



EDUCARE
INTERNATIONAL
ACADEMY

Parents-Students Handbook

Welcome to Educare International Academy

Academic Year
2025/2026



Welcome Message

Dear Parents,

At Educare International Academy, we aim to provide an inclusive, well-rounded educational experience - one that excites, inspires, and challenges children to be the very best version of themselves. We believe in the power of knowledge and creativity and that students should receive a balance of direct instruction and enquiry-based learning - capture the innate curiosity that children are born with.

We encourage our children to ask questions, to be inquisitive learners and to learn through mistakes and challenges. Students are encouraged to strive for excellence.

Our duty as a school is to inspire, develop, and nurture every child to have the confidence to learn. At EIA, we know that children learn best when they feel valued, cared for, and are given a variety of opportunities to express themselves creatively. We believe that the education of our children is a shared responsibility between home and school. We endeavor to work in close partnership and collaboration with parents to ensure that our children have a positive and rewarding journey throughout their time at EIA. We actively encourage parental involvement in our school as this helps to create an environment where the children feel happy, confident, and secure.

In the interest of Educare International Academy administration to increase the bonds of cooperation between home and school, and for the vision to be clear, this guide has been issued to provide a clear picture of the policies and systems that ensure discipline and effectiveness in the educational process.

Your participation and cooperation with us to abide by the guide of regulations and laws to achieve success and continuous development of the course of work in the academy are of great importance.

Please sign the attached commitment form enclosed on the last page, which will be delivered to your child/children, and please send it back to school as soon as possible.

Thank you for your cooperation.

Francis Olalere,
School Principal



Table of Content

Welcome Message	i
I . Guiding Statements	
♦ Vision and Mission	1
♦ General goals of the school	
Primary, Pre-School & Kindergarten.....	2
• Our Golden Values	3
• School Calendar for Academic Year 2025/2026.....	4
• Learning Outcomes for EIA	5
II. Curriculum	
• Curricula in Kindergarten & Primary.....	6
• Strategies and Methodology	7
III. Modes of Assessment	8
a. Diagnostic Assessment	
b. Formative and Ongoing Assessments	
c. Summative Assessments	
IV. School Timing for Students	
• Primary.....	9
• Pre-School & Kindergarten.....	10
V. Grading System Grade 1-6	
• Subject (English) for Grades (1-6).....	11
• Math - Science - Social Studies - IT: Grade (1-6)	12
• Arabic, Islamic Education, and Qatar History - Grade (1-3)	13



EDUCARE
INTERNATIONAL
ACADEMY

VI. School Reports for Monitoring Learning and Reporting Progress	14
• Make Up Exam Policy	15
VII. Curricular & Extra Curricular Activities	16
VIII. Parents' Communication Policy	
• Goals of Parent Communication	17
• Methods of Positive Parent Communication	17
• School's Methods that Contribute to Achieving Positive and Effective Participation with Parent	18
• How do Parents Communicate with School	18
• How does School Communicate with Parents	19
• Meetings with Parents	19
• MS Teams and Website	20
Via Email	20
Official Social Media Account	21
IX. Admission and Registration	22
• The Policy of Distributing Students to Classes	24
X. Withdrawal from School Policy	25-26
• For Registration in another School in The State of Qatar	
• For Registration in another School outside The State of Qatar	
• Tuition Fee Procedures	
XI. The School Uniform	26



EDUCARE
INTERNATIONAL
ACADEMY

XII. Absence Policy	27
• Daily Absence and During Exams	
XIII. Behavioral Policy and Disciplinary Measure	28
• Policy - Disciplinary Actions	28
• The Basic Principles for Discipline Policy	29-31
Rights & Duties (School, Teachers, Parents & Students)	
• Preventive Actions	32-35
Violations And Disciplinary Actions by the School	
XIV. The Motivation Program	36
XV. Health and Safety	37
• Hygiene and Personal Hygiene	37
• Parties	38
• Food Allowed in School	39
• Evacuation Drills	39
XVI. Follow-Up and Evaluation Policy	40
My Pledge	41



I. Guiding Statements

Mission Vision

Mission

To prepare outstanding students by focusing on quality education, instilling values, and discipline, actively participating in school's curricula and extra-curricular activities, and maintaining constant communication with parents and the community.

Vision

To drive improvements in students' social and academic achievements by ensuring all students receive a healthy and balanced education that will enable them to contribute effectively to society.

General goals of the school

Primary Section:

- Develop students' social abilities (physically and emotionally) through various curricula, skills and activities that are compatible with Qatar's culture and identity.
- Provide high quality education in all subjects.
- Developing students' personal and social skills, their ability to gather information, solve problems, and think creatively.
- Instill positive values in students mostly respect, mutual trust, and cooperation.
- To achieve leadership in the performance of teachers and administrators with academic thought and a vision of specialized education.

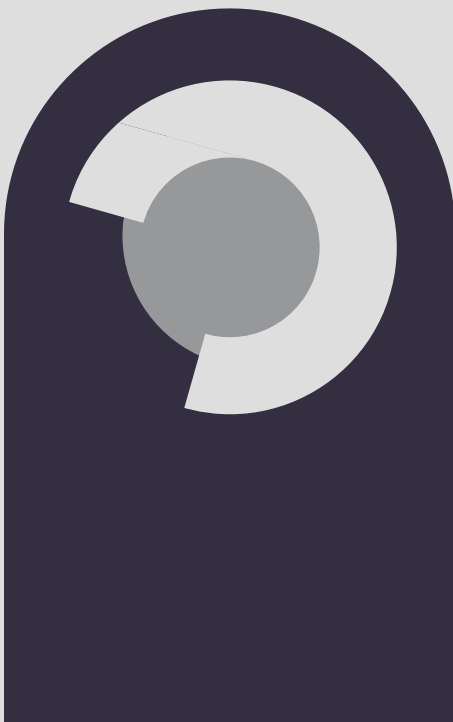
Working in partnership with parents and the community.

♦



Pre-School and Kindergarten Section

- Build and improve language and communication skills.
- Build and improve a child's motor and kinetic skills.
- Encourage learning culture among pupils.
- Improve pupils' social and interaction connections.
- Allowing pupils to express themselves through creative arts and visual expressions.
- Prepare and motivate them to be interested in learning and exploring by providing them with a positive learning and supporting environment.
- Getting them prepared for primary education.



Our Golden Values



Equality

Everyone is precious and included in our school



Determination

Everyone has the determination to chase tomorrow's dreams by being their best today



Uniqueness

Everyone is unique in their own way



Confidence

Developing confidence in young people to take on life's challenges



Achievement

Achieve goals together



Responsibility

Everyone is precious and included in our school



Enrichment

Explore, experience challenge within the curriculum and beyond

التقويم السنوي 2025-2026 - أكاديمية إيدو كير الدولية الخاصة

النظام التعليمي: الأمريكي



معتمد بواسطة: مبارك المنصوري

August						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					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						

September						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	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						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			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	

November						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						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						

December						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	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			

January						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				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

February						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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

March						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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				

April						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			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		

May						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					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						

June						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	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				

July						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			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	



إجازة إضافية 2

إجازة رمضان

اليوم الوطني

عطلة نهاية العام

يوم دراسي

مفاتيح الألوان

أيام التمدريس

إجازة أبريل

اليوم الرياضي

إجازة فصلية

اختبارات

181

إجازة إضافية 1

عيد الفطر / عيد الأضحى



EDUCARE
INTERNATIONAL
ACADEMY

Learning Outcomes For EIA



A student of Educare International Academy is expected to:

1. Meet the requirements of creative education.
2. Enjoy a strong personality with a design capable of achieving its objectives.
3. Communicate fluently in both Arabic and English.
4. Take responsibility.
5. Maintain and respect Qatari customs and traditions.
6. Prepare his/her lifestyle in a balanced healthy manner both psychologically and physically.
7. Feel safe, stable and have equal opportunities.

School Facilities and Equipment

The school is equipped with the following facilities:

- Classrooms
- Playground
- Computer Lab
- Library/Football Court
- Prayer Room
- Art Room
- Nurse Room / Clinic
- Heritage Room

The school is equipped with the following technological tools and technical equipment.

- Internet network
- Electronic resources
- Smart boards and TV monitors
- Computers

II. Curriculum

Educare International School follows the American curriculum. (Common Core)

Curricula in Kindergarten:

Educare International Academy Kindergarten follows the American printed curriculum in the Middle East to achieve the vision and mission along with a focus on Arabic language and Islamic education to impart students with Islamic and national identity and to support the achievement of our learning outcomes. The curricula are adapted to the needs of different age groups, as in kindergarten they focus on communication, language, emotions, and the development of basic knowledge (reading and writing). We adopt an American approach alongside an Arabic language curriculum that is based on peaceful principles. Our practices also help children acquire a Peaceful and Patriotic Identity.

Primary Curriculum:

The Academy follows the American **Houghton Mifflin Harcourt** curriculum for English, Mathematics, and Science, while it follows a curriculum suitable for the Arab region for Social Studies to promote Islamic values, identity, and patriotism.

The Academy is based on the standards of the Ministry of Education and Higher Education in Arabic, Islamic and Qatar History. The applied curricula are also compatible with the vision and mission of the school and are applied in a way that helps the Academy to achieve its goals, so the social studies curriculum for the Arab region has been adopted to be in line with the vision and mission of the Academy.

Educare International Academy applies Microsoft Teams as our major online interaction platform between the school, students, and parents where weekly or daily PowerPoint presentations of lessons, chats, daily agendas that highlight lessons, homework, assignments, quizzes and projects assigned to students on daily basis, all ongoing assessments' study materials and pages of books, exam materials and schedule, online summative and summative assessments (MS Forms), and lesson presentations are found.



The school also has a designed APP named EducareParents App, which also serves as a link to broadcast report cards, ongoing formative, summative, and termly diagnostic assessments results, attendance, weekly lesson plans, etc. to both parents and students.

Our online platform named Online Ed provides a comprehensive instruction and teaching resources for all levels of students, and it extensively supports differentiated instructions in Math, Science, and English.

Strategies and Methodology

The school applies a well-tailored methodology in the teaching process as follow

- ♦ Preparing the yearly, termly, weekly and daily plans to structure the teaching process.
- ♦ Different learning activities such as brainstorming, modeling, grouping, teaching aids, think-share-pair, activity-based learning, discussions, creative thinking skills, etc. are used daily during lessons to motivate students' learning culture.
- ♦ Students are evaluated in different ways such as summative, daily, formative, diagnostic, and informative.
- ♦ Differentiated instructions to make sure all students are involved in the learning process.



III. Mode of Assessments

Educare academy keeps track of its students' progress and is keen on measuring the intellectual development and student readiness to inform instruction and best practices.

That is why we utilize the following modes of assessment:

a. Diagnostic Assessment

The school administers diagnostic exams in English, Math, and Arabic, to collect and analyze data, and use the results to differentiate instruction, formulate groups, and adjust teaching pace. This assessment is done thrice in an academic year namely; Beginning, Mid-Year, and End of the Year Diagnostic Assessments to measure students' academic performance and progress across the academic session.

b. Formative or Ongoing Assessments

Formative assessments are carried out by teachers every day in every lesson. It allows teachers to understand pupil performance on a continuous basis. This type of assessment is used to assess knowledge, skills and understanding, and is used to identify gaps and misconceptions. It enables teachers to identify when pupils are struggling, when they have consolidated learning, and when they are ready to progress. This assessment could be in form of

c. Summative Assessment

Summative assessments enable teachers to evaluate both student learning and the impact of their teaching at the end of a period. Summative assessments provide evidence of achievement against the learning intentions of the curricular standards. Summative assessments are useful in informing teaching and learning in subsequent lessons. This type of assessment is shared with parents at parent/teacher meetings and enables families to support their child's future learning. Summative Assessment is done twice a term namely Mid-term Summative Assessment and Final Summative Assessment



IV. School Timing for Students

Primary Section

G1 to 6 Sunday to Wednesday		G1 to 6 Thursday	
National Anthem Morning Assembly: 07:10-07:25		National Anthem Morning Assembly: 07:10-07:25	
Period 1	07:25-08:15	Period 1	07:25-08:15
Period 2	08:15-09:00	Period 2	08:15-09:00
Period 3	09:00-09:45	Period 3	09:00-09:45
Break 1	09:45-10:05	Break 1	09:45-10:00
Period 4	10:05-10:50	Period 4	10:00-10:45
Period 5	10:50-11:35	Period 5	10:45-11:30
Break 2	11:35-11:50	Break 2	11:30-11:45
Period 6	11:50-12:35	Period 6	11:45-12:40
Period 7	12:35-01:30	Home Time	12:40
Home Time	01:30		

IV. School Timing for Students

Kindergarten / Pre-School Section

PS - KG1 - KG2 Sunday to Wednesday		PS - KG1 - KG2 Thursday	
National Anthem Morning Assembly: 07:00 - 07:30		National Anthem Morning Assembly: 07:00 - 07:30	
Period 1	07:30 - 08:15	Period 1	07:30 - 08:15
Period 2	08:15 - 09:00	Period 2	08:15 - 09:00
Break 1	09:00 - 09:20	Break 1	09:00 - 09:20
Period 3	09:20 - 10:05	Period 4	09:20 - 10:05
Period 4	10:05 - 10:50	Period 5	10:05 - 10:50
Break 2	10:50 - 11:10	Break 2	10:50 - 11:10
Period 5	11:10 - 11:55	Period 6	11:10 - 11:55
Period 6	11:55 - 12:30		



EDUCARE
INTERNATIONAL
ACADEMY

V. Grading System Grades 1 -6

Subject (English) for Grades (1-6)

Evaluation Criteria	100%
Midterm Summative Assessment	20
Final Summative Assessment	30
Daily and Weekly Formative Assessments and Short Quizzes (At least 6 per term)	15
Homework and Assignments: Hardcopy	10
Homework and Assignments: Online	10
Class Participation/Class Work/Group Activities /Class Behavior	10
Reading, Speaking, and Listening Skills and Library	5



**Math - Science – Social
Studies- Information
Technology:
Grade (1-6)**

Ongoing Assessment	100%
Midterm Summative Assessment	20
Final Summative Assessment	30
Project	5
Presentation of Project	5
Daily and Weekly Formative Assessments and Short Quizzes (At least 6 per term)	10
Class Participation/Class Work/Group Activities /Class Behavior	10
Homework and Assignments: Hardcopy	10
Homework and Assignments: Online	10



**EDUCARE
INTERNATIONAL
ACADEMY**

The three compulsory subjects (Arabic Language - Islamic Education - History of Qatar and Citizenship) in the preparation of daily plans are based on the standards issued by the administration of private schools, considering updates, if any.

Arabic , Islamic Education, and Qatar History Grades 1-3

100%	اللغة العربية :
25	اختبار منتصف الفصل
35	اختبار نهاية الفصل
5	القراءة
5	التعبير الكتابي
5	اختبارات قصيرة
5	واجبات إلكترونية
10	سلوك ومشاركة صفية
10	إملاء
100%	التربية الإسلامية والتاريخ القطري والمواطنة
25	اختبار منتصف الفصل
35	اختبار نهاية الفصل
10	مشروع
10	اختبارات قصيرة
10	واجبات إلكترونية
10	سلوك ومشاركة صفية

100%	اللغة العربية :
25	اختبار منتصف الفصل
25	اختبار نهاية الفصل
10	القراءة
10	اختبارات قصيرة
10	واجبات إلكترونية
10	سلوك ومشاركة صفية
10	إملاء
100%	التربية الإسلامية والتاريخ القطري والمواطنة
25	اختبار منتصف الفصل
25	اختبار نهاية الفصل
10	مشروع
10	اختبارات قصيرة
10	واجبات إلكترونية
10	سلوك ومشاركة صفية
10	تسميع شفهي

VI. School Reports for Monitoring Learning and Reporting Progress

The parents are sent the reports of formative and mid-term summative assessments via assessment papers, and they are required to sign these papers as proof that they are aware of their children's academic progress. At the end of every term, a report card along with ongoing assessment record is issued to the parents through the School App.

Educare International Academic uses Microsoft Teams, Sharepoint, and Educare App to record students' academic and behavioral achievements across the academic year.

The teachers use a form named "Students' Academic Report" that has different criteria which monitors students' academic performances on daily and weekly performances, and this form is shared with parents whose children need improvement in any of the criteria via Microsoft Chats, WhatsApp messages, or direct calling to keep students from failing or falling behind.

Progress reports are shared three times throughout the academic year with one at the end of each academic term, and they are shared via the school app named Educare App.



Make Up Exam Policy

Students will be promoted to the next grade after attaining a mark that is higher than the minimum requirement for success in each subject, which is 50%. In case a student gets less than 50% in one subject or more, he/she will be subjected to write a makeup exam, but not to exceed more than three subjects. The exam date is set after the final exams for the academic year, and parents shall be notified via SMS or a phone call.

Should the student fail the makeup exam, he/she will stay at his/her present grade and won't be promoted to the next academic level.



VII. Curricular & Extracurricular Activities

Students are offered a wide area of activities ranging from sports, performing arts, mental math, in-school and out-school competitions and research, field trips, parents and community engagements.

Educare International Academy actively involves students with all programs that connect to the Qatari Identity and National value. Our students participate in activities and national celebrations organized by the school such as:

- ♦ Qatar National Day
- ♦ Qatar National Sports Day
- ♦ Garangao during the holy month of Ramadan
- ♦ Qur'an competitions
- ♦ Heritage Room
- ♦ Field trips to Qatar historical landmarks
- ♦ Participating in community services such as visits to Elderly Homes
- ♦ MOEHE's programs such as National Values
- ♦ Morning assembly's presentations
- ♦ Daily lessons implementations

VIII. Parents' Communication Policy

There are three pillars that share their roles for every educational process: Family, Society and School. All collaborate with one another to reach the intended goals, and to achieve these goals, parents must play an effective and important role in this educational process.

Goals of Parent Communication:

1. improve students' academic performances
2. increase support for the school role at the community level
3. identify parents' opinions of the school on the following matters:
 - Students' achievement and progress
 - Homework assignments
 - Regular school attendance
 - General perspectives about the school

Methods of Positive Parent Communication:

To assert the creation of constant positive parent communication with teachers, we put the following into consideration:

- Not to focus on negative feedback as parents would love to hear positive feedback about their children
- Maintaining constant contact with parents for both positive and negative feedback
- Using Emails and Social media sites such as WhatsApp
- Cooperation with parents to achieve mutual goals and to overcome obstacles that might impede the educational process
- Sending a personal invitation for the parents to attend and participate in their children's daily classes



**EDUCARE
INTERNATIONAL
ACADEMY**

School's methods that contribute to achieving positive and effective participation with parents:

- Keeping the parents posted on their children's level and cooperating with them to solve any identified problems
- Constant communication with parents and revitalizing relations with them as well as sending invitations to ceremonies and different school activities and competitions
- Honoring the valedictorians and outstanding students in the presence of their parents, in addition to honoring parents as well
- Giving particular attention to students who are behind their grade levels and trying to remedy this problem in cooperation with their parents

How do Parent Communicate with School?

- Follow up on the children's academic progress by visiting school
- Follow up on children's homework
- Notify the school with any problem that their child(ren) may face
- Provide the school with necessary information regarding special needs students, and cooperate with the social workers
- Respond to school invitations and attend ceremonies
- Give observations about the development of school performance and contribute to improving the school environment.



How does School Communicate with Parents?

- ♦ Parents are always welcome at any time; the principal's door is always open to receive any viewpoints and complaints.
- Direct phone calls through the school's numbers
- Activate the school's emails address
- Create WhatsApp groups specifically for each class, used to inform the parents with the circulars issued by the school
- Student account on Microsoft Teams through Chats

Regular meetings with parents considering the following below:

Open Day

At the beginning of the academic Year, the school organizes an open Day in the purpose of acquainting the parents with their children's teachers and classrooms, and introducing them to the curriculum, and modes of assessments.

Parent- Teacher Meeting

Parent-Teacher meetings occur twice a year after the first and the second terms final assessments.

Class- Moms Group

At the beginning of the school year, parents will be officially asked to vote among themselves to unanimously choose one of the mothers in each class, who will represent the other parents to work with the school on decisions, complaints, recommendations, and other issues.



**EDUCARE
INTERNATIONAL
ACADEMY**

MS Teams and Website

Parents can stay updated via the school website, application, and MS Teams where they have access to circulars, agendas, resources, report cards, newsletters.

Via Email

Aspect	Department	Authorized person	Position	E-mail
Academic	English Subjects Primary	Mrs. Suha Chahine	Academic Deputy	suha@eia.qa
	Arabic Subjects KGs + Primary	Mrs. Marwa Salah	Arabic Department Coordinator	marwa.h@eia.qa
	English Subjects for KGs	Mrs. Soumaya Hamdan	KGs Department Coordinator	soumaya@eia.qa
Behavioral And Students' Affairs	KGs	Mrs. Soumaya Hamdan	KGs Department Coordinator	soumaya@eia.qa
	Primary	Mrs. Alia Dabbous	Head of Student's Affairs	alia.d@eia.qa
Health and Safety	All	Mrs. Basma Fouad	Nurse	basma.f@eia.qa
Technical IT	All	Mr. Mohammed Yamani	IT Manager	yamani@eia.qa
Guidance and Counselling	All	Mrs. Wisam Abdo	School Counsellor	wissam@eia.qa



**EDUCARE
INTERNATIONAL
ACADEMY**

EIA

Official Social Media and Contact No.

Email Address		info@eia.qa / inquiry@eia.qa
Telephone No. Mobile No.		+974 4466 7702 / +974 4466 7703 +974 6688 8955
Fax No.		+974 4466 7704
Whatsapp No.		+974 6688 8955
Facebook	 	Educare International Academy or https://www.facebook.com/search/top? q=educare%20international%20academy
Instagram	 	eiaqatar / eia_activities
Twitter		<u>educareacademy4</u>
Website		www.eia.qa



IX. Admission and Registration Policy

Admission and registration policy is based on the following:

1. Registration shall be opened in accordance with the dates set by the ministry of education and higher education, and its advertisement.
2. Verification of the student age for the grade in which he/she will register according to the policy of the ministry of higher education/Qatar, so that the age is legal according to the following schedule:

Grade	Age			
	The Minimum	The Maximum		
		Day	Month	Year
Pre-School	3	29	11	3
Kindergarten 1	4	29	11	4
Kindergarten 2	5	29	11	5
Grade 1	6	29	11	7
Grade 2	7	29	11	8
Grade 3	8	29	11	9
Grade 4	9	29	11	10
Grade 5	10	29	11	11
Grade 6	11	29	11	12



EDUCARE
INTERNATIONAL
ACADEMY

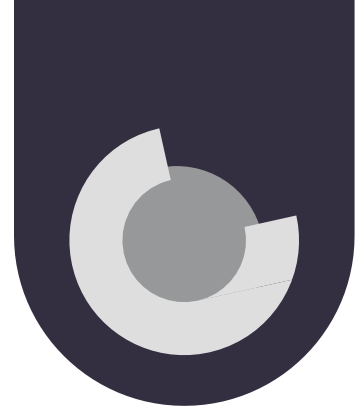
3. To pass the entrance exam according to the standards of the school, the student must independently pass the exam to determine the Academic level in the presence of the psychologist.

Based on the results, the school will have to discuss with the student's parents in case the student doesn't pass the exam, and yet the parents wish to register their child/children. However, a support plan would be agreed upon and provided to the student at the beginning of the academic year after signing a commitment form by the parents to follow up with the student academically.

4. Priority of registration is given to the sibling(s) of existing student.

Required documents for registration:

- The student's original international or national passport+ copy of the passport
- A copy of both parents' international or national passport
- A valid Qatar resident permit on the passport
- A copy of ID for the father/mother/sponsor
- Four recent passport photographs
- The student's health record from a recognized health center for grade one registration
- A certificate of good conduct for grade one and above from former school



The Policy of Distributing Students to Classes:

Students are distributed according to a clear policy as follows:

1. Taking into Consideration the Academic balance for all grades
2. Taking into Consideration the psychological, health and behavioral aspects
3. Taking into consideration the parent's observations about the student's class before the beginning of the academic year and before the distribution of the classes
4. The lists are presented to the head of students' affairs to be reviewed
5. The lists are finally approved by the school's principal
6. Parents may not be allowed to change their child's class at the beginning of the academic year except for a compelling reason that the administration deems necessary and shall have the right to make the final decision.
7. It's possible to transfer a student from one class to another during the academic year in case the administration decides that after informing the parents of the reasons.

X. Withdrawal from School Policy

For Registration in another School in The State of Qatar:

1. Apply for withdrawal to the registration department.
2. Request a certificate of conduct from the school.
3. Settle the outstanding financial issues with the accounting department.
4. Request for a clearance form from the registration department.
5. Present a letter of acceptance from the other school





For Registration in another School outside The State of Qatar:

1. Submit an application for withdrawal to the registration department.
2. Request a certificate of conduct from the school.
3. Settle the outstanding financial issues with the accounting department.
4. Request for a clearance form from the registration department.
5. Signing a declaration to leave the country in order to remove the student's name from the ministry of education and the ministry of higher education system, and that's after following up the case through the link of the Ministry of Interior

Tuition Fee Procedures:

The due dates for paying the tuition fee for the Academic Year are as follows:

- **Term 1: At the beginning of Term 1**
- **Term 2: At the beginning of Term 2**
- **Term 3: At the beginning of Term 3 and pay the amount of 1000 QR (Seat Reservation Fee) for the following year (non-refundable).**

Books will not be distributed to students unless you pay the tuition fee for Term 1.





EDUCARE
INTERNATIONAL
ACADEMY

XI. The School Uniform

Daily Uniform



Boy's



PE Uniform



Girl's



XII. Absence Policy

- ♦ Attendance is compulsory, and students must complete at least 90% of attendance during the academic year.
 - ♦ Students who exceed 18 times of absence during the academic year without acceptable excuses will be referred to the ministry of education and the ministry of higher education.
-
- When a student is absent for more than 4 days in the semester, the parents will be informed and compelled to sign an absentee report.
 - In case the number of days of absence reaches 12 days, the parents will sign a commitment that he/she is notified.
 - Please, schedule doctor appointments after school or during vacations if possible as absence has negative impact on students' academic achievement.

Absence during exams or daily quizzes:

The marks will be calculated as follows:

- **Absence without excuse:** The student will write the exam once he/she attends school, but only 90% will be calculated from the obtained mark.
- **Absence with acceptable excuse:** The student will take the exam once he/she attends school, and 100% will be calculated as obtained.

If a student is absent during a particular quiz, his or her marks will be calculated as follows:

- ♦ **Absence with reasonable excuse:** The absentee will take the exam once he/she gets back to school, and all the marks will be calculated as earned.



XIII. Behavioral Policy and Disciplinary Measures

Key elements constituting the Student Behavioral Policy are as follows:

- The School's Vision and Mission statements and values it wants to see upheld.
- Rights, roles and responsibilities of each component of the school community for maintaining high behavior standards.
- Rules, procedures and protocols setting boundaries and expectations.
- Rewards points for positive behavior and negative marking for acts of indiscipline.
- Mechanisms for control, monitoring, follow-up and support.
- Guidance and counselling for behavior problems.

Policy - Disciplinary Actions:

- Good code of conduct should be maintained by all the students throughout their schooling.
- Discipline in-charges will monitor the student and school discipline on a regular basis.

Following corrective measures shall be taken depending on the level of indiscipline displayed by the students:

- Immediate checking of misbehavior
- Verbal reprimand
- Repeated or extra work where work is of an unacceptable standard
- Note to parents in the school diary - Parent teacher meeting.
- Referring to the student counsellor of the school, if required.
- Issue of a warning
- Students can also be asked to leave the class if any act of indiscipline makes it exceptionally impossible to continue the lesson.
- Students may also be suspended for some time for any repeated act of indiscipline.
- School will also keep the option of rustivating habitual offenders with no scope for improvement in behavior at the end of the academic year.



EDUCARE
INTERNATIONAL
ACADEMY



The basic principles for the discipline policy:

The discipline policy is a part of the school curriculum that aims to teach the students values as well as knowledge and skills.

Rights and Duties:

School	Rights: • Adherence to school's policy by students and teacher parents cooperation with school Duties: • Creating a general framework to acquire ethical and national values • Providing an academic level that is nationally accredited, and providing all the students with the best learning opportunities • Developing student's personality • Providing a healthy environment for everyone • Treating all the students fairly and respectfully • Encouraging self-discipline and positive behavior • Constant communication with the parents
Teachers	Rights: • Respecting teachers by school, students and parents • Feeling of safety and justice • Providing teachers with guidance and directions • Providing career development to assist teachers in educational process



EDUCARE
INTERNATIONAL
ACADEMY



Rights and Duties:

Teachers	Duties: • The teacher has to be a role model • Being patient, understanding and fair • Respecting students and avoiding insult • Having values and ethics • Having self-discipline regarding school attendance • Constructive communication with parents • Dealing fairly with students without prejudice • Respecting school's policies, regulations and rules • Refraining from saying inappropriate words • Condemn wrong behaviors, not the student himself/herself • Avoiding early escalation of disciplinary actions
Parents	Rights: • The right to participate in the educational process as well as the disciplinary process • Listening to parents and trying to help them • Constructive and frequent communication with the parents Duties: • Effective assistance to the school • Preventing any inappropriate behavior by the students that may impede the educational process • Respecting the school's rules, regulations and policies • Encouraging students to apply policies whether related to the academic achievement or to discipline.



Rights and Duties:

Parents	Duties: • Communicating with school administration to resolve students' inappropriate behavior • Keeping family bond and commitment • Responding to school administration, attending parent-teacher meetings, workshops and periodic meetings
Students	Rights: • Being treated equally and fairly by the administration and the educational staff • Not to be humiliated • Having the opportunities to develop their skills and abilities • Developing and respecting the students' personality • Getting education in a proper environment • Preparing students to be important member of the community Duties: • Respecting school's rules • Being virtuous, and having respect in dealing with others • Doing homework assigned by teachers • Being committed to school attendance according to the official school timing • Avoiding school fights and physical assaults with other students • Preserving school's properties and others • Avoiding what goes against traditions as for the appearance and clothing • Being responsible for their actions, and recognizing mistakes and trying to correct them



EDUCARE
INTERNATIONAL
ACADEMY

Preventive Actions:

The parents will be given at the beginning of the academic year a copy of the school's rules and regulations that should be followed by each student, and the parents sign a pledge of commitment.

Violations and disciplinary actions by the school:

Type of Violation	The disciplinary action by the school
Strange haircuts (for all grades)	• Parental notification, requesting to change the haircut to be more appropriate with Qatar traditions and giving a time limit for that
Bringing cell phones and electronic devices without permission	• Confiscating the devices till the end of the academic year
Inappropriate school uniform	• Notifying the parents with a phone call • When this action is repeated, parents will be contacted to bring the school uniform, and the student won't be allowed to get into the classroom without having it on.
Saying immoral and inappropriate words	• Verbal warning several times • When this inappropriate action is repeated even after warnings, punishment would be given as follows: 1. Depriving the student from going to break during recess or PE classes 2. Depriving the student from going on school trip



**EDUCARE
INTERNATIONAL
ACADEMY**

Violations and disciplinary actions by the school:

Type of Violation	The disciplinary action by the school
	3. Internal suspension (student attends school by doing some activities that help to fix his/her behavior, and that is after sending a parental notification. 4. Suspension from school for a period that shall not exceed three school days; during this period, a meeting is held with the parents to determine future actions 5. Final expulsion for the student at the end of the academic year
Physical assault on others	• Verbal warning several times • When action is repeated even after warnings, the punishment would be given as: 1. Depriving the student from going to break during recess or PE classes 2. Depriving the student from going on school trip 3. Internal suspension (student attends school by doing some activities that help to fix his/her behavior, and that is after sending a parental notification 4. Suspension from school for a period that shall not exceed three school days; during this period, a meeting is held with the parents to determine future actions 5. Final expulsion for the student at the end of the academic year



EDUCARE
INTERNATIONAL
ACADEMY

Violations and disciplinary actions by the school:

Type of Violation	The disciplinary action by the school
Tampering and damaging school's properties	• Preventive actions: Parents should sign a commitment form at the beginning of the year to pay for any damage. • Disciplinary action: 1. Notifying the parents of the occurred damage 2. obligate the parents to pay for the expenses caused by the damage.
Cheating and forgery in exams	Depriving the student from continuing the exam and getting ZERO as a final grade for the subject
Causing chaos inside the classroom and the school (messing around with water, loud voices, chit chats with others...etc.) and continuous interruption of teacher during class lessons	• Written commitment when action is repeated • Referring the student to the student affairs officer • Referring the student to the school administration • Summoning the parents

Based on the afore mentioned, if it felt that the disciplinary actions are applied with fairness and integrity, it will promote a positive behavior and a commitment to the school's policy.

When student exhibits an unacceptable behavior and repeats it, he/she signs a behavioral commitment in the presence of the parents. The student might be subjected to a daily follow-up through reports monitored by the teacher in each class. In case the student misbehaves again and ignored the disciplinary actions, he/she might be referred to the behavioral clinic in the school after getting the parents' approval, or the student will be denied for the next academic year.

Rules must be adhered by Teachers:

- Ø Main goal is to condemn wrong behavior not the student himself or herself
- Ø Avoiding early escalation of disciplinary actions, and applying this procedure to more dangerous wrong behavior
- Ø To ensure not to punish everyone in regard to an individual's mistake
- Ø Consideration for the students' individual differences.
- Ø Encouraging students to think about the consequences of their wrong behaviors, and the impact of their absence on the educational process as it is an important part of it which is daily.

XIV. The Motivation Program

Motivation program is a program available to all students; it promotes and encourages positive behavior of the students whether it is a behavior or an academic progress. The following highlights what our motivational program entail;

1. The student gets a certificate of appreciation after he or she collects a number of rewarding points determined by the teacher, and when he/she gets five certificates, the school honors and gives gifts to the student in front of everyone during the morning assembly.
2. Additional grades: the student will be rewarded by adding half a grade to his or her average in a given subject when the student obtains five additional grades in the same subject. It could be a mark for an additional question, or a positive action done by the student.

All teachers are required to support and encourage the rewards system; the points in this program are awarded to any positive, academic, personal or social behavior the teacher wants to reward on. And the student must show an effort to get these points.

Rules must be adhered by Teachers:

- Motivation program is a program available to all students in the school, a program that stimulates and encourages the student's positive behavior whether it is a behavioral or an academic progress.
- The student will receive a certificate of appreciation after collecting a number of reward points determined by the teacher of a particular subject, who collects these points. When the student receives five certificates of appreciation, he/she will be awarded one of the following awards:

1. Permission to wear house wear instead of school uniform only for one day
2. Taking the students to picnic outside the school
3. Having a breakfast meal with the school principal
4. Various purchase vouchers

- With taking into consideration the announcement of the award in the morning assembly is also included.

5. **Additional Marks:** The student is rewarded by adding half a mark to the student's grades in a particular subject when the student receives five additional marks in the same subject, whether an additional mark in the exam or as a reward for a positive work done by the student.

- All teachers are requested to support and encourage the reward system. The points in this program are awarded to any positive academic, personal, or social behavior that the teacher wishes to reward, and the students must demonstrate an effort to obtain these points.

XV. Healthy and Safety

EIA health department includes a full-time nurse acting as a First Unit Aid, responsible for the treatment and referral of students' injury or illness during the school day.

Hygiene and Personal Hygiene

1. Keep your child clean by taking their bathing on a daily basis and use lice shampoo every two weeks
2. Nails must be short and clean.

3. Hair should be clean, and ponytail tied (for girls), short and appropriate (for boys) to the customs and traditions of the State of Qatar.

Note that the school nurse will inspect students' hair periodically, and in case any lice infestation is discovered, the following actions will be taken:

Contact and notify the parents

- ♦ Inform the mother with an official letter and provide
- ♦ her with clear instructions and information on how to get rid of lice.

The student must stay at home till the issue is solved.

- ♦ In case the parents fail to cooperate with the school's
- ♦ policy in this regard, the preventive health department will be informed, and the student's continuity for the following academy year might not be considered.

The school nurse will periodically check the classrooms to give awareness lessons on how to maintain personal hygiene and health care.

Parties:

It's not allowed to hold any personal celebrations inside the school. If a student wants to hold any party in the classroom, he/she should get a prior approval from the student affairs officer in times that have no effect on the progress of educational process.



Food Allowed in School:

Students should be encouraged to have healthy breakfast before attending school and bring healthy food (fruits, vegetables, sandwiches) for the break time.

Chocolates, sweets, chewing gum, nuggets, and other unhealthy food are prohibited in school.

Evacuation Drills

EIA conducts evacuation drills as a safety plan. This practice is held once per term for different purposes:

- a. Enabling students and staff to identify exits and assembly points
- b. Providing students and staff with the chance to practice emergency procedures in a safe environment
- c. Evaluating the effectiveness of evacuation procedures to improve performance

XVI. Follow-up and Evaluation Policy:

- 1.Explaining the list of the discipline to the employees during the weekly meeting and keep on reminding of their terms.
2. Dealing with students equally and fairly and making sure that there would be no discrimination among the students in the distribution of rewards and disciplinary actions.
3. To clarify the policy to the appropriate employee who monitors the application of the disciplinary policy.

Responsible parties for monitoring the effectiveness of the behavioral policy:

- ♦ School principal
- ♦ Student affairs officers
- ♦ Learning difficulties specialist
- ♦ School Nurse



EDUCARE
INTERNATIONAL
ACADEMY

أكاديمية اديو كير الدولية

My Pledge

I, _____, parent of
_____ in _____ hereby
declare that I have read the Student's Handbook
for the Academic Year 2024-2025 carefully, and
I promise to follow the rules.

In case of any breach, I will respect any
measures taken by the school's authority.

Name: _____

Date: _____

Signature: _____

Educare International Academy W.L.L

P.O. Box 55697, Doha Qatar
Tel. +974 4466 7702/3
CR 44989, Capital: QAR 200,000

أكاديمية اديو كير الدولية ذ.م.م

صندوق يريد ٥٥٦٩٧ الوحة، قطر
هاتف ٩٧٤ ٤٤٦٦٧٧٠٢/٣
سجل تجاري ٤٤٩٨٩، رأس المال: ٢٠٠,٠٠٠ ريال قطري



EDUCARE INTERNATIONAL ACADEMY

Thank You

Contact Information:

 +974 4466 7702 / +974 4466 7703 / +974 6688 8955

 www.eia.qa

 Al Magroun St, Old Airport Doha, Qatar