousers, light blue shirt and pullover with school logo, school tie and belt, black shoes and navy blue socks.
Grades 1 – 4	Navy blue trousers, light blue shirt and pullover with school logo, school tie and belt, black shoes with velcro / buckle, navy blue socks.
Grades 5 – 12	Navy blue trousers, light blue shirt with school logo, school tie and belt, black shoes with velcro / lace and navy blue socks. Blazer with school logo.

SPORTS

Grade 1 – 12	White shorts/trousers, white T-shirt with school logo, school belt, white socks, white shoes with velcro / buckles/ lace. House T-shirts with school logo, navy blue track pants.
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Please note:

Boys

- No mushroom / crew cut / streaked / spiked / gelled hair permitted. Boys must have regular haircuts.

Girls

- Shoulder length hair. Long hair needs to be plaited. No fringes / streaked / tinted hair permitted.
- Nails to be cut short. No nail polish or henna on hands permitted.
- No jewelry or fancy watches to be used. Only small stud/hoop earrings permitted.
- No eye make-up / kohl permitted.

APPENDIX 2: MOBILE TELEPHONE WARNING

**STATE OF QATAR
SUPREME EDUCATION COUNCIL**

SOCIAL EDUCATION DEPARTMENT

STUDENT INDIVIDUAL CARE DEPARTMENT

Date:

Warning – final commitment
regarding bad behaviour in using Mobile Telephone at school

I (student's name) Reg No

Grade School

Apologize for my bad behaviour regarding

I promise that I will not bring any mobile telephone with camera to take photos at the school or use the mobile telephone without camera during the lessons or examinations. If I do it again or show any other bad behaviour, I know I can be dismissed from education by the Ministry of Education or subjected to other disciplinary procedure
I must respect the school rules, timing and I will show good behaviour

I (name) parent/guardian of apologize for my child's bad behaviour and I give my commitment that s/he will respect the school rules, timing and show good behaviour
I promise that s/he will not use the mobile telephone in the school. If s/he does it again I know s/he can be dismissed from education by the Ministry of Education or subjected to other disciplinary procedures.

Student's Name

Signature

Home number

Parent/Guardian's Name

Signature

Mobile Number

Place of work

Official
Supreme Education Council

APPENDIX 3: CODE OF CONDUCT

It is essential that every member of the school community is:

- Considerate
- Courteous
- Co-operative
- Friendly
- Hardworking
- Honest
- Responsible

In practice, this means:

- Being punctual
- Speaking considerately
- Being ready for lessons
- Moving around school in an orderly manner
- Ensuring the school is litter-free
- Supporting each other

APPENDIX 4: SCHOOL RULES AND REGULATIONS

- ◆ Students **MUST** be in school not later than 7:15 a.m.
- ◆ Students **MUST** be punctual in arriving at lessons.
- ◆ Students who leave lessons for any reason must be in possession of a pass from the teacher.
- ◆ Students **MUST** be well-behaved on the bus and **MUST** accept the authority of the driver and the conductor.
- ◆ Students **MUST** have an appropriate school bag, pencil case that contains pen(s), pencil(s), pencil sharpener, coloured pen(s) / pencil(s), books required for the day, student planner in addition to any specific equipment / clothing required.
- ◆ Mobile phones, Walkman / MP3 / I Pod and personal stereos are not to be used in school. If found, they will be confiscated.
- ◆ Students **MUST** wear their ID cards at all time.
- ◆ Valuable items **MUST** not be brought to school. The school will not be responsible for these items.
- ◆ No obscene literature or bad language will be tolerated within the school premises.
- ◆ Students **MUST** not damage the plants and trees inside the school grounds.
- ◆ Chewing gum is not permitted within school.
- ◆ Students are allowed to wear a wrist watch and girls are permitted one (1) pair of studs in pierced ears. No other jewelry is permitted. Girls are not allowed to have nail varnish on their fingernails or wear make-up.
- ◆ Students who arrive late must obtain a late-entry slip in order to be allowed into class.
- ◆ Students **MUST** wear the correct school uniform and be neatly dressed at all times.
- ◆ Hairstyles **MUST** be appropriate. Use of gel and having spiked hair is not acceptable. Girl's hair must be tied back. Hair must not be colored.
- ◆ Personal cleanliness and hygiene is expected from everyone.
- ◆ Glass containers for food and drink and canned drink may not be brought to school.
- ◆ Smoking will result in expulsion from school.
- ◆ Students **MUST** line up in a quiet and orderly manner before being allowed to enter a room.

- ◆ Students will not be allowed to leave the school during school hours. However, in the case of an emergency, written permission **MUST** be sought from the Heads of Section or the Key Stage Coordinators.
- ◆ Parents **MUST** inform the school if their child(ren) is / are going to be absent from school.
- ◆ Applications for extended absence from school **MUST** be submitted in advance to the Head of Section who will refer it to the Principal for consideration.
- ◆ Students **MUST** go to the nurse if they feel unwell. Students cannot go home because of illness without the permission of the nurse.
- ◆ Cheating is unacceptable and any student caught using unfair means to undertake a test / examination will be removed from that examination / test and a 'zero' grade will be awarded.
- ◆ Library books **MUST** be returned on time. The student will be asked to pay the replacement cost if a library book is lost or not returned.
- ◆ Any damage to school property will be charged against the Cautionary Deposit and can lead to expulsion from the school.
- ◆ These rules are subjected to review and change as deemed necessary by the school management.