



2026-2027

Parent & Student Handbook

International School for Medical Science & Engineering



www.ismeqatar.org



44999851



International School for Medical Science and Engineering (ISME)

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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 science 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 2026-2027

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.

Reviewed with Pending Approval
April 2026



International School for Medical Science and Engineering
2026-2027 Calendar

AUGUST							2
S	M	T	W	T	F	S	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	4	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				

Qatar National Day

OCTOBER							16
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							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						

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							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	
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							

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							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				

Graduation Ceremonies

July							0
S	M	T	W	T	F	S	

Staff & Faculty Report on Aug 23		Students First Day of School: Aug 30	
Index	Standardized Tests Dates	School Events Dates	School Holidays Dates
Staff and Faculty In-service Last Day for Employees First/Last Day for Students Standardized Tests Semester/Cycle Exams End of Grading Cycle School Holidays School Events Parent Teacher Conference First/Last Day of Ramadan	SAT Dates: Aug 22	Meet & Greet: August 26 PTC 1: October 14 & 15 PTC 2: February 24 & 25 ISME International Day: November 13 ISME National Day: December 11 Family Fun Day: January 17 ISME Sports Day: February 5 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	October 26-30 Dec. 18 Dec. 28-Jan. 8 (Students start on Jan 12) Feb. 10 Eid Al-Fitr: March 17-22 Eid Al-Adha: May 25-28
Last Day for Faculty: June 24		Last day for Students: June 17	
Total School Days: 181			

INTRODUCTION

This handbook provides students and families with the policies, expectations, resources, and procedures that support success at the International School for Medical Science and Engineering (ISME). It reflects a shared commitment among students, parents/guardians, and staff to academic achievement, personal growth, safety, and responsible conduct. Please refer to this handbook whenever questions arise regarding Lower or Upper School expectations. For additional information or clarification, contact the school administration. ISME is committed to supporting every student in working toward their personal best.

STUDENT RIGHTS AND RESPONSIBILITIES

Every student at ISME has the right to:

- Learn in a safe and orderly environment.
- Be treated with dignity and respect.
- Be protected from bullying, harassment, discrimination, intimidation, and violence.
- Ask for help when experiencing personal, academic, social, or emotional difficulties.
- Report safety or safeguarding concerns.
- Have concerns taken seriously.
- Be given an opportunity to provide their account when involved in an incident.
- Receive appropriate support when needed.

Students also have responsibilities.

Every student is expected to:

- Treat others respectfully.
- Follow school rules and staff instructions.
- Respect the safety, dignity, privacy, and property of others.
- Attend school and classes punctually.
- Complete academic responsibilities honestly.
- Use technology responsibly.
- Report serious safety concerns.
- Avoid encouraging, recording, sharing, or participating in harmful behavior.
- Accept responsibility for their actions.
- Participate appropriately in interventions intended to resolve concerns.

These expectations reflect ISME's existing Core Values of respect, accountability, compassion, trust and transparency.

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.

TARDINESS AND 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.
- A student who arrives more than three minutes after the start of class will be marked tardy.
- A student who arrives more than 45 minutes late to a class will be recorded as absent for that class.

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 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 up 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@isme.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.

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.

Accumulated Tardies

Accumulated Tardies: Every three (3) tardies will be recorded as the equivalent of one (1) day of absence for attendance purposes. Students and parents/guardians will be notified when repeated tardiness becomes a concern.

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.

GENERAL 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.

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:

- **Complete two AP examinations in two different subjects by the end of Grade 11, earning a score of 2 or higher on each examination.**
- 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.**

High School Graduation Credit Requirements:

English– *Four Credits:*

Four credits of English are required. Students must successfully complete the required English courses for each grade level. Advanced courses, including AP English courses, may be taken in Grade 11 & 12.

Mathematics– *Four Credits:*

Four credits of Mathematics are required. Students complete a sequence of mathematics courses based on their academic pathway, which may include Algebra I, Geometry, Algebra II, Pre-Calculus, AP Precalculus, AP Calculus, AP Statistics, or other school-approved mathematics courses.

Science – *Three Credits:*

Three credits of Science are required. Students complete core and advanced science courses that may include Biology, Chemistry, Physics or Environmental Science, and AP-level science courses. Laboratory-based learning is an essential component of the ISME science program.

Social Studies – *Three Credits:*

Three credits of Social Studies are required. Courses may include World Geography, World History, U.S. History, U.S. Government, Economics.

Languages Other Than English – Two Credits: (for Non-Arab)

Students whose first language is not Arabic are required to complete two years (two credits) of Arabic as a Foreign Language (AFL). These courses are designed to develop students' foundational skills in Arabic communication, reading, writing, and cultural understanding.

Compulsory Subjects – As Required by MOEHE:

Arabic Language, Islamic Studies, and Qatar History are compulsory subjects and are offered in accordance with the requirements and regulations of the Qatar Ministry of Education and Higher Education (MOEHE). Course requirements are determined according to the student's eligibility and applicable Ministry regulations.

Physical Education (PE) – *One Credit:*

Students are required to complete one year (one credit) of Physical Education (PE) as part of ISME's high school graduation requirements. The course promotes physical fitness, healthy lifestyles, teamwork, and overall student well-being.

- **Participation in the graduation ceremony is optional. Students who choose to participate are responsible for the applicable ceremony fee, which may vary depending on the venue and event costs. Students who do not wish to participate in the ceremony will still receive their diploma in accordance with school procedures.**

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 and Conduct

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

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 ready to work.)	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.)
ATTITUDE	Always respectful of his or herself, others, and teachers, demonstrating a positive attitude, and refraining	Often maintains a positive and respectful attitude towards peers and staff. Rarely critical of	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.

	from criticizing anyone else's ideas or work.	others' ideas or work.			
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 time in school despite extensions.	Never meets deadlines and fails to submit work despite having time in school and fails to submit work, despite the 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 Subjects* for Grades 5-8:** English, Mathematics, Science and Social Studies.

***Core Subjects* 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 admissions@ismeqatar.org.

Valedictorian, Salutatorian, and Graduate Recognition Requirements

The student ranked first in the graduating class will be recognized as Valedictorian, and the student ranked second will be recognized as Salutatorian.

- Students in the top 5% of the graduating class will be designated as graduating with Highest Honors.
- Students ranked within the next 10% of the graduating class will be designated as graduating with Honors.
- Students whose class standing falls within the 15th and 20th percentile will receive transcript recognition; this recognition does not carry an Honors designation.

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.
- Demonstrate appropriate leadership and conduct and not be subject to a weekly behavior report or behavioral contract at the time recognition is determined.

ACADEMIC DISHONESTY

Academic dishonesty is any behavior that results in, or may result in, a student or another student gaining an unfair advantage in one or more assessment components.

Any student who engages in the forms of academic dishonesty listed below may receive a grade of zero for the affected assessment, in addition to any other consequences required by school policy.

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.
- **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.
- **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.

ARTIFICIAL INTELLIGENCE (AI) POLICY

The use of artificial intelligence (AI) tools must support learning and must follow teacher instructions, academic integrity expectations, and school policy.

Appropriate AI Use

Depending on the assignment and teacher instructions, appropriate use may include:

- Brainstorming ideas.
- Generating practice questions.
- Receiving explanations of concepts.
- Improving organization.
- Receiving feedback on student-created work.
- Supporting research when sources are independently verified.
- Assisting with planning or revision.

Students must not:

- Submit AI-generated work as entirely their own.

- Use AI to complete an assessment where AI use has not been authorized.
- Use AI during examinations, tests, or quizzes unless specifically permitted.
- Use AI to fabricate research, references, quotations, evidence, or data.
- Use AI to impersonate another student or member of staff.
- Generate harmful, threatening, discriminatory, deceptive, or inappropriate material.
- Upload confidential or personally identifiable school information into unauthorized AI systems.

Students remain responsible for checking the accuracy of any information generated by AI.

Where required by the teacher, students must clearly acknowledge or describe how AI was used in completing an assignment.

Unauthorized AI use may be treated as academic dishonesty under the school's Academic Dishonesty Policy.

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: This policy outlines the acceptable use of school-issued iPads and network-related systems at ISME. These requirements are intended to protect students, school resources, and the integrity and security of the school's technology systems.

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.

***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 **Error! Reference source not found.**). Violations of this agreement will result in disciplinary action.

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

In accordance with Ministry requirements and school policy, students may not keep personal electronic communication devices during school hours. This includes cellular phones, smart watches, headphones/earbuds, and other personal devices capable of communication, recording, or non-academic use. Students must submit these devices to the administration upon arrival and collect them at 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 device will be confiscated until the end of the school day, and parents will be notified.

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

3rd incident: The device 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 Academic Courses Coordinator fsleem@ismeqatar.org for further assistance.
- For student behavior and general student affairs contact the Vice Principal for Student Affairs at fmohammad@ismeqatar.org for further assistance.
- For career and university counseling contact the school counselor at fali@ismeqatar.org.
- For mental health and emotional wellbeing contact the school social worker at reldukar@ismeqatar.org

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, libel 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 Student Affairs at fmohammad@ismeqatar.org.

STUDENT APPEARANCE AND DRESS 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 Appearance and Attire

The following appearance, dress, and grooming requirements must be followed 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	
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>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-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 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.)

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 two hours. Incorrectly colored or non-uniform jackets may be confiscated at the start of the school day.

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.

Makeup

Students may not wear makeup during the school day and will be asked to remove it if worn.

Eyelash extensions are not permitted. Students wearing eyelash extensions will be required to have them removed.

Nails must be kept neat and at an appropriate length. Acrylic, gel, or other nail extensions are not permitted.

Nail polish or colored nail products are not permitted. Students may be asked to remove them in accordance with school procedures.

- First occurrence: Verbal warning and makeup must be removed.
- Second occurrence: 1 demerit point and incident documented.
- Third occurrence: 2 demerit points and parent/guardian contacted.
- Repeated violations: Additional demerit points and referral to school administration for further disciplinary action.
- When there is reasonable cause to believe that a student is carrying items that violate the appearance or school-safety rules, authorized staff may inspect the student's bag or belongings in accordance with school procedures. Prohibited items may be confiscated and returned according to school policy.

Random Bag Checks: To maintain a safe and secure school environment, the school reserves the right to conduct reasonable or random checks of student bags and belongings in accordance with school procedures. Checks may be conducted when necessary to support compliance with school policies and prevent prohibited, unsafe, or unauthorized items from being brought onto school premises. Students are expected to cooperate respectfully with authorized school personnel.

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, images, or messages that promote or depict hate, violence, graphic content, or material that is offensive or disrespectful toward religious beliefs, political views, cultures, or individuals/groups.

Students must not wear the following:

BOYS	GIRLS
• Sloppy or torn clothing and/or sagging pants • Muscle shirts without a sleeved shirt • Clothing or accessories associated with groups that promote violence, intimidation, or illegal activity. • Undergarments as outerwear or undergarments that can be seen • No onesie • Senior jackets for non-seniors	• Form fitting clothes including spandex pants or tight leggings • Tank tops/spaghetti-strap tops, halter tops, knotted shirts, and/or tops that expose the 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

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 dangling 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

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

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.

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.

Offences are organized into three phases according to their nature and seriousness.

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	2 Demerits

○ Making inappropriate noises ○ Not following instructions	
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
Lying	12 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 involve screaming, shouting, insults, or aggressive language. All fights will be investigated.	12 Demerits

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
Make-up	7 Demerits and they will be asked to remove it.
Destruction of property (e.g., writing on walls or desks, electronic devices, equipment, etc.)	12 Demerits. The student and/or parent will be responsible for covering the cost of repairing or replacing the damaged item.
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)	12 Demerits

• Cyber bullying (Using social media to attack someone's character and integrity by spreading 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)	20 Demerits 20 Demerits. Physical retaliation may result in immediate suspension and referral to the authorities.
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)	
• Defamation	20 Demerits Consequences as determined by school administration
Physical fighting with malicious intent	20 Demerits-Immediate suspension
Drugs or Alcohol	40 Demerits

Possession, exhibits threatening behavior, use of any type	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.
Threats of Violence or Harm	40 Demerits Immediate suspension and referral to the authorities.

***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)

Restorative Practices and Supportive Interventions

In addition to disciplinary consequences, ISME may use supportive and restorative interventions to help students understand their behavior, repair harm, rebuild relationships, and develop more appropriate decision-making skills.

Supportive interventions are not necessarily disciplinary consequences and may include:

- Individual meetings with the School Social Worker.
- Restorative conversations.
- Mediated conflict resolution where appropriate.
- Reflection activities.
- Behavioral goal setting.
- Regular student check-ins.
- Mentoring.
- Parent meetings.
- Social-emotional skill development.
- Individual behavior support plans.
- Reintegration meetings following suspension.
- Referral to external professional support when appropriate.

Vaping & Prohibited Items

The possession or use of vapes, e-cigarettes, tobacco products, or any illegal/prohibited items on school premises is strictly forbidden.

Where there is reasonable suspicion that a student is in possession of a prohibited item, the school reserves the right to search the student's bag and personal belongings. Any prohibited items found will be confiscated, and the matter will be referred to school administration for appropriate disciplinary action. Parents/guardians will be notified.

School Counselor Appointments

Students may meet with the School Counselor for academic advising, university and career planning, application support, or other counseling-related matters.

- Students should request an appointment with the School Counselor in advance whenever possible.
- Students should schedule counselor appointments during option classes whenever possible and should not attend appointments during core courses.
- Students must inform their option-class teacher before leaving class and are responsible for any missed classwork.
- For urgent matters or approaching university/application deadlines, students may request to see the counselor as soon as possible.
- Students should return to class promptly once the appointment is completed.
- Students are responsible for meeting deadlines, providing documents early, requesting recommendations in advance, and regularly checking their school/university email.

Student Wellbeing and Social Work Services

The International School for Medical Science and Engineering (ISME) recognizes that students' emotional, social, behavioral, and psychological wellbeing plays an important role in their academic achievement and overall development.

The school provides wellbeing support to students experiencing personal, social, emotional, behavioral, family-related, peer-related, or academic difficulties.

Students may access support by:

- Requesting to meet with the School Social Worker directly.
- Speaking with a teacher, Homeroom Teacher, or member of the Student Affairs Team.
- Being referred by a teacher or member of school staff.
- Being referred by school administration when additional support is considered beneficial.

Students are encouraged to seek support early when experiencing difficulties rather than waiting until concerns become more serious.

Meetings with the social worker may include individual student meetings, short-term counseling, emotional regulation support, conflict resolution, problem-solving, social skills support, behavioral

intervention, crisis support, family consultation, referrals to external professionals, and coordination with teachers and administration when appropriate.

Where a student's needs extend beyond the services that can reasonably be provided within the school setting, parents/guardians may be advised to seek assessment or support from an appropriate external healthcare or mental-health professional.

Confidentiality

Information shared by students during sessions with the social worker will be treated respectfully and with appropriate confidentiality.

However, confidentiality cannot be maintained when:

- There is concern regarding the student's safety or wellbeing.
- There is concern regarding the safety of another person.
- A student reports abuse, neglect, exploitation, or another safeguarding concern.
- There is a serious threat of harm.
- Disclosure is required by school safeguarding procedures or applicable laws and regulations.

In such circumstances, relevant information will be shared only with the individuals necessary to protect the student or others.

Students will be informed, where appropriate, when information needs to be shared.

Anti-bullying and Cyberbullying Policy

ISME is committed to maintaining a school environment in which every student is treated with dignity and respect.

Bullying, cyberbullying, intimidation, harassment, retaliation, or deliberate exclusion will not be tolerated.

This policy establishes clear expectations for reporting, investigating, responding to, and following up on bullying and cyberbullying concerns.

Definition of Bullying

Bullying generally involves repeated or ongoing behavior intended to harm, intimidate, embarrass, isolate, or exercise power over another person.

Bullying may involve an actual or perceived imbalance of power between the students involved.

Bullying may include:

- Verbal bullying, including insults, humiliating comments, repeated teasing, threats, or offensive remarks.

- Social bullying, including deliberate exclusion, spreading harmful rumors, encouraging others to reject someone, or attempting to damage another student's relationships or reputation.
- Physical bullying.
- Cyberbullying.
- Repeated intimidation.
- Discriminatory bullying or harassment.
- Deliberately sharing embarrassing, private, altered, or harmful content involving another student.

Peer Conflict Versus Bullying

Not every disagreement between students is considered bullying.

Peer conflict may involve a disagreement or argument between students where both students have relatively equal power, and the behavior is not part of a repeated pattern of intimidation.

Bullying generally involves repetition, deliberate harm, and/or an imbalance of power.

However, a single serious incident may still require immediate disciplinary or safeguarding action even when it does not meet the definition of repeated bullying.

Cyberbullying

Cyberbullying includes harmful behavior carried out using digital technology.

Examples may include:

- Sending threatening, humiliating, or abusive messages.
- Creating harmful posts about another person.
- Spreading rumors through social media or messaging applications.
- Sharing photographs, videos, screenshots, voice recordings, or private messages without appropriate permission.
- Creating fake accounts or impersonating another student.
- Deliberately excluding or targeting a student through online groups.
- Encouraging others to harass or ridicule someone online.

Where online behavior outside school significantly affects student safety, wellbeing, relationships, or the school environment, the school may investigate and take appropriate action.

Reporting Bullying

Students who experience or witness bullying should report the concern to a trusted member of staff.

Students should not assume that someone else will report the matter.

Reports may be made to the:

- Homeroom Teacher.
- Subject Teacher.
- School Social Worker.
- Vice Principal for Student Affairs.

- School Administration.

Students should also report concerns involving online behavior.

Student Support, Inclusion and Accommodations

ISME recognizes that students have different strengths, learning profiles, developmental needs, medical needs, and social-emotional needs. ISME provides reasonable accommodations for students with mild learning, attention, medical, or emotional needs when appropriate documentation is provided; however, the school does not operate a specialized SEN program and may not be able to meet the needs of students who require intensive, highly individualized, or specialized support, including students with significant developmental, intellectual, or complex learning needs.

Support may be provided to students with documented:

- Learning needs.
- Attention or executive-functioning needs.
- Medical conditions.
- Physical needs.
- Emotional or psychological needs.
- Temporary health conditions.

Medical, psychological, educational, or specialist documentation will be requested when accommodations are required.

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 in blue ink.



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



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,

Research on effective schools shows that a safe and orderly environment is essential to student learning. ISME places long-standing value on maintaining a positive school climate and high expectations for both behavior and learning.

This handbook outlines the expectations and policies that protect the rights of all students and support a safe, orderly, and effective learning environment. Following these guidelines promotes a school climate in which students, teachers, and staff can perform at their best. Students, families, and staff share responsibility for maintaining an environment that supports learning, accountability, and positive behavior.

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