



2025-2026

Parent & Student Handbook

International School for Medical Science & Engineering



www.ismeqatar.org



44999851





International School for Medical Science and Engineering (ISME)

STUDENT NAME

GRADE LEVEL

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MINISTRY OF EDUCATION AND HIGHER EDUCATION

CODE OF ETHICS

The Code of Ethics for private schools and kindergartens in the State of Qatar is founded on several key fundamental principles, Including the following:

Principle	Definition
National Identity	The characteristics and features of any society, derived from religion, history and culture, promote sense of belonging and patriotism among members of society.
Discipline	A set of behavioral rules for maintaining order in schools, according to the laws of the State of Qatar.
Professional Integration	The contribution of everyone to benefit and serve the interest of the school community and support the school's mission and objectives and avoid conflict of interest and respect for others autonomy.
Honesty and Sincerity	Education professionals need to love their work and create a conducive and safe environment at work for everyone and enhance accountability.
Transparency	Provide needed information to the relevant parties without bias for the good of public interest and appropriate decision making.
Equity	Treat everyone fairly and equally, without discrimination based on gender, religion, race, position, social or financial status.

MISSION

We provide academic excellence and character development, preparing students to compete, lead, and succeed in a global society. Through a rigorous American curriculum, focused on medical sciences, and engineering, while nurturing local customs and culture.

VISION

International School for Medical Science and Engineering (ISME) will be a premier multicultural institution *challenging* every student to develop essential skills and foster *inspirational* outstanding character while *empowering* teachers and students to lead and transform the global landscape and local environment for greater prosperity and good.

CORE VALUES

Respect: A commitment to have respect for everyone's ideas, thoughts and practices, as well as respect for individuals and school property.

Accountability: A commitment to hold yourself accountable for your actions and resolving challenges without placing blame on others.

Compassion: A commitment to show genuine care and concern for others.

Trust: A commitment to be loyal and reliable consistently to other individuals under all given circumstances.

Transparency: Honesty and equality in all interactions.

ACADEMIC CALENDAR 2025-2026

International School for Medical Science and Engineering (ISME) aligns its academic calendar in accordance with the calendar by the Ministry of Education and Higher Education for Private Schools.

AUGUST							1
S	M	T	W	T	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							

Meet and Greet (Parents Orientation)

SEPTEMBER							22
S	M	T	W	T	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					

OCTOBER							17
S	M	T	W	T	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		

PTC

NOVEMBER							21
S	M	T	W	T	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							

International Day

DECEMBER							13
S	M	T	W	T	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				

Qatar National Day

JANUARY							19
S	M	T	W	T	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	

PD Day

Family Fun Day

FEBRUARY							19
S	M	T	W	T	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	

1st Day of Ramadan

ISME Sports Day

PTC

MARCH							17
S	M	T	W	T	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					

Eid Al Fitr

APRIL							20
S	M	T	W	T	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			

SciTech Fair

MAY							17
S	M	T	W	T	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							

Eid Al Adha

JUNE							14
S	M	T	W	T	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					

Graduation Ceremonies

July							0
S	M	T	W	T	F	S	

Staff & Faculty Report on Aug 24		Students First Day of School: Aug 27	
Index	Standardized Tests Dates	School Events Dates	School Holidays Dates
	SAT Dates:	Meet & Greet: August 27	
		PTC 1: October 15 & 16	October 26-30
		PTC 2: February 25 & 26	Dec. 18
		ISME International Day: November 13	Dec. 21-Jan. 1st (Students start on Jan 5)
		ISME National Day: December 11	Feb. 10, April 8-9
		Family Fun Day: January 17	Eid Al-Fitr: March 17-22
		ISME Sports Day: February 5	Eid Al-Adha: May 25-28
		First Day of Ramadan February 17	
		Last Day of Ramadan March 18	
		SciTech Fair: April 23	
		Lower School Graduation: June 18	
		Upper School Graduation: June 18	
		Learn to Lead Graduation: June 11	
Last Day for Faculty: June 25		Last day for Students: June 18	

INTRODUCTION

This handbook contains guidelines for students to follow to succeed at the International School for Medical Science and Engineering (ISME). It outlines school policies, available resources expectations and consequences for all students, parents, and educators, fostering a shared commitment to academic and personal excellence. Please refer to the handbook as needed to answer questions related to the lower/upper school. Should you need additional information, do not hesitate to reach out to the administration office for further assistance. We are fully committed and dedicated to ensuring that every student has a great year. It is a promise that we will do our part to see that every student is successful and meets or exceeds their personal best.

SCHOOL HOURS

From Sunday through Wednesday, school begins at 7:00 a.m. and ends at 2:15 p.m. On Thursday, school starts at 7:00 a.m. and ends at 1:20 p.m. Should a student arrive after 7:00 a.m., please refer to the tardy procedure.

TARDY-LATE ARRIVAL

The school day begins at 7:00 a.m and a student is considered ‘tardy’ if she/he arrives at class after 7:00 a.m. Arriving late at school can lead to gaps in understanding and lower academic performance. Punctuality helps build responsibility, discipline, and ensures students get the most out of their education.

The Tardy procedure implemented for late arrivals is:

- A student who accumulates three tardies in a single week will be assigned and required to attend detention.
- Students who are repeatedly tardy will be assigned in-school suspension, and a parent meeting will be scheduled. The administration may impose additional consequences as needed.

DROP-OFF AND PICK-UP PROCEDURES

Drop Off – Upper/Lower School

- The entrance gate opens at 6:40 a.m. for students. **Parents/drivers CANNOT drop off students outside the gate.** All students must stay in their vehicles until security gives the approval to exit the vehicle
- Students are obliged to report immediately to their first block classes upon arrival.

Late Arrivals: Any student arriving after 7:00 a.m. is considered tardy.

Pickup Procedure – Upper/Lower School

- Parents/drivers picking up a student/s must follow the regular dismissal and pick up their child no later than 2:30 p.m.
- Students registered for WIN or participating in extracurricular activities such as after-school Clubs, Sports or Competitions must be picked no later than 3:00 pm.

Early Pickup Procedure– Upper/Lower School

To ensure a smooth early dismissal process, please follow these procedures:

- To change a student's regular daily dismissal routine, the parent/guardian must contact the reception before 12:00 p.m. (4499 9851) and email attendance@ismeqatar.org . The office staff will verify the students' information and communicate the pick-up change to the last period teacher to dismiss the student to the Reception Area, prepared to go home
- The Receptionist will communicate the information to the security at the gate.
- Parents/drivers picking up a student before 1:30 p.m. must park in the designated parking area (any pickup after 1:30 p.m. will follow the regular dismissal protocol).
- Parents/drivers must remain in their vehicles, and the security guard will escort the student(s) to their vehicle with the necessary documentation.

ABSENCES

Extended vacations are considered unexcused absences unless prior written approval is obtained from the school administration. Such approval will be granted on a case-by-case basis only when extenuating circumstances or academic justification is provided.

Absences must be communicated to the school by sending an email to attendance@ismeqatar.org . If an absence is due to a medical reason, a medical certificate must be submitted to attendance@ismeqatar.org within two days of the student's return; otherwise, the absence will be recorded as unexcused.

Unexcused Absence: For unexcused absence, the maximum grade a student can receive for any missed assessments due to the absence is 70. Truancy is considered an unexcused absence and will result in disciplinary action such as extracurricular activities.

Lower School students may not exceed **5 (five)** days of unexcused absences **per semester**. Accumulating more than 10 (ten) unexcused absences per year will result in the failure of the subject.

Upper School students may not exceed a total number of **5 (five)** days of unexcused absences **per semester**. Exceeding 5 (five) unexcused absences per semester will result in the student being ineligible to sit for the semester exams. If this results in a student failing, they will be required to repeat the subject the following year.

SCHOOL RULES

Restrooms: Students who are obligated to use the restroom frequently must obtain a medical note from a doctor. Students who need to use the restroom must receive a permission hall pass from the teacher.

Class Preparedness: Students must report to all classes on time with their assignments, textbooks, and necessary materials, and are obligated to complete all work in every class.

Class Tardies: Students are given five minutes between classes. An unexcused tardy is defined as arriving to class after the second bell and will be recorded as an unexcused tardy. Students that obtain frequent “unexcused tardies” will receive consequences according to the tardy procedure. When entering a class after it has started, please do so quietly to avoid disturbing other students.

Lunch Rules: Eating and drinking are **ONLY** permitted in the canteen.

Personal Property: Students are responsible for all items they bring to school and should not be left unattended. Valuables, cameras, large sums of cash, etc., are not to be brought to school.

Lost and Found: Students are responsible for retrieving their lost items from the lost and found station located in the assembly area. Unclaimed lost items will be donated on the last Thursday of each month.

***Note:** The school is not responsible or liable for lost, stolen, or confiscated items.*

ACADEMIC INFORMATION

Graduation Requirements

The Ministry of Education and Higher Education (MOEHE) has updated the high school diploma equivalency requirements for American schools. These changes took effect in the 2024 – 2025 academic year (See **Appendix A: Ministry Graduation Equivalency Requirements**).

According to Article 4 Circular 11, a high school student must take two External Exams to fulfil the Equivalency requirements for their high school diploma. Students fulfil this requirement by fulfilling ONE of the following:

- Enrolling in two (2) APs by grade 12 (score of 2 or above in the AP scores of 1-5) in two different subjects.
- Completed SAT 1 (with a minimum score of 400 in Math and 400 in English)
- Completed ACT with minimum score of 18.

To ensure all ISME graduates fulfill the above requirements and receive their high school diploma, we are mandating that students must fulfil one of the above requirements by the end of grade 11.

Grading and Testing Procedures

The school year is divided into two semesters: Semester 1 and Semester 2 consisting of 2 cycles each. **Semester 1** consists of Cycle 1 (C1) and Cycle 2 (C2); **Semester 2** consists of Cycle 3 (C3) and Cycle 4 (C4). Each cycle will include minor and major assessments. Cycle 2 and Cycle 4 will include a Cycle Test for lower school and a Semester Exam for upper school. Students will not sit for more than two tests per day. The end of cycle assessment dates are included in the syllabus for each course. Students will be notified a week in advance of minor assessments.

Upper School Final Grade Breakdown: Core & Elective Subjects

Core Subjects	SEMESTER 1			SEMESTER 2		
	C1	C2	Exam	C3	C4	Exam
	40%	40%	20%	40%	40%	20%
Electives	SEMESTER 1			SEMESTER 2		
	C1	C2		C3	C4	
	50%	50%		50%	50%	

Lower School Final Grade Breakdown: Core & Elective Subjects

Core Subjects and Electives	SEMESTER 1		SEMESTER 2	
	C1	C2	C3	C4
	50%	50%	50%	50%

Coursework Percentage Breakdown

Activity	Percent of Final Average
Major Assessments	35%
Minor Assessments	25%
Classwork Assignment	20%
Homework	10%
Class Preparedness	10%
TOTAL	100%

Grading Scale

Letter Grade	Numerical Grade	Grade Point
A	90-100	4.00
B	80-89	3.00
C	70-79	2.00
D	65-69	1.00
F	0-64	0.00

Advanced Placement Courses (AP)

At the International School for Medical Science and Engineering (ISME), we believe that all students should have the opportunity to enroll in academically challenging courses. Advanced Placement (AP) courses are considered college-level courses that may allow students to earn college credit. To succeed in an AP course, students must be organized, self-disciplined, and possess above average reading and writing skills. Their success will largely depend on their commitment to the AP course. The selection criteria for AP courses include the completion of prerequisites, recommendations from teachers, MAP Scores, and overall class performance and conduct. The College Board offers 40 AP (Advanced Placement) courses, and each year we offer courses based on students' needs/requests. This year AP courses offered at ISME are:

- AP Biology
- AP Calculus AB
- AP Chemistry
- AP Computer Science Principles
- AP English Language and Composition
- AP English Literature and Composition
- AP Physics
- AP Psychology
- AP Statistics

Note: In addition to the above AP courses, ISME students may also register for any AP as Self Study - Exam Only course.

Support for students

The International School for Medical Science and Engineering will provide resources to support students in Advanced Placement (AP) courses. Students may schedule time after class to meet with their AP teachers for additional assistance.

Advanced Placement Contract

An Advanced Placement contract must be signed after the two weeks of a course. Signing the AP contract signifies the student's commitment to the rigor of the course and acknowledges all the responsibilities it entails.

Enrollment in Multiple Advanced Placement Courses

If a student wishes to enroll in one or more Advanced Placement courses during a single academic year, written consent from the parent or guardian is required. Taking more than three AP courses is not recommended.

Student Expectations

Students enrolled in Advanced Placement (AP) courses must be highly motivated and willing to engage in outside reading, research, and writing, as well as complete supplemental work independently.

Certain courses require summer reading and/or writing assignments. Any student who fails to complete the required summer assignment by the teacher's deadline will automatically be removed from the AP course.

The pace and course material of the AP class is intensive, requiring greater effort and responsibility from students. As such, attendance is crucial. In the event of an absence, it is the student's responsibility to ensure any missed work is completed by the due date.

All students are strongly encouraged to take the AP final examination. Failure to do so will result in the student being charged the testing fee and losing AP credit.

Add/Drop AP Course Policy

- Students who wish to drop/add an AP course must do so within the first two weeks of the first semester.

- After the two-week period, no courses will be dropped or added unless a student's grade falls below an average of **85% by the end of Cycle 1**, and the teacher recommends the drop. In such cases, the course may be dropped, and the student will be responsible for paying the fee for returning the unused exam (\$40).
- For exam-only students, this policy is effective from the first day of College Board registration.
- All paid fees are non-refundable.

Grading Scale for AP Courses

Weighted GPA: AP (Advanced Placement) courses include a weighted Grade Point Average (GPA) as it considers the rigor of the courses and assigns a higher point value to the grades. While the **unweighted GPA** scale typically goes up to a maximum of 4.0, the **weighted GPA** maximum scale is 5.0.

The weights and grades received in AP courses will be as follows:

Grade	Regular Courses	Weighted Courses
A (90-100)	4	5
B (80-89)	3	4
C (70-79)	2	3
D (65-69)	1	2
F (to 64)	0	1

Advanced Placement (AP) Coursework Percentage Breakdown

Major Assessments	40%
Minor Assessments	25%
Classwork/Homework/Participation	15%
Lab/Projects	20%

Note: Inquiries about Advanced Placement (AP) should be directed to ap@ismeqatar.org

Behavior/Conduct

Conduct Grades: Conduct grades reflect ISME's Core Values of Respect, Responsibility, Compassion, and Trust.

The criteria for conduct grades are as follows:

CONDUCT GRADES	
E – Excellent	Consistently exhibits ISME’s Core Values.
S – Satisfactory	Mostly exhibits ISME’s Core Values.
U – Unsatisfactory	Rarely exhibit ISME’s Core Values to an acceptable degree.
P – Poor	Does not abide by ISME’s Core Values and requires constant reminders and warnings.

Class Preparedness Grading Rubric is a guide for evaluating how consistently and effectively a student comes to class ready to learn. It outlines clear criteria such as bringing required materials, completing homework, arriving on time, participating actively, and staying focused during lessons.

Class Preparedness Grading Rubric (Weekly Grade)					
	10-9	8.5-8	7.5	7-6.5	6-0
PUNCTUALITY	Present (Always on time. Arrives to the classroom within 2-3 minutes of the first bell.)	Present (Always on time. Arrives to the classroom within 3-5 minutes of the first bell.)	Present (On-time. Usually arrives to the classroom before the second bell.)	Present (Tardy unexcused. At times arrives to the classroom after the second bell.)	Present (Tardy unexcused. Mostly arrives at the classroom after the second bell.)
PREPARATION	Fully prepared for Class (Arrives with all necessary materials for class and is always	Prepared for class (Almost always brings all necessary material to class and is ready to work.)	Partially prepared for class (Often brings materials but occasionally needs to borrow.)	Not prepared for class (Seldom brings materials and/or is rarely ready to get to work.)	Not prepared for class (Never brings materials and/or is never ready to get to work.)

	ready to work.)				
ATTITUDE	Always respectful of his or herself, others, and teachers, demonstrating a positive attitude, and refraining from criticizing anyone else's ideas or work.	Often maintains a positive and respectful attitude towards peers and staff. Rarely critical of others' ideas or work.	occasionally demonstrates a positive attitude towards the task(s) and behaves respectfully.	Often critical of others' work or ideas. Rarely demonstrates respectful behavior.	Always critical of others' work or ideas. Does not behave in a respectful manner.
WORK HABITS	Always keeps the work area clean and organized.	Mostly keeps the work area clean and organized.	Often keeps the work area clean and organized.	Seldom keeps the work area clean and organized.	Never keeps the work area clean and organized.
TIME MANAGEMENT	Routinely uses class time effectively to ensure tasks are completed on time and never asks to adjust deadlines.	Often uses class time effectively, rarely misses deadlines.	Tends to procrastinate, does not utilize class time or the schedule provided to complete work.	Rarely uses class time effectively, does not meet deadlines, fails to submit work despite having	Never meets deadlines and fails to submit work despite having time in school and fails to submit work, despite the

				time in school despite extensions.	given extensions.
PROPER ATTIRE	Always in proper school uniform.	Usually in proper school uniform.	At times not in proper school uniform.	Mostly not in proper school uniform.	N/A

Promotion Standards

GRADE LEVEL	PROMOTION STANDARDS
All students from grades 5 – 12 must meet the International School for Medical Science and Engineering’s requirement of a 65 percent yearly average in the *Core Courses* and **sufficient attendance**	
5, 6, 7, & 8	- To be promoted to the next grade level, all students from grades 5 - 8 must pass three **Core Courses which include English, Mathematics, and either Science or Social Studies. - If a student fails both English AND Mathematics, along with another core course, he/she will not be promoted to the next grade and must repeat the year.
9, 10, 11 & 12	- To be promoted to the next grade level, all students from grades 9 - 12 must pass five Core Courses which include English, Mathematics, and either Science or Social Studies as well as Arabic and Islamic Studies. - Individual course credit is earned with a passing grade of 65% or above and *sufficient attendance* - All students must earn a minimum of 26 credits to graduate from high school. - If a student fails **3 out of 5 core courses, they will repeat the same grade level the following year.

***Core Courses* for Grades 5-8:** English, Mathematics, Science and Social Studies.

***Core Courses* Grades 9-12:** English, Mathematics, Science, Social Studies, Arabic and Islamic Studies.

****Sufficient attendance**:** A student's total number of unexcused absences cannot exceed 10% of class meetings. (Middle school calculations are based on a full academic year, while high school calculations are based on per semester.)

Academic Achievement

Class Ranking

Seniors' ranking is determined by including all coursework completed since their junior year at the International School for Medical Science and Engineering. Class Ranking will be generated by the third week of January of their senior year and will comprise of the mid-year report posted on the transcript. Each year, the final class rank of graduating seniors will be available on the student transcript at the end of the second semester of their final year.

Students Name on the Final Diploma

The name on the school's diploma will match the student's name on his/her Qatar ID. Parents must ensure that their child's name on the Qatar ID matches the information on their passport. Any changes to the Qatar ID must be communicated to the Admissions Office as soon as possible or by grade 11 to admission@ismeqatar.org.

Valedictorian, Salutatorian and Honor student Requirements

The student with the highest GPA will receive valedictorian honors, while the student with the second-highest GPA will be recognized as salutatorian.

- The top five percent of the graduating class will be designated as graduating with Highest Honors.
- The next highest ten percent of the graduating class will be designated as graduating with Honors.

To be eligible for all recognition, a student must:

- Be enrolled in the school since the first day of school in their junior year.
- Maintain an average of at least 'B' in all courses.
- Maintained a leadership role (Not with weekly behavior report or/and behavior contract).

Late Work Policy

Students can make-up missed assessments and receive full marks only if their absence is considered excused (medical certificate/documentation of a family emergency, or a note from a parent). The maximum grade a student can receive for assessment(s) missed due to an **unexcused** absence is 70. Students are responsible for making up the assessments within one week of their return.

Middle School: Late homework/classwork

Students with missing work will stay during recess to complete their assignments with the subject teacher. If the student does not finish the work during recess, he/she will remain after school, and parents will be informed. If the student submits the work on the same day (during lunch break or after school), there will be no grade deduction. However, if work is submitted the next day, they will receive a 10% deduction, and a grade of 0 will be given if the work is not submitted at all.

High School: Late homework/classwork

Students with missing work will stay after school to complete their assignments. If students complete their work the same day after school, there will be 10 % grade deduction. If they do not submit their work on the same day and submit it by the next lesson, a 20% grade deduction will be applied. If work is not submitted by the next lesson, a grade of 0 will be assigned.

Academic Dishonesty: is defined as any behavior that results in, or may result, a student or any other student gaining an unfair advantage in one or more assessment components. This includes, but is not limited to, the following:

- **Cheating:** Using resources that are not permitted during tests, quizzes, or assignments, and activities, such as unauthorized notes, papers, books, or other information. **Note:** A Student caught cheating will receive a grade of zero (0).
- **Plagiarism:** Presenting the ideas or work of another person as one's own.
- **Collusion:** Sharing questions or notes with peers regarding test, project, etc., or permitting another student to copy or submit one's work as their own for assessment.
- **Duplication of work:** Submitting the same work for different assessment components.

Misconduct: Refers to any behavior that provides an unfair advantage to a student or affects the outcomes of other students.

- **Fair Use:** A limitation and exception to the exclusive rights granted by copyright law to the author of creative work.

- **Copyright:** Legal rights established by the laws of a country, which grants the creator of original work exclusive rights to its use and distribution, typically for a limited time, with the intention of enabling the creator to receive compensation for their intellectual effort.

***Note:** Students found in possession of a cellular phone, smart watch, headphones or any electronic communication device during any assessments (cycle tests, chapter tests, exams, etc.) will receive a grade of zero (0).*

WIN (What I Need) Program

Purpose: What I need (WIN) provides extra help for students in need of individualized instruction and small group support in all subjects. Students enrolled in the WIN after-school program must report to their designated subject class immediately after being dismissed from their last period. Two unexcused absences will result in the students' removal from the program.

Internet/Digital Resources Acceptable Use Policy

All students must adhere to the acceptable use policies while utilizing digital resources (See **Appendix B: Student IPAD Usage Policy**). Violations of this agreement will result in disciplinary action.

Electronic Devices Policy: Cellular phones, smart watches, and all electronic devices are strictly prohibited on school premises during school hours, from 6:40 a.m. to 2:15 p.m.

Based on a Ministry cellphone use update, students will not be able to have their phones during school hours. Students must submit their phones to the administration upon arrival at the school premises. Students will collect their phones during dismissal.

Refusing to turn over a cellular phone or electronic device to a faculty or staff member will result in consequences in accordance with the school's disciplinary procedures.

Repetition of this violation may result in the mobile phone being confiscated until the end of the term. The consequences of such violation are as follows:

1st incident: The phone will be confiscated until the end of the school day, and parents will be notified.

2nd incident: The phone will be confiscated for 5 days. Parents will be notified, and it must be collected by parents from the school administration.

3rd incident: The phone will be confiscated until the end of the term. Parents will be notified, and it must be collected by parents from the school administration.

In case of an emergency during school hours, students may use the school phone located at the reception.

Note: If a student needs to make an emergency call during the day, they will be sent to reception.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities are an integral part of the educational program at the International School for Medical Science and Engineering. These activities are meant to enhance the overall educational experience, help students broaden their interests and talents, learn teamwork and leadership, and foster school spirit. Students can participate in a wide variety of social, service, and athletic programs. To ensure students succeed both academically and in extracurricular programs, eligibility guidelines must be followed to balance both responsibilities effectively.

Student Eligibility for School Activities/Athletics/Extracurricular

Students must exhibit exemplary behavior to be eligible to participate in any school-sponsored activity. At ISME, students are an extension and reflection of our Code of Conduct and Ethics.

The following criteria will be followed for participation:

Academic Eligibility: Students must maintain academic standards to represent a school in any extracurricular activity. Any student with failing grades on a report card or missing work will be academically ineligible to participate in activities.

Attendance Eligibility: Students must be present the entire school day to participate in or attend any after-school activities, including sports activities.

Conduct Eligibility: A student who receives a “Poor or unsatisfactory” conduct grade or is on a **Behavioral Contract**, will be **Conduct Ineligible**. *(Please see the Merit and Demerit Procedure for specific details of this criterion).*

Physical Requirements: To participate in sports, a valid **physical report** must be submitted prior to joining the activity.

Parents/Teachers’ Consent: To participate in activities or athletics during the school day, students must obtain consent from teachers and parents. Consent Forms must be submitted by the specified deadline to; failure to do so will result in ineligibility.

Honor Roll and Student Officers

School Honors: At the end of each grading cycle, students achieving All A's (Honor Roll) or All A's and one B (High Achiever) will be recognized during Cycle Awards.

Student Officers include positions such as class representatives, senior office holders, (including Club Officers) either voted in by the student body or appointed by administration.

Eligibility for Honor Roll and Student Officers

- In line with school policy, students must meet the following requirements to qualify for school honors and student officer positions.
- Students must not be on a **Behavioral Contract** or **Conduct Ineligible**, (Conduct Grade must not be lower than “Satisfactory”. Note that the Homeroom conduct grade will affect eligibility to receive honors or run for office)
- Attendance policy must be met

FIRE DRILLS AND EVACUATION PROCEDURES

An emergency evacuation map is posted in each classroom and throughout all school facilities. At the start of each school year, teachers will review the evacuation plan with students. When the fire alarm sounds, students are expected to walk silently and quickly in single file to the nearest exit and proceed to the designated assembly point. It is crucial that students remain with their class until further instructions are given. In the event a student becomes separated from their class, they must immediately inform the nearest faculty/staff member and proceed to the assembly point to rejoin their group. Students will only re-enter the building once their teachers instruct them to do so, and upon returning, they must go directly to their scheduled class. Silence is required throughout the fire drill process, and any student failing to follow the evacuation procedures will face disciplinary action.

PARENT COMMUNICATION

Parent involvement and communication are essential for fostering excellence and growth in our students. It is important to check RenWeb on a regular basis to monitor your child's progress. Should any issues or concerns arise, and conferences are necessary, the following steps will be taken to promote a positive resolution:

Academics Communication:

- **First step:** If the issue at hand has not been resolved, email the subject teacher with your concern.

- **Second step:** If the issue continues to be a concern after step one, for academics, email the Vice Principal for Academic Affairs at mtimimi@ismeqatar.org for further assistance.
- For non-academic issues, contact the Vice Principal for Student Affairs at fmohammad@ismeqatar.org for further assistance.

Document Request:

- For student document requests, visit ISME website www.ismeqatar.org under parent dropdown menu, select student document request and complete the form.
- For more inquiries related to admissions, email admissions@ismeqatar.org

Finance Communication:

- Any inquiries related to finance should be communicated directly to the Office of Finance at finance@ismeqatar.org

MEDIA USAGE

It is prohibited to share photographs and video clips of students, teachers or administrators, or any school events or occasions on social media sites (including Facebook, Twitter, Instagram, TikTok, Snapchat, Telegram) through electronic newsletters, chat rooms, WhatsApp, YouTube and any other online platforms that permit users to share information with others in a contemporaneous manner, unless written permission is obtained from school management.

***Note:** Qatar has strict laws prohibiting the use of social media for defamation, liable, and derogatory information. Any violator may be subject to legal liability.*

School Events and Classroom Activities

Throughout the year, the International School for Medical Science and Engineering promotes various internal and external events, as well as classroom activities, through online platforms and print media. If parents wish for their children not to be included in school photos, parents should notify the Vice Principal for Administrative Affairs at hallaf@ismeqatar.org

STUDENT DRESS AND GROOMING CODE

A student's dress and grooming play a significant role in shaping their attitude, behavior, and academic performance. To support this philosophy, the following guidelines and rules will be strictly enforced throughout the school year.

Student Dress Code

The following is the Dress Code that must be adhered to by all ISME students:

Lower School

LOWER SCHOOL	
BOYS	GIRLS
<u>Shirt and Trousers</u> • Shirt-Blue color, long or short sleeves with school logo • Trousers-Navy Blue • Closed toed shoes • White under shirt ONLY <u>Physical Education (PE):</u> • Sports Trouser (Tracksuit Pants)/Shorts with Piping • Athletic shoes <u>STEAM Labs:</u> • PPE – Personal Protective Equipment (Lab Coats with school logo, Goggles, Gloves etc.)	<u>Shirt and Trousers/Skirt</u> • Shirt-Blue color, long or short sleeves with school logo • Trousers/Skirt (to the Ankle)-Navy Blue Slacks (Jeans NOT allowed) • Closed toed shoes • White under shirt ONLY Hijab-Only colors allowed for hijabs: Plain Navy, Plain White, and Plain Black <u>Physical Education (PE):</u> • Sports Trouser (Tracksuit Pants) • Athletic shoes. <u>STEAM Labs:</u> • PPE – Personal Protective Equipment (Lab Coat with school logo, Goggles, Gloves etc.)

Upper School

UPPER SCHOOL	
BOYS	GIRLS
<u>Shirt and Trousers</u> • Shirt-White color, long or short sleeves with school logo • Trouser-Navy Blue (Jeans NOT allowed) • Closed toed shoes • White under shirt ONLY	<u>Shirt and Trousers/Skirt</u> • Shirt-White color, long or short sleeves with school logo • Trouser/Skirt (to the Ankle)-Navy Blue (Jeans NOT allowed) • Closed toed shoes • White under shirt ONLY

<u>Physical Education (PE):</u> • Sports Trouser (Tracksuit Pants)/Shorts with Piping • Athletic shoes. <u>STEAM Labs:</u> • PPE – Personal Protective Equipment (Lab Coats with school logo, Goggles, Gloves etc.)	Hijab-Only colors allowed for hijabs: Plain Navy, Plain White, and Plain Black <u>Physical Education (PE):</u> • Sports Trouser (Tracksuit Pants) • Athletic shoes. <u>STEAM Labs:</u> • PPE – Personal Protective Equipment (Lab Coats with school logo, Goggles, Gloves etc.)
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***Note:** Students who do not adhere to the dress code policy will be sent to the reception to contact parents to bring the school uniform within 2hrs.*

Maintaining a consistent dress code fosters a sense of discipline and structure, which can positively influence students' focus, self-esteem, and sense of accountability within the school environment. (Jeans are NOT allowed)

Non-Uniform Day Dress Code

Non-uniform days offer a wonderful opportunity for students to express their individuality and personal style. However, to maintain a respectful and conducive learning environment, students must adhere to the following dress code guidelines.

Students may not wear apparel that depicts:

- Inappropriate slogans or Obscene language
- Alcohol or tobacco products
- Drugs
- Themes that promote hate and/or violence and Gore - Death Blood

Students must not wear the following:

BOYS	GIRLS
• Sloppy or torn clothing and/or sagging pants • Muscle shirts without a sleeved shirt • Gang related clothing	• Form fitting clothes including spandex pants or tight leggings • Tank tops/spaghetti-strap tops, halter tops, knotted shirts, and/or tops that expose the

• Undergarments as outerwear or undergarments that can be seen • No onesie • Senior jackets for non-seniors	• midriff shirts, provocative/revealing shirts, jersey dresses, fish-net, or see-through clothing and bedtime attire • Shorts, short dresses or short skirts (must be below the knee) • High heel shoes-flip flop shoes-crocs • Senior jackets for non-seniors
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Note: Hoodies what should not cover the head.

Cultural Attire is not permitted unless explicitly specified as allowable within the theme of the Non-Uniform Day.

The Following Accessories Are Not Permissible:

BOYS	GIRLS
• Hats, caps, bandanas, sweat bands, skull caps, dew rags, etc. • Towels (or rags) hanging from pockets, shoulders, or neck • Earrings on boys • Visible body piercing, visible tattoos, nose rings, tongue rings, studs or piercing on school campus or at school-sponsored activities • Jewelry or artifacts that are distracting • Spiked bracelets or belts or any attire that could be used as a weapon	• Hats, caps, hair rollers, hair curlers, plastic hair bags, hair nets • Makeup-colored eye shadow-long nails, nail polish on their nails • Long dandling earring or more than 1 earring • Visible body piercing, visible tattoos, nose rings, tongue rings, studs or piercing on school campus or at school-sponsored activities • Jewelry or artifacts that are distracting • Spiked bracelets or belts or any attire that could be used as a weapon • Ankle bracelets

Grooming Code

A student's hair must always be kept clean and tidy.

For boys who have beards and mustaches they must be neatly groomed.

Students will not be allowed to attend class wearing a hair style that is distracting to the learning environment such as (but not limited to):

- Hairstyles should maintain a moderate appearance and avoid extremes, including but not limited to Mohawks, large afros, shaved patterns, and overly styled or braided hair.
- Students must maintain their hair in its natural color, and the use of dyes or highlights is not permitted. Non-standard hair colors, bright colored hair (red, purple, blue, yellow, etc.)
- Spiked hair
- Ponytails or buns (applies only to boys)
- Asymmetrical hairstyles, such as bald shave on one side and hair on other side
- Hair length should not exceed two inches (applies only to boys)
- For all male students, hair should be kept clean, out of the eyes, and above the collar.
- The fringe/bangs when straightened or combed down must not hang in the eyes.

Note: The determination of the appropriateness of the student dress and grooming shall rest with the administration. This dress and grooming code is subject to change in response to evolving styles and trends, ensuring that all attire remains appropriate for the school setting.

STUDENT DISCIPLINE: REWARDS AND CONSEQUENCES

The disciplinary program is designed to cultivate a positive learning environment for students by establishing clear, consistent standards and corresponding disciplinary consequences. This framework aims to promote accountability and responsibility, ensuring that all students can thrive academically and socially. The school reserves the right to modify this program, as necessary to enhance its effectiveness in achieving the school's goals for student safety and academic success.

Positive Behavior Rewards

Our aim at ISME is to promote and reward positive behavior among students. Throughout the year, students will have the opportunity to earn merits, which can lead to a variety of rewards and recognition. These merits could also contribute to a student receiving a **Citizenship Award** at the end of each cycle.

ACTIONS	MERITS EARNED	REWARDS
1. Leadership – Demonstrates initiative, guides others positively, and sets a good example. (3 Merits) 2. Respect – Consistently respectful to teachers, staff, and peers. (3 Merits)	10-17 Merits Earned	Classroom Rewards
3. Integrity – Honest, trustworthy, and adheres to school values even when no one is watching. (3 Merits) 4. Helpfulness – Willingly assists classmates, staff, and contributes to a positive school environment. (2 Merits) 5. Conflict Resolution – Handles disagreements calmly and respectfully; helps resolve peer conflicts peacefully. (2 Merits)	18-24 Merits Earned	Classroom Rewards
6. Proactiveness – Takes initiative without being asked; identifies and solves problems responsibly. (2 Merits) 7. Responsibility – Completes tasks on time, is prepared for class, and owns up to actions. (1 Merit) 8. Teamwork – Works cooperatively with others and supports group goals. (1 Merit) 9. Kindness – Treats others with compassion and empathy. (1 Merit) 10. Positive Attitude – Maintains an optimistic outlook and encourages others. (1 Merit)	25+ Merits Earned	End-of-cycle Merit Trip

Student Behavior and Accountability Guidelines

Students who violate school rules and procedures will face disciplinary action from their teachers and/or the administration. Such disciplinary measures may include, but are not limited to, a verbal warning, a written warning, lunch or after school detention, conference with parents, weekly behavior report, in/out-of-school suspension, and the establishment of a behavioral contract.

In cases of severe or repeated disruptive or dangerous behavior, the administration may recommend alternative school placement, long-term suspension, or expulsion as necessary measures to ensure the safety and well-being of all students.

Student Behavioral Contracts

Students placed on a behavioral contract by the administration will lose eligibility for certain privileges and extracurricular activities. Additionally, any further misconduct while on a behavioral contract may lead to a recommendation for alternative school placement, long-term suspension, or expulsion.

School Detention

Students assigned to detention must report to the designated staff member or assigned classroom after school, where they will work under the guidance of their subject teachers. Specific tasks related to misbehavior that resulted in detention may also be assigned. Students are responsible for being on time to avoid any further sanctions.

Offences and Consequences:

In addition to the specified consequences outlined, the administration may implement a range of corrective actions, which may include, but not limited to, written assignments, community service, counseling sessions, and exclusion from classes or activities.

The offences are divided into three phases.

Phase 1 offences

Phase 1 offences include minor incidents that occur during the school day. All incidents will be recorded on RenWeb.

OFFENCES	NUMBER OF DEMERITS
Unprepared for class	1 Demerit
Chewing gum, eating in class	1 Demerit

Minor Class disruptions such as but not limited to: ○ Talking without permission ○ Violating classroom rules ○ Irrelevant remarks ○ Walking around without permission ○ Throwing papers ○ Making inappropriate noises ○ Not following instructions	2 Demerits
Mobile phones and electronic use (including smartwatch)	3 Demerits in addition to the above-mentioned consequences*
Not following instructions while using school transportation or during school hours	2 Demerits

Phase 2 Offences

Phase 2 offenses will be escalated to the Administration for further review. Students accumulating more than 40 demerits may face potential loss of reenrollment, contingent upon the severity of the offense. All incidents will be meticulously investigated and documented by teachers and school staff to ensure transparency and accountability.

OFFENCES	VALUES
Undermines local values, customs, or ethical standards, including disregard for privacy, modesty, or appropriate conduct.	7 Demerits
Improper language/profanity (verbal, written, or electronic)	7 Demerits
Skippping Class while in school	7 Demerits
Failure to follow safety instructions in the School Laboratories, Library, or Auditorium.	7 Demerits
Stealing/Theft	12 Demerits
Fights in School -This includes any physical or verbal altercation that disrupts the learning environment or threatens safety. Physical fights involve actions such as hitting, pushing, or kicking, while verbal fights	12 Demerits

involve screaming, shouting, insults, or aggressive language. All fights will be investigated.	
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Phase 3 Offences

Phase 3 offenses are classified as serious infractions by the administration. These offenses encompass, but are not limited to, the examples listed below. Students who accumulate more than 40 demerits may face suspension and potential loss of reenrollment, contingent upon the severity of the offense. All incidents will be thoroughly documented by teachers and school staff to ensure accurate record-keeping and appropriate action.

***Note:** Age and grade level will be taken into consideration during investigations*

OFFENCES	VALUES
Destruction of property (e.g., writing on walls or desks, electronic devices, equipment, etc.)	12 Demerits
Disrespectful Behavior (e.g. Any form of disrespect toward teachers, staff, peers, or the school environment. This includes rude language or gestures, ignoring instructions, disrupting lessons)	12 Demerits
Tobacco (including electronic cigarettes) • Being in the possession of • Using while on school premises • Smell like • Selling or distributing	20 Demerits
Bullying Offence (All forms of bullying incidents will be investigated) • Verbal bullying (teasing, name calling, taunting, threatening, inappropriate comments) • Social Bullying (embarrassing someone in public, spreading rumors, aggressively ignoring someone) • Cyber bullying (Using social media to attack someone's character and integrity by spreading	12 Demerits

rumors and inappropriate pictures and language, racist remarks etc.) • Physical bullying (Hurting someone by punching, kicking, spitting, pushing, tripping, inappropriate gestures, birthday punches, pinching, throwing objects at others etc.).	
Committing Arson	20 Demerits
Robbery (physical force to take something)	
Extortion, coercion or blackmail	
Indecent exposure	
Setting off the fire alarm	
Unwelcome physical, verbal, or written advances, whether in person, on paper, or through electronic means- Could be considered sexual harassment.	
Retaliation Against a School Employee • Verbal retaliation (e.g., threats, insults, or abusive language) • Physical retaliation (e.g., hitting, pushing, or any form of physical aggression)	20 Demerits. Physical retaliation may result in immediate suspension and referral to the authorities.
Defamation	20 Demerits Consequences as determined by school administration
Physical fighting with malicious intent	20 Demerits-Immediate suspension
Drugs or Alcohol Possession, exhibits threatening behavior, use of any type	40 Demerits Immediate suspension and referral to the authorities.
Weapons Possession, exhibits threatening behavior, use of any type	40 Demerits Immediate suspension and referral to the authorities.
Terrorist or bomb threats	40 Demerits

	Immediate suspension and referral to the authorities.
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***Note:** Demerits may reset at the end of each grading period at the administration's discretion, based on improved behavior and academic effort.*

Demerit Accumulation Consequences

DEMERITS EARNED	CONSEQUENCE
7-12 Demerits	• Refer to Social Worker • Parent/guardian notification • 1 day In School Suspension (ISS) • Consequences as determined by school administration
13-20 Demerits	• Refer to Social Worker • Parent/guardian notification • Behavior contract and meeting with student, parent, and Social Worker • 1-3 days In School Suspension (ISS) • Consequences as determined by school administration
21-30 Demerits	• Parent/guardian notification • Behavior contract and meeting with student, parent, and Social Worker • 1-3 days Out of School Suspension (OSS) • Consequences as determined by school administration
31-40 demerits	• Parent/guardian notification • Meeting with student, parent, and Social Worker • Consequences as determined by school administration • Out of School Suspension (OSS)

APPENDICES

Appendix A: Ministry Graduation Equivalency Requirements



وزارة التربية والتعليم والتعليم العالي
Ministry of Education and Higher Education
دولة قطر • State of Qatar



المحترمون

السادة / مديري ومديرات المدارس الخاصة الثانوية

تحية طيبة وبعد

الموضوع: اعتماد النسب المئوية المكافئة لدرجات الاختبارات الخارجية

اختبار (SAT1) ، اختبار (ACT) ، اختبار (AP) ضمن شروط وضوابط معادلة

"High School Diploma" دبلوم الشهادة الثانوية

يهديكم قطاع شؤون التقييم بوزارة التربية والتعليم والتعليم العالي أطيب التحيات، و يثمن جهودكم المبذولة في سبيل الارتقاء بجودة التعليم ومخرجاته ، وحرصكم الدائم على مصلحة أبنائنا الطلبة.

إشارة إلى المادة رقم (4) من القرار الوزاري رقم (11) لسنة 2021 والمتضمنة لشروط وضوابط معادلة شهادة الصف الثاني عشر في المدارس الخاصة التي تطبق اختبارات مدرسية غير معتمدة من المنظمات الدولية ومجالس الاختبارات الدولية المعترف بها من قبل وزارة التربية والتعليم والتعليم العالي في دولة قطر، و استناداً إلى الكتاب رقم (236-2023) الصادر من قطاع شؤون التقييم للمدارس الخاصة المعنية بشأن " شروط معادلة "دبلوم الشهادة الثانوية High School Diploma"، و بعد الموافقة على اعتماد اختبار ACT ضمن الاختبارات الخارجية المعتمدة في شروط وضوابط معادلة "دبلوم الشهادة الثانوية High School Diploma"،

و ضمن إطار الاجراءات التي تتخذها الوزارة للحفاظ على جودة المخرجات التعليمية في الأنظمة التعليمية في المدارس الخاصة في دولة قطر من خلال تطبيق الأسس والمعايير الدولية، بما يتماشى مع مستوى الطلبة في الدولة و بما يضمن تكافؤ الفرص بين الطلبة في مختلف الأنظمة التعليمية، و تحقيقاً لمقتضيات المصلحة العامة و مراعاة لمصلحة أبنائنا الطلبة،

فإننا نفيديكم علماً بأنه قد تقرر اعتماد النسب المئوية المكافئة لدرجات الاختبارات الخارجية اختبار (SAT1) ، اختبار (ACT) اختبار (AP) ضمن شروط وضوابط معادلة "دبلوم الشهادة الثانوية High School Diploma"، و إدخالها إلى حيز التنفيذ الفعلي لمعادلة الشهادات المدرسية اعتباراً من العام الدراسي الحالي 2024-2025. وهي على النحو التالي :



فخري

أولاً: النسب المئوية المكافئة لدرجات اختبار SAT1 وفقاً للآلية الموضحة في الجدول التالي :

فئة الدرجة	فئة النسبة المئوية	قاعدة تحويل درجة SAT1 إلى نسبة مئوية
1300 – 800	90 – 65	النسبة = الدرجة x 0.05 + 25
1500 – 1310	99 – 90.45	النسبة = الدرجة x 0.045 + 31.5
1600 – 1510	100	النسبة = 100

ثانياً: النسب المئوية المكافئة لدرجات اختبار ACT :

النسبة المئوية المكافئة لكل درجة في اختبار ACT									فئة الدرجة	
26	25	24	23	22	21	20	19	18	18 إلى 26	
%90	%86	%83	%80	%77	%74	%71	%68	%65		
36	35	34	33	32	31	30	29	28	27	27 إلى 36
%100	99 %	%98	97 %	%96	95 %	%94	93 %	%92	91 %	

ثالثاً: الموافقة على تعديل الحد الأدنى للنجاح في اختبارات مواد AP إلى درجة (2) بدلاً من درجة (3) ،

واعتماد النسب المئوية المكافئة لتحويل درجة اختبارات مواد AP وفقاً لما يلي :

الدرجة في اختبار AP	2	3	4	5
النسبة المئوية المكافئة	% 65	% 85	% 93	% 100



(Handwritten signature)



ختاماً ، نود التأكيد على ما يلي :

- سيتم احتساب نسبة من محصلة نتيجة الطالب في الاختبارات الخارجية الدولية المعتمدة ضمن شروط وضوابط معادلة "دبلوم الشهادة الثانوية High School Diploma" (IGCSE/AS , IB , AP , SAT 1 , ACT).
- بالإضافة إلى نسبة من نتيجة الطالب في كشف الدرجات النهائي الصادر من المدرسة وذلك عند احتساب المعدل النهائي للطالب في قرار معادلة "دبلوم الشهادة الثانوية High School Diploma" وذلك على النحو التالي :
 - 75% من المعدل التراكمي ((CGPA)) للطالب في كشف الدرجات النهائي المدرسي.
 - 25% من محصلة درجة الطالب في الاختبارات الخارجية المشار لها أعلاه.

وتفضلوا بقبول فائق الاحترام والتقدير

خالد عبدالله الحرقان

وكيل الوزارة المساعد لشؤون التقييم

نسخة:

- مكتب سعادة الوزير
- مكتب سعادة الوكيل
- السيد / وكيل الوزارة المساعد لشؤون التعليم الخاص
- السيد / مدير إدارة مركز معلومات الطلبة



Appendix B: Student IPAD Usage Policy



INTERNATIONAL SCHOOL FOR MEDICAL SCIENCE AND ENGINEERING

STUDENT IPAD USAGE POLICY

International School for Medical Science and Engineering has developed IT Policies and Procedures to provide clear guidelines and expectations aligned with an established mission of providing users with the best resources possible to educate every student.

Purpose: The purpose of this policy is to outline the acceptable use of the device (iPad) and network-related systems within ISME. These rules are in place to protect the students of ISME from inappropriate use, improper planning, and disregard of these procedures exposes ISME to risks.

Ownership and Management

- The iPads issued to students are the property of ISME.
- The devices are managed by the IT department, which is responsible for maintenance, updates, and support.
- Students will only receive their iPads after they have paid or cleared the first semester's tuition fees, including the registration fees.

Student Accountability for iPad Care and Repairs

- Students and their parents/guardians are responsible for the care and proper use of the iPads.
- Students are required to purchase a durable cover for their iPad. Failure to do so will result in the student being fully responsible for any damage that occurs due to lack of care and not having a protective cover.
- **Any damage to the device, whether accidental or intentional, will result in a fee.** The cost of repairs or replacement will be assessed based on the extent of the damage and in accordance with the school's policy, as outlined below:
 - The school is responsible for all software maintenance. However, if the device sustains any damage requiring hardware repairs, the student will be responsible for covering the associated costs of outsourced repair services.
 - **For devices damaged beyond repair:** The school will apply a 25% depreciation rate per year based on the original purchase price of the iPad when determining the replacement cost. Parents are required to pay the adjusted amount according to this calculation.
 - **For lost devices:** The student will be responsible for covering the full **original purchase price** of the iPad.

Usage Guidelines

- The iPads are to be used for educational purposes only, in accordance with school policies.
- Students must adhere to the school's acceptable use policy while using the iPads.
- Do not leave the device in a car overnight.
- Keep your device away from food and drink.
- Do not place stickers on the device's casing.

Reporting iPad Issues

- Any issues or malfunctions with the iPads should be reported to the IT department immediately for assessment and repair.

Return of iPad

Students must return the iPad in good condition at the end of the school year or upon withdrawal from school. Failure to do so may result in additional charges. For details on potential costs related to damage or loss of the device, please refer back to the section on **Student Accountability for iPad Care and Repairs**.

By signing below, you acknowledge that you have read and understood the Student iPad Usage Policy and agree to the terms outlined herein. This form must be returned prior to the issuance of the device.

As the parent/guardian of _____, I acknowledge that I have read the Terms and Conditions of the International School for Medical Science and Engineering Acceptable Use Policy. I understand that this device is intended for educational purposes. While some materials available on telecommunications networks may be objectionable, I accept responsibility for guiding my child's network use by setting and conveying appropriate standards for selecting, sharing, and exploring information and media.

I understand that this permission will be in effect for the duration of my student's education experience at this school.

Parent or Guardian

Name _____

QID No: _____

Date: _____

Signature: _____



STUDENT/PARENT ACKNOWLEDGEMENT FORM

Dear Parent,

Effective School research informs us that a safe, orderly school is essential to student learning. The importance of that kind of environment has been of long-standing value for this school. That environment promotes a positive school climate and high expectations for both behavior and learning.

This handbook is published to outline these expectations. We want to protect the rights of all students to ensure a safe, orderly and educationally efficient environment. Following these guidelines promote an effective teaching and learning environment where students, teachers, and staff can perform at their best. We must work together to ensure that the school is free from disruptive behavior and promote disciplinary actions that encourage the individual to excel.

We solicit your commitment to these guidelines that support learning excellence and create cooperation in a partnership, which provides the best possible learning environment for your child.

Your signature is required to acknowledge that you have read and understand the Student & Parent Handbook.

My signature indicates that I read the Academic Policy, the School's Discipline Management Policies, Student Code of Conduct, Attendance Policy, Arrival/Dismissal Policy, Tardy Policy, Students Dress & Grooming Code, Cellular Phones and Electronic Devices Policy and all the School Policies listed in the Student/Parent Handbook.

Student Name

Student Signature

Date

Parent/Guardian Name

Parent/Guardian Signature

Date