



Qatar-Finland International School

Policy Document

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General

The school will update the policy document every year in collaboration with students, school staff and parents. The latest version of the document can be found on the school website. In case of policy updates during the year, the changes will be communicated to parents by the school.

Parents are responsible for providing accurate and reliable data to school. Parents are also required to keep all relevant information updated.

Please note that the school can share student information with all people mentioned in the student information system (father, mother, guardian). Those people can independently make decisions regarding the child's education including but not limited to:

- Accepting and cancelling the student place
- Repeating the grade level
- Signing pedagogical documents

For limited access to student information and decision making, the school requires an official court order about the child's single custody.





Admissions policy in Qatar-Finland International School

Sibling priority

The siblings of existing students are prioritized in the admissions process. However, this does not guarantee an automatic student place. They still need to go through the normal assessment.

The parents of existing students are encouraged to be proactive in their sibling child's registration so that the reservations can be made early enough for the coming academic year.

Step 1: Application

Please fill in the online application, which can be found on the school website under admissions. Parents are expected to familiarize themselves with the school policy documents. The school does not recognize incomplete applications.

Step 2: Attachments

Upload the following attachments (maximum size 1 MB/attachment):

- Copy of the student's passport and RP (residence permit number)
- Copies of the parents'/guardian's passports and Qatar IDs
- Copies of school record cards for the previous 2 years, as available. (Please note that if the report card does not include assessment of the student's behaviour and study skills, a separate document including this information from the previous school needs to be provided.)
- Copy of the student's birth certificate
- Copy of the student's medical record/vaccination card issued by health centres
- Copies of any health and/or psychological assessments conducted with the student, when applicable

Copies of school report cards and assessments must be attested and in English. Documents in other languages must be translated into English by a legal translation office. A copy of both the original and translation must be provided.

Application is made by filling the application form and submitting all the documents on the checklist at which point the file will be considered for admission.



Step 3: Review of the application

School's admissions team reviews the child's application and documents after they are submitted completely. Based on the information, the team recommends the assessment for the applied grade level or the grade level the team sees more appropriate for the child.

Step 4: Assessment

We wish to meet your child personally in a small group test. Occasionally, the Admission Team might ask the child to visit the classroom for 1-2 days. Our admissions coordinator will contact you in order to arrange the assessment time. **Assessment fee is QAR 500 (paid by cash only)**, and it's non-refundable no matter whether the child is accepted or not. Please **bring a recent passport size picture of your child** when you come to assessment. Please come to school 10-15 minutes before the booked time to complete the office protocol before the test begins with your child. **Please note that late entry to the assessment test is not possible.**

The assessment includes a short questionnaire and or interview with parents/guardians of the child.

Assessment is based on holistic evaluation of the child's learning and his/her performance during the test. In the assessment process the school values equally the academic, social and emotional, behaviour and motoric skills. Any of these areas can be a reason for a refusal of an applicant. We are following the Finnish curriculum standards when assessing the child and finding the right grade level. **Despite of the child's previous grade level, the school reserves the right to decide a proper grade level in Q.F.I. School after the assessment.**

We do not hand out the test documents to the family but instead we will give short feedback of child's performance during the test right after the assessment is done (if the person facilitating the assessment is available). For more information concerning the assessment results, please contact the Head of Admissions +974 50322893, +974 40127888.

During the assessment process also the parents are asked to fill in a short questionnaire.

Step 5: Acceptance

School admission board will decide the acceptance of each applicant. We will inform you by email whether we are able to admit your child to Q.F.I. School. If we are able to offer a place, you need to confirm the offer within five working days by:

- Signing and returning the Acceptance Letter
- Paying the initial Registration Fee QAR 2500 and the Seat Reservation Fee QAR 2500 (seat reservation fee will be deducted from the first tuition fee)
- Signing the school policy documents in the Finance Office when paying the Seat Reservation Fee

Contact information

Head of Admissions: admissions@qfischool.com, +974 50322893, +974 40127888

Fee Policy

Assessment Fee QAR500: This is a single, non-refundable payment to be made during the admission assessment to apply for a place at Q.F.I. School.

Registration Fee QAR2500: Once application is successful, this is a single, non-refundable payment to be made on the day of returning and signing of the acceptance letter. Upon the payment made, parent will be granted a student enrollment number, indicating that a place has been granted by Q.F.I. School.

Seat Reservation Fee QAR2500: This is an annual and non-refundable payment to be made to secure a place at Q.F.I. School. This fee will be deducted from the first term tuition fee. For newly enrolled student, the payment will be made on the day of returning and signing of the acceptance letter, together with the payment of registration fee.

For existing student, the payment will be made before the new academic year begin, Q.F.I. School will inform parents the due date of the payment according to the Ministry of Education and Higher Education (MOE&HE)'s guideline.

Tuition Fee Tuition fee is invoiced for a full academic year, which is divided into three terms as stated below.

Grade	First Term QAR	Second Term QAR	Third Term QAR	Annual QAR
Grade 0	14,708	14,708	14,709	44,125
Grade 1 - 6	16,179	16,179	16,179	48,537
Grade 7 - 10	18,201	18,201	18,202	54,604

Tuition Fee and conditions may be subject to change each year. The fee schedule is updated each year according to the MOE&HE's guideline. Parents are informed in advance of any changes to fees or conditions for the following academic year, subject to approval by the MOE&HE.

Tuition Fee includes learning materials.

Other expenses

(These charges are not included in the tuition fee)

- Uniforms
- Transport to and from school
- Canteen meals
- Special school trips (voluntary participation and payment) and all trips outside Qatar
- Extra-curricular activities including the afternoon club for the siblings and students in the school transportation
- Laptops for high school students (according to the school specifications)

Other possible Charges

Losses and Damage

Charges will be collected on an individual basis for damage to school property, loss of books,



learning material, learning equipment etc. This list is not comprehensive. Additional charges will be discussed with parents in advance.

Late Payment and Right to Refuse Admittance

To retain school places, parents are responsible for ensuring that all fees due are paid, whether they pay personally or are supported by a Voucher or employer allowance scheme. Unpaid fees or consistent negligence in payments may cause a student to lose the right to attend lessons, receive report card or get his/her student place renewed for the next academic year.

Notice to Cancel School Place(s)

Written notice of parents' intention to cancel student place(s) must be given to the Admissions Office and student's teacher(s) at least 2 weeks before the end of the current term. If no written notice is given, it will be assumed that the school place is required and the fees for the following term will be due as normal. The School will require completion of a Cancellation School Place Form, which can be obtained from the Admission Office, email address: admissions@qfischool.com

Payment Methods

Fees can be paid by the following methods:

- Online/Wire transfer into our bank accounts. Transfer charges, if any must be paid by the parent.
- Cash/Cheque deposited directly to our bank account
- Cash/Cheque to the Finance Office

For online/wire transfer and direct deposit to our bank account, a copy of direct cash deposit or online bank transfer detail has to be delivered to Finance Office or emailed to: finance@qfischool.com, indicating parent name and student details.

Bank Details

Beneficiary Name: EduCluster Finland

IBAN: QA71 CBQA 0000 0000 4670 4163 6420 1



Bank Name: The Commercial Bank
Account Number: 4670-416364-201
Swift Code: CBQQAQA

Home-School Cooperation

The school strongly believes that bringing up children is a collaborative task, which requires shared values and understanding between homes and the school. Q.F.I. School provides the parents with a handbook, which includes practical information about school life. This will help the families to organize their daily lives and find common understanding with the school in bringing up their children.

In the Q.F.I. School, we believe that the responsibility for learning is shared between students, teachers and homes. Whilst the parents are primarily responsible for the upbringing of their child, we support them by taking responsibility for the child's education at school. However, the school strongly believes that the fundamental responsibility for learning must lie within the child.

Parents are always welcome to our school to join classes, to talk to staff and to contribute to our community building after negotiating this with the school administration. We hope that parents will be active partners in supporting all aspects of their children's learning, in and outside of school. **The first point of contact for the parents is always the Class/Homeroom teacher who will in turn contact other professionals when needed.** Possible further actions will be decided in collaboration with parents.

All of our teachers are willing and happy to talk with the parents about their children's learning or any school matter that they might have in mind. However, this is not done during the lessons or other duties. **Classroom visits need to be booked in advance with the teacher.**

Home-school collaboration is enabled through following structures:

- Parents receive **feedback** about their child's behavior and academic performance in school **on a regular basis** through various means of communication (e.g., phone calls, e-mails, scheduled meetings, student management system, etc.).
- Parents receive a **weekly letter** from teachers with general information of the class (special events, tests, things to remember), topics that are being taught during the week and some pedagogical guidance on how to support the child at home.
- The school year is divided into three terms. Students receive a report card at the end of

each term. Prior to this the parents have a possibility to meet teachers in a **Parent-Teacher Conference or a Student-Led Conference**.

**The first and second term report cards include the respective term evaluation. The last report card covers the student's progress over the whole academic year.*

- There is **Principal's Morning coffee** every first Thursday of the month at 7:30 am in the Canteen.
- The school has a **Parent Association (PA)**. PA is a parent-led group that supports the school in its primary task according to the school values. PA meets on a monthly basis. Each class has a Class Representative who acts as a link between PA and Class/Homeroom Teacher.

The aims of PA are:

- To enrich the children's education by promoting parental involvement in supporting school policies and programs in a constructive way
- To maintain and foster a constructive partnership between staff and parents in the interests of the school and children
- To act as a vehicle for discussion, learning and positive action
- To enhance programs offered by Q.F.I. School
- To work toward achieving these aims through fundraising and other activities

The school expects parents to attend parent evenings and parent-teacher conferences since they provide a valuable opportunity for home-school communication and usually provide valuable information and school procedures.

When requested from the school side, the parents are required to be active towards the school for being able to organize a meeting. If reasonable activity from the parent side is not shown, the child's student place for the coming academic year might be reconsidered.

Parent Complaints and Feedback

- When a parent places a complaint with the Class/Homeroom teacher, SEN teacher, Counselor, Vice Principal, Principal or General Manager – the complaint is communicated to all concerned team members as soon as possible.
- The concerned team then investigates the complaint and follows the necessary procedures as per school policy.
- If necessary, the measures taken will be communicated to the parent. Otherwise, a

general notice may be included in the Principal's monthly letter to the parents or Class weekly letter.

- The parents can place a complaint also in the Ministry of Education and Higher Education website

Student Support

Our focus is on early intervention in a flexible manner with solid co-operation between the different stakeholders. To prevent the emergence and growth of problems, we offer support in three categories: general, intensified and special support.

Everyone is entitled to general support. It is a natural part of everyday teaching and learning process. If general support is not enough, further care is planned by multi-professional **Student Welfare Team**. The team consists of Vice Principal, School Counselor and Special Needs Teachers. The three levels of support for learning and school attendance are **general, intensified and special support**. School support structures include remedial teaching, part-time special needs education, interpretation and assistance services and special aids. These support forms may be used at all three levels of support, both separately and to complement each other. The support received by the student must be flexible, based on long-term planning, and adjustable as the student's needs for support change. Support is provided for as long as necessary, and at the level and in the form indicated by the student's needs.

Students who have been awarded a numerical grade indicating at least adequate knowledge and skills in the subjects contained in their syllabus for the school year, are promoted to the next grade. Students **may be retained in a grade** if they have failed one or more subjects in the syllabus for that grade. Students may also be retained in a grade without having had failing performances if retention is to be considered appropriate from the perspective of the students' general skills and academic success. In this case, the students' guardian must be reserved an opportunity to be heard before the decision is made. The performances of a student who is being retained for the grade in question are nullified.

The school has three School Counsellors that are able the support students in their growth.

School has a full-time nurse for emergencies and other health matters that occur during the school day. Please contact the nurse for appointment or enquiries (+974 4012 7896).

Please, do not bring your child to school if he/she is ill.

Pedagogical Touch

Touching is a necessary element in every child's development to become mentally and physically balanced member of the society. Qatar-Finland International School recognizes and implements pedagogical touch in following situations:

- Caring touch (especially in early education but also for older students)
- Calming touch (for any over active child)
- Communicative touch (getting child's attention for communication)
- Therapeutic touch (e.g. a lot of SEN students benefit from "massage" treatment)
- Guiding touch (for students who have oriented themselves to wrong direction or needs to be stopped)
- Assisting touch (helping a child to perform a motoric task)
- Play touch (students and staff playing something that involves touching, e.g. catch)
- Holding (an extreme touch where the staff protects a child from harming him/herself of others around)

Touching is always a very personal experience and is based on adequate knowledge of student's background and situation.

Student Attendance

Tardiness

It is very important that the students come to **lessons on time**. Students coming late to lessons disrupts everyone's concentration. The students themselves will miss important information and instructions when coming late. Tardiness is marked in student files and report cards.

1. If there is a frequent pattern of student being late (10 times), the **Class /Homeroom Teacher** will contact the **family and the Student Welfare Team**.
2. If the student continues to violate this policy (10 additional times), the parents will be asked to meet with the **Counselor** and Class/Homeroom Teacher. An **Action Plan** is made for

further procedures.

3. If the student continues to violate this policy (10 additional times), the parents will be asked to meet with the **Vice Principal**, Counselor and Class/Homeroom Teacher. The student and the parents sign a **Conditional Agreement**, in which the school expectations are reinforced.
4. For further cases of tardiness (10 additional times), the student will **not be offered a place** at the school for the next academic year.

Absences

The Finnish curriculum emphasizes the learning of skills, both social and academic. Social skills can best be learnt in a group of peers. Therefore, it is important that students do not take extra leaves outside school's vacations.

However, if there is a need for an extra leave, it must be applied for **at least 2 working days in advance**. **Student Leave Request Forms** can be retrieved from the Front Desk in the Main Lobby. The class teacher can approve a leave up to 3 days. Longer leaves must be approved also by the Vice Principal. First, the teacher writes his/her comments in the form to inform the Vice Principal and the parents how learning arrangements have been organized.

Parents are responsible for ensuring student progress during absences. This will include but is not limited to making sure the students finish all assignments given to them.

In the case of prolonged absences for medical reasons the school requires doctor's certificate.

We apply the following policy in **student absences**:

1. On the 8th *unauthorized* absence day: **Class /Homeroom Teacher** will contact the **family and the Student Welfare Team**.
2. On 16th *unauthorized* absence day: the parents will be asked to meet with the **Counselor** and Class/Homeroom Teacher. An **Action Plan** is made for further procedures.
3. When the student has 25 *unauthorized* absence days: the parents will be asked to meet with the **Vice Principal**, Counselor and Class/Homeroom Teacher. The student and the parents sign a **Conditional Agreement**, in which the school expectations are reinforced.
4. For any further absences, the student **will not be offered a place** at the school for the next academic year.

Early pick-up

In case the child is **picked up before the end of last lesson**, the person picking the student up must fill in a **Student Early Pick up Form**. This can be acquired from the Front Desk in the Main Lobby. The form must be signed by the teacher. No student is allowed to leave without the signed form.

Students in grades 0-6 are not allowed to leave the school premises without an adult escort.

Please note, that early pick-up should be used very rarely and only in special situations. It should not be a consistent practice. Consistent early pick-ups affect the students learning.

1. If there is a frequent pattern of early pick-ups (10 times), the **Class /Homeroom Teacher** will contact the **family and the Student Welfare Team**.
2. If the student continues to violate this policy (10 additional times), the parents will be asked to meet with the **Counselor** and Class/Homeroom Teacher. An **Action Plan** is made for further procedures.
3. If the student continues to violate this policy (10 additional times), the parents will be asked to meet with the **Vice Principal**, Counselor and Class/Homeroom Teacher. The student and the parents sign a **Conditional Agreement**, in which the school expectations are reinforced.
4. For further cases of tardiness (10 additional times), the student will **not be offered a place** at the school for the next academic year.

Late pick-up

Q.F.I. School takes their responsibility on students' health and safety very seriously. We think that it is important that the students get enough free time and rest. Also, according to our policies, the students need to be supervised at all times to ensure their safety. Instead of monitoring the late pick-up, the school staff is occupied with numerous other duties after the teaching hours. **The school cannot take the responsibility for the safety of the children after the end of the last lesson.** For these reasons, the students should be picked up promptly after their school day is over. The school offers an afternoon club for younger siblings and students in school transportation. This is a paid service (see other expenses).

1. If there is a frequent pattern of student being picked up late (10 times), the **Class /Homeroom Teacher** will contact the **family and the Student Welfare Team**.

2. If this policy is continuously violated (10 additional times), the parents will be asked to meet with the **Counselor** and Class/Homeroom Teacher. An **Action Plan** is made for further procedures.
3. Further violations of this policy (10 additional times), the parents will be asked to meet with the **Vice Principal**, Counselor and Class/Homeroom Teacher. The student and the parents sign a **Conditional Agreement**, in which the school expectations are reinforced.
4. For further cases of tardiness (10 additional times), the student will **not be offered a place** at the school for the next academic year

The late pick-up is monitored by the school security.

Behaviour Policy

The aim is to create an atmosphere where the student can experience continuous positive learning environment. However, the emphasis is put on creating the inner motivation mechanism contrary to outer reward mechanism. The positive reinforcement should come through **a realistic picture of one's actions**. This picture is build based on reflection coming from the child himself, the teachers and peer group. **The ultimate responsibility of behavior is on the students themselves**. Actions used for positive reinforcement might be:

- Student appraisal – noticing and appreciating good behavior continuously
- Student rewarding methods – individual recognition of good behavior at group, class, module and school level
- Group rewarding methods – recognition of good behavior at societal level promoting the sense of shared responsibility in the group. This is extremely important when guiding children towards effective group skills.

- Engaging students in collaborative programs (Peer Mediation, Student Council, Breakies etc.).

Based on these principles the school applies the following Behavior Policy in an age-appropriate manner. The order, nature and level of consequences always depends on student age and severity or frequency of incidents.

Bullying (including social media)

- Bullying is unwanted, aggressive behaviour
 - It involves a real or perceived power imbalance.
 - The behaviour is repeated, or has the potential to be repeated, over time.
 - Can be active or passive (isolating, spreading rumors, calling names)
1. Verbal or physical bullying is noticed or reported. The **concerned staff member** will report the incident (**Incident Report**).
The **class teacher** meets with the perpetrator, victim and observer/reporter (documenting the incident). **Parents are informed** about the incident and reminded about the school's behavior policy over the phone or by e-mail.
 2. If it occurs again, the **counsellor** meets with the perpetrator, victim and observer/reporter (documenting the incident). Parents are informed about the incident and again reminded about the school's behavior policy over the phone or by e-mail.
 3. In reoccurring cases, there will be **meetings with the parents** of both sides, students, class teacher and school counselor to review the cases. A **verbal warning** is given to the student and family for the reoccurring behavior.
 4. If the student's behavior does not change, a written **Action Plan** is created for further steps to prevent the bullying. This Action Plan will be signed by the student, parent, class teacher and counselor.
 5. If the student continues to violate this policy, the parents will be asked to meet with the **Vice Principal**, Counselor and Class Teacher. The student and the parents sign a **Conditional Agreement**, in which the school expectations are reinforced. A follow-up meeting will be organized within one month to review the progress.
 6. In case of continuous bullying, a meeting will be organized with class teacher, Counselor and Vice Principal for the **suspension** of 1-5 days (depending on age/grade/severity).

Suspension may be in-house or the student may be sent home.

7. If the behavior continues, and the student has been suspended for the 3rd time, the **Principal** will convey the decision of expulsion to the family.

Undone Homework, Missing Books, Materials and Equipment

1. When the above-mentioned behavior is first noticed. The teacher or learning assistant will immediately give a **verbal reminder** to the student.
2. The second time this happens, the **teacher** will have a **pedagogical discussion** with the student and **decides on the action** taken (e.g., homework to be re-assigned for the next day, homework to be done over the break).
3. If it is repeated, the teacher will **communicate with the parents**. The student will stay in the class during the break to complete missing work.
4. If the student repeats the behavior, the **SEN teacher and counselor** are informed about the situation. They will in turn meet with the student and try to investigate the reason behind the behavior. The teacher will also communicate with the parents. A **meeting with the parent** will be scheduled at this point. A written **Action Plan** is created for further steps to prevent the behavior in question.
5. The constant violation of this policy will result in the student attaining a **lower grade on the report card** in that particular subject.
6. In the event of the student losing school materials and/or books, the teacher will have a pedagogical discussion with the student, inform home, and asks them to **replace the materials** at their own cost.

Breaking and/or Destroying School Property

1. The concerned staff member will document the incident (**Incident Report**) and then inform the class teacher. The staff member will have a **pedagogical discussion** with the student immediately. Depending on the severity of the case (if it has been continuous/value of the property/child's age), the teacher will communicate with the Vice Principal to decide on the action taken. **Parents are informed** and may be requested to pay the necessary amount to replace the destroyed property.
2. If the student continues to violate this policy, the parents will be asked to a **meeting with the Counselor and Class Teacher/Homeroom teacher**. A written **Action Plan** is created for

- further steps to prevent the behavior in question.
3. If it occurs again, parents are called in for a meeting with the teacher, Counselor and **Vice Principal**. The student will be **suspended** for 1-5 days.
 4. If the student continues to violate this policy, the parents will be asked to meet with the Vice Principal, Counselor and Class Teacher. The student and the parents sign a **Conditional Agreement**, in which the school expectations are reinforced.
 5. If it occurs again, the **Principal** will meet the parents and inform them about the **expulsion**.

**Note: Suspension is an escalating process. The first suspension is shorter and the number of days increases in reoccurring cases.*

Dishonesty (Cheating, Stealing, Plagiarism etc.)

1. Above mentioned behavior is noticed or reported. The **concerned staff member** will document the incident and inform the class teacher/homeroom teacher (**Incident Report**). The **teacher** will have a **pedagogical discussion** with the student immediately and decide on the action taken (e.g., repeating/failing the exam, detention, replacing the stolen item). **Parents are informed**. The counselor will work with the student on life skills and other coping strategies if needed.
2. If the student continues to violate this policy, the parents will be asked to a **meeting with the Counselor and Class Teacher/Homeroom teacher**. A written **Action Plan** is created for further steps to prevent the behavior in question.
3. If it occurs again, parents are called in for a meeting with the teacher, Counselor and **Vice Principal**. The student will be **suspended** for 1-5 days (depending on age/grade/severity). Suspension may be in-house or the student may be sent home.
4. If the student continues to violate this policy, the parents will be asked to meet with the Vice Principal, Counselor and Class Teacher. The student and the parents sign a **Conditional Agreement**, in which the school expectations are reinforced.
5. If it continues, the **Principal** will meet the parents and inform them about the **expulsion**.

Disturbing Behavior

- Name-calling, pushing, arguing, obscene use of language, etc.
- Moving around the classroom, running away from the teacher, etc.
- Failing to follow staff instructions, classroom rules and procedures, etc.

1. Minor disturbing behavior is noticed. The observer will immediately give a **verbal reminder** to the student.
2. If the disturbing behavior reoccurs, **class teacher, homeroom teacher or learning assistant** will have a **pedagogical discussion** with the student.
3. In case the behavior continues, the **teacher** decides on further actions (i.e. break suspension, lesson suspension, break volunteer work, temporary class switch). Documentation of the incidents and the decision is prepared (**Incident Report**).
4. If it continues, the **counselor** will have a discussion with the student and work on skills and strategies. All incidents will be documented (**Incident Report**) and informed to the parents.
5. If the student continues to violate this policy, the counselor and teacher will **meet with the parents** together with the student to review the whole disciplinary process. A **verbal warning** is given to the student and family for the reoccurring behavior.
6. If the student's behavior does not change, a written **Action Plan** is created for further steps to prevent the disturbing behavior. This Action Plan will be signed by the student, parent, class teacher and counselor.
7. If the student continues to violate this policy, the parents will be asked to meet with the **Vice Principal**, Counselor and Class Teacher. The student and the parents sign a **Conditional Agreement**, in which the school expectations are reinforced. A follow-up meeting will be organized within one month to review the progress.
8. In case of continuous disturbing behavior, a meeting will be organized with class teacher, Counselor and Vice Principal for the **suspension** of 1-5 days (depending on age/grade/severity). Suspension may be in-house or the student may be sent home.

Violent Aggressive Behavior

- Severe: Violent fights, Physical injuries, Psychological violence
1. Verbal or physical violent behavior is noticed or reported. The **staff member** will react immediately. The **Counselor** will meet with the perpetrator, victim and observer/reporter. *The observer/reporter* will document the incident (**Incident Report**).
 2. Parents will meet with the **teacher, Counselor and Vice Principal** on the same day. The student(s) will be **suspended** for 1-5 days (depending on age/grade/severity). Suspension may be in-house or the student may be sent home. A written Action Plan is created for further steps to prevent the behavior in question.



3. If the student continues to violate this policy, the parents will be asked to meet with the Vice Principal, Counselor and Class Teacher. The student and the parents sign a **Conditional Agreement**, in which the school expectations are reinforced.
4. If it continues, the **Principal** will meet the parents and inform them about the **expulsion**. The student will not be offered a student place for the next academic year.



Sexual Harassment

The school is committed to maintaining at all times, a learning and working environment free of sexual harassment and intimidation. Sexual harassment of or by any board member, parent, volunteer, administrator, faculty member, employee, student or guest is strictly prohibited.

Definition

Sexual harassment can include, but is not limited to, the following:

- an unwanted physical advance or verbal approach of a sexual nature
- subtle or overt pressure for sexual involvement
- unwanted reference to one's physical appearance, sexuality or to sexual activities;
- unwanted physical contact
- the demand for sexual favors accompanied by implicit or explicit threats against one's job security or success
- any comments or actions which denigrate a person based upon gender
- unsolicited sexual gestures or comments or the display of offensive, sexually graphic materials

Reporting Procedure

Any person who believes he or she has been the victim of sexual harassment by a board member, a parent, a volunteer, an administrator, faculty member, student or employee of the school is encouraged to discuss the alleged acts immediately and confidentially with any member of the school pedagogical staff or school management. Any complaints of alleged sexual harassment made to the Designated Persons will be discussed fully and confidentially with the person raising the complaint or concern and will require approval of the reporter prior to disclosure or direct investigation of the matter.

If, after discussion by the reporting person with one or more of the Designated Persons, it is agreed between the reporting party and the Designated Person that a more detailed investigation is appropriate, the following investigative procedure will be utilized.



Investigative Procedure

Following discussion with one or more of the Designated Parties, and the agreement of the reporting party that an investigation should be undertaken, the complaint will be made fully known to the appropriate supervisor. Once so advised, immediate follow-up in the form of a full investigation by the appropriate supervisor and EduCluster Finland Home Office representative (in staff cases). Also school Student Welfare Team (in student cases) will be involved.

In determining whether alleged conduct constitutes sexual harassment, the totality of circumstances, such as the nature of the sexual advances and the context in which the alleged incidents occurred, will be considered. To assist in the investigation, incidents will be documented, including specifics such as dates, times, witnesses, if any, and a full and clear statement of what transpired. A determination of the appropriateness (or lack thereof) of the particular action will then be made from the facts by the head of school, and appropriate action will be pursued expeditiously in each case, including the option of informing the authorities.

Responsive Action

Any administrator, faculty member, employee, or student of the school who engages in sexual harassment is subject to immediate and appropriate discipline, up to and including discharge or expulsion. The results of the investigation of each complaint filed under this Policy will be reported to the complaining party by the head of school. The report will document any disciplinary action taken by school as a result of the complaint and will become part of the personnel file or record of the disciplined individual.

Reprisal

Retaliation against any individual who complains of sexual harassment is strictly forbidden by the school, and anyone who practices such retaliation will be subject to immediate discipline, up to and including discharge or expulsion.

Non-Harassment

The school recognizes that not every advance or comment of a sexual nature constitutes harassment. Whether a particular action or incident constitutes sexual harassment or not requires an objective determination based upon all of the facts and surrounding circumstances. False accusations of sexual harassment can have a serious detrimental effect on innocent parties, are prohibited by the school, and can be cause for disciplinary action up to and including discharge or expulsion.



Sexual Behaviour

Students are expected to treat one another with dignity and respect. We encourage students to make responsible decisions regarding sexuality and to consider the consequences of their decisions in terms of their health, their relationships with others, moral considerations, and the law. From our concern for their emotional, physical, and spiritual well-being, we also will respond to sexually active students by initiating and fostering open communication between the students and those adults in the students' lives who may be helpful to them.

Public Display of Affection

Student couples are encouraged to make responsible choices regarding sexuality. When they are together in public, however, they have a responsibility to others as well as to themselves to conduct themselves appropriately. Public displays of affection are unacceptable when they embarrass or make others uncomfortable. Examples of such behaviors include, but are not limited to, extended kissing or hugging, lying or sitting together inappropriately, and placing hands on each other in inappropriate ways.

Sexual Harassment

Sexual harassment is unacceptable. Sexual harassment is unwanted sexual attention that makes a person uncomfortable or causes problems in school, work, or in social settings. Some examples are verbal slurs or abuse; suggestive, offensive, or derogatory comments; sexist remarks about someone's body, clothing, or sexual activity; insults of a sexual nature; requests or demands for sexual favors; catcalls or other suggestive or insulting sounds or gestures; unnecessary and unwanted physical contact; and physical assault. Students who have complaints of sexual harassment should report them immediately to the school pedagogical staff. Complaints will be considered confidential, and each complaint will be thoroughly investigated. If the evidence supports the allegation that sexual harassment has occurred, corrective action, including the possibility of dismissal, will be taken.

Device Policy

In general, the school encourages and supports the educational use of technology at school. The difference between educational and recreational use is often ambiguous. The educators in school decide the best possible use of technology at a given time. All students are guided for correct, moral and ethical use of technology.

The school offers students devices to be used during the lessons (iPads and laptops). However, the students can also bring their own devices from home. The general policy regarding the possession and use of these devices (iPads, laptops, phones) is as follows:

Human interaction is more important than the use of technology. However, they shouldn't be seen as two competing sides but rather combining the best features of each approach. Technology is a natural part of life and students should learn to use it for their learning. We remember good manners also while using technology.

The students are allowed to use their own devices in the morning before the beginning of school (before 07:30) and/or in the afternoon after school hours. Primary students are not allowed to use their own devices during the breaks. Secondary school students are allowed to use their devices during allocated breaks in dedicated areas. Students' own devices are stored in their school bags on silent mode when they are not in use. During the school hours, the permission to use technology always comes from the pedagogical staff – otherwise the students do not touch their devices (school's or their own).

Students are not allowed to take any pictures or make recordings on school premises unless the pedagogical staff instructs them to do so for educational purposes.

The content used in students' own devices must be according to the values of Q.F.I. School.

In case students misuse their own devices, the school staff has a right to confiscate the device. It will be given back only to students' guardian.

The school cannot be held responsible and will not cover any loss or damage of devices brought from home.



During school days and special events, the school personnel takes pictures of the students and visitors. These pictures can be used for school purposes.

High school students can freely use their devices during the day as long as it does not disturb the learning/teaching process. This interpretation is done by the school pedagogical staff. During the lessons the devices may be used with a specific permission from the pedagogical staff.

Uniform Policy

We like students to maintain a modest, neat and clean appearance at all times. The school expects every student to wear the right uniform every day at school and the parents to supervise and support it. Not following the policy gives the school the right to send the student back home for changing clothes. Repeated breach of the policy endangers student's school place at Qatar-Finland International School.

The garments differ between grade levels as shown in the pictures. In addition, the students are expected to wear black closed shoes (low heels) with black socks. The school recommends that the shoes support physical activity. If a head scarf is worn it must be navy blue.

For physical education all students are expected to wear good quality running shoes. The sport shoes used in physical education can be of any color. If a head scarf is worn, it must be navy blue or black sports hijab. If a hat/cap is worn, it must be the official one with the Q.F.I. School logo (as shown in the accessories). School is also offering other accessories such as the Lynxes jacket and Q.F.I. School Sports bag. No other clothing outside this Policy is allowed.

In addition to the above mentioned, long hair must be tied with simple hair band for safety reasons. From grade 10 onwards students may have their hair untied with the exception of PE, crafts and science lab lessons. A wristwatch is allowed for all students and small stud earrings are allowed for girls. No other jewelry is allowed for primary students. The secondary school students may use simple jewelry. Jewelry must always be removed during PE lessons or when asked by a staff member. **The school cannot be held responsible and will not cover any loss or damage of jewelry brought from home.**



Hats and sunglasses may not be worn in the classroom. Decorative items should be conservative. Jewelry, glasses and head gear should be conservative, culturally sensitive, not offensive, and in good taste. Students who choose to wear make-up must do so unobtrusively.





Signature

I have read and understood the Qatar-Finland International School policies and agree to comply with them. As the parent/guardian of the student, I am aware that not following these policies may result to the student losing his/her seat at the school.

Name and class of student(s):

Student

Class

Teacher

Name of parent/guardian:

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Date:

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Signature:

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