

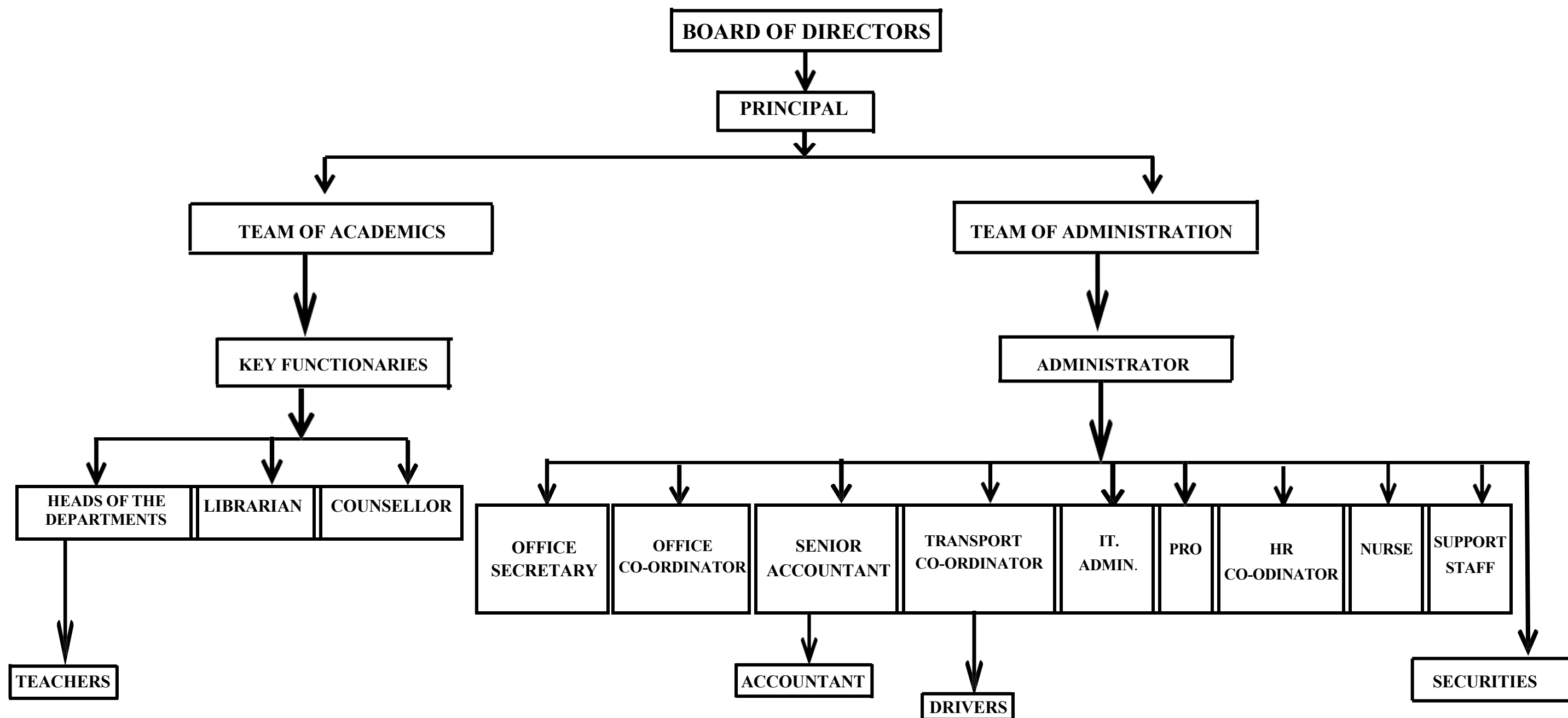


# The Scholars' International School

Where scholars discover themselves.

**Vision:** To be a world- class institution that moulds true leaders who will live with honour.  
**Mission:** To nurture a culture of excellence among the students and staff through love, respect and care.

## ORGANIZATIONAL STRUCTURE



## VALUE EDUCATION POLICY

Values are principles that drive behaviour, they influence our actions and attitudes and become a framework for living. Values are closely connected to who we are and how we think of ourselves. Our sense of values begins with beliefs about oneself and what is important in one's life. They reflect our personal concerns and preferences; they help us to frame our relationships with others and as we mature we need to develop moral values that help us make sense of increasingly complex relationships with other people. We need to become aware of the thoughts and feelings of others, to think about other peoples' experiences and to develop empathy.

### **Our Ethos**

The school believes that pupils need opportunities to think about and explore personal, moral, and social values. Talking, discussing and thinking about values aids self-understanding and these are important opportunities for nurturing the moral self.

By providing a positive ethical environment our pupils will develop a set of social skills that when they are faced with difficult decisions and moral dilemmas, they will see that there are real choices to be made about what to think and do and that they have the power to make those choices and to make a difference in the world.

### **Our Aims**

The school aims to inculcate values in students so that they will:

- demonstrate an understanding of right and wrong based on their own moral code
- think through the consequences of their own and other's actions
- share, discuss values and principles to live by and to act in accordance with them
- recognize the responsibilities associated with individual liberty
- show consideration for the feelings and beliefs of others, through empathy, concern and compassion
- embrace diversity, to accord dignity and have a mutual respect for and tolerance of those with different faiths and beliefs and for those without faith
- understand the rights and responsibilities of individuals

In the face of competing viewpoints - the internet, social media, post truth, news media, peer group pressure - our pupils need to develop for themselves a set of socially acceptable values and principles as guidelines for their own behaviour, whilst realizing that others may have different values and opinions. They need to develop a set of guiding beliefs that will help them to make up their own minds on the range of problems and decisions they will face in life.

Values can be sub-divided into the following categories:

*Core values*

- Love
- Respect
- Care
- Honesty
- Loyalty
- Charity
- Solidarity

*Personal values* (relate to the self)

- understanding of oneself, one's character, strengths and weaknesses.
- self-control, self-respect and self-discipline.
- perseverance in making the most of one's talents and abilities
- growing self-confidence to stand up for what is right.
- taking responsibility for the way we lead our lives.

*Moral values* (our relationships with others)

- respect for others, irrespective of race, gender, social group or ability; choosing the correct path - what is right or wrong, good or bad.
- care for others and the exercise of courtesy towards them.
- loyalty, trust and friendship.
- cooperation with others and the ability to share.
- patience, tolerance and the ability to resolve conflicts peacefully.

*Social values* (for the good of society)

- truth, justice, freedom, equality and human rights.
- respect for justice and the rule of law.
- recognition of the importance of love and commitment; responsibility as active citizens within a democracy.
- concern for maintaining a sustainable environment.

These values are not a definitive list because they will expand, change, and adapt to our teaching and learning but they form our core foundation for values education.

### **Embedding Values**

To support our pupils to develop a set of guiding beliefs they will receive opportunities to articulate values and ideas, discuss differences and resolve conflicts. They will receive moral ideas and concepts through the following:

- The National Identity
- Mentoring Class Topics
- School Assemblies
- Value Education classes/ Islamic Studies
- Key texts and stories
- School mission
- School Council representation
- Conferring of pupil responsibility
- School community modelling values and morals

**Staff/persons responsible:**

Principal

Counsellor

Evaluation Committee members



## **Admission Policy.**

**Admission is open to all Indian students in Qatar, subject to the availability of seats.**

**The registration for the admission to the new academic year will start by the first week of December.**

**1.Registration:** Those who are seeking admission in The Scholars` International School/The Scholars` Kindergarten must submit the registration form using the given links.

### **Link for online registration**

[https://scholarsqatar.myclassboard.com/OnlineForm/Application\\_Custom\\_Form?FormGuID=77568DA8-6880-4E4C-992B-3C9E90175FA5%20](https://scholarsqatar.myclassboard.com/OnlineForm/Application_Custom_Form?FormGuID=77568DA8-6880-4E4C-992B-3C9E90175FA5%20)

**2. Admission documents and syllabus:** The required document list and the syllabus for the entrance test/interaction will be sent to all the short listed candidates.

**3. Interaction/Admission test:** The date of admission test/interaction will be informed well in advance.

**4. Admission call letter :** The selected students should complete the admission process within the allotted time or else the seat will be given to the next eligible candidate.

**5. Appointment to office visit:** While receiving the admission call letter, the parent has to call the office to book an appointment and report at the reception at the given time.

**6. Verification of documents:** After the physical verification of the documents admission/transport forms must be filled in and submitted.

**7. Remittance of fees:** Once the admission process is completed successfully, school fees must be remitted at the Accounts department.

**8. Books/uniform distribution:** Books and uniforms can be collected from the school store by taking prior appointment.



## **THE SCHOLARS' INTERNATIONAL SCHOOL DOHA, QATAR**

### **School Behaviour Policy**

#### **Discipline**

The school will have a strong behavioural policy in place with clear cut instructions to be followed strictly by the students. The policy will be printed in the Students' Handbook as well.

The following are the highlights of the behaviour policy of the school:

1. The use of indecent or abusive language is not expected of a student of the Scholars.
2. Fighting and bullying are punishable offences.
3. Damage to windowpanes, classroom furniture, library books, computer accessories, writing on walls, tables etc. by the students, will not be tolerated. Such vandalism will be firmly dealt with and serious disciplinary action taken. Moreover, the parent/guardian of such pupils will be required to repair or replace the same.
4. The students will be held responsible for their conduct inside and outside the school campus. Hence, misbehaviour in public places and conveyances justifies disciplinary action.
5. The pupils are expected to respect all the teachers and other school personnel who will be taking care of them irrespective of their posts. Disobedience to teachers and staff is reason enough for warning or removal from the school roll.
6. During the absence of the teacher, students must obey the class prefects to maintain discipline in the classroom.
7. The students of the Scholars are expected to be honest. Taking away things that do not belong to him/her will not be tolerated.
8. Hair style is treated as part of the uniform. Hence, boys must maintain simple and suitable hairstyle and girls should braid the hair properly supplemented by suitable ribbons.
9. Both boys and girls should avoid wearing fashionable articles or ornaments.
10. Unnecessary or undesirable books, materials etc. should not be brought to class. If the school authorities find such materials in the campus, they will be confiscated and destroyed.

A behaviour chart will be kept in each classroom to monitor and to motivate the behaviour of the students regularly.

#### **Actions against indiscipline in the campus**

1. Three warnings will be given verbally, and each will be entered in the school discipline record.
2. Repetition of any offense after the third verbal warning will lead to the first written warning by the teacher concerned.

3. If the student misbehaves again, the class teacher will issue the second written warning.
4. Final written warning will be given by the school discipline committee.
5. The student will be removed from the school rolls if any offence is repeated after the final warning, with the consent of the Ministry of Education and Higher Education.

N.B. If any of the serious offence, parents will be informed immediately and action will be taken without any prior warnings.

#### **Action against indiscipline in the school bus**

1. Three warnings will be given to the students who misbehave in the school bus.
2. The student will not be allowed to use the school transport facility if he/she repeats the offence even after the third warning.

#### **Counselling**

A full-time Counsellor will be employed in the school to guide, advise, recommend, consult and assist with the limitless variety of concerns that students, parents, teachers, administrator, and the community will have. Counselling will enable the students to develop a sense of responsibility needed to live effectively in the present world.

The counsellor will address these goals through the delivery of many services including appraisal, consulting, counselling, information management, programme management, public relations, and referral.

Students can be referred to the Counsellor, if any teacher identifies a problem. The Counsellor will then interact personally with the student, identify the issue and suggest remedial measures. The follow up plan will be then discussed with the parents and teachers as well.

Effective reward system will be implemented to ensure positive reinforcement. The aim of the positive reinforcement is to help the children learn self-discipline, responsibility, cooperation and other problem solving skills and values. One of the most important criteria will be to be kind and firm at the same time without being permissive or over controlling. Children will be motivated to have a feeling of importance and ownership. This will in turn help in positive reinforcement. The next criteria would be to be looking for long term change in character and not just solving the problem that is reflected. Going into the root of indiscipline and uprooting it will be our goal. We shall also strive to instill lasting values in them that make them good citizens. Skill development is another criterion for positive reinforcement.



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## **Student Attendance, Late Arrival, Early Departure and Leave Policies**

Regularity and punctuality in attending classes have a great impact on students' education. The students should utilize all the educational opportunities by being consistent in attending the classes.

### **Attendance Policy**

1. All the students are expected to attend the school daily.
2. The students should report at school before 7:00 a.m.
3. In case a student is delayed, the parent should notify the same to the class teacher before 7:00 a.m.
4. The student attendance will be taken by 7:10 a.m. and it will be marked manually in the register. The attendance will also be updated in the school digital portal and NSIS portal.
5. The attendance will be notified to the parents by the class teacher through the class Whatsapp broadcast group.

### **Late Arrival Policy**

1. If a student arrives late to school, he/she should be accompanied by the parent or a guardian.
2. The student will be allowed to enter the class only with the Late Attendance Form filled and duly signed by the parent or guardian and approved by the principal.
3. Tardiness will be recorded in the student handbook.
4. Should a student tardy for three consecutive days, it will be recoded as one day of absence in the attendance records.
5. The Late Attendance Forms will be filed by respective class teachers.

### **Early Departure Policy**

1. In case of an emergency, the parent/guardian can collect the student from school before 1:30 p.m.
2. Early departure from school during the school hours in the event of an emergency must be informed by the parent to the class teacher.
3. An Early Departure Form must be filled and duly signed by the parent or guardian and approved by the principal.
4. No student will be allowed to leave the school during the school hours unless accompanied by a parent or guardian.
5. Early departure of a student using school transport will be informed to the transport-in-charge which will be communicated to the respective class teachers as well as the bus-in-charge teacher.
6. If parents are entrusting someone to pick up their wards from school, the person's QID copy should be sent to the class teacher. It will be shared with the office to ensure the safety of the child.
6. Early Departure Forms will be maintained by the respective class teachers.

### **Leave Policy**

1. Pupils should not absent themselves from school on regular working days, especially on the days before examinations.
2. Any absence from school must be with the prior permission of the school authorities.
3. In case of an emergency, if a student is to be absent on any day, the parent should notify the same to the class teacher before 7:00 a.m.
4. If the student on leave is using the school transport, the absence must be notified to the bus-in-charge teacher before 7:00 a.m.



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## **Parent Communication Policy**

Communication between teachers and parents is essential for the progress of the students. Open and positive communication is always encouraged for the improvement of the students' academic performance and general behaviour.

### **Mode of Communication**

1. Parents can meet the teachers only with prior appointment.
2. Parents may collect the e-mail id of the teachers at the beginning of the academic year for any official communication with them.
3. If any parent wishes to talk to any teacher over telephone, he/she may contact the school reception and take an appointment to contact the teacher. The timing will be given.

### **Visiting Timings:**

<b>Designation</b>	<b>Timings</b>
Principal	By prior appointment only
Teacher	By prior appointment only

4. Teachers can communicate with the parents through mail, phone calls or in person to discuss about the students.
5. Parent Teacher Conferences will be held once in a term to communicate with the parents about the students' academic performance and general behavior at school. Progress card will be handed over to the parents .
6. Circulars and messages will be sent to the parents through e-mail or through class Whatsapp broadcast groups.



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## **POLICY FOR SCHOOL FEES**

- Parents must pay the tuition fees and transportation fees (if using) term-wise before the commencement of each term. Parents can view the details of pending fee and paid fee in school ERP(Mograsys)/Parent mobile application.
- Fee payment can be made by cash/bank. If the payment is made by bank transfer, after the remittance, you may send an email to [fees@scholarsqatar.com](mailto:fees@scholarsqatar.com) mentioning your ward's admission number, name, transfer details, and the amount deposited in. After confirmation, the school will send a soft copy of the fee receipt.
- If the fee dues are not settled by the end of each term, defaulters will not be allowed to attend classes during the new term.
- Request for internal transfer to schools within Doha should be submitted before the end of February of the current academic year. If the request is made after the commencement of the new academic year, the full-term fee should be remitted before applying for the Transfer Certificate.
- Students should not be entrusted with the payment of fees.
- Fees are subject to annual review and revision.
- Fees once paid will not be refunded under any circumstances.



## THE SCHOLARS' INTERNATIONAL SCHOOL, DOHA - QATAR

### **Student Evaluation Policy**

The School conducts examinations to evaluate the achievements of the students for the academic year 2023-'24. The following chart shows the plan and procedure for the examinations.

Name of the Examination	Maximum Marks	
	Major	Minor
Pre-Midterm Examination- May, June	20	20
Midterm Examination-October, November	60	30
Post-Midterm Examination- January, February	20	20
Final Examination-February, March	60	30

- Examinations(written) are conducted quarterly.
- The circular for the examinations are sent one month prior to the commencement of examination by the Department of Examinations through the class WhatsApp broadcast group /Parent portal to the parents with the timetable and the portions for the examinations.

### **Pre-Midterm and Post-Midterm Examinations**

- A day's gap will be provided between the examination days to ensure better preparation.
- The duration of the examinations will be 40 minutes.

### **Midterm and Final Examinations**

- The days in between the major examinations will be preparatory holidays for the students.
- The duration of the examination will be as follows:
- Major examinations : 2 hours
- Minor examinations : 1 hour

### **Internal Assessment**

Apart from the written examinations, subject enrichment activities and worksheets are also assessed.

- Subject Enrichment Activities: These are subject-specific activities aimed at enhancing the understanding and skills of the students. These activities are carried out throughout the term and evaluated at the term-end.
- Worksheets will be uploaded in the School Mograsy portal on the specific homework days for each subject.



- Students submit the completed worksheet through the portal on or before the specified date. The worksheets are corrected and assessed online according to the rubrics set by each department.

### **Exam pattern**

- **Subject Enrichment Activities:** These are subject-specific activities aimed at enhancing the understanding and skills of the students. These activities are to be carried out throughout the term; however, they should be evaluated at the term-end.
- **Languages:** Aimed at equipping the learners to develop effective reading, writing, listening and speaking skills. The language teachers may devise their own methods and parameters for assessment of the languages.
- **Mathematics:** Activities in Mathematics may be undertaken as suggested by the NCERT Syllabus and Textbooks.
- **Science:** Practical work and activities in Science may be undertaken as suggested by the NCERT Syllabus and Textbooks.
- **Social Science:** Map or the project work may be undertaken as suggested by the NCERT Syllabus and Textbook.

<b><u>Grading Scale for Scholastic Areas</u></b>		
(School will award grades as per the following grading scale)		
<b>MARKS RANGE</b>		<b>GRADE</b>
91	– 100	A1
81	– 90	A2
71	– 80	B1
61	– 70	B2
51	– 60	C1
41	– 50	C2
33	– 40	D
32	& below	E (Needs improvement)

- **Co-Scholastic Activities (Classes I,II,V,VI):** For the holistic development of the student, co-curricular activities in the following areas be carried out in the school by the teachers and will be graded term-wise on a 3-point grading scale (**A=Outstanding, B=Very Good** and **C=Fair**).The aspect of regularity, sincere participation, output and teamwork be the generic criteria for grading in the following co-scholastic activities:
  - (a) Work Education - Work Education refers to skill-based activities resulting in goods or services useful to the community
  - (b) Art Education (Visual & Performing Art)
  - (c) Health and Physical Education (Sports/Martial Arts/Yoga/NCC etc.)
- **Discipline (Classes I,II,III, IV,V):** The students will also be assessed for the discipline which will be based on the factors like attendance, sincerity, behaviour, values, and tidiness, respectfulness for rules and regulations, attitude towards society, nation and others. Grading on Discipline will be done term-wise on a 3-point grading scale (**A=Outstanding, B=Very Good** and **C=Fair**)
- **Record Keeping:** The school follows the simple and precise documentation procedure and collate the same at the time of preparing the report card.



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## Invigilation Policy for Examinations

The Scholars' International School Invigilation Policy for Examinations

### 1. Compulsory Subjects and Minor Subjects Examinations

**In-Class Invigilation:** Compulsory subjects' and minor subjects' examinations conducted during regular class hours will be invigilated by the teacher in charge of the particular period. These teachers will ensure the proper conduct of the examination and address any issues promptly.

### 2. Major Examinations

**Duty Delegation:** For major examinations, a specific invigilation team will be appointed. One teacher per examination room will be assigned to invigilate the examination. However, for Grade One students, two teachers will be allotted per room.

**Reading Questions for Grade One:** In the case of Grade One students, question papers will be read out to them to ensure clarity and fairness.

### 3. Examination Integrity

**Zero Tolerance for Malpractice:** The Scholars' International School maintains a strict zero-tolerance policy for any form of examination malpractice, including cheating or use of unauthorized materials.

**Penalties for Malpractice:** If any student is found to have engaged in malpractice with conclusive proof, their answer script will not be evaluated, and appropriate disciplinary measures will be taken.

### 4. Invigilator Guidelines

**Professional Conduct:** Invigilators must maintain professionalism and impartiality throughout the examination process.

**Pre-Examination Briefing:** All invigilators will receive a pre-examination briefing to ensure they are well-informed about their roles and responsibilities.

**Monitoring:** Invigilators will closely monitor the examination room, ensuring that students do not engage in any prohibited activities.

**Handling Disruptions:** Invigilators will address any disruptions or irregularities promptly and report them to the examination coordinator.

## 5. Examination Coordinator

**Appointment:** An examination coordinator will be appointed to oversee the entire examination process, including the deployment of invigilators, distribution of question papers, and management of examination materials.

**Communication:** The examination coordinator will be the primary point of contact for any issues or concerns related to examination conduct.

## 6. Examination Security

**Question Paper Security:** Question papers will be securely stored and distributed to invigilators on the day of the examination to prevent unauthorized access.

**Student Verification:** Invigilators will verify the identity of each student taking the examination to prevent impersonation.

## 7. Reporting and Documentation

**Incident Reports:** Invigilators are responsible for reporting any examination incidents, irregularities, or suspected malpractice promptly.

**Documentation:** All examination-related documentation, including incident reports and malpractice cases, will be maintained for reference and review.

## 8. Conclusion

The Scholars' International School is dedicated to upholding the integrity and fairness of all examinations conducted within our institution. This Invigilation Policy is designed to ensure that examinations are conducted with the utmost professionalism, security, and adherence to ethical standards.

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## **Safety and Security Policy**

The school gives utmost importance for the safety of both the staff and the students. The school ensures that staff and students are provided with secure, comfortable and positive environment that can help them bring the best out of them.

### **Visitors' Entry**

- As a visitor enters the campus, he/she should write his/her name, identity card number, phone number, purpose of visit and time at the register kept with the security.
- Visitors should go for enquiries only to the reception.
- No visitor is allowed to enter anywhere else.

### **Students**

#### **Safety in School Transport**

Safety in school transport will also be ensured and monitored. Students and staff will be made aware of the safety policy while using school transport.

#### **Arrival**

##### **School Buses**

- Duties are assigned to the supporting staff to wait outside the school campus and to control the traffic.
- Teachers are assigned to manage and monitor students inside the campus.
- Buses should enter the campus through Gate No. 1. and move towards the designated stopping area. The speed limit inside the campus is 5 km/hr.
- The security personnel records the arrival time of each bus in the prescribed form.
- The assigned bus attendant helps the children get out of the bus once the vehicle is parked properly.
- The bus attendant checks the bus properly and ensures that no child is left behind inside the bus.
- The teacher assigned to the bus then cross-check the attendance sheet given by the bus attendant and ensures that all the students have disembarked the bus and no child is left behind.

- After the confirmation from both the bus attendant and the teacher, the bus exits through Gate No. 2 and go to the kindergarten campus to be inspected by the school security and Transport Co-ordinator.
- Once the inspection is over, the buses are supposed to be parked outside the school campus and all windows and doors should be kept open.
- The driver cross-s the bus and see to it that the bus is empty. Once the checking is over, he should place the empty board at the front of the bus.

### **Parent drop off**

- Duties are assigned to the supporting staff to wait outside the school campus and to control the traffic.
- Teachers and Administrative staff are assigned to manage and monitor students inside the campus.
- Parents will park their vehicles in the parking slots available outside the campus.
- Students enter the campus through Gate No. 2. The staff on duty will assist them.
- The students will move straight to their respective classes.

### **Dispersal**

#### **School Buses**

- All buses enter the campus through Gate No. 1 between 1 p.m. and 1:15 p.m. and park at the designated areas.
- The speed limit within the campus is 5 km/hr.
- Duties are assigned to the supporting staff to wait outside the school campus and to control the traffic.
- Teachers are assigned to monitor students inside the campus.
- Once the vehicles are parked properly, the bus attendants go to the classes and collect the students of smaller grades and guide to their respective buses and wait in the bus.
- At 1:30 p.m. a bell will be rung for the students of the higher grades to come and board the buses through the path allotted to them.
- Once all the students board the bus, the bus attendant cross-checks and confirms that all the students are on board.
- Then, the teacher assigned to the bus, take the attendance of the students and confirm that all are present, and no child is missing.
- After the confirmation from both the bus attendant and the teacher, the buses will leave the campus through Gate No. 2
- The bus attendant should mark in the drop off sheet as each child disembarks the bus and is handed over to the parent.

- Children of Grades One and Two should be handed over to their parents. If there is no responsible person to collect the child, the bus attendant should give a call to the parent. If there is no response to the call also, then the child must be brought back to school.
- The bus attendants must ensure that the children of higher grades enter their respective houses before the bus leaves the place.

### **Parent pick up**

- School security/supporting staff should control the traffic outside the school campus.
- Parents will park their vehicles in the parking slots available outside the school campus.
- Gate No. 2 will be opened at 1.20 p.m. and the parents are expected to give a missed call to the respective class teachers of their wards and wait at the designated area.
- On receiving the missed call, the class teachers should send the children to the pick-up area.
- Teachers are assigned to guide the students to the pick-up area and to ensure the safety of the students.
- Teachers on duty at the pick-up area ensure that the children are handed over to their respective parents.
- After collecting their wards, parents exit through Gate No. 1.
- At 1:30 p.m. Gate No.2 will be closed.
- The next slot for the parents to pick up their wards will be after 1:40 p.m.
- All the students should be picked up before 2 p.m. without fail.

### **Break time**

- Duties are assigned for teachers inside and outside the classrooms for monitoring the students.
- Teachers assigned at the wash areas ensure that the students move in proper line and do not run.
- The students are not allowed to run in the corridors or on the steps

### **Health Safety**

Training will be given to all staff for first aid and BLS on a regular basis. Students will also be given training on health care and sanitisation regularly. A full-time nurse will be in charge of the safety of the school. There will be a fully equipped school clinic licensed by QCHP.

The school nurse will perform the following duties:

1. Health assessment on a regular basis
2. Inform the health status of students to parents and school personnel

3. Develop individualized health care plan as per the guidelines of the Ministry
4. Maintain all records confidentially up to date
5. Provide health education classes to students, parents and teachers
6. Sets up the daily log list of students who visit the clinic
7. Provide screening and referral for health conditions
8. Collaborate with staff, students and parents to assess health needs
9. Communicate with parents

### **Fire Evacuation Mock Drills**

Fire evacuation plan will be set by the beginning of the academic year and mock fire drills will be conducted once in every month.

The firefighting equipment will all be kept intact, and inspection will be conducted regularly to ensure that they are in perfect condition. We will ensure that the safety certificates will be procured from all the relevant ministries as and when required.



## Anti-Bullying Policy

### 1. Introduction

- **Purpose:** This policy aims to prevent, address, and manage bullying in The Scholars' International School, ensuring a safe and respectful learning environment for all students.
- **Scope:** This policy applies to all students, staff, parents, and visitors to the school.

### 2. Definition of Bullying

- **Bullying:** Bullying is defined as unwanted, aggressive behavior among children that involves a real or perceived power imbalance. This behavior is repeated, or has the potential to be repeated, over time.
- **Types of Bullying:** Include definitions of physical, verbal, social, and cyberbullying.

### 3. Policy Statement

- **Zero Tolerance:** The Scholars' International School has a zero-tolerance policy towards bullying. Every student has the right to feel safe, secure, and respected within the school environment.

### 4. Roles and Responsibilities

- **Students:** Expected to respect others, follow the school's code of conduct, and report any incidents of bullying.
- **Teachers and Staff:** Responsible for monitoring student behavior, intervening in bullying incidents, and following the reporting procedures.
- **Parents:** Encouraged to support the policy, promote positive behavior, and report concerns to the school.

### 6. Procedure of Monitoring, Intervention, and Reporting

#### a. Monitoring Student Behavior

- **Observation:** Teachers and staff should be vigilant in observing students' interactions in all settings, including classrooms, playgrounds, hallways, and school-related activities.
- **Recognize Signs of Bullying:** It's crucial to understand the signs of bullying, both overt and subtle, such as physical aggression, exclusion, or cyberbullying.
- **Inclusive Environment:** Foster an environment where students feel safe and are encouraged to share their concerns, aiding early detection of bullying.

#### b. Intervening in Bullying Incidents

- **Immediate Action:** If bullying is observed, intervene immediately and appropriately to ensure the safety of all students.
- **Separation and Support:** Separate involved students and provide immediate support to the victim.

- **Calm and Neutral Approach:** Handle the situation calmly and discreetly to avoid escalating the conflict.

**c. Following Reporting Procedures - Document the Incident:** Record details of the incident, including what happened, where, when, and who was involved.

- **Report to Designated Authority:** Inform the designated staff members; counselor, principal, or anti-bullying committee members.

- **Confidentiality:** Maintain confidentiality and discretion to protect the privacy and dignity of all students involved.

#### **d. Post-Intervention Actions**

- **Follow-Up:** Conduct follow-ups with involved students to ensure the cessation of bullying and provide further support if needed.

- **Communication with Parents:** In serious cases, inform parents of the incident and the school's response.

- **Referral for Additional Support:** Refer students needing additional support to the school counsellor or external services.

#### **e. Continuous Monitoring**

- **Observe Changes in Behaviour:** Monitor students involved for any behavioural changes or signs of continued bullying.

#### **f. Promoting a Positive School Culture**

- **Role Modelling:** Model positive behaviour and respectful interactions as teachers and staff.

- **Encourage Reporting:** Foster an environment where students are comfortable reporting bullying.

### **7. Confidentiality and Protection**

- **Privacy:** All reports of bullying will be handled with sensitivity and confidentiality.

### **8. Monitoring and Review**

- **Regular Assessment:** The policy will be regularly reviewed and updated as necessary for effectiveness.

### **9. Responsible Staff Members**

- **Principal**
- **Evaluation Committee Members**
- **Discipline Committee Members**
- **Class Teachers**
- **Counsellor**

## ICT Policy

School Name: The Scholars' International

Department: ICT

### 1. Introduction

Information and Communication Technology (ICT) is a vital subject that helps students develop technical skills, logical thinking, and cybersecurity awareness. This policy ensures that students learn computing fundamentals, Microsoft Office applications, basic coding, and cybersecurity while maintaining a safe and responsible approach to technology use.

### 2. Objectives

- Provide students with fundamental knowledge of computer hardware and software.
- Develop proficiency in Microsoft Office applications (Word, Excel, PowerPoint).
- Introduce students to basic coding concepts using child-friendly programs.
- Integrate cybersecurity awareness in every lesson.
- Conduct structured assessments, including both theory and practical exams, to ensure comprehensive learning.

### 3. Curriculum Guidelines

#### 3.1 Theory Classes

Theory lessons will cover:

- Computer Basics: Understanding hardware components and their functions.
- Operating Systems: Introduction to Microsoft Windows 10 (desktop, file management).
- Microsoft Office: Basics of Word (typing, formatting), Excel (formulas, tables), and PowerPoint (slides, animations).
- Cybersecurity Awareness:
- Safe internet browsing.

- Recognizing online threats (phishing, scams, cyberbullying).
- Creating strong passwords and protecting personal data.
- Responsible use of social media and online communication.

### 3.2 Practical Classes

Students will engage in hands-on learning, including:

- Microsoft Word: Typing, formatting, inserting images, and saving documents.
- Microsoft Excel: Entering data, using simple formulas, and creating basic charts.
- Microsoft PowerPoint: Creating slides, adding animations, and presenting ideas.
- Coding Programs: Introduction to block-based coding (Scratch, Code.org) to develop logical thinking.
- Cybersecurity Activities:
  - Setting up secure passwords.
  - Identifying and reporting suspicious online activities.
  - Safe downloading and sharing practices.
  - Poster-making and group discussions on cyber safety.

### 4. Assessment Structure

To evaluate student learning, four exams will be conducted per year:

- Two Theory Exams:
  - Based on the chapters covered in the respective term.
  - Includes multiple-choice, short-answer, and case-study-based questions.
- Two Practical Exams:
  - Hands-on assessment of Microsoft Office skills, coding exercises, and cybersecurity tasks.
  - Students will demonstrate their learning through individual tasks.

### 5. ICT Lab Rules

To maintain a safe and productive ICT environment, students must:

- Handle computers with care and report any issues immediately.

- Log in with their assigned credentials and never share passwords.
- Use the internet responsibly—accessing only approved educational websites.
- Avoid downloading/installing unauthorized software or modifying system settings.
- Follow cybersecurity best practices at all times.
- Respect other students' work and avoid any unauthorized access.

## 6. Cybersecurity Integration

Cybersecurity topics will be included in every ICT lesson, covering:

- Online threats and safe browsing habits.
- Hands-on activities, such as creating strong passwords and recognizing phishing emails.
- Case studies on cyberbullying, hacking, and data protection.
- Group projects on digital responsibility and ethical computing.

## 7. Assessment & Monitoring

- Students will be assessed through practical assignments, quizzes, and projects.
- Teachers will monitor internet usage and guide students on responsible digital behavior.
- Special activities like cybersecurity exhibitions, poster-making competitions, and group discussions will be conducted to reinforce learning.

## **Policy- Transport Department**

### **School Transportation**

- In the present scenario, the number of students who had chosen blended learning and are attending physical classes are very few. So, the school will not be able to provide transportation facility to the students currently.
- The school transportation for the students will resume as per the changes in plans regarding the physical classes from the Ministry of Education and Higher Education.
- Parents who require school transportation facility for their wards must contact the School Transport Coordinator. Parents can submit the transport request form online by mailing the request form duly signed by them to [transport@scholarsqatar.com](mailto:transport@scholarsqatar.com). The confirmation regarding the new request will be informed to the parents after verifying the location and the seat availability in the buses.
- Parents must inform the location changes to the School Transport Coordinator. Parents may make the location changes request online by mailing the location change form duly signed by them to [transport@scholarsqatar.com](mailto:transport@scholarsqatar.com). The confirmation regarding the location change request will be informed to the parents after verifying the location and the seat availability in the buses.
- Parents who wish to discontinue the school transportation facility for their wards can cancel it by filling the transport cancellation form. Parents may make the transport cancellation request online, by mailing the cancellation form duly signed by them, to [transport@scholarsqatar.com](mailto:transport@scholarsqatar.com).

### **Vehicle Maintenance**

- The maintenance of the school owned vehicles is done regularly. A check list is issued weekly to the driver- in- charge of each vehicle for proper checking and inspection. The list should be submitted to the Transport Coordinator.
- If a complaint is found in a vehicle, the driver should report it immediately to the Transport Coordinator. In order to rectify the issue, quotations are sought from different companies and is informed to the Accounts Department to make necessary financial arrangement.

- The Transport Coordinator informs the Accounts Department regarding the renewal of vehicle registration and insurance. As per the permission granted, quotations are sought and sent to the Accounts Department.
- A driver is given the responsibility of submitting the petrol bills of all the vehicles to the Transport Coordinator weekly. The verified bills are sorted by the Transport Coordinator and will be sent to the Accounts Department.



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### **ATTENDANCE SHEET**

- The bus wise list of students with their admission number, name, class with division and contact numbers of the parent is maintained in monthly format.
- The columns to mark pick and drop will be provided in the list for each days of the month.
- The list will be verified by the Transport Coordinator and make it signed. The list to mark attendance for the next month will be given to the bus attendant in the end of the current month.
- The form will be given to the bus attendants to sign as a proof of recipient of the attendance sheet.
- The list which is duly marked by the bus attendant will be collected and will be sent to principal to get it signed.
- The signed attendance sheet by the Principal will be kept in transport office.





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### **SCHOOL BUS USING STUDENTS BEHAVIOR POLICY**

- **Be Safe**
  - Sit in your assigned seat
  - Keep your hands, feet, and belongings to yourself.
  - Wait for the bus to come to a full stop before standing up.
- **Be Respectful**
  - Use a quiet voice when talking
  - Listen and follow the bus attendant's instructions without arguing.
- **Be Kind**
  - Treat other students with kindness.
  - Use polite language.
  - Help your friends if they need it.
- **Be Responsible**
  - Remember your bus number and stop.
  - Report any issues (like bullying or damage) to the attendant or teacher.
  - Keep the bus clean—do not throw trash or eat food inside..
- **Be Positive**
  - Smile and greet your bus attendant and friends.
  - Encourage classmates to follow the rules.



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### **NEW TRANSPORT REQUEST**

- The enquiry regarding the transportation availability to a new area will come before the Transport Coordinator through phone calls, from the other departments of the school or by meeting personally.
- The Transport Coordinator will check the enquiry whether the requested area has the Transportation facility.
- The availability of seat will be checked if the transportation can be provided to the requested area.
- The parents are requested to fill the transport request form if there are vacant seats.
- The supervisor of the vendor will be informed about the new request and the driver along with the attendant will go to check the location and verify it. Once it is confirmed the picking and dropping timing will be given to the parent by the bus attendant or the driver. The transport starting date will be informed to the bus by Transport Coordinator. The contact numbers of the bus persons and parents will be given each other.
- The new student details (Admission No., Name, Division, Contact numbers) will be updated to the attendance sheet by Transport Coordinator.
- The Mognasys software will be updated by the Transport Coordinator.
- The Office Coordinator will be notified through mail about the new transport request to report to the respective class teacher.
- The form will be filed in the transport office.
- The student will be collected from their house on the requested date and dropped back to the same location.



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### **REQUEST FOR LOCATION CHANGE**

- The location changes during the course of the academic year should be informed well in advance.
- The enquiry regarding the location change of a student to a new area will come before the transport coordinator through phone calls, from the other departments of the school or by meeting personally.
- The transport coordinator will check the enquiry whether the area has the transportation facility.
- The availability of seat will be checked if the transportation can be provided to the requested area.
- As there is vacant seats found the parents will be requested to fill the transport request form.
- The supervisor of the vendor will be informed about the new request and the driver along with the attendant will go to check the location and verifies the location. Once it confirmed the picking and dropping timing will be given to the parent by the bus attendant or the driver. The transport transport starting date will be informed to the bus by transport coordinator. The contact numbers of the bus persons and parents will be shared each other.
- The bus attendant of the previous bus will be informed about the location change of the student.
- The new student details(Admission No:, Name, Division, Contact numbers) will be updated to the attendance sheet by transport coordinator.
- The Mognasys software will be updated by the transport coordinator.
- The office coordinator will be notified through mail about the location change of the student to report the respective class teacher.
- The student will be collected from their house on the requested date and dropped back to the same location.



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### **CANCELLATION OF TRANSPORT FACILITY**

- In case a parent needs to cancel the transportation facility after availing it, they are expected to inform the Transport Coordinator one month in advance, otherwise they need to pay the remaining fee.
- The parent needs to fill the request form for cancellation and submit before the Transport Coordinator.
- The student will be removed from the excel sheet.
- The bus attendant will be informed about the cancellation.
- The request form will be sent to the IT Administrator for removal from the Mogarsys software.
- The form will be returned to the Transport Coordinator after removing from the Mogarsys software and it will be filed in the transport office.

## **Instructions to Attendants**

Date : 25-9-2024

Time : 7.35 a.m.

- Each student should be allocated a seat. A student shall not be permitted to travel in the vehicle unless seated in a properly constructed seat secured to the body of the vehicle.
- The attendance sheet provided to you should be maintained properly and all the students attendance should be marked when the get in as well as when they get down of the bus,
- Conductor places the children's in proper seat. If there any problems in the bus regarding the behavior of the children's .conductors have to note that problem they should inform to the transport coordinator.
- Attenders should assist students in boarding and alighting from the vehicles. They should escort the students during the journey and ensure that all students are properly seated and the doors of the vehicles are properly closed. They should also ensure that the students board or alight from the vehicles only after the vehicles have come to a complete standstill.
- Attenders should assist students riding in the nearside front seat and middle front seat, where there are such seats on the vehicles, to wear seat belts, if any, provided for such seats.
- Attenders should ensure that no student is missing, and the students reach schools safely and are collected by their parents/guardians on their homeward journey.
- There should be a replacement for the attender in case he/she takes leave. One day before inform your supervisor.
- Attenders should ensure that the alighted students are safe before the vehicles are moving off by the drivers.
- Bus Inside cleaning by attendants.
- If driver over speed or careless driving inform the school for the safety of everyone.
- Help students to cross the road if it is required
- Check the properly, primary students must get down in primary only they should not come to kg.
- Don't argue with drivers while driving. Don't pinch or beat any students.
- Your behavior matters , until kids are safe you are safe.
- Learn every kid names, fix a seat, if anyone not listen then can change their seat.





## **Instructions to Drivers**

Date : 26-09-2024

Time : 7.15 a.m.

- Check that the vehicles, especially braking, steering systems, A/C and all tyres are in serviceable condition before moving off the vehicles.
- The vehicle shall not carry students in excess of the student seating capacity permitted by law and every student shall be counted
- Ensure that students board and get down from their vehicles safely and the vehicle has come to a standstill before the students are allowed to board or alight. Make full use of the parking facilities or lay-by available in the schools to set down students.
- Keep the vehicles clean at all time.
- Avoid verbal abuse.
- Be punctual – if the vehicle arrives early at a pickup point, it should not leave earlier than the scheduled time until all students concerned have been on board. If it is late for a pickup point, the driver should still be patient to pick up all the Students properly.
- Ensure that the alighted students are safe before moving off the vehicles.
- Ensure that they themselves, as well as any nearside front seat and middle front seat passengers have worn the seat belts, if any, provided for these specified seats.
- Ensure that all necessary warning devices for the emergency exits and any power-operated doors are in good working order.
- Ensure that the gangway and emergency exits are not obstructed.
- Do not use hand-held mobile phones or public address system while the vehicle is in motion. If there is a need to use these equipment, use hands-free devices and keep the conversations brief.
- In case of emergency or accident, drivers should help the students to keep calm to avoid unnecessary panic and lead the students to evacuate the vehicle safely if necessary. If an accident causing injury to any person on board has occurred, the driver should stop the vehicle. He should report the accident to the transport coordinator and police as soon as reasonably practicable, and arrange to inform the school/parents of the accident in the earliest possible opportunity.
- Ensure that no child is left behind in the bus. Make sure that while you park the vehicle, display the “EMPTY” board after the complete checking.
- The windows should be kept open after the parking of the vehicle in order to ensure the proper ventilation.
- Asked to send the location to transport coordinator through whatsapp so in case any emergency driver left means we can manage the route
- First drop ,last drop off timing should post in group on time.
- Keep attendance sheets compulsory clean and neat



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- Report the any wrong behavior of attendants.
- Don't use mobile phone.
- Check the bus and keep on Empty board,open glass or door.
- Importance of Empty Board
- Don't block the traffic. Don't park in front of arabi house .
- Any location change, ask parent to meet me .
- Driver mainly for road safety
- If anything maintenance needed in bus inform the bus owner/supervisor without fail .
- Don't argue and fight with attendants/parents/kids.
- Check bus in primary properly ,if new attendant means cross check the list,if 1-2 minutes delayed also no issues, safety first.
- Inside school campus no rash driving. No reverse without adults supervision .



## **SCHOOL BUS DISPERSAL TIME PLAN-PRIMARY**

- Gate No: 1 will be opened at 1.00p.m.
- Under the supervision of the security and other assigned staff, the buses will be driven inside the campus along with the attendants.
- Time slots are allocated to each bus.
- Busses will enter the campus in three slots, according to the below mentioned time.
  - 1<sup>st</sup> Slot at 1.00 p.m.
    - Bus Numbers: 6,14,8,13,9
  - 2<sup>nd</sup> Slot at 1.05 p.m.
    - Bus Numbers: 1,5,2,3,10,12
  - 3<sup>rd</sup> Slot at 1.10 p.m.
    - Bus Numbers: 7,12
  - Bus number 4 (Big Bus) will be parked outside.
- Duties are assigned to the teachers to guide the students.
- The students of Grade 1 will be collected from the classes by the bus attendants from 1.20 pm onwards. Rest of the class students board the by themselves. The bus attendant will sign in the bus sheet which is kept with the class teacher and the student will be handed over to the attendant.
- The collected students will be taken to their buses.
- The bus attendant will take the attendance of the students as soon as all the students board the bus.
- Teachers assigned for the buses cross check the attendance.
- The students will be dropped to their respective houses.
- While dropping the children, the first and last drop time of each buses will be updated by the drivers to the concern.
- The driver and conductor will check the bus after all the students are dropped to their houses to make sure no children are left in the bus.



## **SCHOOL BUS DISPERSAL TIME PLAN-KINDERGARTEN**

- Gate No: 1 will be opened at 10.55a.m.
- Under the supervision of the security and other assigned staff, the buses will be driven inside the campus along with the attendants.
- Time slots are allocated to each bus.
- Busses will enter the campus in two slots, according to the below mentioned time.
  - 1<sup>st</sup> Trip at 10:55 a.m.
    - Bus Numbers: 10,11,12,13,1,8,9,2
  - 2<sup>nd</sup> Trip at 11:10 a.m.
    - Bus Numbers: 3,5,6,7,14
  - Bus no. 4 will be parked outside.(10.55 a.m.)
- Duties are assigned to the teachers to guide the students.
- The students will be collected from the classes by the bus attendants from 11.00 a.m. onwards. The bus attendant will sign in the bus sheet which is kept with the class teacher and the student will be handed over to the attendant.
- The collected students will be taken to their buses.
- The bus attendant will take the attendance of the students as soon as all the students board the bus.
- Teachers assigned for the buses cross check the attendance.
- The students will be dropped to their respective houses.
- While dropping the children, the first and last drop time of each buses will be updated by the drivers to the concern.
- The driver and conductor will check the bus after all the students are dropped to their houses to make sure no children are left in the bus.



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### **Morning drop time inspection**

- The students are received from their houses as per their given attendance sheet. The presence or absence will be marked in the sheet by the bus attendant.
- The received students are taken to the primary campus.
- After all the students deboarded, the bus inspection will be followed for ensuring that no students are left over in the buses.
- Firstly the bus will be checked by the bus attendant. After the first inspection the appointed security staff will check the bus once again.
- A strict bus inspection by the transport coordinator will be followed after the primary inspection.
- The arrival time and signature of the bus driver will be taken in the prescribed form. The form will be kept in the transport office which is duly signed by the security staff and the transport coordinator.
- After the bus check the buses will be taken to the parking area.
- The given form will be signed by the drivers after the bus check. The form will be kept in the transport office which is duly signed by the concerned staff for bus check and the transport coordinator.

### **House drop time inspection**

- The students are received from their classes as per their attendance sheet. The bus attendant will recheck the students whether they have boarded with the morning attendance.
- After the confirmation from the bus attendant, the bus is ready to leave.
- When the destination of the student has reached, they will be dropped to their house. The bus attendant will help the student to deboard from the bus.
- The bus will leave from their house after made sure that the student went inside the gate of the house. The parents of Grade 1 students are coming out to receive their ward.
- All the students are dropped to their house as described above.
- When all students dropped to their respective houses the bus attendant will check the bus thoroughly. The bus will be taken to the parking area after his inspection. After parking the bus it will be inspected by the bus driver and make sure no children are left over. The given form will be signed by the driver and the supervisor from the vendor side.

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## **Transport Policy For Own Transport Students**

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Date : 8-10-2024

Students using their own transport will not be permitted to use the school transport services under any circumstances.

### **Arrival:**

- (i) The school gates (Gate 3) will open at 6:30 a.m
- (ii) Parents are expected to be with their children until the gates are opened
- (iii) Students using their own transport must arrive no later than 07:00 a.m.
- (iv) Parents are not permitted to escort their children to the classroom.

### **Late Arrival Process:**

- Students who arrive after 7.00 a.m. (when Gates close), must enter the campus through the Gate No.1 leading into reception
- Latecomers need to report in the reception then proceed to their class. Late arrival will be marked in the school diary by the Class teacher which will be counter signed by the parent/guardian.

### **Dispersal:**

- The parents are allowed to collect their wards after 1.30 p.m.
- The duty is assigned to the security to be outside the school campus to control traffic.
- Teachers are assigned to manage and monitor students inside the campus.
- A bell will be rung at 1.30 p.m. to notify the parents. Gate No: 1 will be opened for parents to pick up their wards.
- The parent can leave through Gate No.1 after collecting their wards from the classes.
- All the students should be collected before 2.00 p.m. without fail.
- All students should be collected before 2.00 p.m. without fail.
- The parents, who wish to collect their wards early, need to fill the early leaving form and get it approved from the Principal.



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### **PARENT MORNING DROP TIME PLAN - PRIMARY**

- There are 2 gates for the primary campus - entry gate and exit gate.
- The duties are assigned to the supporting staff to wait outside school campus to control vehicles as per the schedule provided to them by the transport department.
- Teachers are assigned to manage and monitor students inside the campus.
- The parents will park their vehicles in the parking slots. The staff on duty outside the gate will help the parents to park properly
- The student will be allowed to enter the campus. The staff on duty will assist them to get into the campus.
- The students will go straight to their classes.