

Policy for Attendance, Absence, Tardy and Early Exit: Parent Acknowledgement

1. **School day starts at 7. All students must be in class at that time.** Students who do not get to class at 7 must go to Reception to get a Late Slip, which is required to enter class, and they will be registered as Tardy.
2. Tardy Levels
 - a. Tardy 1: 7:01-7:10
 - b. Tardy 2: 7:11-7:30
 - c. Tardy 3: After 7:30
3. Effect of Tardy and Early Exit on Calculation of Absence Days
 - a. 6 Tardy 1 equals 1 Absence Day (one Tardy 1 is $\frac{1}{6}$ Absence Day)
 - b. 4 Tardy 2 equals 1 Absence Day (one Tardy 2 is $\frac{1}{4}$ Absence Day)
 - c. 2 Tardy 3 equals 1 Absence Day (one Tardy 3 is $\frac{1}{2}$ Absence Day)
 - d. A combination of different levels of Tardy will be added up to arrive at the equivalent of Absence days.
 - e. An Early Exit (with and without excuse) will be treated as one incident of Tardy 2 and will account to Absence days as referenced in (d)
4. Required Approvals
 - a. For absences, late arrivals or early exits to be considered excused, parents must submit to the school Administration a request supported by the required documents, such as medical certificate, ahead of time. In cases of emergency, the request and supporting documents must be submitted within 24 hours.
 - b. Early exit without prior approval will require meeting with the Principal or Vice Principal.
5. **A maximum of 25 excused and unexcused absence days is allowed in the school year, including days resulting from lates and early exits with and without excuse. Exceeding this limit gives the school the right to deny re-registration for the following year. An Adjudication Committee Headed by the Principal will make these decisions.**
6. Penalty for Tardy 3: If a student arrives to school after 7:30 for three times, in the third time, the school has the right to deny them attendance for the day. On common mid/end term assessment days, students who come after the first class may not be allowed to take the assessment, even if it was their first Level 3 Tardy.
7. 10 percentage marks will be allocated for attendance and positive participation in each of the following courses:
 - a. G6-G9: Arabic, English, Math, Science and Social Studies
 - b. G10-G12: All courses because they are all required for graduation.1% will be deducted for every unexcused Absence day including days resulting from unexcused Tardies and Early Exits.
8. The school is not responsible for covering missed instruction as this would delay progress on the curriculum. Nor will the support program be used to help students, who are absent/late to class, or who have been suspended for negative behavior, as the program is meant to help punctual and serious students who continue to struggle despite their regular attendance.

Student Name: Grade:

Parent Name:

Parent Signature:

Date:

**PARENT OR GUARDIAN CONSENT FOR
STORAGE AND ACCESS OF PERSONAL INFORMATION
BRITISH COLUMBIA OFFSHORE SCHOOL PROGRAM**

In this consent:

“**Owner/Operator**” means the school authority outside British Columbia that is a party to a British Columbia Offshore School Pre-Certification Agreement or British Columbia Offshore School Certification Agreement;

“**Personal Information**” means recorded information about an identifiable individual and includes the name and student record of the student;

“**Province**” means Her Majesty the Queen in right of the Province of British Columbia, Canada as represented by the Minister of Education;

“**School**” means Hayat Universal School (HUBS-Qatar) in Doha, State of Qatar, operated by EduGlobe Corporation.

I, _____, the parent or guardian of _____, the student, enrolled in the School consent to:

1. the Owner/Operator disclosing mine and/or the student’s Personal Information to the Province;
2. the Province disclosing mine and/or the student’s Personal Information to the Owner/Operator;
3. the Owner/Operator and the Province storing mine and/or the student’s Personal Information in, or accessing mine and/or the student’s Personal Information from Doha, the State of Qatar,

For the purposes of the:

- operation and administration of the British Columbia Offshore School Program; and
- operation and administration of the School.

If the student transfers to another school, I provide my consent to the Owner/Operator and the Province to disclose to another Offshore School Owner/Operator, a British Columbia Board of Education operating a public school under the *School Act*, R.S.B.C. 1996, c. 412, or a British Columbia Independent School Authority operating an independent school under the *Independent School Act*, R.S.B.C. 1996, c. 216, the student’s name and any Personal Information that is necessary to effect the student’s transfer to the new school.

(الترجمة Translation)

**موافقة ولي الأمر على حفظ المعلومات الشخصية واستخدامها والإفصاح عنها
برنامج بريتش كولومبيا للمدارس الخارجية**

اسم الطالب : (يسجل الاسم في المكان المخصص بالنص الإنجليزي). الصف : (يسجل الصف في المكان المخصص بالنص الإنجليزي)

في نص نموذج الموافقة هذا:

“**المالك/المدير**” يُقصد بها الهيئة المسؤولة عن المدرسة التي تعمل خارج مقاطعة بريتش كولومبيا، والتي هي طرف في عقد مدرسة خارجية في مرحلة ما قبل الاعتماد من قبل مقاطعة بريتش كولومبيا أو عقد مدرسة خارجية معتمدة من قبل بريتش كولومبيا.

“**المعلومات الشخصية**” يُقصد بها المعلومات المسجلة والتي تخص شخصاً بعينه، وتتضمن اسم الطالب وسجله الدراسي.

“**المقاطعة**” يُقصد بها مقاطعة بريتش كولومبيا بكندا، ممثلة في وزير التعليم.

“**المدرسة**” يُقصد بها مدرسة الحياة العالمية في دولة قطر، والمُدارة من قبل شركة تعليم العالمية.

أوافق أنا (يسجل الاسم في المكان المخصص بالنص الإنجليزي) ، ولي أمر (يسجل الاسم في المكان المخصص بالنص الإنجليزي) ، الطالب المسجل بالمدرسة على ما يلي:

- 1- قيام المالك/المدير بالإفصاح عن المعلومات الشخصية الخاصة بي أو/و بالطالب للمقاطعة؛
- 2- قيام المقاطعة بالإفصاح عن المعلومات الشخصية الخاصة بي أو/و بالطالب للهيئة؛
- 3- قيام كل من المقاطعة والمالك/المدير بحفظ المعلومات الشخصية الخاصة بي أو/و بالطالب، أو باستخدام المعلومات الشخصية الخاصة بي أو/و بالطالب في دولة قطر،

وذلك للأغراض التالية:

- تشغيل وإدارة برنامج بريتش كولومبيا للمدارس الخارجية
- تشغيل وإدارة المدرسة.

في حالة تحويل الطالب إلى مدرسة أخرى، فإنني أمتنع موافقتي لكل من المالك/المدير والمقاطعة للإفصاح عن اسم الطالب وأية معلومات شخصية ضرورية لتفعيل انتقاله إلى المدرسة الجديدة، وذلك لمالك/مدير آخر تابع لبرنامج بريتش كولومبيا للمدارس الخارجية، أو لمجلس تعليم تابع لبريانش كولومبيا يدير مدرسة حكومية بموجب قانون المدارس رقم R.S.B.C. 1996, c. 412، أو لأي من هيئات المدارس الخاصة في بريتش كولومبيا التي تدير مدرسة خاصة بموجب قانون المدارس الخاصة رقم R.S.B.C. 1996, c. 216.

Parent/Guardian’s Signature (توقيع ولي الأمر) _____ Date (التاريخ) _____ Grade (الصف) _____

Behavior Program & Behavioral Modification Process

HUBS Qatar implements a behavior program that proactively works on developing positive behavior and supports students to grow to be responsible citizens. Recognizing students may make poor choices, the program includes a progressive discipline process. These are the main components of the program:

A. Teaching Positive Behavior

To avoid discipline issues the school proactively addresses negative behavior; teachers, administrators and counsellors teach and enforce positive behavior and model to help students behave positively and avoid being disciplined.

1. Clear behavior expectations are established: grade specific expectations, common areas expectations and expectations and processes during emergencies
2. Positive Behaviour Programs are implemented including Hayat High Five, Stop and Think, Mindfulness and Tribes
3. Positive behaviour is recognized and rewarded including individual student/group recognition. Assemblies are used for school-wide recognition.

B. Consequences and Strategies Used by the Classroom Teacher

Should discipline issues arise they will be addressed through classroom and behavior management strategies such as:

1. Having one to one discussion with the student to remind them of good and acceptable behaviors and to use applicable programs and rewards. Arabic/Islamic Education teachers may remind the student of related teachings of the Quran, Prophet Mohammed Hadith and positive behavior norms within the Qatari culture.
2. Moving the student to another spot in the classroom (near the teacher) and/or separating the child from others
3. Giving the student more responsibility in the classroom, such as sharpening pencils, handing out or collecting materials, organizing books, etc.
4. Losing privileges such as recess, computer lab or PE activities, or going on field trips.
5. Informing parents by email or PlusPortals as early as possible when discipline issues arise, especially when behaviour has resulted in loss of privilege.

C. Individual Behavior Modification Plan

A Behavior Modification Plan will be developed when a minor discipline policy violation persists or as soon as a major violation, such as fighting, physical aggression or bullying, takes place.

The plan will be prepared jointly by, the teacher, school Administration, counselor and parents.

The behavior plan is signed by the parent, teacher and concerned member of administration. A copy is sent to the parent. The counselors also receive copies so that they will open a file for the student, where the plan will be kept, and start working on the case. Also an electronic file will be created for the student in the Discipline Module of the Student Information System (Rediker). In this file, the repeated infractions

that have led to the creation of the behavior modification plan will be entered. The consequence section will show a behavior plan has been created.

If the parent refuses to meet with the teachers and Program Heads, the behaviour plan will be created and implemented. A hard copy of the plan will be sent to the parent. A soft copy will be uploaded on PlusPortals.

D. Progressive Discipline Process

1st Infraction	
K – Grade 4	Grade 5 - 12
The student is referred to the counselor. The counselor discusses the incident with the student, provides them with advice and guidance and continues to implement the behavior modification plan. If she perceives a need to modify the plan, she meets with the teacher and Program Head. The counselor records the incident information (student name, date, type of infraction, brief description).	The student is referred to the counselor. The counselor discusses the incident with the student, provides them with advice and guidance and continues to implement the behavior modification plan. The counselor completes the 1st Conduct Form and sends a copy to the parent and calls him/her if needed. If she perceives a need, she may have the student stay with her or her assistant for an hour. During this time she may provide the student with strategies to address the challenges they are dealing with and/or have them do the work assigned to them by the teacher.
2nd Infraction (after implementing the behavior modification plan)	
K – Grade 4	Grade 5 - 12
The student is referred to the counselor and remains with her for a maximum of one-hour depending on the infraction. During this time she may provide the student with strategies to address the challenges they are dealing with and/or have them do the work assigned to them by the teacher, supervised by her or her assistant. The counselor will call the parent and will record the details of the incident.	The student is referred to the counselor. They continue to receive advice and guidance. At the same time the 2nd Conduct Form is completed and a copy is sent to the parent. She arranges a meeting with the parent and teachers to discuss the case and the behavior modification plan and whether it needs to be amended. During this meeting, the parent receives the 1st Warning Letter and is asked to sign the letter. The counselor records the incident and any decisions and actions taken. The parent is also reminded that further violation of the school behavior policy will result in more warnings and that if a third warning letter is issued, they will not be allowed to register their child at Hayat School for the next academic year. At this point, the school may ask the parents to have the child assessed by a psycho-educational specialist and bring a report that will detail the condition of the student, type of schooling the child needs, and any specific strategies that will help the school address the needs of the child. When the parents bring the report, a meeting is held to discuss the content of the report and updates needed to the behaviour modification plan.
3rd Infraction (after implementing the behavior modification plan)	
K – Grade 4	Grade 5 - 12
The student is referred to the counselor, who continues to providing them with advice and strategies to deal with their challenges. At this point the counselor the counselor completes the 1st Conduct Form and sends a copy to the parent and calls him/her. The counselor arranges for	The student is referred to the counselor. They continue to receive advice and guidance. At the same time the counselor completes the 3rd Conduct Form and sends a copy to the parent. The counselor arranges a meeting with the parent and teachers to discuss how the case and the behavior modification plan are progressing and whether the plan needs to be amended. During this meeting, the parent receives the 2nd Warning Letter and is asked to sign the letter. The counselor records the incident and any decisions and actions taken. The parent is also reminded that further violation of the school behavior policy will result in more warnings and that if a third warning letter

<p>a meeting with the parent, the teacher and Program Head to discuss the case and decide if the behavior plan needs to be modified. The counselor records the incident information (student name, date, type of infraction, brief description).</p>	<p>is issued, they will not be allowed to register their child at Hayat School for the next academic year.</p> <p>At this point, the student remains with the counselor or her assistant for a day. During this time she may provide the student with strategies to address the challenges they are dealing with and/or have them do the work assigned to them by the teacher.</p>
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4th Infraction (after implementing the behavior modification plan)

K – Grade 4

The student is referred to the counselor. The counselor continues to provide advice and guidance. At the same time, she completes the **2nd Conduct Form** and a copy is sent to the parent. The counselor arranges a meeting with the parent, teachers and Program Heads to discuss how the case and the behavior modification plan are being implemented and whether the plan needs to be amended. During this meeting, the parent receives the **1st Warning Letter** and is asked to sign the letter. The counselor records the incident and any decisions and actions taken. The parent is also reminded that further violation of the school behavior policy will result in more warnings and that if a third warning letter is issued, they will not be allowed to register their child at Hayat School for the next academic year. At this point, the school may ask the parents to have the child assessed by a psycho-educational specialist and bring a report that will detail the condition of the student, type of schooling the child needs, and any specific strategies that will help the school address the needs of the child. When the parents bring the report, a meeting is held to discuss the content of the report and updates needed to the behaviour modification plan.

Grade 5 - 12

The student is referred to the counselor. The counselor discusses with the student the stage that they have reached and its implications. The counselor calls the parent for a meeting, during which she hands the parent the **3rd Warning Letter**. The parent is asked to sign the letter, which informs the parent that the student will not be allowed to re-register in the following year.

5th Infraction (after implementing the behavior modification plan)

K – Grade 4

The student is referred to the counselor. They continue to receive advice and guidance. At the same time the counselor completes the **3rd Conduct Form** and sends a copy to the parent. The counselor arranges a meeting with the parent and teachers to discuss how the case and the behavior modification plan are progressing and whether the plan needs to be amended. During this meeting, the parent receives the **2nd Warning Letter** and is asked to sign the letter. The counselor records the incident and any decisions and actions taken. The parent is also reminded that further violation of the school behavior policy will result in more warnings and that if a third warning letter is issued, they will not be allowed to register their child at Hayat School for the next academic year.

At this point, the student remains with the counselor or her assistant for a day. During this time she may provide the student with strategies to address the challenges they are dealing with and/or have them do the work assigned to them by the teacher.

Grade 5 - 12

The student is suspended at school or at home for a period that is determined by the Administration.

6th Infraction (after implementing the behavior modification plan)

K – Grade 4

The student is referred to the counselor. The counselor discusses with the student the stage that they have reached and its implications. The counselor calls the parent for a meeting, during which she hands the parent the **3rd Warning Letter**. The parent is asked to sign the letter, which informs the parent that the student will not be allowed to re-register in the following year.

Grade 5 - 12

The student is suspended at school or at home for a period that is determined by the Administration.

If the infraction is serious, such as fighting, physical aggression, the process will be fast-tracked.

E. Zero Tolerance regarding Fighting and Physical Aggression

- **Early Years and Lower Elementary Grades (PreK, K1, K2, G1 – G3)**

When a student in these grades gets into a fight or shows physical aggression that is deemed to put them, other students and adults, who will be responsible for restraining them, at risk, the parent will be called to take the child home. The child must stay home until the parent meets with the school administration to set up a plan to address the case. The school has the right to not allow the child to attend school until the parent brings a psychologist/psycho-educational report from a credible organization.

- **G4 – G12**

When a fight occurs, or a student demonstrates physical aggression towards others, students are sent home that day. The length of the suspension will be determined by the principal (based on the situation). Parents will be notified of the length. This may not be communicated until the student is already at home. If an incident occurs in the morning and the student is picked up before 10:30 am, that day will count as the first day of a suspension. Students picked up after 10:30 am will have the next day as their first suspension day.

Upon reentry, the student must attend with a parent to meet with an administrator, counsellor other staff members required to discuss the incident and determine a behavior plan and possible strategies (restorative justice, restitution). The principal will determine who should attend.

Important Notes

- If the school invites a parent to attend a meeting regarding the behavior of their children and the parent does not attend the meeting; nor do they reschedule it for some other time, the meeting will be held without the parent, the case will be discussed, action plan created, minutes with the action plan is sent to the parents and placed on PlusPortal for the parents to access it. .
- The student will not be allowed to re-register in the following year if:
 - They receive three warning letters in one school year,
 - They receive four warning letters in two years,
 - They receive five warning letters in three years.
- Parents will be informed of the status of their children before the end of the school year.
- If a student is not allowed to re-register for repeated violation of the school behavior policy, they will not be allowed to re-register in any other following year and their application will not be entertained.

Student Name: _____ **Grade/Class:** _____

Parent Name: _____ **Signature:** _____

Date: _____

Financial Policy For Academic Year 2020-2021



It is our pleasure that you have enrolled your child at Hayat Universal Bilingual School. Following is the financial policy for the academic year 2020-2021, which explains the collection of tuition fees and their due dates and other policies which are necessary to clarify, in order to facilitate your dealing way with the school and help organize and smoothen the flow of our operations. Note that these policies are under review by SEC and you will be notified in case of change.

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1- Tuition Fees for the Academic year 2020 - 2021:

Below is a table of the tuition fees for 2020 – 2021 for students. Kindly note the tuition fee could be changed, subject to the approvals of Ministry of Education.

Level	Tuition Fee for the year 2020 – 2021	1 st Installment Due September 1 st , 2020	2 nd Installment Due January 1 st , 2021	Book Fees	Registration fee for new students	Re-registration fee for returning students
KGs in Qatari Riyal (QR)	29,000	14,500	14,500	1,000	2,770 Non-Refundable	2,170 Non-Refundable
Elementary Stage From Grade 1 - 6 (QR)	41,000	20,500	20,500	1,500		
Middle Stage From Grade 7 – 9 (QR)	52,000	26,000	26,000	2,000		
Upper Stage From Grade 10-12 (QR)	57,780	28,890	28,890	2,500		

Methods & Dates Payments settlement:

(a) For New Students:

1. A non-refundable registration fee of QR 2770 is mandatory for all new students, due upon registration and completion of all necessary enrollment documents. This fee is non-refundable, even in the cases of cancellation of enrollment before the start of the academic year, or withdrawal after the start of the academic year, regardless of the reasons.
2. First Installment is due on 1st September 2020; parents hereby commit to settle this payment before starting-time students.
3. The second installment is due in the first week of January 2021. Parents hereby commit to settle this payment on time.

(b) For Returning Students:

1. A non-refundable re-registration fee of QR 2170 is mandatory for all returning students who wish to continue to stay enrolled with the school for the coming academic year in order to confirm seat reservation. This fee is non-refundable, even in the cases of cancellation of enrollment before the start of the academic year, or withdrawal after the start of the academic year, regardless of the reasons. The re-registration fee is counted for as part of the first installment.
2. First Installment is due on 1st September 2020; parents hereby commit settling this payment before starting-time students.
3. The second installment is due in the first week of January 2021. Parents hereby commit to settling this payment on time.

(c) For Students whose tuition fees are paid by parents' employers or through State educational coupons:

The parents must hand the proof of payment of tuition fees by their employers or through State educational coupons to the school at the installment payment due date.

Parents must also abide by the following:

- (a) At the time of either registration or re-registration, parents must pay the registration/ re-registration fee and provide the school the State educational coupon or a letter from his/ her employer confirming its consent to pay the tuition fee during September 2020. Parents, who do not provide the required documents, should pay the due amount during September 2020.

2- Withdrawals:

In case of withdrawing the student the parent should inform the registration and financial dept. two weeks before 2nd term due, and fill cancellation form.

- 1- Registration fees and re-registration fees are not refundable.
- 2- Student who leaves at the beginning of the official school time and before 31/12 has to pay 1st term and registration fees not consider part of it.
- 3- Student who leaves at 1/1 or later has to pay full tuition fees.
- 4- There is no refundable tuition if the parent doesn't fill cancellation form two weeks before due payment.

3- Late joining:

- 1- Student joins before 1/1 have to pay full tuition fees.
- 2- Student joins from 1/1 till 15/3 have a discount 35% from tuition.
- 3- Student joins after 15/3 a discount of 65% from tuition.
- 4- Parents should pay full registration fees in all cases and there is no discount for registration fees and it is unrefundable.

4- General Policies:

1. All parents are kindly requested to adhere by the school financial policy and settle payments on the assigned due dates without delay.
2. The school reserves the right to reconsider/ reschedule payment timings in the case of payment delays or emergencies.
3. The school reserves the right to take all necessary legal actions in the case of non-conforming with this policy.

Financial Policy For Academic Year 2020-2021

4. The school reserves the right in case of not paying dues to cancel registration of students during the academic year and / or to renew the registration for the following year in the event that the fees are not paid. This applies even if the guardian paid the seat booking fees for the following year. This includes parents who pay the fees themselves and those who receive support directly from the agencies / companies employed by them, or through the educational voucher system.
5. The school reserves the right to change tuition fees for any stage according to the approvals obtained from the Ministry of Education.
6. Registered students must adhere to school attendance from the first day of school till last day.
7. If the student is absent for five days or more at the beginning or after the beginning of the academic year or during without informing the school in writing of the delay and obtaining the approval of the school administration to absentee, the school has the right to cancel registration and registration of another student. The parent is not entitled to recover or claim registration fees or re-registration fees in this case.
8. The parent is not entitled to oblige the school to re-enroll his children in the following school year unless he re-enrolls them during the period specified by the school administration and pays the fees for re-registration after paying the installments due for the full year.
9. The school reserves the right to refuse the re-registration of a particular student for the next academic year for reasons such as, examples limited to: student's academic performance and behaviour during the current year, the school's ability to address his/ her needs without Compromising the needs and/or safety of other students. In such cases, parents will be notified during the re-registration period, before the end of March.
10. It is not permissible to transfer registration fees paid from one student to another even if the other student is from the same family.
11. School transportation is not available.
12. Book fees are charged with the fees of the first semester on the first of September for the students.
13. Students must wear school uniforms since the beginning of the school year.
14. The school has the right to refrain from providing the parents with any certificates or reports about students or official papers for the student unless all the required school fees are paid.
15. For parents whose children school fees is settled by external parties: the school is not responsible about following up directly with companies or official entities that are responsible for payment of students' tuition. It is every parent's responsibility to follow up with his/ her employer or the official authority to provide the school with the necessary documents when payments are due, and without delay. Any delay will be the responsibility of the parent and he/ she will have to pay the due tuition fees in full in the case of inability to provide the required documents in due time.
16. In case the external party does not pay the tuition fees or reject payment, the parents are responsible to settle dues to the school and payments should be on dates specified in this policy.
17. Posted dated cheques will not be accepted more than two weeks after the check was issued.
18. Rejected cheques: Parents whose cheques have been unaccepted/ rejected from the bank must revert to the school and make their due payments in full within 2 days of being notified by the school with cheque rejection. In the case of failure to do so, the school has the right to re-present the cheque once more within a week's time. If the cheque is rejected for a second time, the school reserves the right to take appropriate legal action.
19. The number of students per class 25 may exceed this number in some classes if the school had to accommodate its students moving to the higher stages, brothers and children of employees.

Student Name:	Class:
Student Name:	Class:
Student Name:	Class:
Student Name:	Class:

Telephone (Father):	Name:	Work:
Telephone (Mother):		Work:

- Method of payment:
- 1- Parent
 - 2- Work through parent
 - 3- Coupons
 - 4- Direct transfer from work
 - 5- Others

Note:

Parent Name:

Signature: