



PARENT/STUDENT HANDBOOK 2023-2024

(Last Updated September 2023)



Telephone: 4421 7553 / 7554

Fax: 4421 7556

Email: info@blythacademyqatar.com

Blyth Academy Parent Student Handbook 2023-2024

This document contains information that is the property of BA and is deemed confidential and privileged. Any disclosure, copying, distribution, or unauthorized use of the contents of this document is prohibited.



Table of Contents

1.0	Introduction	5
1.01	– Welcome to Blyth Academy!	5
2.0	Calendar.....	6
3.0	About Blyth Academy.....	7
3.01	- About Us.....	7
3.02	- Vision.....	8
3.03	- Mission	8
3.04	– Core Values.....	8
3.05	– Code of Ethics by the Ministry of Education in Qatar	8
4.0	Academic Information.....	9
4.01	– Alberta’s High-Quality Curriculum	9
4.02	– Deciding What Students Should Learn	10
4.03	– Blyth Academy Code of Conduct	10
4.04	– Positive Learning Environment Policy	11
4.05	– Anti-Bullying Policy.....	12
4.06	– Academic Integrity Policy	13
4.07	– Behaviour Policy/ Behavioural Intervention Procedures.....	14
4.08	– Uniform Policy	17
4.09	– Cell Phone Policy	21
5.0	Technology.....	22
5.01	– Use of Personal Electronic Devices.....	22
5.02	– Technology Use Policy.....	22
5.03	– Social Media Policy for Students	23
6.0	Student Attendance and Safe Arrivals/Departures	25
6.01	– Student Attendance Policy	25
6.02	– Safe Arrival/Departure Policy.....	26
7.0	Parent Communications.....	29
7.01	– Parent Communication Policy	29
7.02	– Parent Concerns Policy	29
8.0	Medical Information.....	31
8.01	– Vaccinations	31
8.02	– Food Allergies and Snacks	31
9.0	General Information.....	31
9.01	– Telephone Calls	32

Blyth Academy Parent Student Handbook 2023-2024

This document contains information that is the property of BA and is deemed confidential and privileged. Any disclosure, copying, distribution, or unauthorized use of the contents of this document is prohibited.

9.02	–Lost or Missing School Items Policy.....	32
9.03	– Transportation/School Bus Policy	33
9.04	– Birthday Parties Policy.....	37
9.05	– Makeup Policy	38
9.06	– Take-Away Food Policy.....	38
9.07	– Eating in Class Policy	39
9.08	– Power Outage	40
9.09	– Safety.....	40
9.10	– Safe Arrival and Departure Policy	40
10.0	Academics.....	43
10.01	– Parent Role	43
10.02	– Student Agendas	43
10.03	– Homework	43
10.04	– Tests and Exams	44
10.05	– Student Assessment and Evaluation	44
10.06	– Report Cards.....	44
10.07	– Alberta Education Graduation Requirements	44
10.08	– Student Procedures for Ordering Official Transcript and Diploma	45
10.09	– Academic Accountability	45
10.10	– Guidance Counselor.....	45
11.0	Student Activities.....	46
11.01	– Field Trips/Enrichment Opportunities	46
11.02	– Guidance for Field Trips.....	46
11.03	– Guidelines for International Trips.....	46
11.04	– Blyth Athletics.....	46
11.05	– After School Activities Program.....	47
12.0	School Fees and Payment Procedures	47
12.01	– Tuition Fee Payment Policy	47
13.0	Appendices.....	49
13.01	– Staff List.....	49

1.0 Introduction

1.01– Welcome to Blyth Academy!

Dear Students and Parents:

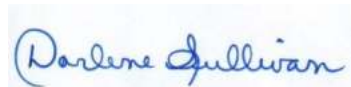
It is my absolute pleasure to welcome you to Blyth Academy (BA)! We provide students with a strong educational foundation through a quality outcomes-based Alberta, Canada curriculum. Our diverse, multi-cultural learning environment, coupled with our highly trained teachers, allows students many opportunities to reach their potential both academically and personally. BA 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

Blyth Academy Parent Student Handbook 2023-2024

This document contains information that is the property of BA and is deemed confidential and privileged. Any disclosure, copying, distribution, or unauthorized use of the contents of this document is prohibited.

2.0 Calendar

BLYTH ACADEMY | 2023-2024 STUDENT ACADEMIC CALENDAR

<div> <div>AUGUST</div> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table> <div> <div>Aug 27: Students First Day of School</div> <div>Aug 27: First Day of Semester 1</div> </div> <div> <div>Please note:</div> <div>All Tuesdays are afternoon PD Days for Teachers and short days for students, (7:30am-12:10pm)</div> </div> </div>	S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<div> <div>Feb 1: Last Day of Semester 1</div> <div>Feb 1: JK-12 Semester 1 Final Reports Go Home</div> <div>Feb 4: First Day of Semester 2</div> <div>Feb 6: Grades JK-6</div> <div>Parent/Student/Teacher Interviews</div> <div>Feb 13: Qatar National Sports Day Holiday</div> <div>Feb 27: Grades 10-12 Semester 2 Courses Meet the Teacher/Curriculum Night</div> </div> <div> <div>FEBRUARY</div> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td></td><td></td></tr> </table> </div>	S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29																
S	M	T	W	Th	F	S																																																																																													
		1	2	3	4	5																																																																																													
6	7	8	9	10	11	12																																																																																													
13	14	15	16	17	18	19																																																																																													
20	21	22	23	24	25	26																																																																																													
27	28	29	30	31																																																																																															
S	M	T	W	Th	F	S																																																																																													
				1	2	3																																																																																													
4	5	6	7	8	9	10																																																																																													
11	12	13	14	15	16	17																																																																																													
18	19	20	21	22	23	24																																																																																													
25	26	27	28	29																																																																																															
<div> <div>SEPTEMBER</div> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table> <div> <div>Sept 10-14: School Photos Week!</div> <div>Sept 19: Meet the Teacher/Curriculum Night</div> </div> </div>	S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	<div> <div>Mar 10-14: March Break</div> <div>March 9-April 9: Ramadan</div> <div>Mar 17: First Day Back After Break</div> </div> <div>  </div> <div> <div>MARCH</div> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> </div>	S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31													
S	M	T	W	Th	F	S																																																																																													
					1	2																																																																																													
3	4	5	6	7	8	9																																																																																													
10	11	12	13	14	15	16																																																																																													
17	18	19	20	21	22	23																																																																																													
24	25	26	27	28	29	30																																																																																													
S	M	T	W	Th	F	S																																																																																													
					1	2																																																																																													
3	4	5	6	7	8	9																																																																																													
10	11	12	13	14	15	16																																																																																													
17	18	19	20	21	22	23																																																																																													
24	25	26	27	28	29	30																																																																																													
31																																																																																																			
<div> <div>OCTOBER</div> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table> <div> <div>Oct 22-26: Semester 1 Midterm Break</div> <div>Oct 29: First Day Back After Break</div> </div> </div>	S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<div> <div>Apr 10-17: Eid al-Fitr Break</div> <div>Apr 18: First Half of Semester 2 Ends</div> <div>Apr 18: First Day Back After Break</div> <div>Apr 21: Second Half of Semester 2 Begins</div> <div>Apr 22: Semester 2 Midterm Reports Go Home</div> <div>Apr 23: Grades 7-12</div> <div>Parent/Student/Teacher Interviews</div> <div>Apr 30: Grades JK-6</div> <div>Parent/Student/Teacher Interviews</div> </div> <div> <div>APRIL</div> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </table> </div>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30																		
S	M	T	W	Th	F	S																																																																																													
1	2	3	4	5	6	7																																																																																													
8	9	10	11	12	13	14																																																																																													
15	16	17	18	19	20	21																																																																																													
22	23	24	25	26	27	28																																																																																													
29	30	31																																																																																																	
S	M	T	W	Th	F	S																																																																																													
	1	2	3	4	5	6																																																																																													
7	8	9	10	11	12	13																																																																																													
14	15	16	17	18	19	20																																																																																													
21	22	23	24	25	26	27																																																																																													
28	29	30																																																																																																	
<div> <div>NOVEMBER</div> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </table> <div> <div>Nov 2: First Half of Semester 1 Ends</div> <div>Nov 2: Semester 1 Midterm Reports Go Home</div> <div>Nov 5: Second Half of Semester 1 Begins</div> <div>Nov 7: Grades 7-12</div> <div>Parent/Student/Teacher Interviews</div> <div>Nov 14: Grades JK-6</div> <div>Parent/Student/Teacher Interviews</div> <div>Nov 19-20: November Break</div> <div>Nov 21: First Day Back After Break</div> </div> </div>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			<div> <div>May 14: Grade 9 PAT – ELA Part A</div> <div>May 16: Grade 6 PAT – ELA Part A</div> </div> <div> <div>MAY</div> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table> </div>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31															
S	M	T	W	Th	F	S																																																																																													
			1	2	3	4																																																																																													
5	6	7	8	9	10	11																																																																																													
12	13	14	15	16	17	18																																																																																													
19	20	21	22	23	24	25																																																																																													
26	27	28	29	30																																																																																															
S	M	T	W	Th	F	S																																																																																													
			1	2	3	4																																																																																													
5	6	7	8	9	10	11																																																																																													
12	13	14	15	16	17	18																																																																																													
19	20	21	22	23	24	25																																																																																													
26	27	28	29	30	31																																																																																														
<div> <div>DECEMBER</div> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> <div> <div>Dec 17- Jan 7: Winter Break</div> </div> <div>  </div> </div>	S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							<div> <div>Jun 4-12: Grade 6 PAT's</div> <div>Jun 6-11: Grade 9 PAT's</div> <div>Jun 11: Grades 7-12 Last day of Instruction</div> <div>Jun 12: Last Day of School for Grades JK-6</div> <div>Jun 12-27: Grades 7-9 Final Exams</div> <div>Jun 12-27: Grade 12 Semester 2 Alberta Education Diploma Exams & Grades 10-12 School Administered Final Exams</div> <div>Jun 13: Grades JK-6 Final Reports Go Home</div> <div>Jun 16-20: Eid al-Adha Holiday</div> <div>Jun 27: Grades 7-12 Final Reports Go Home</div> </div> <div> <div>JUNE</div> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> </div>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
S	M	T	W	Th	F	S																																																																																													
					1	2																																																																																													
3	4	5	6	7	8	9																																																																																													
10	11	12	13	14	15	16																																																																																													
17	18	19	20	21	22	23																																																																																													
24	25	26	27	28	29	30																																																																																													
31																																																																																																			
S	M	T	W	Th	F	S																																																																																													
						1																																																																																													
2	3	4	5	6	7	8																																																																																													
9	10	11	12	13	14	15																																																																																													
16	17	18	19	20	21	22																																																																																													
23	24	25	26	27	28	29																																																																																													
30																																																																																																			
<div> <div>JANUARY</div> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table> <div> <div>Jan 8: First Day Back After Break</div> <div>Jan 16: Grades 10-12 Last day of Semester 1 Instruction</div> <div>Jan 17-Feb 1: Grade 12 Semester 1 Alberta Education Diploma Exams & Grades 10-12 School Administered Final Exams</div> <div>Jan 18: Grades 7-9 Last day of Semester 1 Instruction</div> <div>Jan 21-31: Grades 7-9 Midterm Exams</div> </div> </div>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<div> <div>Summer Break!! Please Note: Travel plans should be booked after June 13th for Grades JK-6 and after June 27th for Grades 7-12.</div> </div> <div>  </div> <div> <div>JULY</div> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table> </div>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																	
S	M	T	W	Th	F	S																																																																																													
	1	2	3	4	5	6																																																																																													
7	8	9	10	11	12	13																																																																																													
14	15	16	17	18	19	20																																																																																													
21	22	23	24	25	26	27																																																																																													
28	29	30	31																																																																																																
S	M	T	W	Th	F	S																																																																																													
	1	2	3	4	5	6																																																																																													
7	8	9	10	11	12	13																																																																																													
14	15	16	17	18	19	20																																																																																													
21	22	23	24	25	26	27																																																																																													
28	29	30	31																																																																																																

3.0 About Blyth Academy

3.01 - About Us

Blyth Academy (BA), formally Qatar Canadian School (QCS), was established in 2016 under new ownership. In 2020, it moved to a new, larger campus with 2 separate buildings. Block A is the Elementary School (JK-6) and Block B is the Junior and Senior High (7-12).

The facility is equipped with two outdoor sports fields, plus a basketball court and a multisensory play area. There are science and computer labs and classrooms are technology enabled with interactive screens, student Wi-Fi, and speaker mics for teachers, etc. There are also dedicated music and art rooms, a library, indoor PE spaces, and a multipurpose room.

Blyth Academy is 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 while providing a nurturing and caring environment, staying connected to our community.

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.

At Blyth Academy, our dedicated team including the Head of School, Deputy Head of School, Guidance Counsellor, Elementary Lead, Department Heads, Student Learning Support Coordinator, Arabic/Islamic Studies Coordinator and all teachers provide extra attention and ongoing support for each student. We are committed to delivering:

- Quality academic programs and the ability to shape and design curriculum in response to student needs.
- 1. Responsive and supportive teaching faculty.
- 2. Extensive and thorough educational planning and guidance at all grade levels.
- 3. A wide variety of extra-curricular activities, field trips, special celebrations and service trips.
- 4. The world renowned Alberta, Canada curriculum in Grades Senior Kindergarten to 12. (Alberta Accredited International School).
- 5. A quality play based Junior Kindergarten program (QNSA accredited)
- 6. Teaching with certified Alberta, Canada teachers.
- 7. Required Arabic, Islamic Studies and Qatar History programs.

3.02 - Vision

Our Vision is for all students to reach their fullest potential and to graduate with the skills and confidence needed to continue their educational endeavors as lifelong learners and contributing globally minded citizens.

3.03 - Mission

Our mission is to provide our diverse community of learners with a supportive, experiential, high quality education built on the cultural mosaic of Canadian and Qatari values. We foster respectful, creative, and positive relationships, within a safe, harmonious, and inclusive learning environment.

3.04– Core Values

Inclusive

We foster an intercultural environment in which all members of our school community feel accepted and supported.

Adaptable

We respond in a flexible and effective manner to the changing educational environment and diverse needs of our students.

Holistically Healthy

We commit to empowering our school community to live a balanced life that cultivates the mind, body and spirit.

Respectful

We nurture an environment that promotes empathy, accountability, understanding, acceptance and integrity.

Global Community

We develop learners who actively seek ways to make a positive impact within the global community and be future leaders.

Positive

We cultivate and encourage positive attitudes and optimism for all members of our learning community.

3.05– Code of Ethics by the Ministry of Education in Qatar

Article 16: Ethical Responsibilities of Students Towards the School

- Adhere to positive behaviors and deal with everyone in a kind and respectful manner.
- Comply with school's rules and regulations.
- Interact positively with other classmates during school time.
- Preserve school property and facilities.



Article 17: Ethical Responsibilities of Parents Towards the School

- Spread awareness amongst their children on the importance of education and respect those in charge of the educational process.
- Show positive manner and behavior and deal respectfully with other school staff.
- Wear a decent and appropriate outfit while visiting the school.
- Never abuse your position or your social status to influence school's decisions.

4.0 Academic Information

4.01– 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/.

4.02– 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.

4.03– Blyth Academy Code of Conduct

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.

A goal of Blyth Academy is to prepare compassionate students who face the future confidently and capably. In a positive learning environment, teachers foster student wellbeing and explicitly teach students to be self-aware and resilient. Students learn about their rights and responsibilities. Through the implementation of a Code of Conduct which establishes high expectations of behaviour for all students as members of a learning community, teachers contribute to the development of “knowledge and character in our students through a caring, supportive and culturally sensitive learning community.”

Blyth Academy Student Rights and Responsibilities

Students have the right to:	Students have the responsibility to:
<ul style="list-style-type: none">• Be treated with courtesy and respect• Work in, and enjoy, a safe, secure and clean environment.• A learning environment that is free from disruption.• Achieve their educational potential.• Have their property respected.• Be proud of their achievements.	<ul style="list-style-type: none">• Show courtesy and respect to others.• Keep our environment safe, secure and clean.• Ensure that there is no disruption to another person's learning environment.• Develop their potential and assist others in doing the same.• Respect student, staff and school property.• Ensure their actions do not discredit the school community.

All students must understand and follow the school code of conduct as outlined in the following policies.



4.04– Positive Learning Environment Policy

Purpose

Blyth Academy 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.

Policy Statement

At Blyth Academy, staff commit to ensuring a positive learning environment where all members of our school community have the right to be respected and have a responsibility to respect each other. In a positive learning environment all members of the school community feel safe and supported. Our Positive Learning Environment Policy is linked closely to our Bullying Policy and our Code of Conduct.

The Positive Learning Environment Policy reflects the key messages in our Vision and Mission Statements.

Procedures

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 disagreement;
- respect and treat others fairly and promote a positive school climate that is inclusive and accepting of all pupils, including 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.

Teachers adopt a proactive approach to managing the behaviour of students in their classroom. They aim to quickly establish and maintain a safe and supportive learning environment. To this end, they employ a range of strategies, including

- Establishing a clear expectation about behaviour.
- Reinforcing the rights and responsibilities of teachers and students.
- Recognizing positive behaviour informally and formally through various means (verbally, weekly PAWsitive Praise emails; PAWsitive certificates; assemblies; etc.).
- Ensuring the learning program is appropriate to students' stage of development.
- Modelling punctuality and respect.
- Using proactive classroom management strategies (for example: use of proximity to provide a low key response to inappropriate behaviour).

4.05– Anti-Bullying Policy

Purpose

We aim to provide an environment that is physically, emotionally and intellectually safe for all members of our school community.

Policy Statement

At Blyth Academy, staff commit to ensuring a safe and supportive environment where all members of our school community have the right to be respected and have a responsibility to respect each other.

What is Bullying?

Bullying is when an individual or group misuses power to target another individual or group to intentionally threaten or harm them on more than one occasion. This may involve verbal, physical, relational and psychological forms of bullying. Teasing or fighting between peers is not necessarily bullying.

Bullying may involve:

- **verbal bullying:** The repeated use of words to hurt or humiliate another individual or group. Verbal bullying includes using put-downs, insulting language, name-calling, swearing, nasty notes and homophobic, racist or sexist comments.
- **emotional/psychological bullying:** Includes repeated stalking, threats or implied threats, unwanted email or text messaging, abusive websites, threatening gestures, manipulation, emotional blackmail, and threats to an individual's reputation and sense of safety.
- **relational bullying:** Usually involves repeatedly ostracizing others by leaving them out or convincing others to exclude or reject another individual or group, making up or spreading rumours, and sharing or threatening to share another's personal information.
- **physical bullying:** Includes repetitive low level hitting, kicking, pinching, pushing, tripping, 'ganging up', unwanted physical or sexual touching and damage to personal property. More serious violent behaviours are not necessarily treated as bullying and may be better managed through the school's discipline processes.
- **cyber bullying:** Involves the use of information and communication technologies such as email, MS Teams, text messages, instant messaging, social media and websites to engage in the bullying of other individuals or groups. This technology provides an alternative means for verbal, relational and psychological forms of bullying.

What is not Bullying?

- While fighting between two students is a serious concern involving violence, it is not bullying unless it is recurring and deliberate abuse of power over a period of time.
- Teasing, done in mutual fun and jest, where all individuals are involved and feel capable of responding, is not bullying. However constant, continual teasing that is done in a mean and hurtful way, is bullying.

Procedures

We seek to achieve our policy statement:

- preventing the occurrence of bullying. We do this by educating the students on establishing positive relationships and reinforcing the rights and responsibilities of all school members;
- developing individual self-esteem and respect for others through informative lessons and activities in Health and social awareness weeks like Anti Bullying Awareness week; and
- combating bullying by processes of reconciliation, support (which may include involvement by school counselor, nurse and parents as deemed necessary by the Academic leads or Administration) or sanctions (as prescribed by the Deputy Head or Head of School) which are directly linked with the Alberta Ministry of Education Policy.

Websites related to Bullying which may provide useful information for parents and students:

<https://www.alberta.ca/bullying-prevention-for-educators.aspx>

<https://www.preynet.ca/>

<https://open.alberta.ca/publications/cyberbullying-fact-sheet>

<https://open.alberta.ca/publications/fvb3952>

<https://abed.respectgroupinc.com/>

4.06– Academic Integrity Policy

Purpose

The purpose of this policy is to create and maintain an environment in which students are held and hold each other accountable for becoming ethical users of information and ideas. Our goal is for students to learn and practice ethical behaviors in regard to information and information technology. Academic integrity is an obligation for all students at Blyth Academy.

Policy Statement

Our Academic Integrity Policy revolves around the fundamental values of honesty, trust, fairness, respect and responsibility (<http://www.academicintegrity.org>). Alberta Education’s School Act states:

A student shall conduct himself or herself to reasonably comply with the following code of conduct:

1. Be diligent in pursuing the student’s studies;
2. Attend school regularly and punctually;
3. Cooperate fully with everyone authorized by the school to provide education programs and other services;
4. Comply with the rules of the school;
5. Account to the students and teachers for the student’s conduct;
6. Respect the rights of others

Procedures

Prohibited Activities

No person shall disturb or interrupt the learning environment of others.

Plagiarism: defined as stealing and passing off the ideas, images, data or words of another as one’s own, in any academic writing or other project, without crediting the source (Merriam-Webster’s Collegiate Dictionary).

Examples of Plagiarism

- Not properly citing the words, pictures, music, video, or other forms of communication in your research projects
- Copy and pasting online sources and submitting it as your own work
- Paraphrasing source material without proper citations
- Hiring someone to write a paper, buying a paper or downloading a paper from an online source
- Making up sources or listing sources you did not consult

Cheating: defined as using someone else’s words, work, test answers, or ideas, so as to give or gain an unfair advantage. (Merriam-Webster’s Collegiate Dictionary).

Examples of Cheating:

- Copying or allowing others to copy information from someone else’s work, test paper, homework, computer etc...
- Looking at another’s test or sharing what is on a test with other students, either verbally or electronically

Blyth Academy Parent Student Handbook 2023-2024

This document contains information that is the property of BA and is deemed confidential and privileged. Any disclosure, copying, distribution, or unauthorized use of the contents of this document is prohibited.

- Using cheat sheets or bringing unauthorized materials into the testing space (this includes writing on the desks or body), in order to provide answers for evaluation.
- Letting your project partner do all of the work and just putting your name on the final project
- Sharing/accessing network files without the owner's knowledge and using them for class assignments
- Turning in someone else's project (past or present assignment) as your own

Fraud: defined as deliberate deception practiced to secure unfair or unlawful gain.

Examples of Fraud:

- Attempting to pass of another's work, imagery or technology as your own
 - Falsifying scientific or other data submitted for academic credit
 - Forging signatures or tampering with official records
- Consequences, opportunity for learning:

All instances of plagiarism/cheating/fraud will be handled on an individual basis, to determine what options, if any, will be accorded to the student to learn from his/her first error in judgement. Upon confirmation of plagiarism, consequences will include one or more of the following:

1. First Offence:
 - Opportunity to redo the work at the teacher's discretion
 - Opportunity to add the appropriate documentation, credentials missing
2. Second Offence:
 - No second opportunity (repeated cases will **result in a grade of 0** being assigned and may lead to further consequences **such as suspension**)

REFERENCES

TO BE UPDATED

Canmore Collegiate Policy, 2010
Alberta Education (education.alberta.ca)
CAST – Universal Design for Learning
Alberta Learning (learnalberta.ca)

Alberta Guide to Education
Alberta Assessment Consortium

4.07– Behaviour Policy/ Behavioural Intervention Procedures

Purpose

We believe that good behaviour is an essential condition for effective teaching and learning to take place. Pupils and staff have the right to work in an environment that is safe, friendly, peaceful and fair. It is the responsibility of the teachers, auxiliary staff, students and parents to work together to achieve this goal through consistent practices.

Policy Statement

Our goal is to create a climate in which its pupils can become aware of themselves as valued, autonomous and responsible individuals. Such a climate is based on a quiet, yet firm insistence on high standards of behaviour at all times and should permeate through all the school's activities.

Procedures

Minor Issues (Class disruption/No Homework, etc.)

First Offence:

1. The teacher will provide a verbal warning to the student and discuss the issue.
2. The teacher will document the warning in the student's PowerSchool log notes.

Second Offence:

1. The teacher will allocate an in-school detention for one of the breaks (Recess or Lunch) where the student will sit at a desk outside the Deputy Head's office.
2. The teacher on supervision duty will monitor the student and ensure that they complete any missed work or tasks assigned by the teacher.
3. The teacher will send an email to the student's parents, cc'ing the Department Head and Deputy Head, detailing the cause for concern regarding the student's behavior. The email will be copied and pasted to the student's PowerSchool log notes.

Third Offence:

1. The teacher will document the offense in the student's PowerSchool log notes.
2. The Department Head will assign a Behavior Intervention Plan (template on Teams) for one week.
3. If the student commits any offense while on the Behavior Intervention Plan, the parents will be contacted for a meeting with the Deputy Head, and the action will be documented in the student's Power School log notes.
4. If the student successfully completes the Behavior Intervention Plan, they will return to normal behavior expectations. However, if the student fails the Behavior Intervention Plan and parents have been met with, they will be put on a Deputy Head Behavior Intervention Plan.

Middle Range Issues (Disrespect/Continually No Homework/No Work Continually/Continual Poor Behavior, etc.)

1. The teacher will send an email to the student's parents, cc'ing the Deputy Head, detailing the cause of concern regarding the student's behavior. The email will be copied and pasted to the student's log notes on Power School.
2. The student's parents will be called in for a meeting with the Deputy Head.
3. A behavior contract will be presented, and the parents and student will be required to sign it.
4. The student will be put on a Deputy Head Behavior Intervention Plan.
5. The behavior contract will be on file for the student and will remain in effect until the end of the academic year.
6. After the plan is complete (1 week), a restorative meeting will be held with the parents and student.

Major Issues (Fighting/Endangerment of other's personal safety/Any form of Harassment, etc.)

1. The student will be brought straight to the Deputy Head.
2. An incident sheet will be completed.
3. The student will be kept in the Deputy Head's office, and their parents will be contacted.
4. If necessary, the student's parents will be called to remove them from school property.
5. The Head of School will determine suspension.
6. If further action is necessary, it will be taken.
7. After the suspension is completed, a restorative meeting will be held between the student, their parents, and the Deputy Head.

Respect, Civility and Responsible Citizenship

All members of the school community must:

Blyth Academy Parent Student Handbook 2023-2024

This document contains information that is the property of BA and is deemed confidential and privileged. Any disclosure, copying, distribution, or unauthorized use of the contents of this document is prohibited.

- 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 disagreement;
- respect and treat others fairly and promote a positive school climate that is inclusive and accepting of all;
- pupils, including 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.

Suspension

By deliberately choosing to act in ways not acceptable to the Code of Conduct of Blyth Academy, 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 or emotional aggression, harassment or intimidation of peers or staff members
- Willful destruction of school property; vandalism causing damage to school property
- Use of profane or improper language
- Racism
- Aid/incite harmful behaviour

Blyth Academy Parent Student Handbook 2023-2024

This document contains information that is the property of BA and is deemed confidential and privileged. Any disclosure, copying, distribution, or unauthorized use of the contents of this document is prohibited.

- 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
- Cyber Bullying, inappropriate use of social media during school hours
- Any acts deemed unacceptable by school administration

Expulsion

While Blyth Academy 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 Blyth Academy, 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 Blyth Academy or, the Head of School 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 (including cyber-bullying) if:
 - the pupil has previously been suspended/or grounded for engaging in bullying, and
 - 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

4.08– Uniform Policy

Purpose

Our goal is to establish a sense of community and equity amongst students. Students are encouraged to demonstrate individuality through thought and intellect rather than outward appearance.

Policy Statement

Blyth Academy Parent Student Handbook 2023-2024

This document contains information that is the property of BA and is deemed confidential and privileged. Any disclosure, copying, distribution, or unauthorized use of the contents of this document is prohibited.

School uniform policies can promote school safety, improve discipline, and enhance the learning environment. The potential benefits of school uniforms include:

- Instilling students with discipline
- Helping parents and students resist peer pressure
- Helping students concentrate on their school work; and
- Helping school officials recognize intruders who come to the school

Procedures

Students at Blyth Academy are required to wear their school uniform as listed below, at all times, every day. Uniform pieces must always be clean and in good repair. **Please put your child's name on all pieces of their uniform.** Uniform pieces can be purchased from Zak's Uniforms. www.zaksstore.com

Regular School Uniform consists of the following approved pieces:

- Blyth black or navy pin striped pants or bermuda shorts
- Blyth black or navy skirt or skort
- Blyth blue polo or Blyth dress shirt
- Blyth navy blue sweater (V-neck)
- Blyth navy blue fleece (pullover or zipup)
- Closed toe shoes (i.e. trainers or athletic shoes)
- Sandals, slippers, crocs, or flip flops are not permitted

Physical Education Uniform consists of the following approved pieces:

- Blyth blue PE t-shirt
- Blyth blue PE shorts or track pants
- Closed toe athletic shoes

Please note:

Blyth Academy Parent Student Handbook 2023-2024

This document contains information that is the property of BA and is deemed confidential and privileged. Any disclosure, copying, distribution, or unauthorized use of the contents of this document is prohibited.

House t-shirts (coloured) are available for purchase at Zaks Uniforms. They can only be worn on “House Days”, “School Spirit Days”, or “Dress Down Days” when announced. They are not to be worn as an everyday shirt.



Blyth Academy Parent Student Handbook 2023-2024

This document contains information that is the property of BA and is deemed confidential and privileged. Any disclosure, copying, distribution, or unauthorized use of the contents of this document is prohibited.



Blyth Academy Parent Student Handbook 2023-2024

This document contains information that is the property of BA and is deemed confidential and privileged. Any disclosure, copying, distribution, or unauthorized use of the contents of this document is prohibited.

Excuses: **NO EXCUSES** accepted.

Consequences:

Grades JK-6:

- An e-mail will be sent home to parents by the homeroom teacher (cc Elementary Lead).
- Homeroom Teacher will copy and paste email into PowerSchool log notes if the issue continues after a couple of friendly reminders to parents, refer to the Elementary Lead to follow up.

Grades 7-12:

- **First infraction:** Verbal warning to student by their teacher and sent to Deputy Head. Deputy Head will document this infraction.
- **Second Infraction:** An e-mail will be sent home to parents by the Deputy Head (cc Head of School). Deputy Head will document this infraction.
- **Third Infraction:** Parents are contacted **IMMEDIATELY**, and are required to bring the student's uniform to school. Teacher will document in PowerSchool.

Grades JK-6

Students are permitted to wear their PE uniforms in class only on days that they have PE on their schedule. **Regular uniforms will be required on non-PE days.**

Grades 7-12

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

Changing for Physical Education

If students in grades 5-12 have Physical Education or Sports Literacy class in the afternoon, **only those students may** stay dressed in their PE uniform for the remainder of the afternoon.

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.** Hijabs are always acceptable for female students to wear.

4.09– Cell Phone Policy

Purpose

This policy is intended to ensure that personal electronic devices do not interfere with the learning, safety, and well-being of students and staff as per the Qatar Ministry of Education and Higher Education's cell phone recommendations.

Policy Statement

CELL PHONES ARE NOT PERMITTED in school by order of the Ministry of Education and Higher Education of the State of Qatar and phones may be confiscated by staff.

Procedures

The following procedure will occur if a student chooses to bring their phone to school:
Every Morning upon arrival,

Blyth Academy Parent Student Handbook 2023-2024

This document contains information that is the property of BA and is deemed confidential and privileged. Any disclosure, copying, distribution, or unauthorized use of the contents of this document is prohibited.

- Students in grades 7-9 will “sign” their phones into their homeroom class by 7:30am. Grades 10-12 will “sign” their phones into their Period 1 class. They will be kept in a locked cabinet until dismissal.
- At dismissal time,
 - students will retrieve and “sign out” their cell phones from their homeroom class.
 - Students in grades 10-12 retrieve and “sign out” their cell phones from their 1st period class.
- Late students must “sign in” their phones at Reception upon arrival and “sign out” their phones at the end of the day. Phones will be kept in a locked cabinet for safekeeping throughout the day.

If students are caught with their phones on school property:

- First infraction:
 - The student’s cell phone will be confiscated and secured with the Deputy Head for pick up by the student at the end of the day. *The phone will be placed in a Ziplock bag with the student information placed inside with the phone. It will then go into a locked drawer for safe keeping.*
 - This infraction will be recorded/documented by the Deputy Head
- Second infraction:
 - The student’s cell phone will be confiscated and secured with the Deputy Head. *It will be the parent’s responsibility to pick up the cell phone at the end of day or at their earliest convenience that is mutually agreed on by the Deputy Head.*
 - This infraction will be recorded /documented by the Deputy Head
- Third and/or repeated infraction(s):
 - The student’s cell phone will be confiscated for 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. *The phone will be locked in a safe in the Head of School’s Office.*
 - This infraction will be recorded /documented by the Deputy Head

5.0 Technology

5.01– Use of Personal Electronic Devices

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. BA 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.**

5.02– Technology Use Policy

Purpose

Blyth Academy believes that the use of technology is an important part of education in the 21st century. This policy was developed to guide the use of technology by students. The responsible use of school

system technologies resources that are ethical, respectful, academically honest, and supportive of student learning must be followed.

Policy Statement

Computers and/or tablets can be used by students and staff for educational purposes, to facilitate teaching and learning (writing, research, promote communication and presentation skills, advance technology skills, enhance learning and teaching, and conduct valid school business). 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.

Students in grades 7-12 are required to bring their own device (laptop or tablet), fully charged each day.

Students in grades JK-4 are NOT to bring any devices from home, to school. This includes but is not limited to cell phones, iPads and laptops. If devices are required for some school work or assessments, they will be provided to students from the school's supply of technology resources. Grades 5 and 6 may be permitted to bring their own device by teacher request only, and preapproved by Administration.

Procedures

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/tablets must be used by students under supervision of a staff member.
3. Inappropriate computer/tablet 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 the 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, 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, illegal or offensive material.
 - Record (photography, audio, video, etc. ...) another person, unless a student has explicit permission to do so.

5.03– Social Media Policy for Students

Purpose

This social media policy is intended to provide guidelines to students who use social media platforms, including but not limited to Facebook, Twitter, Instagram, YouTube, and TikTok. The policy aims to ensure that the students understand the risks and responsibilities associated with social media use and protect their safety, privacy, and reputation.

Guidelines



1. Be Respectful

- a. Don't post anything that could hurt or offend others, including any form of hate speech, discriminatory remarks, bullying, or harassment.
- b. Respect others' privacy and don't share any personal information about them.
- c. Use appropriate language and tone when communicating online.

2. Think Before You Post

- a. Remember that anything posted online is public and can be viewed by anyone, so always consider the consequences of your actions before posting.
- b. Be aware of the potential risks and dangers associated with sharing personal information, compromising photos, and sensitive details about your life online.
- c. Avoid posting anything that could be considered illegal or against school policies or defamatory towards the school.

3. Protect Your Online Identity

- a. Don't share your passwords with anyone, and always log out of your accounts on shared devices.
- b. Use strong passwords and never use the same password for different accounts.
- c. Be cautious when accepting friend requests or following people you don't know.

4. Be Honest and Authentic

- a. Don't create fake accounts or impersonate others.
- b. Don't share false or inaccurate information.
- c. Be transparent about any sponsorship, ads, or affiliations you have with certain products or brands.

5. Social media during class

- a. Students are prohibited from using social media during class and other important academic activities. They should also ensure that social media use does not interfere with their academic responsibilities.

6. Follow School Policies

- a. Students are expected to adhere to school policies and guidelines while using social media.
- b. Any online activity that threatens or negatively affects the school's reputation or the wellbeing of students, employees, or the community can result in disciplinary action.
- c. Any violation of this policy will result in disciplinary action.

6.0 Student Attendance and Safe Arrivals/Departures

6.01– Student Attendance Policy

Purpose

Blyth Academy prioritizes the safety and well-being of our students, staff, and visitors. Regular attendance and punctuality are vital components of the learning process and the assessment of student achievement. This policy aims to ensure that all Blyth Academy students attend regularly and punctually, providing a foundation for success both academically and socially.

Policy Statement:

Attendance and punctuality among every student enrolled at Blyth Academy are mandatory, and all teachers are responsible for keeping records of their students' in Powerschool attendance. Consistent absenteeism and tardiness could lead to discussions concerning a more suitable educational setting for students. High School students with more than 15 absences will be removed from their classes and not receive credits for the courses.

Procedures:

1. Attendance Requirements:

- All students are required to attend all scheduled classes and arrive on time. Being late thirty minutes or more is considered a half-day absent. Tardy students must sign in at the office before class and a "Late Slip" to give to the teacher.
- Students are not allowed to leave the school premises during school hours as per Blyth Academy's Safe Arrival/Departure Policy and Procedures.

2. Attendance Monitoring:

- All teachers must take attendance of their students on Powerschool.
- Grade 7-12 attendance must be taken for every class on Powerschool.
- Grades JK-9 attendance must be completed on PowerSchool by 7:45 am.
- Reception must receive an attendance report for early morning absences and update the attendance system immediately, as well as inform the parents or guardians.
- Parents must provide a reason for their child's absence through email or telephone.
- Regarding unexplained absences, reception must cross-reference with teacher lists and contact the parents or guardians to confirm their child's absence.
- Parents should submit medical notes to the school nurse through email at nurse@blythacademyqatar.com.

3. Extenuating Circumstances:

- If a student must be absent due to extenuating circumstances such as travel, out-of-town medical appointments, or national sports team involvement, students must complete a pre-authorization leave form and return it to the school's administration before their absence.
- A plan must be agreed upon with the teacher(s) to complete the coursework missed within a timeframe approved by school administration.

4. Absence Accountability:

- Students who have more than five unexcused absences in a semester will receive contact from the school's administration, and parents will be notified immediately.
- Throughout the semester, parents will receive attendance, lates and absences updates on their child's report card.

- Parents must submit a Leave form that may be obtained from their teacher for students taking an extended leave.

5. Making up Missed Work:

- Students who miss any scheduled work, assignments or assessments are responsible for making them up as soon as possible.
- Students must speak with individual teachers to obtain missed work and the deadline approved in minutes' protocol.
- If a student receives approval to miss school for an extended period, the student must ensure that all teachers are notified and regular communication is maintained during the student's absence through Teams.

6. Chronic Absenteeism

• **JK-6**

In grades JK-6, should a student be absent 3 days without a valid reason, teachers will contact parents via email or phone. If this number reaches 5 days of unexcused absences, the name is passed onto school administration. Parents will be called to the school for a meeting with the teacher, lead, guidance counsellor and/or administration, to discuss attendance.

• **7-12**

When a student reaches 3 unexcused absences in any subject, teachers will contact parents via email or phone. If the student reaches 5 periods (in any given subject), of unexcused absences, the name is sent to school administration. Administration and Guidance Counselor will meet with parents to discuss the importance of attendance.

- Should the student reach 7 periods (in any given subject), of unexcused absences, the parents and student will be asked to sign an attendance agreement. In grades 7-9, consequences will be put in place which may include an in-school suspension, an out of school suspension, and in extreme cases a student may have to repeat the academic year.

This policy is essential in fostering a culture of punctuality and regularity in attendance to enable optimal academic success and prepare students for higher education and the working world.

6.02– Safe Arrival/Departure Policy

Purpose

Blyth Academy believes that students' safe arrival to and departure from school each day is paramount.

Policy Statement

It is the responsibility of staff and families to ensure the safe arrival and departure of children at Blyth Academy. Practical and safe approaches will promote a smooth transition between home and the school.

Procedures

Procedures for Arrival

School gates will open at 7:00am, however, students are asked not to arrive until 7:15am-7:20am. The school doors are not unlocked until arrival of first staff member. Please note, **security guards are not**

permitted to open gates prior to 7:00am for students. There is NO supervision on the school grounds until 7:00am.

K-6 students will enter through Gate 2 and proceed directly to playground. Grades 7-12 students will enter through Gate 3 and proceed directly into Block B.

At 7:20am, JK-6 students will line up in their designated class areas on the playground. Teacher on duty will dismiss each class into Block A in an orderly manner.

The National anthems and morning announcements will be played at 7:25am each morning in Block A and Block B.

Classes begin at 7:30am each day.

Parents who drive children to school are asked to park their car only in designated areas outside the school gates. Parents are asked to walk their JK-6 children safely to the Gate 2 entrance. Grades 7-12 students are asked to walk safely to Block B once dropped off at Gate 3. **Vehicles are never to be left running and unattended** or left parked in a NO PARKING area – please do not obstruct the flow of traffic. 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.

Procedures for Attendance

- For grades JK-9, teachers must have attendance completed by 7:45 am in PowerSchool.
- Reception will be informed regarding student absences.
- Parents are requested to contact the school via **email** or telephone to inform the school of their child's absence. Reception will cross reference teacher lists and parent calls.
- Students who are marked 'Absent' and whose parents have not contacted the school will be contacted to confirm that parents are aware the child is not in attendance.

Procedures for Departure

BA 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.

Afterschool Pick up times are:

<i>School Day</i>	<i>Grades JK-6</i>	<i>Grades 7-12</i>
Sunday	2:10pm	2:15pm
Monday	2:10pm (3:15 for students in afterschool activities)	2:15pm (3:15 for students in afterschool activities)
Tuesday	12:10pm	12:10pm
Wednesday	2:10pm (3:15 for students in afterschool activities)	2:15pm (3:15 for students in afterschool activities)
Thursday	2:10pm	2:15pm

Late Student Pickups

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 for the day, 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.

Procedures for Early Dismissal

Blyth Academy Parent Student Handbook 2023-2024

This document contains information that is the property of BA and is deemed confidential and privileged. Any disclosure, copying, distribution, or unauthorized use of the contents of this document is prohibited.

- Once students are on campus, **they will not be permitted to leave school property until the end of the school day.**
- Permission will only be provided to leave campus for:
 - Scheduled appointments
 - Sickness
 - Family emergencies
 - During exam weeks
 - Only if communicated by parent and/or prearranged
- Students requesting to leave school early MUST have written permission from their parent. As well, students will not be released to a sibling without written permission from the parent. Parents must email reception at info@blythacademyqatar.com to inform of any early dismissal of students.
- Security will maintain an early dismissal log for all students leaving early (with permission).
- Students will be granted a permission slip from reception to leave. Students will present the permission slip to the Security Guard at the gate upon exit.
- If a student is on a class trip off campus, they will not be permitted to leave the group unless written permission from a parent is provided. Parents must email Homeroom Teacher and Cc.info@blythacademyqatar.com to grant any leave from class trips.
- Please note that, student dismissal times and procedures may change during exam days. Permission forms will be required for early leave during exam time.
- If an older student (**in grades 7-12 only**) is leaving early and being picked up by an Uber, it MUST be arranged by the parent **only** and not the student, so that the parent can track the Uber. Security will record the Uber license plate number given by the parent to reception when ordered.
- Security will ensure students leaving early are signed out by the person approved to pick them up.
- If a staff member arranges for a student to go home early, they must contact parents first and follow all early dismissal procedures.

Dismissal procedures for Block A (JK-6) students:

- Non-Homeroom Teachers will lead bus students to their designated buses at 2:05 PM.
- The Elementary Lead and assigned supervision teachers and TA's will be supervising during dismissal.
- Homeroom Teachers will proceed to the dismissal area only after all bus lines have left. Students will remain in the class line until they are sent to meet their parent. They are not to cross under the black barrier, but walk around the divider to the other side to meet their parent.
- Students who will be picked up by an older sibling from Block B will wait at the designated "pick up area" outside Block A, their older sibling will then walk them out to Gate 3.
- Once classes have lined up in the gym area, parents may take their children home after ensuring the homeroom teacher knows parents/guardians have received them.

Dismissal procedures for Block B (7-12) students:

- A teacher will be stationed at the front entrance of the Block B Building during the grades 7-12 after-school dismissal period. The assigned supervising teacher is responsible for guiding students towards Gate 3.
- The teacher at the front entrance of Block B will ensure that students pick up their siblings as needed and maintain a smooth and orderly flow of students moving towards Gate 3. Block B students and their siblings must leave through Gate 3, to minimize further traffic in the Gate 2 dismissal area.
- Block B students are not permitted to enter or walk through the Block A dismissal area.

- Gate 3 will be supervised by a security guard and an administrative staff member who will provide additional supervision to ensure the safety and well-being of students during dismissal.
- All supervising staff must stay at their assigned locations until the completion of the Block B dismissal process.

7.0 Parent Communications

7.01– Parent Communication Policy

Purpose

To maintain open and effective communication between teachers and their students and parents throughout the academic year.

Policy Statement

At Blyth Academy, we believe that communication between teacher, student and parent is a key factor in ensuring our students receive the most benefit from their classes and the curriculum offered.

Procedures

If after 3 weeks in any term throughout the academic year and after continued communication with the student, he/she shows signs of:

- Struggling to complete assigned work;
- Poor behaviour;
- Performing poorly on tests, quizzes or major assessments;
- Being chronically late for class or frequently absent;

The teacher must do the following:

1. Email parents to inform them of the issue (PowerSchool or standard school email) regarding their child. Request a response (acknowledgement of receipt) to the email sent.
2. Copy and paste email in PowerSchool student log notes.
3. If no response from parent(s), you must make **1 good attempt to phone** the parent to make them aware of the email sent and to respond. Make a note of phone call in PowerSchool log notes (date, time, general content).
4. If no change or improvement after 1-2 weeks, teacher must request a parent meeting.
5. If issue continues:
 - a. Academic – refer to Learning Support Coordinator for follow up.
 - b. Behaviour – refer to Deputy Head.
 - c. Attendance – refer to guidance Counselor.

7.02– Parent Concerns Policy

Purpose

The Parent Concerns Policy serves as a framework to guide our school staff and parents/guardians when addressing concerns or issues that may arise regarding their child's education. This policy outlines communication procedures, guidelines, and steps for finding appropriate resolutions so that we can work together to provide the best learning experience for our students.

Policy Statement:

We value parents' involvement in their children's education and believe that effective communication is essential in ensuring that students thrive. Our Parent Concerns Policy outlines procedures for communicating academic, behavioral, and technical concerns in a respectful and timely manner. Concerns should first be addressed to the teacher, and if necessary, escalated to the relevant Divisional Lead, Deputy Head, Head of School, and the Managing Director.

We aim to address concerns efficiently, fairly, and confidentially. We expect parents to provide detailed information and constructive feedback to staff members who can assist them in finding suitable resolutions within a reasonable timeline. We strive to maintain open communication channels and appreciate parents' professionalism and cooperation in the resolution process.

Communication Procedures:

Step 1 - Contact the Classroom or Course Teacher:

Parents must use the appropriate platforms (email, MS Teams chat, or provided classroom platform) to communicate any concerns related to their child's specific class, grade, or course. A face-to-face meeting can be scheduled with the teacher upon request via email. Meetings on campus with your child's teacher should be scheduled after 2:30 pm.

Step 2 – Contact Lead Teacher for each Division

If the concern remains unresolved, parents can contact the relevant Department Head, Lead, or Coordinator to clarify academic or divisional concerns and schedule an appointment. The contacts for each department or division are listed below:

- Primary/Elementary School Lead – Ms. Lema at julia.lema@blythacademyqatar.com
- JH/SH Math/Science Department Head – Ms. Safyan at sana.safyan@blythacademyqatar.com
- JH/SH Humanities Department Head–Ms. Alkaisi at sumia.alkaisi@blythacademyqatar.com
- Arabic/Islamic Studies Coordinator–Ms. Tammam at mona.tammam@blythacademyqatar.com
- Athletics Director - Mr. Makour at tarik.makour@blythacademyqatar.com
- CTF / CTS Department Head - Ms. Khan at simia.khan@blythacademyqatar.com
- Student Life Coordinators – Ms. Punjani and Mr. Caley at safiyya.punjani@blythacademyqatar.com jacob.caley@blythacademyqatar.com
- Learning Support Coordinator – Ms. Akam at rakeeba.akam@blythacademyqatar.com

Step 3 – Contact our Deputy Head

If the concern still requires further clarification, parents can submit their queries to our Deputy Head, Mr. Henderson. His contact information is provided in the policy.

- bruce.henderson@blythacademyqatar.com

Step 4 – Contact our Head of School

If the concern revolves around a school policy or procedural matter, parents can contact the Head of School, Mrs. Sullivan, after contacting the Deputy Head.

- darlene.sullivan@blythacademyqatar.com.

Step 5 – Contact our Managing Director

If the concern persists, parents can contact our Managing Director, Mr. Shaw, to seek further clarification.

- 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 Counsellors – Ms. Ali, Ms. Punjani or Mr. Caley at fiza.ali@blythacademyqatar.com, safiyya.punjani@blythacademyqatar.com, jacob.caley@blythacademyqatar.com
- IT Administrator – Mr. Kalappurayil at vijesh.kalappurayil@blythacademyqatar.com
- Nurse – Ms. Nassar at nurse@blythacademyqatar.com

After all the above procedures have been followed and if the concern still remains unsolved, it will be forwarded to the schools internal complaints committee which consists of management, administration and experienced teachers for further investigation as per the MoE guidelines.

8.0 Medical Information

8.01– 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. BA works with the MoPH and the nurse to encourage the vaccination of students. Notifications of vaccination dates and authorization forms will be sent home with the students. BA partners with the MoPH to ensure a healthy environment through vaccination. Parents will be notified of any vaccination campaign conducted by the MoPH.

8.02– 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.

BA 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. Parents are required to complete and submit an annual medical form to be kept on file with the school nurse.

9.0 General Information

9.01– 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 BA School Policies Handbook).

9.02–Lost or Missing School Items Policy

Purpose

The purpose of this policy is to provide guidelines for students, staff, and parents/guardians to follow in case of lost, stolen, or missing school items. It aims to mitigate risks associated with lost items, protect school resources, and foster accountability and responsibility among staff and students. We encourage everyone in our school community to adhere to these procedures to ensure a quality learning experience.

Policy Statement

Our school community values responsibility, respect, and accountability when it comes to caring for school property. Electronic gadgets, sports equipment, musical instruments, textbooks, and other school-owned items are valuable resources that must be accurately maintained and handled. All members of our community must adhere to the established procedures concerning the appropriate use, upkeep, and return of school property to ensure their optimal condition for the learning experience of the entire school community.

Procedures

1. Accountability for Items:

The school will provide students with the necessary learning materials for the academic year. We expect that students maintain accountability and take necessary measures to ensure the safekeeping of these resources while they are in their possession.

2. Replacement of Lost or Damaged Items:

Students and parents/guardians must immediately notify the school if any item goes missing or gets damaged. The school administration will replace the lost, stolen, or damaged school items if they are available or based on the nature of the item. Any loss or damage due to negligence will require parents/guardians or students to pay the replacement cost. For any unresolved payment issues for lost and/or damaged items there will be a delay release of report cards till payment is not resolved.

3. School Property:

School items provided to students remain the property of the school. It is forbidden to loan, sell, or trade these items with other students. Disciplinary measures may be taken against any student found responsible for a stolen item.

4. Monitoring and Evaluation:

The Learning Resources and Textbook Coordinator, along with the School Librarian, will use the school's Follett system to keep track of all student learning resources (books, IT equipment, music equipment, etc.). They will document the distribution of items, their return to the school, and the condition of each item returned. The Learning Resource and Textbook Coordinator and School Librarian will work with teaching team to ensure items are returned in a timely manner.

Conclusion

Our school policy on lost or missing school items stresses the importance of responsibility and accountability when handling school resources. It is imperative to protect these items from theft, damage, and loss to guarantee an optimum learning environment. We urge all members of our community to follow these guidelines and ensure we uphold our core values of responsibility, accountability, and integrity.

9.03– Transportation/School Bus Policy

Purpose

Blyth Academy believes that the safety, and well-being of students who take the bus to and from school daily, for co-curricular activities, or for after school extra-curricular activities is of utmost importance. The following policy and guidelines have been developed with the safety and security of our students in mind when/if riding one of our buses, which is an extension of the care of students 'while attending Blyth Academy.

Policy Statement

It is the primary objective and responsibility of the school to ensure the safe arrival and departure of students who ride the school bus as they are transported to and from school and home daily, for school sponsored field trips, or for co and extracurricular activities. Blyth Academy will offer bus transportation to students on a per user basis. Parents will pay a bus fee per semester as approved by the MoE in order to use the school's bus service to and from school accordingly.

General Information

- School Transportation for all students who register for busing, is contracted by Blyth Academy with an additional cost to parents As approved by the Ministry of Education.
- The bus service cannot drop-off every child to an individual address. This is a service between predetermined collection points and as such may require children to walk some distance to a collection point.
- The school will provide a late bus to paid busing student during After School Extracurricular activities or other school activities outside the regular schedule.
- Bus Tags will be provided for all students from JK-3 and attached to their backpacks.

Procedures

Pick-up / Drop-off Points

- Parents/guardians are asked to ensure students are at the pick-up/drop-off points at least 3-5 minutes before the scheduled times.
- Buses will arrive and depart from pick-up/drop-off points at the scheduled times unless there are uncontrollable factors (mechanical problems, inclement weather or student misbehaviour)
- Buses cannot wait for late students or parents/guardians.
- The bus will leave the school at 2:25pm, promptly each day. If students do not arrive on time the bus is required to leave. Parents will need to arrange transportation home on these days.
- A parent or/guardian must collect/meet their child at the designated bus stop for students in grades JK-6
- Students will not be permitted to exit the school bus in the absence of their parent(s)/guardian unless the school is informed (in writing) by parent(s) of an alternative.
- **If a parent/guardian is not present at the bus stop to collect their child, the student will be returned to the school and parents/guardian will be notified to come and pick them up.**
- The school must be informed of any changes to the daily routines, such as parents collecting children from school.
- Parents must give written permission for the following instances:
 - They have an older sibling who will accompany a student home from the bus stop in grades JK-6.
 - Parent(s) approve and give permission for their child to be dropped off at the designated bus stop, and then walk home without a parent/guardian meeting them (grades 5 and up only).

School Bus Roles and Responsibilities

Facilities Manager shall:

- Communicate job expectations to Drivers and Bus Assistants.
- Record minutes to all meetings held with Drivers and/or Bus Assistants.
- Develop school bus routes.
- Oversee the daily routines of the busing program, including cleaning and maintenance.
- Follow up on all parent busing complaints.
- Secure and monitor the tracking system data. (student bus lists, student attendance sheets, etc)
- Perform other relevant duties as assigned by Administration.

Bus Driver shall:

- Drive the route provided. Pick up and drop off locations may not be altered without approval from the Facilities Manager, or designate.
- Be responsible for the safety and conduct of the students while they are on the bus.
- Never let anyone else drive the bus assigned to him, unless written authorization has been granted by the Facilities Manager, or designate.
- Undertake trips, other than the assigned daily runs, only with written authorization from the Facilities Manager or designate.
- Report all student misbehaviour requiring disciplinary consideration to the appropriate Administrator.
- Abide by relevant government regulations for driving a bus in Qatar.

Blyth Academy Parent Student Handbook 2023-2024

This document contains information that is the property of BA and is deemed confidential and privileged. Any disclosure, copying, distribution, or unauthorized use of the contents of this document is prohibited.

- Check each seat on the bus at the end of each bus run to and from school.
- Ensure buses are cleaned after each bus run inside and out, roughly two times a day.
- Ensure Air conditioning is working efficiently. Allow ample time for bus to be cooled and ready to go. This may take 30 minutes or more depending on temperature.
- Buses are kept cool and clean at all times.

Bus Assistant shall:

- Take attendance for every bus run.
- Be responsible for the safety and conduct of the students while they are on the bus.
- Immediately report instances where a student was present in the morning, but absent in the afternoon.
- Manage student behaviour on the bus.
- Report all student misbehaviour requiring disciplinary consideration to the appropriate administrator.
- Perform other relevant duties as assigned

Student' shall:

- Abide by Blyth Academy's Student Code of Conduct and Blyth Academy's Bus policy and guidelines while traveling on Blyth Academy school buses.
- While on the bus, students must conduct themselves in a quiet and courteous manner, showing consideration for the comfort and safety of others.
- Not cause damage to the bus or will be held fully accountable.
- Be ready and wait on time in a position where the bus driver can see you before stopping the bus.
- Upon entering the bus, take a seat immediately, fasten seatbelts and remain seated while the bus is moving. Do not switch seats while travelling.
- Respect the wishes of the Driver and Bus Assistant at all times.
- Keep aisles clear of books, bags and other belongings, with the exception of bottled water. Eating and/or drinking on the bus is not permitted.
- Talk quietly using an 'inside' voice.
- Be courteous to fellow passengers
- Respect the property of the transport company.

Parent/Guardian shall:

- Support the school in the application of the conditions of the Blyth Academy Student Code of Conduct and Blyth Academy's School Bus policy and procedures for their children while traveling on Blyth Academy school buses. This includes accepting disciplinary action (outlined in Regulations) to students breaking the rules.
- Review Blyth Academy's School Bus policy and procedures with their children using Blyth Academy bus service.
- Drop off and pick up their children at the proper locations and times.
- Inform the school of any changes to the daily routines, if your child is to return home by any other route than normal, or is not to ride the bus home at all.
- Parents can promote school bus safety in the following ways:
 - a) Go over with and discuss with your children the contents of this procedures and guidelines particularly the responsibilities of the students.
 - b) Provide extra help and guidance to their children during the first several weeks of school, especially for kindergarten, grade one and grade two students. The children must have a good understanding of the school drop off and pick up procedures;

behaviour while waiting for buses, as well as on board; what to do when buses are late, etc. Safety is of utmost importance and should be emphasized by the parents.

- Parents are responsible for students until they board the school bus and following unloading at their designated stop in the afternoon.
- Parents will be responsible for wilful damages to school buses caused by their children.
- Parents are responsible for making alternate transportation arrangements for their child(ren) when they are late for the bus. This applies to mornings, dismissal times.
- If there is a change in home address, parents are to inform the school registrar through email so that the child can be placed on the appropriate bus route (if there is a bus route and space available). Notice should be given at least one week in advance to ensure proper arrangements can be made by the school for the student to have a spot on a bus.

Rule Violation Procedure

Blyth Academy's Code of Conduct expects all students to display appropriate behavior in school. This expectation extends to student behavior on the school bus. In the case of inappropriate behavior on the bus:

- A report will be given by the Bus assistant to the Facilities Manager and Deputy Head.
- School will contact the parents directly.
- A penalty may be imposed on the student at the discretion of the school and may include temporary suspension or loss of bus service.
- A letter informing the parents/guardian of the incident and penalty, if any, will be provided by the school.
- Consistent and Poor behavior on the school bus will result in :
 - First violation a verbal reprimand and letter home to parents.
 - Second violation suspension from riding bus for up to three (3) days
 - Third violation suspension from riding bus for up to two weeks
 - Loss of bus privileges for the remainder of the year will be at the discretion of Administration.

Transportation fee payments

- Parents who wish for their child(ren) to access Blyth Academy's bus service from the beginning of the school year are required to pay in full for each semester.
- The bus fee should be paid on or before the due date.
- If a student is suspended temporarily or permanently there will be no refund of bus fees.

Lost and Found

- The school is not responsible for items lost by students on the bus however any student who loses an item on the bus should contact the driver the next time he or she rides and also inform his/her class teacher. Items found by drivers will be handed to the school. Parents may contact the school on this.

9.04– Birthday Parties Policy

Purpose

The purpose of this policy is to provide clear guidelines for class birthday celebrations aimed at promoting a positive and inclusive school environment, while reducing disruptions to teaching and learning during school hours.

Policy Statement

While birthdays will be acknowledged during class time, celebrations with food and festivities should take place outside of instructional time. Parents should coordinate with the teacher to schedule the party during a mutually agreed-upon time. One party per month is allowed in each class, and each class will be solely responsible for the implementation of this policy.

Procedures

1. Timing Considerations:

The class birthday party should be held outside of class time, during recess, lunchtime, or at the end of the day to maximize instructional time.

2. Party Invitations:

To avoid excluding any student from invitations, we prefer that birthday party invitations are distributed outside of school. Teachers, however, will distribute paper invitations on behalf of parents only when the entire class is invited.

3. Coordination:

Parents should coordinate with the teacher to schedule the party ahead of time.

4. Food and Treats:

Parents should provide healthy, age-appropriate, and safe food and drinks at the birthday party. Some suggested healthier party food options are:

- a) Pizza
- b) Fresh fruit
- c) Vegetables and dip
- d) Cheese and crackers
- e) Juice boxes
- f) Water
- g) Milk

5. Allergies and Special Requirements:

It is mandatory for parents to inform the teacher of any allergies or special diets their child follows. The teacher will relay this information to other parents.

6. Decorations:

Balloons and other decorations must be approved by the classroom teacher and must not obstruct the learning environment.

7. Cultural Sensitivity:

Parents are advised to inform the teacher of any dietary restrictions or preferences in advance to respect students' cultural beliefs and restrictions regarding food.

8. Cleanup:

The classroom teacher and students are responsible for cleaning up after the party. Any leftovers and garbage should be disposed of in the trash can, and surfaces should be wiped clean.

9. Cancellation:

The teacher and administration have the right to cancel or reschedule a party if it negatively impacts learning, disrupts the class, or if there are health or safety concerns.

Consequence:

If the guidelines outlined in this policy are not adhered to, the party may be canceled or rescheduled.

Conclusion

This policy promotes inclusivity and a positive school environment while minimizing disruptions to teaching and learning. It encourages respect for cultural and dietary diversity within the school community. Parents, teachers, and students are expected to comply with the guidelines highlighted in this policy to ensure successful and positive celebrations.

9.05– Makeup Policy

Purpose

The purpose of this policy is to establish guidelines that prohibit the use of makeup by students attending Blyth Academy. This policy is a part of our Dress Code and aims to promote natural appearance and reduce distractions in the learning environment.

Policy Statement

Students attending Blyth Academy are prohibited from wearing makeup while they are at school or participating in school-related activities. This policy applies to all students enrolled in any grade level. We encourage a natural and inclusive environment in which students can focus on their academic goals.

Procedures

- Staff members will monitor students for compliance with the no-makeup policy.
- If a student is found to be wearing makeup, they will be asked to remove it and reminded of the school policy.
- Any reoccurring violations of this policy will be documented by school administrators and may result in disciplinary action or parental notification after reviewing their academic and behavioural records.
- Exempted from the no-makeup policy are school-sanctioned events, such as plays, performances, and other special school events, where makeup is an essential component of student dress for the event.

9.06– Take-Away Food Policy

Purpose

This policy is designed to encourage healthy eating habits among students and staff members and reduce the consumption of take-away food, which may have negative impacts on their health and well-being. It also aims to promote a clean and tidy school environment by reducing littering.

Policy Statement

The school strictly prohibits the consumption or delivery of take-away food on its premises during school hours. Students are expected to bring nutritious meals from home.

Procedures

1. No Take Away Food Allowed:

During school hours, students are not permitted to consume any take-away food on the school premises. Delivery of take away food to the school is also prohibited.

2. Monitoring and Enforcement:

Our faculty, staff, and security personnel will carefully monitor and enforce the policy to ensure compliance. If students are found with take-away food, they will be asked to discard it immediately.

3. Education and Awareness:

The school will raise awareness about the value of healthy eating habits among students. The school authorities will provide information and education on the importance of making healthy food choices. Both staff and students will be encouraged to consume nutrition-rich meals.

4. Consequences of Non-Compliance:

Non-compliance with this policy may result in disciplinary action, including but not limited to detention, suspension, or expulsion. Additionally, consuming take-away food may harm student health, wellbeing, and overall performance.

Conclusion

Our school takes pride in promoting healthy eating habits and maintaining a clean school environment. We believe that adhering to strict guidelines regarding take-away food contributes to achieving our goals. Our take-away food policy emphasizes making healthy food choices that will benefit both students and staff. Adhering to this policy will have a positive impact on the overall health and wellbeing of our school community.

9.07– Eating in Class Policy

Purpose

The purpose of this policy is to promote a focused and conducive learning environment for students by prohibiting eating during class time. We recognize that consistently eating during class can cause distractions and hygiene issues that may hinder the learning experience for other students. It is important that students are provided with designated break times to eat for their physical and mental wellbeing.

Policy Statement:

Students and staff are prohibited from eating during class time, unless it is for medical reasons with the permission of the administration. Any violation of this policy will result in disciplinary action. Students are expected to eat during designated break times provided by the school.

Procedures:

1. The policy will be communicated to students and staff through notices and announcements during the beginning of the school year, and during classroom orientation sessions.
2. The responsibility of enforcing the policy lies with the classroom teacher and administration. Students and staff who violate the policy will be subject to disciplinary action which could include detention, suspension, and/or a referral to a counselor.
3. Students should use their designated break times (Recess and lunchtime) to eat their snacks and meals.
4. Teachers can allow individual food exceptions for special occasions, such as birthdays or parties, provided it does not create mess or distractions and is approved by the administration.
5. The school encourages students to bring healthy snacks and lunches from home to support healthy habits and wellbeing.
6. The policy will be reviewed periodically to ensure effectiveness and consistency throughout the school year.

Conclusion:

We believe that this policy will maintain an environment that is conducive to learning, promote good hygiene in classrooms, and support students' health and wellbeing. We appreciate the cooperation of all students and staff in following this policy.

9.08– Power Outage

In case of power outage at the school, BA 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.

9.09– Safety

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

9.10– Safe Arrival and Departure Policy

Purpose

Blyth Academy believes that students' safe arrival to and departure from school each day is paramount.

Policy Statement

It is the responsibility of staff and families to ensure the safe arrival and departure of children at Blyth Academy. Practical and safe approaches will promote a smooth transition between home and the school.

Procedures

Procedures for Arrival

School gates will open at 7:00am, however, students are asked not to arrive until 7:15am-7:20am. The school doors are not unlocked until arrival of first staff member. Please note, **security guards are not permitted to open gates prior to 7:00am for students.** **There is NO supervision on the school grounds until 7:00am.**

K-6 students will enter through Gate 2 and proceed directly to playground. Grades 7-12 students will enter through Gate 3 and proceed directly into Block B.

At 7:20am, JK-6 students will line up in their designated class areas on the playground. Teacher on duty will dismiss each class into Block A in an orderly manner.

The National anthems and morning announcements will be played at 7:25am each morning in Block A and Block B.

Classes begin at 7:30am each day.

Parents who drive children to school are asked to park their car only in designated areas outside the school gates. Parents are asked to walk their JK-6 children safely to the Gate 2 entrance. Grades 7-12 students are asked to walk safely to Block B once dropped off at Gate 3. **Vehicles are never to be left running and unattended** or left parked in a NO PARKING area – please do not obstruct the flow of traffic. 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.

Procedures for Attendance

- For grades JK-9, teachers must have attendance completed by 7:45 am in PowerSchool.
- Reception will be informed regarding student absences.
- Parents are requested to contact the school via **email** or telephone to inform the school of their child's absence. Reception will cross reference teacher lists and parent calls.
- Students who are marked 'Absent' and whose parents have not contacted the school will be contacted to confirm that parents are aware the child is not in attendance.

Procedures for Departure

BA 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.

Afterschool Pick up times are:

<i>School Day</i>	<i>Grades JK-6</i>	<i>Grades 7-12</i>
Sunday	2:10pm	2:15pm
Monday	2:10pm (3:15 for students in afterschool activities)	2:15pm (3:15 for students in afterschool activities)
Tuesday	12:10pm	12:10pm
Wednesday	2:10pm (3:15 for students in afterschool activities)	2:15pm (3:15 for students in afterschool activities)
Thursday	2:10pm	2:15pm

Late Student Pickups

Students who are not picked up at the appropriate time will wait in the reception area in the administration building for their parents. Use of the playground and athletic facilities is prohibited. Once the last administrator leaves the building for the day, 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.



Procedures for Early Dismissal

- Once students are on campus, **they will not be permitted to leave school property until the end of the school day.**
- Permission will only be provided to leave campus for:
 - Scheduled appointments
 - Sickness
 - Family emergencies
 - During exam weeks
 - Only if communicated by parent and/or prearranged
- Students requesting to leave school early MUST have written permission from their parent. As well, students will not be released to a sibling without written permission from the parent. Parents must email reception at info@blythacademyqatar.com to inform of any early dismissal of students.
- Security will maintain an early dismissal log for all students leaving early (with permission).
- Students will be granted a permission slip from reception to leave. Students will present the permission slip to the Security Guard at the gate upon exit.
- If a student is on a class trip off campus, they will not be permitted to leave the group unless written permission from a parent is provided. Parents must email Homeroom Teacher and Cc.info@blythacademyqatar.com to grant any leave from class trips.
- Please note that, student dismissal times and procedures may change during exam days. Permission forms will be required for early leave during exam time.
- If an older student (**in grades 7-12 only**) is leaving early and being picked up by an Uber, it MUST be arranged by the parent **only** and not the student, so that the parent can track the Uber. Security will record the Uber license plate number given by the parent to reception when ordered.
- Security will ensure students leaving early are signed out by the person approved to pick them up.
- If a staff member arranges for a student to go home early, they must contact parents first and follow all early dismissal procedures.

Dismissal procedures for Block A (JK-6) students:

- Non-Homeroom Teachers will lead bus students to their designated buses at 2:05 PM.
- The Elementary Lead and assigned supervision teachers and TA's will be supervising during dismissal.
- Homeroom Teachers will proceed to the dismissal area only after all bus lines have left. Students will remain in the class line until they are sent to meet their parent. They are not to cross under the black barrier, but walk around the divider to the other side to meet their parent.
- Students who will be picked up by an older sibling from Block B will wait at the designated "pick up area" outside Block A, their older sibling will then walk them out to Gate 3.
- Once classes have lined up in the gym area, parents may take their children home after ensuring the homeroom teacher knows parents/guardians have received them.

Dismissal procedures for Block B (7-12) students:

- A teacher will be stationed at the front entrance of the Block B Building during the grades 7-12 after-school dismissal period. The assigned supervising teacher is responsible for guiding students towards Gate 3.
- The teacher at the front entrance of Block B will ensure that students pick up their siblings as needed and maintain a smooth and orderly flow of students moving towards Gate 3. Block B students and their siblings must leave through Gate 3, to minimize further traffic in the Gate 2 dismissal area.
- Block B students are not permitted to enter or walk through the Block A dismissal area.
- Gate 3 will be supervised by a security guard and an administrative staff member who will provide additional supervision to ensure the safety and well-being of students during dismissal.
- All supervising staff must stay at their assigned locations until the completion of the Block B dismissal process.

10.0 Academics

10.01– 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.

10.02– Student Agendas

All students will have a student agenda. This agenda 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.

10.03– 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, BA 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.

Please refer to our Student Assessment and Evaluation Policy as noted in Blyth Academy's School Policies Handbook, for details pertaining to homework requirements and expectations.

10.04– 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.

10.05– Student Assessment and Evaluation

Please refer to our Student Assessment and Evaluation Policy as noted in Blyth Academy's School Policies Handbook for details pertaining to assessment and academic dishonesty.

10.06– Report Cards

In addition to the ongoing communication of students' progress, students will receive four formal progress reports from Kindergarten to Grade 12. Students will receive the following reports:

- a) October/November – Semester 1 Midterm Report
- b) January – Semester 1 End of Semester Report
- c) April – Semester 2 Midterm Report
- d) June – Semester 2 End of Semester Report

10.07– 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)

- 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)

10.08– Student Procedures for Ordering Official Transcript and Diploma

School’s Responsibilities and Abilities

1. To set up and train all applicable students with Alberta Education’s My Pass Account.
2. To provide a “Report Card” from Blyth Academy.
3. If requested, to print an unofficial copy of student transcript.
4. School is unable to order official transcripts and diplomas for students, within our system.

Student’s Responsibilities and Abilities

1. To maintain a current Alberta Education’s My Pass Account.
2. To order your “Official” Transcripts and Diploma through your My Pass Account.
3. Any fees required by My Pass to order these documents are the responsibility of the student to pay.
4. When documents are ordered, you can have them sent to an address of your choice. Students are responsible to keep that updated so that the documents arrive to the correct address.

10.09– 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.

10.10– Guidance Counselor

The Guidance Counselor at Blyth Academy 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.

11.0 Student Activities

11.01– 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.

11.02– Guidance 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.

11.03– 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.

11.04– Blyth Athletics

In support of Student Life and the encouragement of a well-rounded educational experience, Blyth Academy is continuing to expand its athletic competition schedule and commitment. Studies have repeatedly shown that students who 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. The Blyth Bears look forward to roaring even louder against our competition!

11.05– After School Activities Program

In both Semesters I and II, the school offers various after-school activity programs for Grades JK 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.

12.0 School Fees and Payment Procedures

12.01– Tuition Fee Payment Policy

Purpose

This policy provides a clear outline of Blyth Academy's financial expectations and responsibilities concerning tuition fee payments. It ensures that parents and guardians are aware of payment schedules and procedures.

Policy Statement

Blyth Academy recognizes that the timely payment of tuition fees is an essential component in maintaining our high-quality educational service. Tuition fees are payable annually in line with the fee schedule. The Tuition Fee Payment Policy outlines guidelines for parents regarding tuition fee payment deadlines and their obligation to remain in good financial standing with Blyth Academy.

Procedures

Billing and Payment Schedule:

Tuition fees are payable in full or in two installments. The following payment deadlines apply:

First Payment -Term 1: **Payment must be made on or before September 30th.**

Second Payment -Term 2: **Payment must be made on or before January 15th.**

Tuition Fee Regulation:

Registration Fee: A non-refundable and non-transferable one-time fee of Qr.3,570.00 is charged for the first-time registration of each child at Blyth Academy. This is in addition to tuition fees, payable annually for new admissions.

Re-Registration Fee: Returning students can secure a place for the next academic year by paying a re-enrollment deposit of QAR. 1,500.00 This is credited towards the annual tuition fee and deducted when the first payment is processed.

Payment of Fees by a Company: If a company sponsors tuition fees, an invoice can be issued to the company, with a copy to the parents. In this case parents must provide a confirmation letter to the school from the company. Parents are responsible for ensuring fees are promptly paid by the sponsor. Any difference between the payment by the company and the agreed fees is the responsibility of the parents.

Refunds and Cancellation:

Blyth Academy Parent Student Handbook 2023-2024

This document contains information that is the property of BA and is deemed confidential and privileged. Any disclosure, copying, distribution, or unauthorized use of the contents of this document is prohibited.

Tuition fees are non-refundable after the initial 10 school days. Students who enroll midway through the term are charged the full tuition fee for the term and will not receive a pro-rated tuition fee. No reduction in fees is provided for a child who enrolls midway through a term or misses part of the term. No refund is given upon a student's dismissal by expulsion. Parents must provide one-month written notice if they wish to withdraw their child from school.

Payment Methods/Deadlines:

Parents can make tuition fee payments using cash, card, or bank transfer. Please contact Blyth Academy Finance through finance@blythacademyqatar.com or +974 4486 0922 if you require invoices or additional payment information.

Overdue Fees:

Students will be prohibited from starting Semester 1 if the previous year's fees remain unpaid.

Students will be unable to start Semester 2 if Semester 1 fees are not paid in full.

If semester fees remain unpaid before the deadline illustrated, students cannot participate in school extracurricular activities, field trips, or sports teams.

Blyth Academy reserves the right to withhold results, reports, and certificates until fees have been paid.

Students' names will not be deactivated from the Ministry of Education and Higher Education Students' Information System (NSIS) until fees are cleared, rendering them unable to enroll in other schools in Qatar.

Conclusion

Blyth Academy places a significant emphasis on the timely payment of tuition fees and requires adherence to the policies and procedures outlined in this policy. Parents and guardians should be aware of these guidelines and ensure that they are fully compliant. The school administration will communicate any changes to this policy promptly to the school community.

*For further information on all school policies please refer to the School Policies Handbook 2023-2024 which can be found on our school website at <https://blythacademyqatar.com/>

Blyth Academy Parent Student Handbook 2023-2024

This document contains information that is the property of BA and is deemed confidential and privileged. Any disclosure, copying, distribution, or unauthorized use of the contents of this document is prohibited.

13.0 Appendices

13.01– Staff List

BLYTH ACADEMY STAFF LIST 2023-2024			
Name	Class/Rm	Position	Email Address
Administration			
Darlene Sullivan		Head of School	darlene.sullivan@blythacademyqatar.com
Bruce Desmond Henderson		Deputy Head	Bruce.Henderson@blythacademyqatar.com
Julia Lema		Elementary School Lead	julia.lema@blythacademyqatar.com
Fiza Sher Ali		Guidance Counsellor	fiza.ali@blythacademyqatar.com
Beena Diwakar		Finance Officer	beena.diwakar@blythacademyqatar.com
Ritchel Pertez		Accountant	ritchel.pertez@blythacademyqatar.com
Wissem Dib		Admissions Manager	wissem.dib@blythacademyqatar.com
Sabahat Anjum		HR Officer	sabahat.anjum@blythacademyqatar.com
Munira Saifuddin		Admin Assistant to Head of School	munira.saifuddin@blythacademyqatar.com
Vijesh Kalappurayil		IT Administrator	vijesh.kalappurayil@blythacademyqatar.com
Paula Louise May De Vers		Receptionist	paula.devers@blythacademyqatar.com
Shiju Thomas		Facilities in Charge	shiju.thomas@blythacademyqatar.com
Jubin Simon		Facilities Supervisor	jubin.simon@blythacademyqatar.com
Sree Priyan		Facilities Assistant	sree.priyan@blythacademyqatar.com
Omer Humed		PRO	omer.humed@blythacademyqatar.com
Najwa Nassar		School Nurse	najwa.nassar@blythacademyqatar.com
Helena Khurshid		Librarian	helena.khurshid@blythacademyqatar.com
Primary and Elementary			
Nora El-Masry	JKA	Junior Kindergarten (JKA)	nora.elmasry@blythacademyqatar.com
Chantale Kennedy	JKB	Junior Kindergarten (JKB)	chantale.kennedy@blythacademyqatar.com
Ikram Dirie	SKA	Senior Kindergarten (SKA)	ikram.dirie@blythacademyqatar.com
Asha Osman	SKB	Senior Kindergarten (SKB)	asha.osman@blythacademyqatar.com
Suzan Saleh	SKC	Junior Kindergarten (JKC)	suzan.saleh@blythacademyqatar.com
Victoria Kreiberg	1A	Grade 1 (1A)	Victoria.Kreiberg@blythacademyqatar.com
Huda Ahmed	1B	Grade 1 (1B)	Huda.Ahmed@blythacademyqatar.com
Arifa Jahan	2A	Grade 2 (2A)	arifa.jahan@blythacademyqatar.com
Rooha Meer	2B	Grade 2 (2B)	Rooha.Meer@blythacademyqatar.com
Kolton Kurtis Green	3A	Grade 3 (3A)	Kolton.Green@blythacademyqatar.com
Naomi Karliuki	3B	Grade 3 (3B)	naomi.karliuki@blythacademyqatar.com
Megan Joanne Pike	4A	Grade 4 (4A)	Megan.Pike@blythacademyqatar.com
Alan Palmer	4B	Grade 4 (4B)	alan.palmer@blythacademyqatar.com
Mehreen Khwaja	5A	Grade 5 (5A)	mehreen.khwaja@blythacademyqatar.com
Maymuuna Yusuf	5B	Grade 5 (5B)	maymuuna.yusuf@blythacademyqatar.com
Sara Beth Harvey	6A	Grade 6 (6A)	Sara.Harvey@blythacademyqatar.com
Nolan Young Cooney	6B	Grade 6 (6B)	Nolan.Cooney@blythacademyqatar.com
Evan Robert Codner	3rd Floor	Primary and Elementary PE	Evan.Codner@blythacademyqatar.com
Nida Baradaa		Primary and Elementary French / Elementary CTS	nida.baradaa@blythacademyqatar.com
Abigail V. Becula	JKA	TA	abigail.becula@blythacademyqatar.com
Leny Buerano	JKB	TA	leny.buerano@blythacademyqatar.com
Ruby Anne Corpes Dela Cruz	SKA	TA	ruby.cruza@blythacademyqatar.com
Maria Trixie Ann Alarba (Mimi)	SKB	TA	mimi.alarba@blythacademyqatar.com
Rachelle Andrea D. Publico	1A	TA	rachelle.publico@blythacademyqatar.com
Kyle Ave Rabro Eugenio	1B	TA	kyle.eugenio@blythacademyqatar.com
Jannet Guron Fabro	JKC	TA	jannet.fabro@blythacademyqatar.com
Junior and Senior High			
Scott Bruce Alton		Social Studies/PE	Scott.Alton@blythacademyqatar.com
Samsam Amin		Social Studies / Business/ELA	Samsam.Amin@blythacademyqatar.com
Sumia Alkhalil		Humanities Department Head/JH ELA	sumia.alkhalil@blythacademyqatar.com
Alyssa Joelle Cutler		JH ELA	Alyssa.Cutler@blythacademyqatar.com
Joshua David Raymond Lehman		Social Studies	joshua.lehman@blythacademyqatar.com
Sana Safyan		Math and Science Department Head / Physics	sana.safyan@blythacademyqatar.com
Simia Khan		JH Math/CTF Department Head	simia.khan@blythacademyqatar.com
Natalie Joan Adams		HS Chemistry 20 and 30	Natalie.Adams@blythacademyqatar.com
Haseena Beegum		HS Math	haseena.beegum@blythacademyqatar.com
Ehsann Elbirani		JH Science / Math	Ehsann.Elbirani@blythacademyqatar.com
Safiyya Punjani		Biology 30/ Leadership 20/ Student Life Lead	safiyya.punjani@blythacademyqatar.com
Jacob Caley		Biology 20/ Power school Administrator	jacob.caley@blythacademyqatar.com
Brandon Reginald Gerald Boughen		JH Science/PE	Brandon.Boughen@blythacademyqatar.com
Tarik Mekour		Athletics Director / PE/Student Life Coordinator	Tarik.Mekour@blythacademyqatar.com
Marwa Ismail		ELA	Marwa.Ismail@blythacademyqatar.com
Alisseyni Sarr		JH and SH French	alisseyni.sarr@blythacademyqatar.com
Aria L'Orte - Brown		Math Secondary	Aria.Brown@blythacademyqatar.com
General Specialists			
Carolyn Truong		JK-6 Music	carolyn.truong@blythacademyqatar.com
Iain McLaren		JK-12 Music & Drama / MDC	iain.mclaren@blythacademyqatar.com
Mala Waseem		Grades 1-12 Art / Visual Arts Specialist	mala.waseem@blythacademyqatar.com
Rakeeba Akam		Learning Support Coordinator	rakeeba.akam@blythacademyqatar.com
Celena Woodford		Grade 9 Math Support Teacher	celena.woodford@blythacademyqatar.com
Taous Abbadi		Learning Support Teacher	Taous.Abbadi@blythacademyqatar.com
Dean Pasternak		ESL Teacher	dean.pasternak@blythacademyqatar.com
Arabic and Islamic Studies			
Mona Tammam	Block B	Arabic/Islamic Studies Coordinator	mona.tammam@blythacademyqatar.com
Thekrayat Shamileh	Block B	Arabic/Islamic Studies	thekrayat.shamileh@blythacademyqatar.com
Ekhlas Alkhoulfi	Block A	Arabic/Islamic Studies	ekhlas.alkhoulfi@blythacademyqatar.com
Heba Ibrahim Mohammed Megahed	Block B	Arabic/Islamic Studies	heba.megahed@blythacademyqatar.com
Hebah Ihab Fathi Abutaima	Block A	Arabic/Islamic Studies	Hebah.Abutaima@blythacademyqatar.com
Naouel Lebied	Block A	Arabic/Islamic Studies	naouel.lebied@blythacademyqatar.com

Blyth Academy Parent Student Handbook 2023-2024

This document contains information that is the property of BA and is deemed confidential and privileged. Any disclosure, copying, distribution, or unauthorized use of the contents of this document is prohibited.

