



**AMERICAN ACADEMY
SCHOOL**

**HIGH SCHOOL STUDENT HANDBOOK
Academic Year 2016 – 2017**

SCHOOL POLICIES & PROCEDURES:

School Timings:

Students should be in school by 7:00AM. Please ensure that you arrive on time.

- **Grades 8-12 : 7:00 AM to 1:45 PM**

The gate will be closed at 7:20AM. Late comer students are not allowed to attend the first period.

It is strictly prohibited for any student to leave the school before 1:45pm (for grades 8 to 12) except for emergency cases.

Assembly:

Assemblies are held every morning. Grades 7 to 12: it is mandatory for every student to attend the assembly. During assembly students should be present for the Holy Quran and the Qatar National anthems. Important information during assembly is conveyed; as well as academic and behavioral awards are given to students.

Procedure for students coming to school late:

- 1st Offense: Verbal Warning + not allowed to attend the 1st period
- 2nd Offense: Warning Letter
- 3rd Offense: Suspension Letter

UNIFORM:

- Students should attend school in full school uniform. If the proper full school uniform is not worn students will be:
 - **First Offense:** referred to the Discipline Coordinator for verbal warning.
 - **Second Offense:** they will receive a warning letter.
 - **Third Offense:** student must buy the uniform from the school.
 - **Fourth Offense:** they will receive a suspension letter
- Make-up is not allowed.
- One pair of plain earrings/studs may be worn by girls but there should be no other “body piercing” or other distracting jewelry. No visible tattoos.
- Girls are expected to have their hair tied at all times. Hair dye is not permitted.
- Boys must always have their hair cut short. Boys are not allowed to wear jewelry, no visible tattoos. Hair dye is not permitted. Face should be shaved at all times. No Mohawks, spiky hair or eye brow design

Boys	Girls
Grades 5-12	Grades 5-12
Blue polo T shirt	Blue polo T shirt
Blue trousers	Blue trousers
Black shoes	Black shoes (no high heels)
P.E.	P.E.
Light blue T shirt	Light blue T shirt
Track pants	Track pants
Sports shoes	Sports shoes
Winter Uniform	Winter Uniform
Blue long sleeve T shirt	Blue long sleeve T shirt
Blue Trousers	Blue Trousers
Navy blue school jacket	Navy blue school jacket
Note: School uniforms should be collected from the school.	

BOOKS:

- **Grades 5-12**

The students are allowed to keep their books at home, but must follow the school schedule and bring the appropriate books and notebooks to school. Not having the required materials may result in grades loss or detention (in school, break or after school detention).

The students must always bring their diaries to school. Parents should check these on daily basis for homework sheets, any notes or schedules that we send home with the students.

HOMEWORK:

All homework sheets will be uploaded to the school website www.americanacademy.com.qa. Parents are expected to follow up with their children. Homework can be the basis for class follow-up and discussion, and/or can provide reinforcement of information and ideas introduced in class. Homework promotes individual responsibility, independent practice; good work habits and serves as a means and source of parental involvement. Homework on weekends is to be expected. Extended assignments and long-range projects will often require weekend work. Sometimes tests may be given on Sunday; hence studying over the weekend may be necessary and should be expected.

Students who fail to complete their homework will secure zero (0) grade for the assignment missed and if it happens again he/she will receive a warning letter. Students who do not do their homework after receiving a warning letter will have after school detention (Thursday if repeated).

EXAMINATIONS:

- **Monthly Tests:** These are conducted in November, December, March, April.
- **Semester Exams:** These are conducted twice a year- January and June.

Study Guide will be provided a week prior to the exams. Study Guides are the lessons included in the monthly tests and final exams.

In case of a medical condition, the student will be excused from the tests/exams. A valid medical certificate should be provided in case of medical reasons. Without medical report the school will not allow the student to do the make-up tests/exams. Medical report must be from the Hammad Hospital only, and must be submitted to the Discipline Coordinator.

EXAMINATION RULES:

- Students have to be on time for tests/exams.
- Students must come in complete uniform.
- The exam will last for exactly the time allocated. Extra time will be given to students to complete the test/exam (according to the Administration).
- It is not the schools responsibility if a student studied for a different exam.
- **Exams will not be repeated** in case of traveling or being late or any other non-medical reason.
- Students who are unwell or have high fever or any contagious illness should not be sent to school, **especially during exam time.**

CONSEQUENCES:

Cheating during exams is considered a serious offence. Student caught cheating will get a zero (0) and a warning letter will be issued. The student's behavior will be monitored and if the student repeats the misconduct, it may result in expulsion.

PROJECTS:

The students will be assigned one project a semester relevant to their curriculum throughout the academic year. All projects will be done in class.

WEBSITE:

All worksheets, home worksheets, projects, memos etc. will be uploaded everyday to the school website: www.americanacademy.com.qa . Parents and students can access the website to download all needed worksheets, home worksheets, etc. Any missed worksheets can be found in the website. All school announcements will also be found in the website. Kindly follow this guide to access the website for any document:

- Step 1: Go to: www.americanacademy.com.qa
- Step 2: (**NO** need to log in) just click “**Student Academic**”
- Step 3: Choose which **Academic Year, Grade, Class, Subject, and Type**
- Step 4: Choose what you need and click the “**Search**” button
- Step 5: Click “**View**” to download or to print the document

Pop Quizzes:

Pop quiz is a quiz given without prior warning. This is ensuring that students understood and reviewed the previous lesson.

Quizzes:

Research says that the more the students are tested the more knowledge they retain. Hence, regular quizzes help in increasing students' performance and boost their efficiency. Teachers are able to gauge the students understanding of the concepts taught in class.

- For Grades 9 to 12: Math quiz will be conducted every Wednesday
- For Grades 9 to 12: English quiz will be conducted every Thursday
- For Grades 9 to 12: Science and Social Studies quizzes will be conducted twice a month.
- For Grades 9 to 12: Arabic and Religion quizzes will be conducted once a month.
- **Quizzes will not be repeated** in case of traveling or being late or any other non-medical reason.
- Students who are unwell or have high fever or any contagious illness should not be sent to school, **especially during exam time.**

REPORT CARDS:

Report cards are provided twice a year, at the end of each semester exam. On the stipulated dates, parents/ authorized persons are requested to collect the report cards from the school. Report Cards will not be e-mailed.

Promotion Criteria:

- a) A student has to write the monthly tests and the semester exams on the stipulated dates.
- b) A student must have completed his/her homework on time, submitted projects and assignments on time.
- c) A student should pass in at least 4 core subjects. Passing grade is 50 and above.
- d) Make up Exams: If students have failed in 3 or less than 3 subjects, student will get the chance to do a make-up exam. If the student fails in makeup exam, he/she will not be promoted to the next class. However, this will be subject to the discretion of the Principal and the Academic Coordinator.
- e) Students who have 10 or more absences per semester, their files will be sent to the Ministry of Education.

Leave Policy:

1. Students who want to take leave or absence will have to submit a written application from their parents/local guardian at least two weeks before they proceed for their leave. The students need to secure permission from the Principal, Academic Coordinator and Discipline Coordinator.
2. Leave taken due to medical reasons, should be supported with a valid medical certificate.
3. Absence without permission should be avoided. It might result in failing the year. The decision is subject to the discretion of the school management.
4. Leave will not be granted during exams. Parents are requested to refer to the calendar for exam and holiday dates.
5. If a student will be absent without approval from the school management for more than 10 days per semester or 15 days per two semesters, file will be sent to the Ministry of Education, and the student will automatically repeat the year.

DISCIPLINARY POLICIES:

● **Excused Absences:**

Absences other than for illness, emergency, or official school-related activity, **must be pre-approved by the Principal/ Academic Coordinator of the school in order to be excused.** An excused absence may be granted after a letter or email is received from the parent/guardian and official form from the school to be filled. **Such notification must be made within two weeks of the absence.** Students with excused absences will be allowed to make up work. Time allotments will be at the discretion of the teacher. Teachers may impose a penalty for work turned in late.

Students who have an excused absence from class will be allowed to make up missed work according to the following guidelines:

- If the student was present in class when an assignment, quiz or test was announced and was absent on the day that the assignment was due or test/quiz given, the student must turn in the assignment or take the test within a week and must submit a medical certificate. A schedule will be sent to the student. Quizzes will not be re-conducted.
- If a student was absent when photocopied study material was distributed, the student is expected to collect it from the respective teacher on the day of his or her return to school. If the photocopy is damaged or lost by the student, he/ she will not be permitted for another copy. Parents and students can access the website to download all needed worksheets, home worksheets, etc. Any missed worksheets can be found in the website. The school website: www.americanacademy.com.qa
- Students anticipating an absence from school due to a medical condition or school-sponsored activities must make an appointment with their teachers in order to receive assignments and their due dates. **It is the parent's responsibility to advise the school office of the anticipated absence of a student, well in advance of the absence.** Failure to do so may result in the student not being allowed to make up work that he/she misses.
- Students returning after excused absences will be given time to complete missed assignments and tests. Make-up time is equivalent to the number of days absent. **It is the student's responsibility to contact teachers the day they return to school regarding missed assignments and tests to be taken.**

Students who become ill during the school day must report to the school nurse. The nurse will determine if the student will be sent home or if the student is fit to remain at school. A student will **ONLY** be sent home if a parent or a designated emergency contact can be notified by the school nurse.

- **Unexcused Absences:**

Students with unexcused absences will not be allowed to make up work. Teachers may impose a penalty for work turned in late or undone. Students with unexcused absences may not be allowed to make-up work. **Students returning to school after an unexcused absence will not be eligible to make up missed work.** The school will arrange meeting with parents regarding the unexcused absence. If the student has consecutive unexcused absences, warning letter will be sent to the parent.

- **Admit To Class:**

Students who arrive to school late must report to the Discipline Coordinator In-Charge to obtain a written permission before going to class. Students who arrive late due to a doctor's appointment should provide a Doctor's note to the Discipline Coordinator In-Charge in order for the tardiness to be excused.

- **Skipping Classes:**

A student who is present at school but fails to attend class is considered to have cut class. Students who do not go to class but sit in the other classes or school facilities will be considered to have cut class. This results in appropriate discipline action taken by the Discipline Coordinator. Students who are found outside the classroom without passes will be considered as skipping.

- **Truancy:**

Truancy is defined as a student's absence from the school grounds unauthorized by a parent. Students who are truant may not be allowed to make up missed work and will receive consequences by the Discipline Coordinator.

Mobile Phone Policy:

Mobile phones and personal listening devices are strictly prohibited. If a student brings or uses his/her mobile or any personal listening device to school, it will be confiscated till end of the year.

Lost Items:

The **school will not be responsible for any kind of loss** such as books, bags, money or any similar belongings and will not recompense them.

Bullying / Harassment/ Racist remarks:

Successful schools are built on a foundation of mutual trust and respect. ANY action that causes a person to feel threatened, belittled, afraid, ashamed, angry, or hurt can be harassment. It is not acceptable to pick on each other, call someone inappropriate names, push and shove, hide things, or tease someone. Inappropriate words and signs regarding any sexual, religious, ethnic or racial discrimination will cause automatic expulsion of the concerned student from the school. Behavior of this nature is considered bullying and will not be tolerated. Bullying and harassment are considered major infractions of the discipline code.

Five steps to stop bullying/harassment:

1. Tell the person to stop. Keep calm. Walk away. Do not laugh or play along.
2. Ignore it and walk away, if it happens again.
3. If it happens a third time, ask an adult for help.
4. Help others.
5. Tell someone.

Student Council:

A Student Council is a representative structure for students only, through which they can become involved in the affairs of the school, working in partnership with school management and staff for the benefit of the school and its students. Every student at the American Academy School is eligible to vote for Student Council Representatives for their classes.

Prefects:

A prefect is high school student who is given a certain duty from the Discipline Coordinator. The Discipline Coordinator is responsible to choose the prefects.

Gum:

Chewing gum is NOT Permitted in the school premises.

Canteen:

There will be food available in the canteen during break time. Food and drink (other than water) may not leave the designated eating area. Students are responsible for cleaning up all their food and trash within the designated eating areas. Students are not allowed to take their break inside the classroom.

DISCIPLINARY GUIDELINES:

	Level 1	Level 2	Level 3
Expected Behavior	<ul style="list-style-type: none"> • Walk in hallways • Participate in class • Follow the teacher's directions • Respect authority • Respect fellow students 	<ul style="list-style-type: none"> • Solve problems amicably • Take care of school property • Ask before borrowing other people's property • Respect other people's feelings and personal space 	<ul style="list-style-type: none"> • Ask for help when needed • Be cooperative in the event of an emergency • Understand when the answer given to you is "NO"
Infractions	<ul style="list-style-type: none"> • Horse play • Running in class • Throwing objects • Sleeping • Refusing to participate • Cheating • Plagiarism • Cursing • Disrupting class <p>Any other infraction that is similar in severity to other Level 1 infractions</p>	<ul style="list-style-type: none"> • Fighting or instigating a fight • Using or possessing tobacco, matches, lighters • Being under the influence of drugs or alcohol • Stealing • Harassing/ Bullying • Making Racist remarks • Threatening • Inappropriate sexual behavior • Leaving school premises without permission 	<ul style="list-style-type: none"> • Possession of illegal drugs at school • Buying/selling, drug trafficking • Physical assault to other students or school staff • Sexual assault • Possession of dangerous weapons • Possession of objects or substance to harm or frighten others • Causing a false fire alarm • Burglary/ robbery • Tampering with school furniture • Any other infraction that is similar in

		Any other infraction that is similar in severity to other Level 2 infractions	severity to other Level 3 infraction
Corrective Strategies	<ul style="list-style-type: none"> • Re teach behavioral expectations • Have the student apologize • Contact parent/guardian • Break detention/ after school detention 	<ul style="list-style-type: none"> • Parents are informed either by phone/ letter • In school suspension • Warning Letter 	<ul style="list-style-type: none"> • Parents are informed either by phone/ letter • May lead to expulsion (decision by Management)

Note: Students caught in the possession of drugs, under the influence of alcohol, smoking, chewing tobacco will result in suspension or expulsion from school immediately.



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SCHOOL

I hereby read, understood and accepted all the school rules and regulations mentioned in this handbook. I hereby agree and abide to follow all rules and regulations. I understand that if I failed to follow any school rules and regulations, disciplinary action will be taken against me. I agree to maintain involvement with my child's education to the best of my ability. If any obstacle or extenuating circumstances hinder or prevent me from my full commitment I will be held liable for any action my son or daughter may cause. These rules and regulation are as per the School Policy and from the Supreme Education Council.

Student's Name: _____ Grade: _____

Student's Signature

Date

Parent's Name

Date

Parent's Signature