



BLYTH ACADEMY QATAR

Blyth Academy Policy Manual 2018-2019

Last updated: August 2018 (**Contents under review and subject to change*)

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Blyth Academy Qatar (BAQ) Campus Violence/Harassment/Disruption to Learning Policy

A. Purpose of the Policy

BAQ is committed to providing a safe learning, living, and working environment for its students, faculty, staff, affiliates and visitors. In this regard, BAQ will take reasonable action to provide an environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. These behaviours are often referred to as 'bullying'. BAQ has a Zero Tolerance policy for violations of these standards of care.

B. Policy Statement

BAQ will not tolerate violence, threats, harassment, intimidation and other disruptive behavior on its campus, at off-campus locations, such as CNAQ, administered by or associated with BAQ, or in its programs, whether by students, faculty, staff, or visitors. Such behavior may include any unwanted physical contact, oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm or intimidation. Individuals who commit such acts will be subject to sanctions including, but not limited to, removal from the premises; exclusion from the premises; corrective and/or disciplinary action; suspension or expulsion.

C. Procedures

In order to effectively implement this policy and maintain a safe campus environment, BAQ urges individuals who experience or witness violent behavior on campus or in school related programs to report it immediately to the Head of School.

All reports of incidents / violations will be taken very seriously and be dealt with immediately. Information regarding incidents of violent conduct and/or threats of violence will be fully investigated, documented, and, if warranted, forwarded to the authorities for their investigation.

BAQ may refer individuals accused of making threats of violence for an independent assessment of the likelihood that they will act on a threat of violence. If the continued presence of an individual on campus threatens or disrupts the conduct of school business, the individual may be suspended from participation in BAQ programs or activities pending the outcome of an assessment.

Individual members of the BAQ community who receive threats of bodily harm or who are the targets of harassing or stalking behaviors are urged to contact the Head of School and/or Police Department and to avail themselves to services offered by student counseling offices.

Every effort will be made to respect the privacy of all individuals involved in these matters. However, the necessity to protect public safety may require the disclosure of otherwise confidential information. All such decisions will be reviewed, approved and authorized by the Head of School.

In most cases, reported behaviors may not constitute violations of the law which require police action, but may be violations of BAQ school policies. In these circumstances the BAQ Resolution Process will refer persons to alternative resources for assistance, e.g.:

☒ Faculty misconduct: The Head of School & Director of the Division can provide advice, guidance and assistance if a faculty member is suspected of engaging in inappropriate behavior.

☒ Employee / Contract Worker / Service Provider misconduct: The Head of School & Director of the Division can provide advice, guidance and assistance if an employee or contract worker is suspected of engaging in inappropriate behavior.

☒ Student misconduct: In the event a BAQ student is suspected of engaging in inappropriate behavior, the Head of School & Director of the Division will be available to provide advice, guidance and assistance.

☒ Victim Support: Victims of inappropriate behaviors or violations of this policy will be provided avenues of assistance to support their needs for resolution.

D. Responsibility: The BAQ Head of School is responsible for the implementation of this policy.

Date: Sept. 19, 2016

Academic Leaders: staff: Head of School

BLYTH ACADEMY PRIVACY POLICY

Accountability

Blyth Academy is responsible for the personal information under its control and the Principal at each campus is accountable for Blyth Academy's compliance with The Personal Information Protection and Electronic Documents Act (PIPEDA).

Identifying Purpose

Blyth Academy will identify and document the purposes for which it collects personal information. Only personal information that is necessary for those identified purposes will be collected. If the personal information that has been collected is to be used for a new purpose, this new purpose will be identified and consent for such new purpose will be obtained from the students and parents to whom the personal information relates prior to using such personal information.

BLYTH ACADEMY- School Privacy Policy

Blyth Academy shall only collect, use and disclose personal information about students and parents for the following purposes:

- To assist Blyth Academy in the collection of tuition, fees and other charges owing with respect to educational services provided by the school
- To assist the Principal and Guidance Counselor in planning the courses offered in the school calendar.
- To assist the campus staff in communication with students and parents and for communicating information to The Ministry of Education, Statistic Canada and The Ministry of Colleges and Universities as per the mandate of any school operating in the Province of Ontario.
- Blyth Academy does not collect and use personal information about students and parents for the following purposes:
 - o to sell student and parent lists to third party agencies

- o for the promotion of any other business or service not connected to the school unless otherwise requested by the student or parent in discussion with any other parent without prior consent
- Students and parents' inquiries regarding the purposes for the collection, use and disclosure of personal information will be addressed by Blyth Academy

Student and Parent Personal Information

Each campus of Blyth Academy will comply with:

(i) PIPEDA

(ii) other acts which protect personal information and privacy, such as the Education Act

(iii) any future provincial protection of privacy legislation as it relates to the rights of students and parents

For the purposes of this policy, personal information means information about an identifiable individual who is, has been or has made application to be accepted as a student or the parent/guardian of a prospective, current or past student of Blyth Academy. The Canadian Standards Association Model Code for the protection of personal information is a national standard that was developed by the Canadian Standards Association. The Code is a central part of PIPEDA. The Code's ten privacy principles are identified in PIPEDA as follows:

- Accountability
- Identifying Purpose
- Consent
- Limiting Collection
- Limiting Use, Disclosure & Retention
- Accuracy
- Safeguards
- Openness
- Individual Access
- Challenging Compliance

Blyth Academy has implemented the following policies and procedures to give effect to these principles, including:

1. Implementing procedures to protect personal information provided as part of the application procedure and as a part of the ongoing process of the education of students during their attendance and subsequent to their attendance at Blyth Academy.

2. Establishing procedures to receive and respond to complaints and inquiries in connection with the collection, use and disclosure of personal information by Blyth Academy.

Consent

The knowledge and consent of students and parents is required for the collection, use or disclosure of personal information, except when inappropriate, including where permitted or required by law. Blyth Academy will seek consent for the collection of personal information at the time of collection, wherever possible. Blyth Academy will make a reasonable effort to ensure that students and parents are advised of the purposes for which the personal information being collected will be used and will state the purposes in a manner that will allow students and parents to reasonably understand how their personal information will be used or disclosed by Blyth Academy.

Consent may be obtained in a variety of ways, for example, through the application form, orally by telephone or by electronic media, depending on the circumstances and the type of personal information being collected, and in particular, on the sensitivity of the personal information. The reasonable expectations of students and parents will be considered when obtaining consent. For example, where students and parents provide their names and addresses for mailing and billing purposes, they should reasonably expect that this information would also be used for sending out report cards, progress reports, invitations to school events to students and parents, where the choice to respond is solely that of the students and parents.

In certain circumstances, personal information can be collected, used or disclosed without the knowledge or consent of students and parents. For example, legal, medical or security reasons may make it impossible or impractical to seek consent. Seeking consent may be impossible or inappropriate when there is an emergency threatening the student's life, health or security, or where the student is a minor, seriously ill or incapacitated. Although information may be publicly available, Blyth Academy will treat this in accordance with PIPEDA principles.

Moreover, Blyth Academy may provide personal information to its lawyers, advisors, agents and/or third parties to collect a debt, comply with a subpoena, warrant or other court order, to a government institution requesting the information upon lawful authority, or as may be otherwise required by law. In all cases, proper internal authorization for disclosure procedures will be followed.

The use of Blyth Academy's educational services will be considered consent to collect, use and disclose personal information for stated purposes. The students and parents' consent for the collection, use and disclosure of personal information is also obtained by Blyth Academy as follows:

- When students and parents complete the application and registration forms.
- When an invoice is sent to parents for services provided by Blyth Academy.

Students and parents may withdraw consent by providing reasonable notice to Blyth Academy. Blyth Academy will inform students and parents of any implications of such a withdrawal. Any withdrawal of consent will still allow Blyth Academy to use and disclose a students and parents' personal information in order to collect or enforce payment of amounts owing as a result of a Students previous or continuing use of the educational services provided by Blyth Academy.

Limiting Collection

The collection of personal information will be limited to that which is appropriate in the circumstances.

Limiting Use, Disclosure & Retention

Blyth Academy will not use or disclose personal information for purposes other than those for which it was collected, except with the consent of the students and parents or as required by law. Personal information cannot be used or passed on in a manner inconsistent with the identified purpose.

Blyth Academy may disclose both a student and parents' personal information to third parties retained by Blyth Academy for the purposes of billing such students and parents for the use of services provided by Blyth Academy and to collect and enforce payment of amounts owing by such students and parents.

Certain Blyth Academy employees may be given access to a students and parent's personal information collected by Blyth Academy in so far as their duties require access for the purposes outlined. Blyth Academy employees are governed by a non-disclosure agreement prohibiting disclosure or use of any confidential or personal information for any purposes other than the stated purposes. Personal information that has been used to make a decision about a student will be retained in accordance with the Blyth Academy document retention guidelines and the guidelines set down in the Education Act in the Province of Ontario. Personal information that is no longer required will be shredded. Blyth Academy retains the personal information of a student and parents only for as long as it is required for Blyth Academy's business purposes or as required by federal and provincial laws.

Accuracy

Blyth Academy will take reasonable steps to ensure that the personal information under its control is as accurate, complete and up-to-date as is necessary for the purposes for which it is to be used. Blyth Academy will not routinely update personal information, unless such a process is necessary to fulfill the purposes for which the information was collected. Blyth Academy will take reasonable steps to ensure that personal information that is used on an ongoing basis, including personal information that is disclosed to third parties, is accurate and up-to-date.

Safeguards

Blyth Academy will take reasonable steps to protect personal information through security safeguards appropriate to the sensitivity of the personal information. Employees of Blyth Academy who have access to personal information will be made aware of the importance of maintaining the confidentiality of personal information. Security safeguards protect against loss or theft, as well as unauthorized access, disclosure, copying, use or modification.

Openness

Blyth Academy will make readily available to students and parents' specific information about its policy and guidelines relating to the management of personal information. Blyth Academy will be open about its policy and procedure with respect to the management of personal information, and students and parents will be able to acquire information about these policies easily and in a form that is generally understandable.

Individual Access

Principals at each campus will inform students and parents of the existence, use and disclosure of their personal information (including to third parties) and will provide access to that personal information, upon written request. Blyth Academy will assist students and parents in the preparation of a request for access when students and parents' requests assistance. Blyth Academy will inform students and parents whether or not it holds personal information about them and will indicate the source of any such personal information, when possible. There may, however, be situations in which Blyth Academy will not be able to provide access to all the personal information that it holds about a student or parent, although these situations will be limited and specific, and permitted or required by law. For example, Blyth Academy will not be able to provide access to a student's or parent's personal information where giving such access would violate a court order or where the disclosure of such information would likely reveal personal information about a third party, unless that third party's personal information can be severed from the students' and parent's personal information. If Blyth Academy refuses a request for access, students and parents will be informed, where appropriate in writing of the refusal, setting out the reasons for the refusal and informing students and parents of their right to appeal that refusal. Blyth Academy will require that students and parents requesting access to their personal information will provide the appropriate verification information required to obtain access to such personal information.

This information will not be used for any purpose other than to permit Blyth Academy to provide an account of the existence, use and disclosure of the students and parents' personal information. Blyth Academy will be as specific as possible in providing an account of third parties to which personal information has been disclosed and will provide a list of organizations to which personal information may have been disclosed when it is not possible to provide a list of the organizations to which specific personal information have actually been disclosed. Blyth Academy will respond to a student and/or parents' request to access their personal information within a reasonable time, and not later than 5 days after receipt of the request. Students and parents will be able to challenge the accuracy and completeness of the personal information and have it amended or amend it themselves as appropriate.

Depending upon the nature of the personal information challenged, amendment may involve the correction, deletion or addition of information and the amended information will be transmitted to third parties having access to the personal information, where appropriate. In some circumstances, students and parents will be referred to a third party to amend their information, for example the Ontario Ministry of Education. When students and/or parent's challenge the accuracy and completeness of their personal information and it is not resolved to their satisfaction, Blyth Academy will record the unresolved challenge and will transmit the existence of the unresolved challenge to third parties who have access to the personal information, where appropriate.

Challenging Compliance

Students and parents will be able to address a challenge concerning compliance with the above principles to the Principal. Blyth Academy will handle all complaints or inquiries about the policies and procedures relating to the handling of personal information in line with the processes that are in place. Blyth Academy will inform students and parents who make inquiries or lodge complaints of the existence of the relevant complaint procedures. Blyth Academy will investigate all complaints, and if a complaint is justified, Blyth Academy will take appropriate measures, including amending policies and procedure

E-mail Privacy

Blyth Academy will ensure parent and student e-mail addresses will be kept private.

Appendix 3

Blyth Academy Student Dress Policy

Blyth Academy although respecting rich cultural diversity that all student should arrive at school in school uniform. Our goal is to establish a sense of community and equity amongst students. Students are encouraged to demonstrate individuality through thought and intellect rather than outward appearance.

Policy

Students at Blyth Academy are required to wear their school uniform each day.

Students are expected to wear the correct school uniform at all times, which consists of:

Black pin striped pants or Bermuda shorts

Skirts or Skorts

Polo or dress shirt

Navy sweater

PE

PE t-shirt

PE shorts or track pants

Athletic Shoes

Please Put Your Child's Name on All Pieces of Their Uniform.

Grades 5-12 are not permitted to wear PE wear in classrooms and must change into PE wear for Physical and Health Education.

Students who are not in school uniform must report to a school administrator for a note to be admitted to class. Most often students will be removed from class until such time as they are in proper school dress.

Computer/Technology Use

Computers are used by students and staff for educational purposes, to facilitate writing, research, promote communication and presentation skills, advance technology skills, enhance learning and teaching, and conduct valid school business. Technology use is a privilege, not a right, and the expectation is that it will be used in a responsible, efficient, ethical and legal manner. Equipment is shared, and all users are asked to follow the user policy for everyone's benefit

1. The school's technology resources should be used for school-related tasks.
2. School computers will be used by students under supervision of a staff member.
3. Inappropriate computer use will result in revocation of privileges, temporary or permanent, depending on the gravity of the offense.
4. Students are not permitted to:
 - Bring food or drinks into any computer lab. Also, there should be no food or drinks around any other school computer.
 - Change or alter computer settings without permission of the supervising teacher.
 - Access without authorization any files, programs, drives or archives.
 - Access or use another person's account.
 - Trespass in another person's folder, work or files.
 - Send or display offensive messages, pictures or artwork.
 - Use or view obscene language.
 - Harass, threaten or insult others.
 - Knowingly degrade or disrupt equipment or service performance or vandalize the data of another user.
 - Violate copyright laws (plagiarism).
 - Post or pass on personal communication without the author's prior consent.
 - Attempt to bypass computer security.
 - Download games, illegal or offensive material.
 - Record (photography, audio, video, etc. ...) another person, unless a student has explicit permission to do so.

Student Awards

Rational: Blyth believes students should be recognized for their achievements. BAQ policy will be a living document and revised as needed.

Awards

Subject Awards: are given to the student with the highest grade. These are awarded in all subjects that are taught for a minimum of 3 blocks per week.

Top Student: Given to the student with the highest average in grades 7-12. Calculations are made using subjects in the core programs of Math, ELA, Science and Social Studies and 5 credit optional courses.

Honour Society: Students in grades 7-12 with an average of 80% or higher. Calculated using all subjects.

Honours with Distinction: Students with an overall average of 90%. Calculated using all subjects.

Improved Student Award: The student who demonstrates an improvement in academic standing and attitude towards their learning. This award is selected by the teacher and is limited to 1 student per class. This award may not be awarded annually and is awarded only when a suitable candidate is identified.

Social Justice Award: Is awarded to the student who has accumulated the most volunteer hours during the school year.

House Champions: Is awarded to the House with the highest point total as of June 1 of each school year.

Male Athlete of the Year: Is awarded to the best male athlete. This need not be awarded annually. This award is selected by staff.

Female Athlete of the Year: Is awarded to the best female athlete. This need not be awarded annually. This award is selected by staff.

Arts Award is awarded to the outstanding student in the Arts. Selected by the Art Department. This award should be selected based on work carried out in the Arts that is completed above and beyond the curriculum

Staff Dispute Resolution Policy

Rationale: While rare, there are times when staff members may have professional disagreements. BAQ suggests the following 3 step procedure be followed to resolve professional disputes.

1. Disputes of a personal nature should remain out of the school environment and not affect one's performance as a teacher or member of Blyth Academy Qatar staff. Disputes of a personal nature may require the support for the employee assistance program offered in the BAQ benefits package.
2. Individuals are to do all in their power to resolve disputes working collegially and professionally to arrive at a solution agreeable to all parties.
3. If a dispute cannot be reached the assistance of the division leaders may be required. If the mediation of the division leaders is not sufficient the matter should be referred to the Head of School for resolution. The decision of the Head of School regarding professional matters is final.
4. If the conflict involves the Head of School the matter may be referred to Blyth Head Office, i.e. George Rutherford.

ACADEMIC INTEGRITY POLICY (adapted from Canmore Collegiate Policy, 2010)

BAQ academic integrity policy revolves around the fundamental values of honesty, trust, fairness, respect and responsibility (<http://www.academicintegrity.org>). The Alberta Education's School Act states:

A student shall conduct himself or herself so as to reasonably comply with the following code of conduct:

- i) Be diligent in pursuing the student's studies;
- ii) Attend school regularly and punctually;
- iii) Cooperate fully with everyone authorized by the school to provide education programs and other services;
- iv) Comply with the rules of the school;
- v) Account to the students and teachers for the student's conduct;
- vi) Respect the rights of others

Prohibited activities:

No person shall disturb or interrupt the proceedings of a school

Plagiarism: is defined as stealing and passing off the ideas, images, data or words of another as one's own, in any academic writing or other project, without crediting the source (Merriam-Webster's Collegiate Dictionary)

Examples of Plagiarism

- Not properly citing the words, pictures, music, video, or other forms of communication in your research projects
- Copy and pasting online sources and submitting it as your own work
- Paraphrasing source material without proper citations
- Hiring someone to write a paper, buying a paper or downloading a paper from an online source
- Making up sources or listing sources you did not consult

Cheating is defined as using someone else's words, work, test answers, or ideas, so as to give or gain an unfair advantage. (Merriam-Webster's Collegiate Dictionary)

Examples of Cheating

- i) Copying or allowing others to copy information from someone else's work, test paper, homework, computer etc...
 - ii) Looking at another's test or sharing what is on a test with other students, either verbally or electronically
 - iii) Letting your project partner do all of the work and just putting your name on the final project
 - iv) Sharing/accessing network files without the owner's knowledge and using them for class assignments
 - v) Turning in someone else's project (past or present assignment) as your own
- Fraud is defined as deliberate deception practiced to secure unfair or unlawful gain.

Examples of Fraud

- i) Attempting to pass of another's work, imagery or technology as your own
- ii) Falsifying scientific or other data submitted for academic credit
- iii) Forging signatures or tampering with official records

Consequences, opportunity for learning:

All instances of plagiarism/cheating/fraud will be handled on an individual basis, to determine what options, if any, will be accorded to the student to learn from his/her first error in judgement. Upon confirmation of plagiarism consequences will include one or more of the following:

- Opportunity to redo the work
- Opportunity to add the appropriate documentation that is missing
- No second opportunity (repeated cases of plagiarism/cheating/fraud will result in a grade of 0 being assigned and may lead to further consequences such as suspension)

REFERENCES

TO BE UPDATED
Canmore Collegiate Policy, 2010
Alberta Education (education.alberta.ca)
CAST – Universal Design for Learning
Alberta Learning (learnalberta.ca)

Alberta Guide to Education
Alberta Assessment Consortium

Blyth Academy Integration Of Qatari Students Policy/Plan

Background

Blyth Academy will make every effort to be respectful; and inclusive of all nationalities, however special consideration must be given to our host country regarding integration and promotion of culture. No special consideration is considered pertaining to the school Code of Conduct or academic requirements.

Procedure and Plans

The following are included in the operation of Blyth Academy to ensure Qatari students feel a sense of inclusion and that Qatari culture is promoted and protected.

1. The Qatar national flag is erected on the roof of the BA building as well as displayed in the school's front hall entrance.
2. The national anthem is played at school as follows:
 - Broadcast daily throughout the school at 7:25am.
 - Played and sung by students and staff at every school assembly:
 - Celebration of Peace (November)
 - Qatar National Day (December)
 - Winter Concert at CNA-Q (December)
 - Grade 12 student graduation ceremony (May/June,)
3. Qatari students are required to wear the school uniform daily however they are permitted to wear the Qatari dress (Thobe) on the following days:
 - Qatar National Day.
 - Multi-Cultural Day.
 - Casual Dress Days.
 - Other "Special Days" as they arise throughout the year.
4. All Muslim students are permitted to pray during their lunch break (between 11:30am -1:00pm), in the designated "prayer room" which is located on the second floor.

5. We implement the following activities at BA to enhance the value of belonging to Qatar as well as their culture & traditions:

- Qatar National Day (December)
- Culturama Day – TBD
- Various Field Trips:
 - Katara Dhow Festival
 - Environmental Trips
 - o Mangroves o Snorkeling
 - MIA
 - o Grade 12 volunteers
 - o Grades 1-6 attend various art workshops
 - 2 Desert Camping trips
 - Sheikh Faisal Bin Qassim Al -Thani Museum
 - Souq Wakif
 - CNA-Q Culture Day.
 - Numerous in class cross curricular Social Studies activities comparing Canada to Qatar.
 - Qatar History activities (research projects, creating posters, PowerPoint presentations, and writing reports to share).

6. National identity is promoted throughout the following competitions in various subjects areas:

- Quran Competition.
 - International Elder’s Day for Qatari Traditional Dance
 - Hadeeth competition
- Sports:
 - Billiards class at CNA-Q –
 - Sports Day in recognition of Qatar National Sport Day
 - Soccer & Team Handball are promoted, taught & played during PE classes (KG-12).
 - Free coupons/tickets are distributed for students /families to attend professional soccer games and tennis.
 - The Sports Challenge Event.
 - Healthy Living posters.
- Science:
 - Qatar Foundation National Scientific Research Competition
 - Science projects
 - Qatar National Robotic Olympiad

-Arts:

- Irsim (Qatar Museum) -Colors event.
- Qatar National Day artwork.
- Emir Family Tree artwork
- Qatar local environment artwork (cityscape, desert, etc.).
- Art Competition •
 - o Celebration of Art @ CNA-Q
 - o Qatar culture student artwork display
- Developing student's artwork relating to Qatar culture.
- Al Ashghal (Crafts) volunteering program: ongoing.
- MIA Ambassador Program (Grades 10-12): ongoing.
- Georgetown workshops for (Grade (10-12)).
- Leadership workshops throughout the year.

7. Parents are encouraged to participate in the following cultural events and activities that enhance the National identity.

- Culturama (Bring food & and present their culture).
- BA Career Fair
- Attend Celebration of Peace, Winter Concert & National Day assemblies.
- School Advisory Council Meetings throughout the year.

8. Blyth Academy is working in co-operation with The Ministry of Education Qatar and The Evaluation Authority Department as follows;

- PISA - participating in and attending the meeting / workshop on

-World Education Summit –

-Students write essays and attend MUN conference (Model United Nations) (Grades 10-12), at Georgetown University

Teacher Growth, Supervision and Evaluation Policy

Background

The Teacher Growth, Supervision and Evaluation Policy aims to ensure that each teacher acts in accordance with the Teaching Quality Standards of the Ministry of Education of Alberta and best practices of teaching to provide a high-quality education to Blyth Academy students. Teachers requiring evaluations for Alberta certification will require evaluation to be completed by an Alberta Program Administrator, otherwise any school administrator may conduct a teacher evaluation.

Procedure

Teachers will:

- Undergo a formal evaluation
 - i) Upon request
 - ii) Annually or bi-annually as determined by School Administration
 - iii) If, in the opinion of the Head or Deputy Head of School, an evaluation is required
- The evaluation process will include:
 - i) Review of professional growth plan
 - ii) Casual and ongoing classroom visitation
 - iii) Formal pre-visit meeting
 - iv) Review of documentation
 - v) Formal classroom visits (min. 2 visits)
 - vi) Post visit meeting
 - vii) Written report – provided to teachers and submitted to teacher file
- Upon receiving suggestions for growth:
 - i) The teacher will make every effort to implement said changes
 - ii) The Head of School or Deputy Head will provide reasonable support
 - iii) The Head of School or Deputy Head will monitor progress and provide written reports
 - iv) If changes are not made in accordance with information provided to the teacher, written notice will be provided a second time with clear and specific timelines. Should changes not occur within the allotted time, disciplinary action (including termination) may be taken.

September 30, 2018

Arabic/Islamic/Qatar History Policy

Background

Blyth Academy is committed to meeting the requirements of the Ministry of Education of the State of Qatar regarding the teaching of Arabic, Islamic and Qatar history.

Procedure

1. Blyth Academy will meet the hourly requirements of 4 hours/week of Arabic language for first language speakers.
2. Blyth Academy will meet the hourly requirement of 3 hours/week of Islamic studies for all Muslim students.
3. Blyth Academy will offer Arabic as a second language for non-native speakers in grades 1-9 and strive to meet the 4 hour/week requirement.
4. Blyth Academy will offer Islamic studies for non-Arabic students taught in English and Arabic (as necessary) and will meet the 3 hour/week requirement.
5. In grades 1-9 non-Arabic and Arabic speakers will be taught in separate classes.
6. In grade 10-12 student who wish to continue to study Arabic will do so in Arabic as first language classes unless there are a reasonable number of students wishing to learn Arabic as a second Language.
7. Qatar history will be taught by classroom teachers in grades 1-6 and by the Social Studies teacher in grades 7,8,9. The Ministry of Education of the State of Qatar books will be followed.

Oct. 2, 2018

Blyth Exam Exemption Policy

Background: Blyth Academy believes that students require motivation and encouragement from time to time and should be rewarded for consistent effort and achievement. Further, final examinations may not be the best form of final evaluation and teachers are in the best position to determine what form final evaluations should take.

Procedure

Students in grades 7-9 may earn June exam exemptions (exclusion of Provincial Achievement Tests) providing they meet the following conditions:

1. They achieve a grade of 80% in grades 8 and 9 and have a level 4 in grade 7.
2. They have fewer than 10 days absence in the class.
3. They have demonstrated good behavior.
4. The teacher grants the exemption. IF in the opinion of the teacher the student would benefit from writing the exam the teacher's decision is final.
5. Student who are granted an exemption and wish to write the final exam may do so without penalty.
6. Students who are granted an exemption will be required to complete a culminating project on or near the end of the year.

September 2018

Evaluation and Assessment Policy

Background

Blyth Academy Evaluation and Assessment Policy has been developed knowing that assessment and evaluation of student work is integral to the teaching and learning process. The primary purpose of assessment and evaluation is to support student growth and guide teaching.

Basic Principles of Assessments

Blyth Academy Qatar believes in the following;

- Teachers as professionals, are in the best position and most responsible for assessing and evaluating student learning.
- Teacher are required to report honestly to parents regarding student learning
- The student is a partner in their learning and combined with the teacher responsible for their learning
- In a fair, equitable, transparent and ongoing process that includes clear communication with students and parents/guardians with at the beginning of the school year
- A variety of assessment and evaluation tools should be used
- Students should be provided ongoing feedback regarding their learning and instruction regarding improving their learning

Formative Assessments: teacher uses evidence to determine what the students understand to plan and guide instruction and provide helpful feedback

1. Assessment of student work occurs formatively in an effort to provide ongoing feedback for students regarding their learning. Additionally, formative assessment enables teachers to develop lessons based on feedback from formative assessments.
2. Formative assessment may be diagnostic and provide feedback but is not used to determine final grades.

3. Approx. 70% of student assessment should be formative in nature and grades are NOT required on formative assessments. Detailed feedback is essential.

Summative Assessments: strategies that confirm what a student knows and what learning outcomes students can demonstrate mastery of.

4. ONLY LEARNING OUTCOMES ARE EVALUATED SUMMATIVELY. Teachers shall not grade homework, attitude, participation, attendance etc.... These areas are reported on in the 'learning skills' area of the report card.

5. Teachers are obligated to provide a variety of forms of evaluation using the C-O-P method. Conversations, Observations and Products.

6. Teachers are required to develop some method of tracking conversations and observations. Teachers must be able to substantiate their assessments.

7. In grades 7-9 teachers must provide an exam or culminating activity for students 'near' the end of the term. Weightings for end of term activities will range from 15-30%

8. In grades 10-12 teachers will provide a final exam valued at 30% (core subjects and as determined by the teacher). In grades 10 and 11 teachers may divide the final 30% between a culminating activity and written examination.

9. As much as possible summative assessments should be completed in class under teacher supervision. Larger assignments should be chunked and checked by the teacher as the process unfolds. Summative assessments should not be completed at home if at all possible.

Late and Missed Assignments

All teachers in grades 7-12 will follow a school-based policy regarding late and missed assignments. Students are required to comply to deadlines set by the teacher in discussion with the students. Teachers may negotiate extensions using their professional judgement however no assignments will be accepted after the quarterly (half in grades 10-12) reporting dates. Assignments missing this final deadline may receive a grade of '0'. That is, assignments with due dates in the first quarter or half may not be handed in following the submission of report cards by the teachers.

Teachers may apply a 5%/day to a maximum of 25% late mark for assignments handed in after the agreed upon deadline.

Homework

The value of homework is being questioned in the research. Blyth teachers may provide a 'reasonable' amount of homework ranging from 15-20 minutes a night in the primary grades to 1-1.5 hrs. in the secondary panel. Homework is NOT graded (summative) and is used to practice and determine mastery

of learning outcomes. HOMEWORK IS NOT USED TO INTRODCUE NEW MATERIAL although reading ahead in preparation for class is reasonable. Homework must be considered in totality and teachers must be aware of a student's total workload. HOMEWORK IS NOT TO BE ASSIGNED OVER LONG WEEKENDS OR HOLIDAYS.

Scheduling of Assessments

Teachers are required to post significant (requiring student preparation time) assessments on the electronic calendar of school activities. Students should NOT have more than 2 assessments on any given day and reasonably no more than 4-5/week. Teachers should make an effort to work around other school activities that demand students time such as drama, sports and field trips. These activities are to be posted on the calendar as well. Assessments that are NOT posted will not be provided priority and teachers will have to work around the calendar as posted to find suitable times that do not contradict the above policy (2 daily and weekly). Teachers should plan as much as possible to develop an assessment schedule that respects student workload i.e. Avoid multiple assessments just prior to the end of the term.

Absent from Assessment

Generally, students should take any missed assessment the first day upon return, however this is subject to discussions with the classroom teacher. In the case of an absent student teachers may disregard the above policy statement (number of assessments per day) and use their professional judgement. If a pattern of absenteeism on assessment days occurs parents are to be contacted and a doctor's note provided before the assessment can be completed.

Grading

Teachers are required to grade and return assessments in a timely manner. For short answer, fill in the blank style assessments papers should be graded and returned within 48 hours. Essay style assessments should be graded within the week depending on the nature of the assessment.

Teachers are to keep a 'real time' grade book and students and parents should have access to their 'real time' grade upon request. Students are not to be denied access to their grades.

Student achievement is confidential and is NOT to be shared with others without the consent of the student. Marks are not posted.

Safe Arrival/Departure Policy

Background

Blyth Academy believes that students' safety is paramount.

Procedure for Attendance

1. For grades JK-8 teachers will have attendance completed by 7:45 am
2. Reception will be informed regarding student absences.
3. Parents have been requested to contact the school via email or telephone to inform the school of their child's absence. Reception will cross reference teacher lists and parent calls.
4. Students who are marked 'Absent' and who's parents have not contacted the school will be contacted to confirm that parents are aware the child is not in attendance.

Procedure for Leaving Campus

1. Once students are on campus they will not be permitted to leave school property.
2. Students wishing to leave MUST have permission from their parent, students will not be released to siblings without permission from the parent.
3. Students will visit reception where they will get a permission slip to leave, this slip is to be presented to the security guard at the gate at which time they will be permitted to leave school.
4. If a student is on a class trip off campus, they will not be permitted to leave the group unless written permission from a parent is provided.



Blyth Academy Qatar

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