

Blyth

ACADEMY

QATAR

PARENT/STUDENT HANDBOOK 2020-2021



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INTRODUCTION

Welcome to Blyth Academy Qatar

Dear Students and Parents:

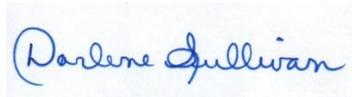
It is my absolute pleasure to welcome you to Blyth Academy Qatar(BAQ)! We provide students with a strong educational foundation through a quality outcomes-based Alberta, Canada curriculum. Our diverse, multi-cultural learning environment coupled with the highly trained teachers, allows students many opportunities to reach their potential both academically and personally. BAQ also supports the values, traditions, and culture of Qatar. Strong programs in Arabic or French Languages, Islamic Studies, and Qatar History enhance the learning experiences of our students.

When school, home and community work together, we do our best job of preparing students to be lifelong learners and to have productive and fulfilling lives. We know that students do better in school and improve their achievement, when there is a positive partnership and strong lines of communication between parents and school staff. It really does take a village to raise a child. We encourage our parent community to communicate regularly with teachers, become involved in our School Advisory Council (SAC) meetings and various activities throughout the school year.

Please review this school handbook carefully as it contains important information pertaining to the school as well as various guidelines and procedures. We look forward to working with you; students and parents throughout the school year in our pursuits of excellence and success for all students.

Your support will help to ensure we have a successful and memorable school year.

Sincerely,



Darlene Sullivan
B.C.S., B.Ed., M.Ed.
Head of School

Website: www.blythacademyqatar.com

BLYTH ACADEMY QATAR | 2020-2021 ACADEMIC CALENDAR

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About Blyth Academy

Blyth Academy has been a trusted educational organization offering study-abroad programs for students from Canada, US and Europe. Since 1977 more than 50,000 students have experienced our International Summer and Community Service programs. Blyth Academy Qatar is one of many permanent campuses in Canada, US, Europe and Asia ranging from 50 to over 380 students. Each campus has its own unique character, yet shares in providing a nurturing and caring environment, connected to its community. We are committed to a personalized, differentiated, collaborative and experiential learning environment that leads to higher levels of motivation and achievement. We are committed to small class sizes that allow teachers to focus on delivering individualized teaching to each student.

Blyth Academy recognizes that every student learns in his or her own way; therefore, our goal is to provide a warm and empathetic environment which allows students with a variety of learning styles to reach their academic potential through their participation in our unique four-term, experiential based, approach to curriculum delivery. This means that we are able to meet the needs, interests and strengths of all students and engage them in learning and better preparing them for graduation, post-secondary study and beyond.

Empathy is at the core of everything done at Blyth Academy, and families should find that this affects every level of their experience with the school. Teachers and staff are always accessible and immediately responsive. A demonstration of caring and empathy is central to our standards for hiring and evaluation of staff. Blyth's unique approach to education has contributed substantially to its students' success, both in school and beyond, and has made Blyth the largest and fastest growing private high school in Canada. We take this approach to our international locations as well.

At this school, the dedicated team of Head of School, Deputy Head of School, Guidance Counsellors and teachers provide extra attention and ongoing support for each student. We are committed to delivering:

- Quality academic program delivery and the ability to shape and design of curriculum in response to student needs.
- Responsive and supportive teaching faculty.
- Extensive and thorough educational planning and guidance at all grade levels.
- Community Involvement opportunities unique to the school and involvement missions abroad through Blyth Community Service*
- International programs such as Blyth International Summers and Global High School*

*For more information on these Blyth Academy programs visit www.blytheducation.com

Vision

To be a global leader in providing accessible, experiential, progressive learning experiences that prepare students for academic success at the primary, intermediate, secondary, and post-secondary education levels.

Mission

To have outstanding school leaders and educators facilitate the development of knowledge and character in our students through a caring, supportive, and culturally sensitive learning community that brings together international and local students in a harmonious, creative, supportive environment.

ACADEMIC INFORMATION

Alberta's High-Quality Curriculum:

Development & Implementation

The core subjects of Language Arts (English), Mathematics, Science, and Social Studies; plus, Physical Activity and the Arts are taught in English in accordance with the requirements of Alberta Education, Canada.

Alberta is recognized for having one of the best education systems in the world. One of the many reasons is a centralized, high quality curriculum that outlines what students are expected to learn and be able to do in all subjects and grades. Alberta's curriculum is designed to help students achieve their individual potential and create a positive future for themselves, their families, and their communities.

Standards

Alberta is the first province in Canada to adopt a teaching quality standard. In 1997 the Minister of Education established guidelines for the professional knowledge, skills, and attributes expected of all teachers. These guidelines apply to the preparation of teachers, ongoing professional growth, and teacher evaluation throughout the province.

School authorities, ECS operators, directors, principals, and teachers must work together to achieve these standards. All teachers are expected to uphold the standards consistently. Teachers in the public-school system and in accredited private schools must hold a valid Alberta teaching certificate.

Programs of Study

Alberta's Kindergarten to Grade 12 curricula are outlined in legal documents called *Programs of Study*. There is also a *Kindergarten Program Statement*. Each document outlines why the program is offered, what students are expected to learn, and the basic principles about how students are to achieve the required knowledge, skills, and attitudes. School jurisdictions use the *Programs of Study* to ensure students meet provincial standards of achievement; however, they have flexibility to decide how to teach the curriculum and the order in which it is taught.

For information on what students are expected to learn and be able to do for each grade level, refer to the *Curriculum Handbooks for Parents* at: www.education.gov.ab.ca/parents/handbooks/.

To view *Programs of Study*, visit: www.education.gov.ab.ca/k_12/curriculum/bySubject/.

Deciding What Students Should Learn

The Alberta curriculum strives to:

- Reflect the essential knowledge, skills, and attitudes that Alberta students need to be well-prepared for 21st-century learning and the world of work.
- Anticipate and plan for the needs of the future by considering the changes and developments in society such as trends in employment, globalization, and advances in technology.
- Incorporate values of good citizenship and respect for different languages and cultures.
- Consider students' needs and abilities—intellectual, social, emotional, and physical—at different ages and stages of growth.
- Ensure that each grade provides a foundation of knowledge for successful learning in subsequent years.
- Incorporate new discoveries and theories that are generally accepted by experts in subject areas whenever possible.
- Develop skills that are necessary for success in learning a subject.
- Consider new research on proven teaching methods and how students learn best.
- Reflect the most appropriate level at which the skills are to be acquired.
- Integrate how the study of a subject contributes to student personal growth and development.
- Accommodate learning in different environments.

Alberta's high-quality curriculum ensures that students have a well-rounded and comprehensive education. The curriculum ensures that they are well-prepared for the future, including post-secondary education and world of work.

Blyth Academy Qatar Code of Conduct

All students must understand and follow the school code of conduct as outlined below. Students that show themselves incapable of our trust and who are unable to behave in a responsible manner will face appropriate consequences and per the Harassment and Violent behavior Policy 2019-2020.

Blyth Academy Qatar is committed to providing a healthy learning and working environment by promoting respect, civility, safety, responsible citizenship and academic excellence. A positive school climate exists when all members of the school community feel safe, included, and accepted and actively promote positive behaviours and interactions. Equity, inclusion, and respect are critical components embedded in the learning environment.

The Code of Conduct is developed in accordance with the *Education Act*, the Provincial Code of Conduct, and all other Blyth Academy operational procedures. It also reflects the values and expectations of the broader Blyth Academy community.

The following procedures are intended to assure the wellbeing of students while attending BAQ by setting out expectations and limits to be adhered to. In the event that such limits are breached the following discipline procedure will occur, however the process below may vary depending on the seriousness of the behaviour:

1. Verbal discussion between student/teacher. Administration may be involved.
2. Administration is formally involved in investigation and discipline procedures.
3. Student and parents are called in and final verbal warning will be issued.
4. Students and parents are issued a written warning about student's behaviour which will be put on a student's permanent record.
5. The final decision regarding student conduct is placed with the Head of School. Expulsions will be discussed with Head Office in Toronto prior to a final decision being made.

Standards of Behaviour

Respect, Civility, and Responsible Citizenship

All members of the school community must:

- Respect and comply with all applicable federal, provincial, and municipal laws.
- Demonstrate honesty and integrity.
- Respect differences in people, their ideas, and their opinions.
- Treat one another with dignity and respect at all times and especially when there is a disagreement.
- Respect and treat others fairly and promote a positive school climate that is inclusive and accepting of all pupils. Including those of any race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability.
- Respect the rights of others.
- Show proper care and regard for school property and the property of others.
- Take appropriate measures to help those in need.
- Seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully.
- Respect all members of the school community, especially persons in positions of authority.
- Respect the need of others to work in an environment that is conducive to learning and teaching; and not swear at a teacher or at another person in a position of authority.

Safety

All members of the school community must not:

- Commit sexual assault.
- Traffic in weapons or illegal drugs.
- Give alcohol to a minor.
- Commit robbery.
- Be in possession of any weapon, including firearms.
- Use any object to threaten or intimidate another person.
- Cause injury to any person with an object.
- Be in possession of, or be under the influence of, or provide others with alcohol or illegal drugs.
- Inflict or encourage others to inflict bodily harm on another person.
- Engage in hate propaganda and other forms of behaviour motivated by hate or bias.
- Commit an act of vandalism that causes extensive damage to school property or to property located on the premises of the school.

- Engage in bullying behaviours. Bullying is a relationship problem. It is the assertion of interpersonal power through aggression. The four most common types of bullying are:
 - a. **Verbal Bullying**—name calling, sarcasm, teasing, spreading rumours, threatening, making references to one’s culture, ethnicity, race, religion, gender, or unwanted comments.
 - b. **Social Bullying**—mobbing, scapegoating, excluding others from a group, humiliating others, gestures or graffiti intended to put others down.
 - c. **Physical Bullying**—hitting, poking, pinching, chasing, shoving, coercing, destroying.
 - d. **Cyber Bullying**—using the internet or text messaging to intimidate, put down, or spread rumors about someone.

Progressive Discipline

When students breach the Code of Conduct, consequences will be consistent with Blyth Academy Progressive Discipline policy. Progressive discipline is a whole-school approach that utilizes a continuum of interventions, supports, and consequences to address inappropriate student behaviour and builds on strategies that promote positive behaviours. When inappropriate behaviour occurs, disciplinary measures will be applied within a framework that shifts the focus from one that is solely punitive to one that is both corrective and supportive. Blyth Academy will utilize a range of interventions, supports, and consequences that include learning opportunities for reinforcing positive behaviour while helping students to make good choices.

Early interventions (in no particular order) **may** include:

- Discussion with a teacher, member of the support staff, or Academic Director
- Attendance / performance/ behaviour contracts
- Time Out
- Reflection Sheet
- Parental contact and involvement in applying an appropriate remedy
- Loss of privilege to participate in specified school/evening activities
- Peer mediation
- Individual or group counseling
- Assessment
- Detention
- Restitution for damage or stolen property
- Community service
- Restorative justice practices

Suspension

By deliberately choosing to act in ways not acceptable to the Code of Conduct of BAQ, students choose to suspend themselves from our school, which may result in an in-school suspension, or being sent home (suspended from classes).

- Uttering a threat to inflict serious bodily harm on another person.
- Smoking on school property.
- Possessing and/or being under the influence of alcohol or illegal drugs.
- Possession or misuse of any harmful substances.
- Swearing at a teacher or at another person in a position of authority.

- Committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school.
- Theft of private or public property.
- Bullying including physical aggression, harassment or intimidation of peers or staff.
- Willful destruction of school property; vandalism causing damage to school property.
- Use of profane or improper language.
- Aid/incite harmful behaviour.
- Physical assault or fighting.
- Extortion.
- Chronic absenteeism.
- Defiance or non-participation in school activities.
- Cheating/plagiarism.
- Frequent non-compliance with uniform requirements.
- Leaving grounds without permission.
- Inappropriate use of electronic communications or media devices.
- Any acts deemed unacceptable by school administration.

Expulsion

While BAQ believes it is more desirable to change the behavior of a child, it may be necessary to deal more severely with problems that arise. Therefore, the following guidelines are established. Again, by deliberately choosing to act in ways not acceptable to the Code of Conduct of BAQ, students choose to expel themselves from our school. Administration will investigate serious accusations thoroughly and objectively. In some circumstances, the student may have the opportunity in the presence of a parent to withdraw from BAQ or, the Head of School in consultation with Blyth Head Office may decide that there are sufficient grounds to proceed with expulsion. These more serious infractions include:

- Possessing a weapon, including possessing a firearm.
- Using a weapon to cause or to threaten bodily harm to another person.
- Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner.
- Committing a sexual assault.
- Trafficking in weapons or in illegal drugs.
- Committing robbery.
- Giving alcohol to a minor.
- Sexual harassment.
- Racial harassment.
- Hate-motivated occurrences.
- Distribution of hate material.
- Possession of explosive substance.
- Any activity motivated by bias, prejudice or hate based on race, nationality, or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, gender identity, gender expression, or any other similar factor.
- Bullying if,
 - the pupil has previously been suspended/or grounded for engaging in bullying.
 - the pupil's continuing presence in the school creates an unacceptable risk to the safety of another person.
- Multiple out of school suspensions where student has not made effort to change behavior.
- An act considered by the Head of School to be a serious breach of this Code of Conduct.

School Uniforms

Students are expected to attend school in the appropriate uniform at all times, which consists of:

- Black or pin striped pants or Bermuda shorts
- Black skirt or skort
- Blyth polo or Blyth dress shirt
- Blyth navy sweater
- Navy blue fleece (**with no hood**)
- Closed toe shoes (i.e. athletic shoes)
- Sandals, slippers, crocs, or flip flops are not permitted

Grades JK-4

Students are permitted to wear any combination of the uniform in class. Both the PE and classroom uniform are acceptable.

Grades 5-12

Students must wear either the polo or cotton dress shirt, black or pin striped pants or Bermuda shorts, Blyth winter sweater or navy fleece (no hood). PE uniform will not be permitted in class.

Physical Education:

- Blyth PE t-shirt
- Blyth PE shorts or Blyth track pants
- Blyth only ladies' black leggings (when available)
- Athletic shoes

Please put your child's name on all pieces of their uniform.

Uniform items must be clean and in good repair. The following policy will be followed if a student attends school without the proper uniform:

Consequences

First infraction: An email is sent to parents by administration.

Second Infraction: Student must call home to bring proper uniform to school. If parents are unable to do so, the student will not be permitted to attend class. The student will sit in either the Guidance Counselor's office or one of the administration offices.

Third Infraction: Parents are contacted **IMMEDIATELY** and student is not permitted in to school for the day. (As per BAQ Policies)

Head Coverings

Ball caps or fashion hats of any description cannot be worn in the school building at any time. Ball caps and hats may be worn outside in the playground area.

Ball caps and hats cannot be worn during PE class time unless students are outside during class.

Technology

Use of Personal Electronic Devices (PEDs)

This year we will continue our 'Bring Your Own Device' program. Students in grades 7-12 are encouraged to bring a laptop or tablet to school for the purposes of improved learning. Students are responsible for the security and safety of their device. BAQ will no longer have an open WIFI network and students will be provided access for one device (not a cell phone). Charging stations will be placed about the school however students should bring their device fully charged each day.

It must be made clear that all devices are to be used for the purpose of supporting student learning and students accessing the network for inappropriate reasons will lose network privileges. **Students and parents should be aware that the school will be monitoring the school network.**

Computer/Technology Use

Computers are used by students and staff for educational purposes, to facilitate writing, research, promote communication and presentation skills, advance technology skills, enhance learning and teaching, and conduct valid school business. Students grades 7-12 are encouraged to bring their own device (BYOD) to school to be used for educational purposes. Note the school cannot be responsible for the care of student devices. Technology use is a privilege, not a right, and the expectation is that it will be used in a responsible, efficient, ethical and legal manner. Equipment is shared, and all users are asked to follow the user policy for everyone's benefit.

1. The school's technology resources should be used for school-related tasks only.
2. School computers will be used by students under supervision of a staff member.
3. Inappropriate computer use will result in revocation of privileges, temporary or permanent, depending on the gravity of the offense.
4. Students are not permitted to:
 - Bring food or drinks into any computer lab. Also, there should be no food or drinks around any other school computer.
 - Change or alter computer settings without permission of supervising teacher.
 - Access without authorization any files, programs, drives or archives.
 - Access or use another person's account.
 - Trespass in another person's folder, work or files.
 - Send or display offensive messages, pictures or artwork.
 - Use or view obscene language.
 - Harass, threaten or insult others.
 - Knowingly degrade or disrupt equipment or service performance, or vandalize the data of another user.
 - Violate copyright laws (plagiarism).
 - Post or pass on personal communication without the author's prior consent.
 - Attempt to bypass computer security.
 - Download games or illegal or offensive material.
 - Record (photography, audio, video, etc. ...) another person, unless a student has explicit permission to do so.

STUDENT ATTENDANCE

BAQ is always concerned about the safety and well-being of its students, staff, and visitors. The school has implemented specific procedures to record students' attendance and presence at school. Students must remain within the school's premises during the school day and may only leave the school grounds with their parents'/guardians' knowledge and permission.

Regular attendance and punctuality on the part of students is an important component of the learning process and the evaluation of student achievement. All teachers will keep attendance. Attendance and late records will be noted on report cards. Consistent tardiness and/or absenteeism may lead to discussions concerning a more suitable educational setting for the student. High School students who have more than 15 absences, will be removed from the class and **WILL NOT** receive credits for the course.

Punctuality/Absences

Parents are discouraged from taking students out of school for extended periods of time for holidays or reasons other than emergencies. There is a direct correlation between class attendance and academic performance. Attendance in school is compulsory.

Students must arrive on time for school. Late students disturb classroom instruction.

Procedure for Students Arriving Late

1. Students arriving late are to check in at the Reception Desk with the Receptionist before going to class.
2. The Receptionist will send an email to parents and the teacher indicating that the student has arrived late.
3. Teachers must record student as "Late" in PowerSchool.
4. The Receptionist will verify that student has been recorded as late in PowerSchool.

Frequent Late Arrivals

1. After 3 late arrivals to class, the teacher will email parents to inform them.
2. After 5 late arrivals to class, the teacher will arrange a meeting with parents to discuss.

Frequent lateness is the responsibility of the parents and will need to be explained. A student who arrives late is often unsettled which lasts the entire day. The school needs to be informed with a note, phone call, or email when a child is absent.

Arrival and Departure

The safety of our students and managing the morning and afternoon traffic flow is a priority at BAQ. Driver co-operation, common sense, and courtesy to fellow parents, bus drivers, and staff will contribute to a harmonious and safe beginning and ending to your child's day at school. We ask all parents and private drivers to drive sensibly and with an awareness of the increased traffic flow in the neighborhood surrounding our school. Please obey all speed limits when driving through the streets surrounding our school. Watch for pedestrians, park only in designated areas, and refrain from idling in nearby driveways or laneways.

Visitors

All visitors (including parents, reading helpers, volunteers, etc.) are asked to sign in with Security and check in at the Receptionist's desk in the front entrance.

Morning Drop-Off

During our Covid-19 blended learning model, school gates will open at 7:30am; therefore, we ask for parents to **NOT** drop off students at school prior to this time. The school doors are not unlocked until arrival of first staff member. **There is NO supervision on the school grounds until 7:30am.** Please note, **security guards are not permitted to open gates prior to 7:30am for students.**

Once we return to regular school learning hours, school gates will open at 6:30am; therefore, we ask for parents to **NOT** drop off students at school prior to this time. The school doors are not unlocked until arrival of first staff member. **There is NO supervision on the school grounds until 7:00am.** Please note, **security guards are not permitted to open gates prior to 6:30am for students.**

During our Covid-19 blended learning model, parents or drivers who are bringing children to school are asked to park their car on in designated areas outside the school gates only. Upon arrival, all students should proceed directly to their classrooms. Classes begin at 8:00am each day. As soon as all the students are in the school, security gates will be closed.

Once we return to regular school learning hours, parents who drive children to school are asked to park their car only in designated areas outside the school gates. Upon arrival, all students should proceed directly to the playground. At 7:20am, upon request, students will line up in the areas designated and proceed directly to their classes. Classes begin at 7:30am each day. As soon as all the students are in the school, security gates will be closed.

Students are asked to walk safely to the building. Vehicles are not to be left unattended or left parked in a NO PARKING area – please do not obstruct the flow of traffic.

When our bus service is operating, all school buses will drop students off in the designated bus parking lot area. Parents are asked not to obstruct the buses in any way.

After School Pick-up Procedure

BAQ does not provide after-school supervision for students who are being picked up by drivers or family members – **security guards are not permitted to conduct supervision.** Pick up times are:

<i>School Day</i>	<i>During Covid-19 blended learning</i>	<i>During Regular School Hours</i>
Sunday	12:30pm	2:20pm
Monday	12:30pm	2:20pm (3:15 for students in afterschool activities)
Tuesday	12:30pm	12:20pm
Wednesday	12:30pm	2:20pm (3:15 for students in afterschool activities)
Thursday	12:30pm	2:20pm

Students who are not picked up at the appropriate time will wait in a designated area for their parents. Use of the playground and athletic facilities is prohibited. Once the last administrator leaves the building, all students will be asked to wait outside. Parents and students may notice exceptions at times, that being the children of staff who are working and are, like all parents, responsible for the supervision of their children.

PARENT COMMUNICATION PROCEDURES

Communication with Teachers

Parents wishing to communicate with their child's teachers may follow the below steps and communication protocols in order to have their concerns addressed in an effective and timely manner. Should parents wish to schedule an appointment to meet a teacher in person, they should request a meeting via e-mail. All in person meetings, during Covid-19, must occur outside of the times that students are on campus, as per the Ministry of Education directive.

Step 1 – Contact the Classroom or Course Teacher

- Contact via email or MS Teams chat, to discuss any academic, behavioural or technical concerns related to your child(ren)'s specific class, grade or course.
- Schedule an appointment via MS Teams or Zoom if you'd like to speak face to face with your child's teacher.
- Schedule an appointment for after 12:30pm to meet on campus with your child's teacher if necessary.

Step 2 – Contact Academic Lead Teacher for each division

- If you need further clarification regarding an academic or divisional concern, please contact the Teachers as follows, to schedule an appointment:
 -
 - Primary Lead-JK to Grade 2 - Ms. Gauthier at dominique.gauthier@blythacademyqatar.com
 - Elementary Lead-Grades 3 to 6 - Ms. Hegde at sharmila.hegde@blythacademyqatar.com
 - Junior High Lead-Grades 7 to 9 - Ms. Marlow at clare.marlow@blythacademyqatar.com
 - Senior High Lead-Grades 10 to 12 - Ms. Punjani at safiyya.punjani@blythacademyqatar.com
 - Arabic/Islamic Studies Lead-Ms. Tammam at mona.tammam@blythacademyqatar.com
 - Athletics/Sports Coordinator-Mr. Abdulle at abdulahi.abdulle@blythacademyqatar.com
 - Student Life Coordinator-Mr. Caley at jacob.caley@blythacademyqatar.com

Step 3 – Contact our Deputy Head

- After contacting the appropriate Divisional Lead, if you need further clarification regarding an academic or divisional concern, please contact our Deputy Head, Mr. Thomas at daryl.thomas@blythacademyqatar.com.

Step 4 – Contact our Head of School

- After contacting the Deputy Head, if you need further clarification regarding an academic or divisional concern, please contact our Head of School, Mrs. Sullivan at darlene.sullivan@blythacademyqatar.com.

Step 5 – Contact our Managing Director

- After contacting the Head of School, , if you need further clarification regarding an academic or divisional concern, please contact our Managing Director, Mr. Shaw at patrick.shaw@blythacademyqatar.com.

If you have questions or concerns regarding specific areas of administration, please contact the appropriate staff member as follows:

- Admissions – Ms. Dib at wissem.dib@blythacademyqatar.com
- Finance – Ms. Diwakar at beena.diwakar@blythacademyqatar.com or blythfinance@blythacademyqatar.com
- Guidance Counsellor – Ms. Thomas at laurie.thomas@blythacademyqatar.com
- IT Administrator – Mr. Kalappurayil at vijesh.kalappurayil@blythacademyqatar.com
- Nurse – Ms. Abuakar at nurse@blythacademyqatar.com

Classroom Concerns Brought to the Head of School

After following the above protocols, if a parent brings a concern to the Head of School about a classroom or teacher-related matter, the Head of School will undertake one or more of the following actions depending on the nature of the concern and its circumstances:

1. Gather any relevant information to determine the facts and circumstances;
2. Discuss the concern with the teacher and offer advice to the teacher where advice is required to resolve the concern, and inform the parent of the outcome;
3. Meet jointly with the teacher and the parent to discuss the concern where the principal determines that such a meeting will resolve the concern;
4. The Head of School has the **final decision regarding school related matters.**

School Concerns Brought to the Head of School

After following the above protocols, if a parent brings a concern about a school policy, procedure, activity, event, or situation to the Head of School, the Head of School will undertake one or more of the following actions depending on the nature of the concern and its circumstances:

1. Contact the parent to discuss and resolve the concern;
2. Gather any relevant information to determine the facts and circumstances;
3. Refer the concern to the Managing Director for consultation.
4. In consultation with the Managing Director, the Head of School's decision is final.

Guidelines for Parents when Presenting Concerns

In bringing concerns to staff, parents will strive to:

1. Present their concerns to staff in a respectful manner which allows the opportunity for due consideration of the concern;
2. Allow for a reasonable timeline for addressing and resolving the concern;
3. Address the concern first to the staff person(s) responsible for the area to which concern directly relates, unless circumstances warrant raising the concern with staff at a higher level;
4. Direct the concern to the school administration where the concern relates to a school policy or program matter which can be more appropriately addressed by the administration;
5. Maintain an openness to receiving information and advice that may be offered by staff as possible resolutions to the concern;
6. Ensure that confidentiality is maintained concerning personal or private matters addressed by all parties.

MEDICAL INFORMATION

Vaccinations

Please provide a current copy of your son/daughter's vaccination record to the school prior to the start of the school year. It is expected that all students have all vaccinations required by the Prior to the start of School. BAQ works with the MoH and the nurse to encourage the vaccination of students. Notifications of vaccination dates and authorization forms will be sent home with the students. BAQ partners with the MoH to ensure a healthy environment through vaccination. Parents will be notified of any vaccination campaign conducted by the MoH.

Food Allergies and Snacks

Parents must inform classroom teachers if their child has any food allergies. Classroom teachers will contact parents if there are specific allergies within the classroom.

BAQ is a peanut and nut-free environment. This includes peanuts, pistachios, cashews, walnuts, sunflower seeds, hazelnuts etc. Any item brought to school that contains nuts will be discarded.

Parents must inform the nurse of any allergies that their son/daughter has. The nurse will follow up with each parent to create a care plan for this allergy.

GENERAL INFORMATION

Telephone Calls

Parents may call the office to leave a message for their child, which will be delivered at an appropriate time. At the discretion of an administrator, a student may phone a parent during school hours. Parents are encouraged to e-mail individual teachers rather than call the office, if possible. To limit the amount of phone calls that are being made throughout the school day; we encourage parents and students to remember items such as proper clothing, lunches, homework.

CELL PHONES ARE NOT PERMITTED by order of the Ministry of Education of the State of Qatar. Cell phones will be confiscated by staff if/when a student disregards the cell phone policy. (See BAQ Policies)

The following procedure will occur if a student chooses to bring their phone to school:

- Upon arrival, any student with a cell phone will check it in at the Reception Desk. It can be picked up at the end of the day. Cell phones will be secured during the day.

Consequences:

- **First infraction:** The student's cell phone will be confiscated and secured with the Receptionist for pick up by the student at the end of the day.
- **Second infraction:** The student's cell phone will be confiscated and secured with the Receptionist. It will be the parent's responsibility to pick up the cell phone at the end of day.

- **Third and/or repeated infraction(s):** The student's cell phone will be confiscated for the **THE REMAINDER OF THE SCHOOL YEAR** and only a parent will be permitted to pick it up at the school at the end of June.

Lost and Found

Students are strongly urged not to bring personal valuables to school. Please be aware that it is the sole responsibility of each student to care for personal items. The school is NOT responsible for lost, stolen or damaged items. This includes all uniform items, school supplies, and any other personal items they may have in their possession. All items should be clearly labeled. Students will be notified of the location of the lost and found boxes.

School Bus Transportation

We are currently looking into possible busing options during Covid-19 and more information will follow via email if we are able to make reasonable arrangements for students.

During Regular Learning Hours, school transportation to the AJ compounds, Les Maison Blanches (Lusail), and Y Village is contracted by BAQ with an additional cost to parents. Parents are responsible to ensure their children follow appropriate protocols while riding the bus. Students who do not comply and compromise the safety of other riders will be removed from the bus.

Power Outage

In case of power outage at the school, BAQ will inform all parents by phone and/or e-mail. Parents are expected to keep their cell phones on at all times during school hours in case of emergency.

Safety

Fire drills are held periodically throughout the school year. Lockdown drills are held twice a year.

Leaving School Premises

Students are not permitted to leave the school during the school day unless accompanied by their teachers, parents, or legal guardians. Students **must** have written permission by a parent to leave the school premises anytime throughout the day prior to dismissal.

- Students must sign out at the Reception desk before leaving the premises.

Academics

Parent Role

Parents play an important role in the school career of their children. We have high expectations of our students, and it is essential that you support this. Please see that your student:

- Is prepared for class with homework, and assignments completed.
- Is wearing proper school uniform, and has PE uniform available.
- Has the needed amount of sleep to manage the school day.
- Knows she/he is very important to us.
- Is aware that the ideas and suggestions from home are invited and appreciated.

- Can count on your support by staying in touch with the school and helping to enforce the expectations.

Interviews are available at the suggestion of either parent or teacher. Parents are invited, at any time, to contact the school to set up an appointment to speak to the teachers or administration.

Parental involvement in student academics is integral to their success. Following is information that can help you plan your involvement.

Agenda Planners

Unfortunately, during Covid-19, we are unable to offer these to students as we are not allowed to have any items moving between school and home, as per MoE directives.

During regular learning policies, each student in Grade 1-4 will have an agenda planner. This planner has many purposes. It is to keep track of daily homework and forthcoming tests, school events and notices. It is also a communication tool between teachers and parents, and either party may write notes to the other. All students are encouraged to develop the habit of using the agenda effectively.

Homework

In recognition of the need for children to have a well-balanced variety of experiences academically and socially, the need to have quality family time and the opportunities available to children in the community, BAQ will endeavor to keep homework assignments reasonable in terms of frequency and quantity at the various grade levels.

The length of time spent by students on a specific assignment will vary depending on his/her ability, skills, and pace of work. Homework should be completed by the student independently, although parents are encouraged to monitor their child's homework and help when it is appropriate. The expectation is that homework must be completed when assigned by the teacher.

Homework is an integral part of a student's academic life however research shows that homework should be specific and kept to a minimum. As students' progress in grades, the amount of homework becomes greater. In general terms Kindergarten to Grade 3, a student will spend 15 minutes on school activities. Grades 4 - 6 will spend 30 minutes, and Grades 7 - 9 will spend 1 hour and High School students will spend more than this. Students are expected to come to school each day prepared for classes. If no homework is assigned students are encouraged to take time to review notes and read.

Tests and Exams

Midterm exams and final exams may be scheduled for students in Junior High and High School. The exam schedules are posted on the website and attendance is mandatory at these times. Students must be in attendance for these exams and failure to write any exams will be reflected on student report cards. Should a student fail to write an examination due to illness, he/she must provide a doctor's Certificate.

Student Assessment and Evaluation

Please refer to Assessment and Evaluation of Student Work Policy 2016 as noted in BAQ's Policy Handbook for details pertaining to assessment and academic dishonesty.

Report Cards

In addition to the ongoing communication of student's progress, students will receive four formal progress reports from Kindergarten to Grade 6 and four reports in Junior High (7 – 9) and two reports per semester in Senior High (10-12).

Kindergarten – Grade 6 reports are in November, January, April and June.

Alberta Education Graduation Requirements

In order to graduate in Alberta, students must fulfill the following requirements, specified by the Alberta Education:

A student must earn a minimum of 100 credits including the following:

- 30-Level English Language Arts
- 30-Level Social Studies
- 20-Level Mathematics
- 20-Level Science
- Physical Education 10
- Career and Life Management 20 (CALM)

10 Credits, in any combination from:

- Fine Arts
- Second Languages
- Physical Education 20 and/or 30
- Career and Technology Studies (C.T.S.)

10 credits in any 30-level courses (in addition to English Language Arts and Social Studies)

Academic Dishonesty

Please refer to Assessment and Evaluation of Student Work Policy 2016.

Academic Accountability

Reporting on Academic Standing

As part of accreditation Alberta Ministry of Education surveys, the school community and evaluates diploma exam results. The data provided directs the school with regard to the success and direction of the academic program. Each year the results of this data can be accessed on the Ministry of Education website under the 'Accountability Pillar' tab. This data will also be shared with the SAC annually as will the 3-year education plan.

Parent Satisfaction Survey

Like the Accountability Pillars survey, Alberta collects data from students, staff and parents regarding the general satisfaction of these parties with Alberta and the school. Data is also made available to SAC and can be found on the Ministry of Education website.

Guidance Counselor

The Guidance Counselor at BAQ is mandated to support all students in achieving their maximum scholastic potential. He/she works closely with teachers and administrators to ensure that each student has the educational, moral, and emotional support necessary. The Counselor provides school-wide and small-group activities to encourage strong character, leadership, and problem-solving skills. Students can schedule individual appointments with the counselor in case of need. Parents can also feel free to approach the guidance counselor should they have any concerns regarding their child's behaviours. The Counselor can provide referrals to other health professionals in case of need.

STUDENT ACTIVITIES

Field Trips/Enrichment Opportunities

Rationale: Outside-school excursions allow students to:

- Be presented with experiences not available in the regular classroom or at school.
- Reinforce, support, extend and enhance the concepts they have learned in their classes.
- Relate their classroom activities to everyday life.
- Understand that learning has application.
- Have the opportunity to learn from others who have expertise in a particular field.
- Participate in hands-on experimental learning.
- Better familiarize themselves with the resources available in the community.
- Find out and explore more about potential careers and employment opportunities.

Guidelines for Field Trips

- Students will be in full uniform, unless otherwise stated.
- Parent consent forms will be sent home at least three to five (3-5) days prior to the excursion.
- **All consent forms must be signed and returned at least 24 hours prior to the trip** or by the date stipulated on the notice (handwritten consent notes may be accepted depending on the type of excursion being undertaken). No telephone consents will be permissible.
- Only a parent's or legal guardian's signature is acceptable.
- If a trip involves one or more overnight stays, parents may attend an information meeting at the school before their child will be permitted to participate.

Guidelines for International Trips

When an international trip has been planned, parents of children going on the trip are expected to attend information meetings held at the school. The organizing teacher will provide an overview of details such as itinerary, flight arrangements, what to pack, medical services while on the trip, costs, and special considerations.

Blyth Athletics

In support of Student Life and the encouragement of a well-rounded educational experience, Blyth Academy Qatar is continuing to expand its athletic competition schedule and commitment this year. Studies have shown repeatedly that students that participate on school athletic teams perform better, have less absences, have a greater percentage of

university acceptance and higher rate of university graduation than non-participatory students. To this end, Blyth will field teams in a greater number of sports than in the past, with a more regimented practice and competition schedule against a larger number of opponent's schools. Students that make teams will be expected to maintain grades while understanding the time and effort required to playing in a season long sporting activity. A student driven Athletic Council will be utilized to help oversee competition schedule, uniforms and raising student engagement in athletics. The Blyth Bears look forward to roaring even louder against our competition!

After School Activities Program

Unfortunately, during Covid-19, BAQ is unable to offer after school activities as per the MoE directives.

During regular school learning policies, in both Terms I and II the school offers various after-school activity programs for Grades 1 to 12 students from 2:15 to 3:15 p.m. Interested students have to sign up for these activities; placement is dependent on available spaces.

SCHOOL FEES AND PAYMENT PROCEDURES

Parents are responsible for maintaining good financial standing with the school, including payment of fees as per the following schedule:

Tuition Term 1

Payment must be made no later than **September 30th of each calendar school year.**

Tuition Term 2

Payment must be made no later than **January 15th of each calendar school year.**

If you require an invoice, it is your responsibility to e-mail finance@blythacademyqatar.com or beena.diwakar@blythacademyqatar.com or phone the school at 4421-7553/4 and ask to speak to Miss Beena, Finance Officer.

Tuition Fee Regulations

1. The registration fee of 3570 QR is non-transferrable and non-refundable for the first-time registration of each child at BAQ. This is in addition to tuition fees which are paid on a yearly basis.
2. A yearly maintenance fee of 3570 QR for returning students is paid with Term 1 as part of their tuition fees.
- 3. Tuition fees are non-refundable after 10 school days.**
4. Students who enroll mid-way through a term will be charged full tuition fees for that term and will not receive a pro-rated tuition rate.
5. There is no reduction in fees if any child is absent for part of the term.
6. No portion of the fee will be refunded for a student dismissed by expulsion.
7. Fees are subject to change with the approval of the Blyth Academy Qatar and the Ministry of Education.
8. Families with 3 or more children at the school, who are not receiving tuition support from their employer, are entitled to a 10% discount on tuition for the third child.
9. Seat reservation fees of 3570 QR are due by April 1st.



ACKNOWLEDGEMENT FORM FOR SCHOOL YEAR 2020-2021

RE: Acknowledgement of Awareness of online Student/Parent Handbook (acknowledgement is required for students to attend classes at Blyth Academy Qatar)

I _____ parent of student _____ am aware of and
(Parent printed name) (Student printed name)
understand the contents of the Blyth Academy Student/Parent Handbook 2020-2021.

(Parent Signature)

(Student Signature)

(Date)

Key Information

1. I am aware of school operational hours and hours of supervision. _____
2. I am aware of student drop off and pick up times during our Covid-19 blended learning model as well as when regular school hours resume. I acknowledge there will be **no direct supervision provided prior to or after these hours. (Prior to 7:30 am and after 12:30 pm during Covid-19 blended learning & prior to 6:30 am and after 2:30 pm during regular learning hours).** _____
3. I agree to pick up my child within the hours of operation. _____
4. I agree to allow my child's picture (no names) to be posted in newsletters, Instagram, Facebook, Class Dojo or MS Teams, and on the Blyth Academy Qatar website for school purposes only. _____
5. I understand that by the order of the Ministry of Education and school policy, **cell phones are not to be used on school property.** _____
6. I am aware of the school payment schedules and agree to work within these timelines. _____
7. I am aware of the school lines of communication. Student, teacher, administration. _____
8. I understand that the majority of communication is completed electronically through email and specifically via the weekly newsletter. _____
9. I understand that the school is not responsible for lost, stolen or damaged items. _____
10. I understand that students **must** attend school, either in person or online, dressed in the appropriate school uniform and that no exceptions will be made. _____
11. I understand that when my child is absent from school an email sent to the school at info@blythacademyqatar.com is required. _____
12. I am aware it is the parent's responsibility to keep their contact information and medical information up to date.

Kind regards,

Darlene Sullivan
B.C.S, B.Ed., M.Ed.
Head of School



BLYTH ACADEMY STAFF LIST 2020-2021

Responsibility	Email
ADMINISTRATION	
Darlene Sullivan	Head of School darlene.sullivan@blythacademyqatar.com
Daryl Thomas	Deputy Head/ICT daryl.thomas@blythacademyqatar.com
Laurie Thomas	Guidance Counsellor laurie.thomas@blythacademyqatar.com
Beena Diwakar	Finance Officer beena.diwakar@blythacademyqatar.com
Wisseem Dib	Admissions Officer wisseem.dib@blythacademyqatar.com
Nadine Wedd	Administrative Assistant nadine.wedd@blythacademyqatar.com
Sudharsan Kathiresan	Marketing Coordinator sudharsan.kathiresan@blythacademyqatar.com
Vijesh Kalappurayil	IT Administrator vijesh.kalappurayil@blythacademyqatar.com
Nida Abdul Sathar	Receptionist info@blythacademyqatar.com
Shiju Thomas	Facilities in Charge shiju.thomas@blythacademyqatar.com
Omer Humed	PRO omer.humed@blythacademyqatar.com
Ghadeer Abuakar	School Nurse nurse@blyth@blythacademyqatar.com
PRIMARY/ELEMENTARY	
Nora El-Masry	Primary (JK) Nora.elmasry@blythacademyqatar.com
Heidi Elbaroudi	Primary (JK) heidi.elbaroudi@blythacademyqatar.com
Dominique Gauthier	Primary (SK) dominique.gauthier@blythacademyqatar.com
Jolyane Genest	Primary (1) jolyane.genest@blythacademyqatar.com
Brittany Thompson	Primary (1) brittany.thompson@blythacademyqatar.com
Eunice Owusu	Primary (2) eunice.owusu@blythacademyqatar.com
Patricia Harris	Primary (2) patricia.harris@blythacademyqatar.com
Julia Lema	Primary (3) julia.lema@blythacademyqatar.com
Sanna Khan	Primary (4) sanna.khan@blythacademyqatar.com
Alan Palmer	Primary (4) alan.palmer@blythacademyqatar.com
Carol Manning	Primary (5) carol.manning@blythacademyqatar.com
Azadeh Abdolrazaghi	Primary (5) azadeh.abdolrazaghi@blythacademyqatar.com
Celena Woodford	Primary (6) celena.woodford@blythacademyqatar.com
Sharmila Hegde	Primary (6) sharmila.hegde@blythacademyqatar.com
Nidaa Barada	Primary/Elementary - French nidaa.barada@blythacademyqatar.com
JUNIOR HIGH	
Sameer Lila	Jr. High Social Studies sameer.lila@blythacademyqatar.com
Jacob Caley	Jr. High Science jacob.caley@blythacademyqatar.com
Simia Khan	Jr. High Mathematics simia.khan@blythacademyqatar.com
Bea Alcantara	Jr. High ELA (English) bea.alcantara@blythacademyqatar.com
Abdulahi Abdulle	Jr. High PE/Jr. High Options abdulahi.abdulle@blythacademyqatar.com
SENIOR HIGH	
Zev Edwards	Sr. High Social Studies 10, 20/CALM/Psychology 30 zev.edwards@blythacademyqatar.com
	Sr. High ESL/Support Teacher
Nicole Hornsby	Sr. High Science 10, Biology 20, Chemistry 20, 30 nicole.hornsby@blythacademyqatar.com
Safiyya Punjani	Sr. High Science 10, Biology 30/Extra Elementary PE safiyya.punjani@blythacademyqatar.com
Angela Lamothe	Sr. High Social Studies 30-1/Psychology 20/CALM/Extra Elementary PE angela.lamothe@blythacademyqatar.com
Haseena Beegum	Sr. High Math 10,10C,20-1,30-1/Physics 20 haseena.beegum@blythacademyqatar.com
GENERAL SPECIALISTS	
Clare Marlow	JK-12 Music/Theatre clare.marlow@blythacademyqatar.com
Mala Waseem	Grades 1-12 Art/Visual Arts Specialist mala.waseem@blythacademyqatar.com
Anne-Marie Bienvenue	Jr. High (Grade 8, 9), Sr. High French/Gr. 6 French/Grade 9 Health/ JH Option anne.marie@blythacademyqatar.com
ARABIC/ISLAMIC STUDIES	
Mona Tammam	Arabic/Islamic Studies mona.tammam@blythacademyqatar.com
Thekayat Shamileh	Arabic/Islamic Studies thekayat.shamileh@blythacademyqatar.com
Abdelghani Abdelfattah Abdellatif	Arabic/Islamic Studies abdelghani.abdellatif@blythacademyqatar.com
Sara Hassanin Ahmed Salah Nagy	Arabic/Islamic Studies sara.nagy@blythacademyqatar.com
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