



BEVERLY HILLS INTERNATIONAL SCHOOL

Parents' Handbook

2024-2025

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Mission: Our mission is to deliver exceptional education to all students and the community, while fostering citizenship, ethical values, and social responsibility.

Vision: Our vision is to nurture a generation that is creative, caring, and proud of its heritage. We strive to provide an inspiring environment that fosters critical thinking, creativity, empowerment, and the achievement of personal and academic excellence beyond all expectations.

Welcome to Beverly Hills International School

BHIS is a pre-K-12 international school founded in 2019, and located in Al Waab. The curriculum offered is thoughtfully designed to meet the educational needs of learners in the State of Qatar, including both nationals and residents, in alignment with Qatar's 2030 vision. In support of this curriculum, we utilize approved educational resources such as McGraw Hill, Harcourt and National Geographic, all of which are closely aligned with the American Curriculum, encompassing all the necessary competencies and common core benchmarks. English is the language of instruction.

Our school is dedicated to ensuring that students receive a high-quality education, which is achieved through the development of proficiency in all subjects and the recruitment of competent teaching staff. Our institution is distinguished by its advanced curriculum, encompassing Islamic education, Arabic language, English language, scientific and technological subjects, mathematics, and scientific research disciplines to cater to the educational needs of both Qatari nationals and residents.

School Mission and Vision

Mission

Our mission is to deliver exceptional education to all students and the community, while fostering citizenship, ethical values, and social responsibility.

Vision

Our vision is to nurture a generation that is creative, caring, and proud of its heritage. We strive to provide an inspiring environment that fosters critical thinking, creativity, empowerment, and the achievement of personal and academic excellence beyond all expectations.

This Handbook contains relevant information for parents of students attending BHIS and we hope that you find it useful!

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Ethical responsibilities of students towards school

1. Adhere to positive behaviors and deal with everyone in a kind and respectful manner.
2. Comply with school's rules and regulations
3. Interact positively with other classmates during school time.
4. Preserve school property and facilities

Ethical responsibilities of parents towards school

1. Spread awareness amongst their children on the importance of education and respect those in charge of the educational process.
2. Show positive manner and behavior and deal respectfully with other school staff.
3. Never abuse your position or your social status to influence school's decisions.

Attendance Policy

Roles and Responsibilities

Promoting Regular Attendance and helping to create a pattern of regular attendance is everybody's responsibility – parents, students, and all members of BHIS staff.

To achieve this, BHIS will:

- Report to parents/carer's termly on their child's attendance
- Monitor attendance continuously
- Celebrate good attendance
- Raise awareness with parents, students, and staff to work together on raising attendance levels across BHIS A child's attendance falling below 95% during any academic term could affect renewal of enrolment for the following academic year. 5% absence equates to approximately 8-9 school days.

Signing out Procedure

All Students must be accompanied by an authorized adult before they leave the school premises. Parents are requested to contact BHIS in advance, providing reasons for leaving early through filling a request form on eSchool.

Types of Absence

Every half day absence from school is classified by the school (not by the parents) as either **Explained (E)** or **Unexplained (N)**. Therefore, information about the cause of absence is always required. Explained absences are sessions away from school for a reason such as illness, emergencies, or other unavoidable cause such as absences for religious observance. Unexplained absences are those where the school has not received any information relating to the absence.

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Attendance Procedure

If a child is absent, parents/carer's must:

- Contact BHIS as soon as possible on the first day of absence with the reason for the absence;

If a child is absent, BHIS will:

- Send an eSchool message for unexplained absence to inform parents the child is not in school with no reason given maximum by 8:00 am.

It is important for students and parents to be aware of the attendance policy of our school to ensure that they understand the expectations and consequences of attendance. Regular attendance is essential for academic success and for maintaining a positive school environment.

- 1. Regular attendance:** Students are expected to attend school on a regular basis, unless there is a valid reason for their absence.
- 2. Excused absences:** Valid reasons for absence may include illness, medical appointments, or family emergencies.
- 3. Unexcused absences:** Parents will be asked to meet with the Department Head to discuss the issue. If the unexcused absence persists, a meeting with the Principal will be requested. Ministry's rules and regulations will be applied.
- 4.** In case the student travels for two days or more, he will fill out a (travel) application at the reception desk with the reasons and send an attachment of the travel ticket.
- 5. Tardiness:** Students who arrive late to class after 7:30 am will be marked tardy and may be subject to disciplinary action if it becomes a pattern. This includes missing the first class period.
- 6. Make-up work:** Students who miss class are responsible for making up any missed work and may need to complete additional assignments during the school day or at home.
- 7. Communication with parents:** Our School communicates with parents through different communication channels:
 - by phone through the reception desk on the following numbers:
40123388
40123377
66744344
 - through school portal (eSchool), which is the internal system of the school where parents can see all messages sent by the school and respond to them at any time.

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- through the (message system), which is also an internal system in the school linked to the phone numbers of parents (father - mother) so that parents can read all messages sent.

8. School Timing: from 7:30 am -2:00 pm

- Any student arrives after 7:30 am, the parent is kindly requested to fill in the Online Tardiness Form Request (on the school portal – eSchool)
- We open the main gate for Dismissal time at 2:00 pm for grades 1-12. The gate for KG building opens at 1:25 pm.
- In case of any emergency, where you need to pick up your child before that time you are kindly requested to fill in the Online Exit Form Request (on eSchool).

Holidays During Term Time

Taking holidays in term time will affect a child's schooling as much as any other absence and we expect parents to abide by the school's policies.

Parents/carers must understand that by taking children out of BHIS during term time, they are making a choice to impact on their child's learning and assessment.

No holidays will be authorized during term time.

A child's attendance falling below 95% during any academic term could affect renewal of enrolment for the following academic year.

Start of Term

Unexplained absences during the first week of the first term could result in the child being removed from BHIS and fees paid will be forfeited.

Parents have a responsibility to make sure that their children attend regularly. Our expectation from all our students is 100% attendance

Assessment and Evaluation

The progress of the students throughout the school is monitored on a regular basis through formal and informal assessments. This is called CASS (Continuous Assessment). As educators, we believe it is more reflective of a child's progress to assess work continuously throughout the year. We assess For Learning.

Students sit for short and pop quizzes after each lesson/ topic as a guidance to students' understanding.

Exams

Exams are designed to measure a student's progress in learning and comprehension. Although we advise students to review the material, the school does not want them to spend weeks in preparation or feel excessive pressure to achieve well. Exams are just one component of our evaluation process. Students are expected to study on daily basis to be better prepared for the

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Exams. Along with suggestions (a study list) for the students on what subjects COULD be tested, an exam timetable will be provided.

The students take international tests as well (MAP, PERLIS, TIMMS) in addition to the school's Tests and Exams. Grades 11 & 12 sit for SAT and AP Exams.

The students will have ongoing assessment where quizzes will be given along with chapter(s) exams.

Reports

The students receive a report card at the end of each semester. There are two semesters per year.

Progress Reports will be provided in the middle of the semester. A meeting with the parents will be scheduled with the teachers to discuss the progress and achievement of their child and plans for improvement.

Classes and Sections

The school takes great care in allocating students to sections based on a wide range of criteria and therefore requests to move children to another section generally will not be accommodated, unless agreed it is in the **best interest** of the child by the school administration.

Discipline

At **Beverly Hills International School**, we uphold the highest standards of discipline for all students. Students are regularly reminded of the school's rules and are encouraged to cultivate a strong sense of self-discipline. It is essential that manners, courtesy, and consideration for others are instilled in our students.

Behavior management is a central focus throughout the school year. However, we expect our students to adhere to the rules, demonstrate self-discipline in both learning and play, and refrain from engaging in any actions that may disrupt the progress of their peers.

We rely on the cooperation of parents to reinforce the message of positive behavior at home.

Bullying

Bullying in any form, whether physical, verbal or psychological, is not tolerated. If any instance of bullying is reported to a staff member, the school will take appropriate action and immediately inform the parents. (Refer to the Anti-Bullying Policy for more details.)

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Communication Procedure

Communication between Parents and School

The parent-school communication procedure consists of several stages:

1. **First:** Communication through the school portal – eSchool, which is the internal system of the school where parents can see all messages sent by the school and respond to them at any time.
2. **Second:** Communication by phone through the reception desk and via telephone lines on the following numbers:
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Where the reception desk transfers call directly through the internal line designated for each department with daily communications recorded through a dedicated file between the reception desk and the department coordinators so that all calls are reviewed the next day and ensure that they are completed.

3. **Third:** Communication through circulars sent with the student so that parents can read them at home.

Communication Between Parents and Educational Staff

1. **Scheduling Appointments:** If parents wish to meet with a teacher, appointments must be scheduled according to the timetable provided at the beginning of the school year. This schedule outlines the available dates for meetings with teachers and coordinators during weekdays.
2. **Appointment Booking:** Appointments can be arranged through the reception by phone or through eSchool message to the **Teacher and the Coordinator**.
3. **Meeting Documentation:** During the meeting, the teacher will maintain a record of the discussion.
4. **Signatures:** After the meeting, both parties (parents and teacher) will sign the minutes to ensure that the agreed-upon points are documented and adhered to by all parties.

Communication Between Parents and the School Principal

1. **Contacting the School:** Parents should contact the school reception to inquire about the principal's available timings.
2. **Scheduling Appointments:** The reception will schedule appointments based on the principal's availability and the parents' ability to attend.

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Complaints and Suggestions

- 1. Submission via Reception:** The reception desk receives calls for complaints and suggestions from parents by phone and promptly forwards the call to the appropriate department via the internal communication system. These communications are also recorded in the daily log.
- 2. Written Submissions:** Parents may fill out a complaints and suggestions form at the reception desk or through eSchool Complaint Form. The form will then be sent to the relevant department for resolution or discussed during the weekly meetings.

Fees and Notice of Withdrawal

The fees outlined in the prospectus cover all tuition, as well as the use of textbooks and exercise books. Fees are generally fixed for the academic year. Beverly Hills International School strives to keep fee increases to a minimum while ensuring the maintenance of quality and supporting the school's continued development.

Additional charges may apply for certain outings, essential items, and some activities or external school trips.

Registration fees and seat reservation fees are non-refundable if a child is withdrawn before starting at the school. If a parent falls behind on fee payments, end-of-term reports and exam results may be withheld until all arrears are cleared.

Contact Information

Please inform the school of any changes to contact and emergency information.

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General Information

Understanding life at the school

School Rules

We keep these to the absolute minimum.

- Always follow instructions
- Keep hands, feet and unkind word to yourself
- Listen when someone else is speaking
- Respect your own and other people's property
- Move in an orderly manner from class to class and remember to be quiet

Supervision of Students

Students may arrive from 6.45am – 7.25am. Because of the large numbers of students in our school, BHIS operates a two-break system at different times for KG Level, Grades (1 to 5) and (6 to 12). At break time, the students are supervised in the playground.

Please note that after school ends, the staff are required to attend meetings, training and other engagements and therefore we ask that you pick up your children on time to facilitate this process.

Times of School Day

Gate opens at 06:45 am

Assembly at 07:20 am

End of day (Home time) at 2:00 pm

It is very distressing for children if they are collected late especially after a long day working hard at school, and therefore we ask parents to assist the school by picking up students on time. Students who are not picked up on time will be supervised until 2:30. If a child is not picked up by 2:30, the school will be taking certain procedure and parents will be informed of these procedures. In addition, a call will be placed to the parents requesting immediate pick up. In case of an emergency and unavoidable delay please inform the school immediately so that alternative arrangements may be made. No student will be allowed to leave by themselves at the end of the day.

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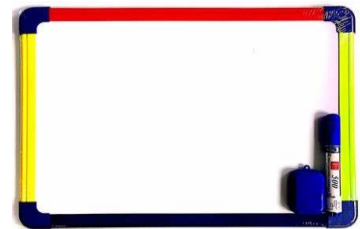
Essential Items

The school provides each child with textbooks and exercise books. These books are expensive and hard to replace, so we ask that parents and students take very special care of these books. However, the following additional items are requested to be purchased as extras.

Students Supply List (KG Students)

We are excited to receive your children with a fresh new start and an embraced change. In order to be organized and prepared for an exciting year, it is important that you provide your child with the following items from the first week of school:

- 1 A4 white board
- 2 white board markers
- 1 white board eraser
- 1 white binder (Folder)
- 2 packet of transparent files (100 pieces)
- 2 photos: passport size
- 1 pack of wet wipes and 1 hand sanitizer
- full set of extra clothes (pants, t-shirt, underwear, socks and jacket)
- 1 Pencil case
- 2 Pencils
- 1 Glue stick
- 1 Sharpener
- 1 Eraser
- 1 set of Coloring Pencils
- 1 set of Crayons for Preschool and KG1
- 2 English notebooks: 4 Lines, and 2 Arabic notebook (Only for KG2 Students)



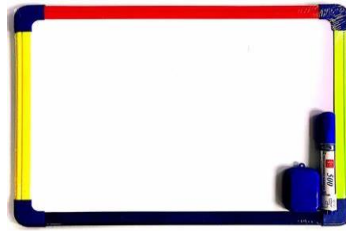
Note: Kindly label all the supplies (clothes, pencil case, folder...) with the student's name and laminate all his books and notebooks.

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Student Supply List (Grades 1-5)

- 1 notebook (4 lines) labelled Writer's Journal
- 1 notebook (4 lines) labelled Spelling and Vocabulary
- 1 notebook (1 line) labelled إملاء
- 1 notebook (1 line) labelled نسخ
- 2 pencils
- 1 eraser
- 1 sharpener
- 1 ruler
- 1 glue stick
- 1 green pen
- 1 highlighter
- 1 pencil case
- 1 set of coloring pencils
- 1 A4 size White Board
- 1 plastic expandable pocket folder



Note: Kindly label all the supplies with the student's name and laminate all his books and notebooks.

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Handwriting/ Presentation

The school has a clearly defined Handwriting policy and handwriting lessons are incorporated into English and Arabic lessons. Writing, up to grade 3, is in pencil and the use of a pen is discouraged until later in upper primary level. The use of pen will be at the discretion of the class teacher.

Please encourage your child to develop a legible style of writing and, at the same time, help them to present work to the highest possible standards of neatness at all times.

It is important that, during these formative years, children learn to work at speed without sacrificing neatness and presentation. When errors occur, the students should be encouraged to cross out neatly and not re-write every piece of work (although this may be necessary occasionally!)

Homework

Children in the primary level may do a small amount of homework set at the discretion of the class teacher. It is strongly recommended that parents read with and to, their children as often as possible. Students will have homework set each week. This is in the form of weekly agenda that are also guides to the objectives taught in each class level across the Core Subjects. Additional homework will be set as required by each grade level.

Weekly agenda will be issued on Thursday of every week and each child will be expected to return this work completed in a tidy manner and available for checking and grading each week. Teachers will be reviewing the work and grades will be assessed for reports. Please note teachers expect students to complete the homework **unaided** as this enables the school to detect any problems in understanding and any comments regarding this should be communicated with the teacher via our school portal.

Educational Visits (Trips)

Educational visits (trips) are arranged for all age groups during the year. These are linked to the curriculum focus and will include follow up class work.

Details of the visit including costs are communicated to parents prior to the visit.

Illness Guide – Extremely Important

Please do not bring a child to school that is unwell. If children have diarrhea or any other sickness, please keep them at home for two days as these ailments spread quickly amongst young children. Please inform the school nurse if your child is suffering from Chicken pox, shingles or German measles or any other notifiable infection.

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Lunches

Children are encouraged to bring a healthy packed lunch to school as well as a water bottle. Please make sure your child has sufficient water for the whole day. Chocolate and sweets should not be brought to school. **The school does not allow the delivery of any type of food to the school during the day.**

Parents are expected to send a healthy lunchbox everyday throughout the academic year. Discuss with your child what he would like to be included.

Tips for a healthy lunchbox:

- Bread and cereals, rice, pasta (without sauce), noodles (without sauce), crackers
- Vegetables: raw, boiled or grilled
- Fruits: fresh or dried
- Dairy food: milk, yogurt, cheese, labneh
- Water, juices
- Homemade cakes, muffins, biscuits
- Grilled Nuggets (without oil)



Prohibited food (Kindly DO NOT send any of the food listed below):

- Eggs, meat, chicken, fish
- Nuts (to prevent allergies)
- Soft drinks (Pepsi, 7up...)
- Sauces
- Fried food
- Chips, chocolate, candies



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Uniform and Personal Property

All items of school uniform must be clearly labelled.

The school has an annual problem with huge amounts of lost property gathered and stored. MOST of this is clothing that has not been appropriately named or labelled.

All items of personal property must be clearly named. The school cannot be held responsible for any item, which is lost in school, if it is not clearly marked. Please note that children may not bring electronic games or computers to school, unless it has been sanctioned by the class teacher for a particular program.

School Uniform

Our school supports and encourages wearing full School Uniform every day. Any Student who fails to follow the school dress code where he/she shows in the morning with no uniform will be asked to stay in the reception office and parents will be contacted to come and pick up their child/ren, they won't be allowed to enter the classroom until wearing full uniform.

We are proud of our students who must represent the best possible image of our school and community through wearing their clean and neat School Uniform.

P.S. As soon as the school uniform and books are ready, we will let you know how and when to collect them.

Private tutoring

Please note that BHIS staff are not allowed to do private tutoring as it is against school policy. Please refrain from contacting teachers, asking for home tutoring.

Learning Difficulties

Students are closely monitored during their time at the school. If a student is suspected of having difficulty, the school counselor will arrange a meeting with the parents and refer them to appropriate professionals. The school and its teachers collaborate closely to provide additional support for students experiencing learning difficulties.

For students identified as needing extra support, parents will be contacted by the coordinators or department heads to discuss the necessary procedures.

Please note: Beverly Hills International School does not have facilities or support for children with major learning difficulties.

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Behavior Management Policy

Purpose

The purpose of this policy is to foster positive relationships among students, teachers, parents, and other members of the school community. It aims to establish common values that will be implemented throughout the school to ensure a safe, positive, and supportive environment conducive to learning and teaching.

Policy Statement

- **Behavior Management:** Behavior management involves a clear set of regulations defining acceptable conduct and behavior. These regulations are explained to children and are implemented and endorsed by the staff.
- **Role of Staff:** Staff members model and teach children what constitutes appropriate and inappropriate behavior, what is safe, what may cause anger or hurt, and what is pleasing. They also guide children in positive methods for managing anger and frustration.
- **Assertiveness and Limits:** Teachers are encouraged to be assertive and set clear boundaries to ensure that the discipline process is proactive rather than reactive. It is crucial for teachers to clearly communicate their satisfaction when children exhibit appropriate behavior.
- **Self-Discipline:** Teaching children self-discipline and an understanding of the consequences of their behavior is vital. When children are self-disciplined and self-directed, their needs and interests become clearer to themselves and others.
- **Consistency:** Consistent implementation of this policy is essential to minimize confusion and ensure that children understand the expected behavior. Consistency supports the sustainability and effectiveness of the policy.

Expectations

All members of the school community are expected to:

- **Demonstrate Care and Cooperation:** Show consideration and support towards others.
- **Exhibit Politeness and Tolerance:** Maintain politeness and tolerance in interactions with others.
- **Promote a Positive Community:** Contribute to creating a secure, thriving, and evolving community.
- **Respect Rights and Property:** Honor the rights and property of others.
- **Foster a Positive Attitude:** Encourage a positive approach towards work.
- **Uphold Honesty and Integrity:** Strive for honesty and encourage personal integrity.

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- **Value Friendships:** Recognize the importance of friendships and work on developing trusting relationships.

Staff Expectations

Staff members are expected to:

- **Teach and Reinforce Appropriate Behavior:** Educate and reinforce appropriate school behavior, including manners, values, and respect.
- **Reward Positive Behavior:** Recognize and reward positive behavior.
- **Supervise Students:** Actively and consistently supervise students.
- **Monitor Behavior:** Observe and manage behavior both in the classroom and on the playground.
- **Enforce Consequences:** Implement and reinforce the consequences for inappropriate behavior.
- **Maintain Communication:** Ensure effective communication between the school and home.
- **Follow Policy Guidelines:** Adhere consistently to policy guidelines, including the planning and implementation of these policies.
- **Develop Social Skills:** Assist children in developing good manners and positive social skills.

Children's Expectations

Children are expected to:

- **Adhere to School Rules:** Understand, observe, and follow the school rules.
- **Show Respect:** Respect teachers, other adults, and fellow students.
- **Take Responsibility:** Take responsibility for their actions.
- **Accept Consequences:** Be aware of and accept the consequences of inappropriate behavior.
- **Demonstrate Courtesy:** Exhibit courtesy, good manners, and a positive attitude towards others within the school environment.

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Parents' Expectations

Parents are expected to:

- **Support School Rules:** Understand and reinforce the school rules at home.
- **Familiarize Themselves with Strategies:** Be aware of class and school-wide positive reinforcement strategies.
- **Understand Consequences:** Be informed about the consequences their children may face if school rules are broken.
- **Support Policy Implementation:** Assist and support the staff in implementing this policy.

Conclusion

Proactive teachers anticipate potential behavioral issues and develop strategies in advance to address them. They establish corrective actions for managing disruptive behavior and plan ways to positively reinforce appropriate behavior. Additionally, they clearly communicate their expectations for student behavior and actively teach these expectations to their students.

Complaints Procedure

Complaints Regarding Students

1. Educational or Curricular Complaints:

- **Initial Step:** Address the issue verbally with the Homeroom Teacher (HRT).
- **Secondary Step:** If unresolved, escalate the complaint to the coordinator, either verbally or in writing.
- **Final Step:** If still unresolved, escalate to the Academic Team Leaders or Principal in a formal meeting.

2. Social Complaints:

- Follow the same procedure as outlined in (1).

Complaints by parents about the behavior of other students will be managed in accordance with our behavioral policy.

Complaints Regarding Staff

1. **Initial Step:** Address the issue verbally or in writing with the Head of Department.
2. **Secondary Step:** If unresolved, escalate the complaint to the Principal in a formal meeting.

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Conclusion

Dear Parents,

We trust you have found this information helpful as you begin your journey with **Beverly Hills International School**. Our aim is to ensure that both you and your child(ren) have a rewarding and enriching experience at our school. Achieving this goal requires a strong partnership between home and school, grounded in clear principles, effective rules, and a shared commitment to the development and progress of every student.

We encourage you to review the points outlined in this handbook and to foster a positive relationship with your child(ren)'s teacher(s). Your support is crucial to the success of this partnership.

Thank you,

Beverly Hills International School Administration

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