



**AMERICAN ACADEMY
SCHOOL**

**PARENT – STUDENT HANDBOOK
Academic Year 2017 – 2018**




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School Directory


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Board of Trustees

School trustees are elected to the school board at the beginning of every academic year. The role of the Trustees is as follows:

- Actively supports the school's vision, mission, values
- Accepts and supports the decisions of the board
- Keeps all the information and discussions confidential
- Contributes to the development of the school

Board of trustees consist of 9-11 members:

5 members represent the parents

2 members elected from the community

1 member staff-elected representative

1 the principal

Board of Directors

School board of directors is created at the beginning of every year. BOD is responsible for setting the school's vision, mission, policies, guidelines, and follow up the action plans and take decisions about any issues or any changes that have to be incorporated. The BOD works for the benefit of the school and its stake holders. The BOD also ensures that the rules are compatible with the rules of the Ministry of Education.

Section 1

NEED TO KNOW

Section 1: NEED TO KNOW

The American Academy School was founded in 2000 and is under the supervision and guidance of the Ministry of Education. It follows internationally enriched American curriculum, serving a multicultural student body. It comprises of Kindergarten, Primary, Junior and High School.

SCHOOL VISION:

The American Academy School aims to be a center of academic excellence dedicated to producing leaders and global citizens of the future.

SCHOOL MISSION:

To meet modern education standards and to enforce the highest moral values aiming at developing students' potential through different teaching methods that help them acquire self-confidence and individuality in a multi-cultural environment.

Our Values

Honesty; Respect; Gratitude; Compassion; Responsibility

At American Academy School, we endeavor to instill good values to every child. The true worth of a person is based on the virtues he/she possesses.

Honesty: Students should know that they should be truthful to themselves and others. Students display honesty by doing their homework, completing their projects and assignments in the stipulated time.

Respect: It is important that students know to respect others irrespective of their religion, caste, creed, color, race, opinion and lifestyle. They should learn to treat others the way they want to be treated.

Gratitude: Students should know the good things that happen to them and not take anything for granted. Showing appreciation to others, being thankful to others goes a long way to be good human beings.

Compassion: American Academy School students need to be compassionate to the needs of others. Students can display compassion by helping the new student feel welcome, by respecting the opinions and ideas of others. Students can display compassion by helping a classmate understand the homework - not allowing the classmate to copy the work, but by explaining the work so s/he is better able to succeed on the test or quiz.

Responsibility: Every student takes ownership for their behavior, asks for help when needed and helps others in need. Students take the responsibility to come to school on time, be organized and be prepared to learn.

It is very important that every American Academy School student and staff member adheres and displays the American Academy School values on a regular basis. This will ensure a positive and a healthy climate in school.

SCHOOL HOURS

Our school begins at 7:15AM. Please ensure that your child/children arrive on time and is collected on time at the end of the day.

- **Grades 1-4** : 7:15AM to 1:30PM
- **Grades 5-7** : 7:15AM to 1:40PM
- **Grades 8-12** : 7:15AM to 1:45PM

School gates open at 6:30AM. The gate will be closed at 7:15AM. Students coming late are not allowed to enter the school, and will be sent home.

ASSEMBLY

Assemblies are held every morning at 7:15AM. 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 Anthem. Important information during assembly is conveyed; as well as academic and behavioral awards are given to the students.

END OF THE DAY PROCEDURE

The gate will be closed from 1:00PM till 1:30PM. No one is allowed to come in or out the school. Students will be dismissed from classes at: **(Sunday to Wednesday)**

- **Grades 1 to 4:** 1:30PM
- **Grades 5 to 7:** 1:40PM
- **Grades 8 to 12:** 1:45PM

Please ensure that they are picked up on time. **For Grades 1 to 3 students: from 1:30PM till 2:00PM students must stay in their class and parents must pick-up their children from the classroom.**

From Sunday to Wednesday, by 2:15PM the students should have left the school premises. The school will not be responsible for any student after 2:15PM.

Students will be dismissed from classes at: **(Every Thursday)**

- **Grades 1 to 4:** 12:00PM
- **Grades 5 to 7:** 12:05PM
- **Grades 8 to 12:** 12:10PM

Please ensure that they are picked up on time. **For Grades 1 to 3 students: from 12:00PM till 12:30PM students must stay in their class and parents must pick-up their children from the classroom.**

Every Thursday by 12:30PM the students should have left the school premises. The school will not be responsible for any student after 12:30PM.

School Timings: (Sunday to Wednesday)

GRADES 1 TO 4:

7:15-7:30 HOMEROOM	Period 1	Period 2	Break	Period 3	Period 4	Snack	Period 5	Period 6
	7:30-8:25	8:25-9:20	9:20-9:50	9:50-10:45	10:45-11:40	11:40-11:50	11:50-12:40	12:40-1:30

GRADES 5 TO 7:

Grade 7 Assembly 7:15	7:15-7:30 HOMEROOM	Period 1	Period 2	Period 3	Break	Period 4	Period 5	Period 6
		7:30-8:25	8:25-9:20	9:20-10:15	10:15-10:50	10:50-11:45	11:45-12:40	12:40-1:40

GRADES 8 TO 12:

Assembly 7:15	7:15-7:30 HOMEROOM	Period 1	Period 2	Period 3	Period 4	Break	Period 5	Period 6
		7:30-8:25	8:25-9:20	9:20-10:15	10:15-11:10	11:10-11:45	11:45-12:40	12:40-1:45

School Timings: (Every Thursday ONLY)

GRADES: 1 TO 4

Homeroom 7:00-7:30	Period 1	Period 2	Break	Period 3	Period 4	Period 5	Period 6
	7:30-8:15	8:15-9:00	9:00-9:15	9:15-10:00	10:00-10:45	10:45-11:30	11:30-12:00

GRADES: 5 TO 7

Assembly Grade 7 7:15	Homeroom (Grade 5-6) 7:00-7:30	Period 1	Period 2	Period 3	Break	Period 4	Period 5	Period 6
	Homeroom (Grade 7) 7:15-7:30	7:30-8:15	8:15-9:00	9:00-9:45	9:45-10:00	10:00-10:45	10:45-11:30	11:30-12:05

GRADES: 8 TO 12

Assembly 7:15	Homeroom 7:15-7:30	Period 1	Period 2	Period 3	Period 4	Break	Period 5	Period 6
		7:30-8:15	8:15-9:00	9:00-9:45	9:45-10:30	10:30-10:45	10:45-11:30	11:30-12:10

RESERVATION FOR THE NEXT ACADEMIC YEAR

The school will send the Retainer Fee Forms in the beginning of April every year. If your child will continue with us, please respond to our letter and pay the Retainer Fee which is non-refundable but will be deducted from the first semester tuition fee. This will ensure that a seat is reserved for your child for the new academic year.

NEW ADMISSION

Admission is open to students of all nationalities subject to availability of seats. Students taking in new admission will undergo entrance examinations in English and Math. Based on the marks and the record of the previous school, the school reserves the right to either admit or reject the student.

Annual fee structure will be posted in the school website.

WITHDRAWAL FROM SCHOOL

Students withdrawing from American Academy School need to provide a written letter to the Principal of the school. To secure a progress report/ report card and a reference letter from the school, students must settle all the outstanding balance and other liabilities. No monetary refund.

EARLY DISMISSAL

Students who want to leave the school during school day needs to take permission from the Discipline Coordinator, Principal and parent/ guardian. Leaving campus without supervision or permission will result in disciplinary action. Students must obtain written permission and signed by the parent or guardian before leaving campus prior to the regular dismissal time. Students who are ill are expected to consult the school nurse and should not contact parents on their own. The parent/ guardian should fill the “Early Dismissal Form” at the reception. Parents must not send their child/children to school if he/she feels sick.

TRANSFERRING CLASSROOMS

Each classroom has its own list of students. This list is to be treated as final. Parents are not permitted to transfer their child/children to classrooms as per their desire.

TRANSPORTATION

The school has no transportation facility. The parents must arrange for their child/children transportation. The school is not responsible for buses or any other private transportation. The school will not accept any complaints regarding this issue. A transportation information form will be distributed to the students. This form is for administration to know how the students arrive and leave the school. Parents must fill and sign the form. This will be put on file for emergency purposes only.

ENGLISH SPOKEN IN SCHOOL

At American Academy School, English is the language of instruction in most classes, English should be the only language spoken in the school premises. The exception is in Arabic and Islamic Studies class. Although students obviously feel more comfortable speaking in their first language, this will not help them in becoming more competent in speaking and functioning in English. This certainly must be one of the objectives that non-native English speakers have in choosing to attend American Academy School.

SCHOOL ATTIRE

The students are expected to adhere to the complete school uniform.

Boys and Girls	Boys and Girls
Grades 1-4	Grades 5-12
Red polo shirt	Blue polo T shirt
Checkered full pants	Blue trousers
Black Shoes	Black shoes
P.E.	P.E.
Red T shirt	Light blue T shirt
Navy blue gym tracks	Navy Blue track pants
Sports shoes (white or black only)	Sports shoes (white or black only)
Winter Uniform	Winter Uniform
Red long sleeves polo shirt	Blue long sleeve T shirt
Checkered full pants	Navy Blue Trousers
Navy blue school jacket	Navy blue school jacket
Note: School uniforms can be collected from the school.	

- NO cotton Trousers
- NO Black Trousers
- NO Excuses will be accepted such as (washing-lost-no size-etc....)
- NO jogging pants (except for PE class)
- NO colored shoes
- NO laced rubber shoes
- Students are not allowed to enter the class without wearing the complete school uniform
- Parents must cooperate with the school about the uniform policy.
- Students must wear their PE uniform on the given PE schedule.
- Make-up is not allowed.
- Students are expected to dress appropriately at all times, both on and off campus. 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
- Students will be sent home if not in full uniform.

PARENT TEACHER MEETINGS

There are two Parent-Teacher Meetings (PTMs) throughout the year (one during the first semester and the other during the second semester). The purpose is to discuss the students' progress or lack of it. Parents will be notified before these meetings, and are kindly requested to attend. Parents are given 5 minutes with each teacher.

However, if there are any requests or queries before/ after these meetings, parents may call for an appointment with the teacher and the Academic Coordinator. Parents are requested not to ask teachers for their personal numbers.

PRIVATE TUTORING: Teachers of the American Academy School are **NOT** permitted to provide private tuitions to any of the students in this school. However, if you feel that your child requires extra support, you can enroll him/her for the Saturday classes.

COMMUNICATION WITH PARENTS

It is imperative that the school is in contact with the parents when the need arises. School communicates with the parents through memos, emails, SMS, phone calls, Academic/ Behavior Reports.

Any meetings regarding discipline and/or academic issues either for teachers or principal, appointments must be booked in advance. Parents may call or fill a form in the administration to arrange a meeting with the person concerned. It is forbidden for parents to enter classrooms or staffrooms to talk to any teacher or any staff member.

In case a parent exhibits inappropriate behavior towards any teacher or employee in the school, the student's file will have a report of the incident and it will be automatically sent to the Ministry of Education or any other authorized department to deal with the issue.

Parents who wish to have an appointment with teachers, needs to print and fill the appointment form uploaded in the website and send it to the reception to schedule a meeting at a mutually convenient time.

USE OF SCHOOL TELEPHONE

The school telephone is used by the school staff for school purposes. Students are not permitted to use the phone. In case they need to call their parents, they need to seek permission from the Discipline Coordinator and permission from the front desk staff member. If a parent/ guardian needs to convey any information to their ward or to a teacher, they can call on the school telephone number provided.

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 (Grades 6 to 12).

PREFECTS

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

SCHOOL WEBSITE

In order to have information about the school, news, activities, announcements, the parents are requested to visit the school website: www.americanacademy.com.qa.

All worksheets, home worksheets, projects, memos etc. will be uploaded everyday to the school website. Parents and students can access the website to download worksheets, homeworksheets, etc. All school announcements will also be found on 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

HEALTH AND SAFETY

In order to safeguard the students and to keep the environment safe, the following items are banned from American Academy School: toys, fireworks, matches, cigarette lighters, stink bombs, water pistols, skateboards, electronic games, gadgets, weapons of any kind, any smoking equipment,

drugs and sport equipment's. If a student brings these or similar items to school, they may be confiscated and kept in the principal's office until a meeting is held with parents. Possession of a weapon or a facsimile of weapon will cause for stern disciplinary action and will likely to result in immediate expulsion.

At American Academy School we promote healthy food for a healthy mind. Please ensure that children carry healthy food to school. Fizzy drinks, chips, chewing gum, chocolate and fast food are strictly prohibited.

Parents must advise/remind/inform their child or children to avoid running, fighting, climbing the fence, and/or touching any electrical wires. Students must not play outside the school gate at the end of the day. Students must wait for their transportation in a safe area.

The school will not be responsible for any accident may happen outside the school gate in the morning or at the end of the day.

SCHOOL CANTEEN

The school has a canteen dedicated for the students. Healthy food is 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. Grades 1 to 4 have snack time for 10 minutes in class.

LOST AND FOUND ITEMS

There is a designated place for students to retrieve the items that have been lost by them.

LIBRARY

Students are encouraged to use the Library in their free time. They can borrow books and return them at a stipulated time set by the Librarian. The student will be charged for lost/ damaged book/s.

Library Guidelines

- Help keep the atmosphere quiet and conducive to learning
- Food and drinks not permitted, except bottled water
- Be respectful and considerate to each other and the entire library.

Please let your librarian know when you need assistance. They are here to help you with your reading and reference needs.

EXTRACURRICULAR ACTIVITIES

- **Physical Education:** As part of keeping oneself fit and for the overall development of the children, students are encouraged to participate actively in Physical Education. Children who are unable to participate in Physical Education, should get a medical report from their doctors stating the reason for non-participation.
- **After School Activities:** The school arranges after school activities for all students. Letters will be sent to parents informing of the activity and schedule regarding after school activities. Eg: Taekwondo, Soccer and Basketball.
- **Field Trips:** Students get the opportunity to go out on educational and fun trips every semester. The teachers arrange and supervise the conduct of such outings only after having made adequate arrangements and precautions. Prior written permission from the parents are secured, however, the parents reserve the right whether or not to send their children for such outings.
- **Trips Overseas:** The school offers annual overseas trips to our Junior and High School students to enrich their academic, cultural and social experiences. Teachers accompany the students on the trip. Please refer to the form that will be sent to you prior to the trip.
- **In School Activities:** The school arranges in school activities for all students. This is to give importance to the overall development of the students. Parents will be informed in advance.

NO PARTIES, TREATS & GIFTS

Celebration of birthday parties or any private parties are **NOT** Permitted in the school premises. Parents are requested not to give gifts to the teachers. You can show your appreciation by means of flowers or cards.

Section 2

CURRICULUM

SECTION 2: CURRICULUM

COMMON CORE

The Common Core Curriculum prepares the students for success because today’s students are preparing to enter a world of competition. In order to ensure that the students are able to face the world after school, the common core standards establish clear, consistent guidelines for what every student should know and should be able to do in Math and English language arts from kindergarten through grade 12. The Common Core focuses on critical thinking, problem solving and analytical skills which students will need to be successful. Currently grades 1-6 undergo the Common Core Curriculum.

AMERICAN CURRICULUM

Grades 7-12 undergo the general American Curriculum.

CURRICULUM BOOKS

The students are requested to follow the books prescribed by the curriculum followed by the school. The books are to be bought from the school. Payment of the books is made to Accounts. The table below lists the books specific for the grades.

Subject	GRADE 1- GRADE 4	GRADE 5-GRADE 6
ENGLISH	<ul style="list-style-type: none"> • JOURNEY COMMON CORE • JOURNEY COMMON CORE READERS NOTEBOOK 	<ul style="list-style-type: none"> • JOURNEY COMMON CORE • JOURNEY COMMON CORE READERS NOTEBOOK
MATH	<ul style="list-style-type: none"> • GO MATH MULTI- VOLUME BUNDLE 	<ul style="list-style-type: none"> • GO MATH MULTI- VOLUME BUNDLE
SCIENCE	<ul style="list-style-type: none"> • SCIENCE FUSION INTERACTIVE – LIFE • SCIENCE FUSION INTERACTIVE – EARTH • SCIENCE FUSION INTERACTIVE- PHYSICAL 	<ul style="list-style-type: none"> • SCIENCE FUSION INTERACTIVE – LIFE • SCIENCE FUSION INTERACTIVE – EARTH • SCIENCE FUSION INTERACTIVE- PHYSICAL
SOCIAL STUDIES	<ul style="list-style-type: none"> • SOCIAL STUDIES GRADE 1 – A CHILD’S VIEW • SOCIAL STUDIES GRADE2 – SCHOOL AND FAMILY • SOCIAL STUDIES GRADE3 – NEIGHBORHOODS • SOCIAL STUDIES GRADE4 - COMMUNITIES 	<ul style="list-style-type: none"> • SOCIAL STUDIES 5 – STATE’S AND REGION • SOCIAL STUDIES 6 – SCHOOL AND FAMILY
ARABIC RELIGION QATAR HISTORY	<ul style="list-style-type: none"> • DISTRIBUTED BY MINISTRY OF EDUCATION 	<ul style="list-style-type: none"> • DISTRIBUTED BY MINISTRY OF EDUCATION
Value added books	<ul style="list-style-type: none"> • Morning Book • Mental Math Book • Handwriting Book • Art Book 	<ul style="list-style-type: none"> • Morning Book • Mental Math Book • Handwriting Book • Art Book

For all Grades 1 to 6:

It is compulsory for the students to attend the homeroom period. The homeroom period has been divided into the following activity days:

- **Sunday – Monday – Tuesday:** the students will be engaged with the Morning Book.
- **Wednesday:** The students will be taught value education which will cover various topics focusing on the overall development of the child.
- **Thursday:** Students will be taught Phonics and will participate in extempore.

Subject	GRADE7	GRADE 8	GRADE9	GRADE10	GRADE11	GRADE12
ENGLISH	LANGUAGE NETWORK LITERATURE INTERACTIVE READER					
MATH	<ul style="list-style-type: none"> • PRE- ALGEBRA 	<ul style="list-style-type: none"> • ALGEBRA • GEOMETRY 	<ul style="list-style-type: none"> • ALGEBRA • GEOMETRY 	<ul style="list-style-type: none"> • ALGEBRA 2 	<ul style="list-style-type: none"> • PRE CALCULUS 	<ul style="list-style-type: none"> • Calculus
SCIENCE	<ul style="list-style-type: none"> • MODULE C : The Human Body • MODULE E: The Dynamic Earth • MODULE J: Sound and Light 	<ul style="list-style-type: none"> • SCIENCE Fusion: A. Cells of Heredity I. Motion Forces & Energy B. Diversity of Living Things H. Volume 2 Matter and Energy 	<ul style="list-style-type: none"> • PHYSICAL SCIENCE 	<ul style="list-style-type: none"> • BIOLOGY • CHEMISTRY • PHYSICS 	<ul style="list-style-type: none"> • BIOLOGY • CHEMISTRY • PHYSICS 	<ul style="list-style-type: none"> • BIOLOGY • CHEMISTRY • PHYSICS
SOCIAL STUDIES	WORLD CULTURES AND GEOGRAPHY	WORLD CULTURES AND GEOGRAPHY	<ul style="list-style-type: none"> • WORLD HISTORY • ECONOMICS 	<ul style="list-style-type: none"> • WORLD HISTORY • ECONOMICS 	<ul style="list-style-type: none"> • WORLD HISTORY • ECONOMICS 	<ul style="list-style-type: none"> • Economics • Sociology
ARABIC RELIGION	DISTRIBUTED BY MINISTRY OF EDUCATION					
QATAR HISTORY	DISTRIBUTED BY MINISTRY OF EDUCATION				<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A

SUPPLIES:

- **Grades 1-6**

Kindly check the welcome letters that we send with the children on the first day of school and note the following:

1. All the supply items that you will send to school **MUST** be labeled with your child's name and to be used by him/her in class throughout the year (These must be sent as soon as possible).
2. Welcome letters will be given out on September, together with the supply list needed.
3. All the work sheets, revision sheets and tests/quizzes must be kept in the relevant subject folder.
4. All students must have their own school diary.

- **Grades 7-12**

The students must come to school with a pencil case full of all the necessary stationery. We discourage borrowing stationery among students as it is usually disruptive. Kindly check the welcome letters we send for each grade as it includes all the necessary supplies. These must be ready with the students as of the second school day. All students must have their own school diary. It is a mandatory for all the students. School diary is one the most important means of communication with parents. It must reflect the students' school day as clearly as possible. Students must learn at the beginning of the school year that having the diary on daily basis is a must, and that recording their work session by session is not an option. The date, the subject, the chapter/unit, lesson and page numbers must be written in the proper place. There is room for teachers' remarks and notes to the parents, and for parents' notes and requests to the teacher as well.

ASSESSMENTS

Assessment is an effective tool to evaluate a student's performance which in turn helps one to take decisions regarding their education. Our school uses a variety of formal and informal assessments. The kind of assessments used in our school are listed below:

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. The quizzes are over 10 marks and it is for a duration of 15minutes.

- For Grades 1 to 12: Math quiz will be conducted on Wednesday once in 2 weeks.
- For Grades 1 to 12: English quiz will be conducted on Thursday once in 2 weeks.
- For Grades 1 to 12: Science quiz will be conducted once in 2 weeks.
- For Grades 1 to 12: Social Studies quiz will be conducted once in 2 weeks
- For Grades 1 to 12: Arabic and Religion quizzes will be conducted once a month.
- Pop quiz for recap.

Mid-Term Exams: These are conducted in November and March. The monthly assessments are over 50 marks (exception English which is over 100 marks). The duration for the test is one period i.e. 50minutes.

Semester Exams: These are conducted twice a year- January and May. The semester exams are over 100 marks and are for two periods. **(The given date is subject to change, parents will be notified.)**

STUDY GUIDE

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

PROMOTION CRITERIA

- A student has to write the mid-term exams and the semester exams on the stipulated dates.
- A student must have completed his/her homework on time, submitted projects and assignments on time.
- A student should pass in at least 4 core subjects. Passing grade is 50 and above.
- Make up Exams: If students have failed in 3 or less than 3 subjects in the final report card, 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.
- Students must have at least **85% attendance** from the date of the reopening of the school for the new academic year.

EXAMINATION RULES

- Students must be present during the tests. The school will not give any make-up exam unless a medical report from the Hamad Hospital has been submitted and approved by the Discipline Coordinator and the School Administration.
- Grades 5 to 12: Students must use pens only (black or blue). No pencils and no correctors.
- Students must not leave any questions empty. Students must review the test paper before giving to the teacher.

PROGRESS REPORT

Each mid-term test, the students receive a progress report stating their performance in the test. This provides a very good indication of the areas a student needs to improve and corrective measures can be taken.

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.

GRADING

Evaluating the students' performance depend on a continuous assessment system. Everything the student does is graded and added to his/her end of semester exam grade. We believe, as most of the American schools do, that this is the best way to give a clear picture about the students' performance throughout the school year.

The grading for all subjects includes behavior, project, classwork, homework, quizzes, monthly tests, and final exams.

HOMEWORK

At the end of every week the students will be provided with a Homework Schedule. Grades 1-4 the homework schedule will be attached in the diary book every Thursday and Grade 5-12 will be posted in class. All homework sheets or schedule will be uploaded on 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 within the due date will secure zero (0) grade for the assignment missed and repeated warning letter will be issued. Students who do not do their homework after receiving a warning letter will have after school detention (Thursday if repeated).

CLASSWORK

It is imperative that the students work with their teachers in class either by writing notes in the note book, or solving worksheets or completing any given assignment.

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 and graded. Materials needed should be bought within the project week due date.

SCHOOL ACTIVITIES

HOMEWORK CLUB

The school will provide homework club for low achievers to help them with lessons they do not understand or have any doubts. Teachers will stay till 3:00PM to help/assist students with their homework once a week on a designated day. The administration will choose the students according to their grades.

EXTRA CLASSES

In order to fulfill the need of the students for extra teaching hours, the school has made the provision for Extra Classes every Saturday. The parents are requested to fill the form at the reception and pay for the subjects their child needs to benefit from.

SPELLING BEE

Healthy competition is encouraged. The school conducts spelling contests in Arabic and English for all the grades.

FIELD TRIPS

- Field trips will be organized throughout the year to give our students a broader education as well as rewarding them for outstanding performances.
- Teachers will be required to accompany students on these trips and must supervise and control students at all times to ensure that the school is appropriately represented at all times.
- Close monitoring and student head counts are essential during field trips.

SPORTS DAY

The school organizes sports day once a year. Teachers are expected to cooperate with the management and encourage students to participate.

ANNUAL DAY / TALENT SHOW

Apart from academics, the school gives impetus to overall development of the students. Annual Day gives every child an opportunity to exhibit their talent. Teachers are requested to bring out the potential of each student, and to help them participate in the annual day.

BOOK FAIR

The school organizes a book fair every year. This gives the opportunity to the students and the teachers to take a tour of the books available. The teachers help the students to take conscious decision to buy appropriate books and other educational material. Teachers should encourage students to read.

BAKE SALE

The school organizes a bake sale every year. This gives the opportunity to the students and the teachers to enjoy sumptuous and nutritious variety of food.

QATAR NATIONAL DAY

The school also celebrates Qatar National Day with our students and teachers. On this occasion, students and teachers can wear their Qatar national costume and enjoy traditional activities.

OTHER ACTIVITIES

The school arranges several activities throughout the year.

Section 3

DISCIPLINE PROTOCOL

Section 3: DISCIPLINE PROTOCOL

The disciplinary policies listed below are to be followed. Any breach of the policies will lead to serious disciplinary action. Students who are late to school or absent from school must provide written notification, signed by a parent, explaining the reason and the date of the tardiness/absence. The note should be submitted to the Discipline Coordinator In-Charge immediately upon arrival/return to school.

The Principal must be notified, in the form of a letter, well in advance of any anticipated absences for reasons other than illness or family emergency. School holidays are provided for in our school calendar, we therefore cannot guarantee that students will be able to make up all missed work for classes missed as a result of additional family vacations. The school will not be responsible for any missed work. There will be no make-up for quizzes under any circumstances. Students who have valid and approved medical report will be allowed to do make-up exams for the mid-term and semester tests.

EXCUSED ABSENCES

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 in class 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. Students are expected to be responsible for their books and study material. 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 will come and pick up the student in the school. It is important that the person designated as the emergency contact number can be easily reached and is clearly stated on the student’s registration form.

UNEXCUSED ABSENCES

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.

In accordance with Ministerial Resolution No. 23 of 2014 Students are denied the following tests:

Number of days absent (connected or not)	Procedure
7 days	Student is forbidden to enter the <u>First Semester Midterm</u>
10 days	Student is forbidden to enter the <u>First Semester Final Test</u>
13 days	Student is forbidden to enter the <u>Second Semester Midterm</u>
15 days	Student is forbidden to enter the <u>Second Semester Final Test</u>

EXCESSIVE ABSENCES AND TARDINESS

Absences other than for (1) illness, (2) emergency, or (3) 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 note, phone call 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 with unexcused absences may not be allowed to make-up work.

MORNING TARDINESS

All students must be present at school before 7:15AM when the morning assembly starts. Students should take into consideration the traffic jam and distance from the house. The lack of attendance in the morning assembly is an indication of the lack of respect for the school’s rules and regulations.

Number of Tardiness	Procedure
1	Verbal Warning
2	First warning letter
3	Second warning letter
4	Meeting with the guardian/parent
5	Student will not be allowed into the school

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 their Homeroom teacher, Principal/ Academic Advisor.
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 expulsion. 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 for more than 15 days, the student will not be permitted to take the final examination. However, the student can do make-up exams for all the subjects on the given date, and the student file will be sent to the Ministry of Education and Higher Education for review.

STUDENTS REPORTING LATE TO SCHOOL

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.

ACADEMIC INTEGRITY

Academic integrity is essential for the success of the mission of our school and prepares the students to be responsible person. Some of the infractions are listed below:

ENTERING CLASSES LATE

The student must be present within the classroom and is not allowed to leave until the beginning of the break. The student is prohibited from leaving the classroom between periods and when the teachers are changing classrooms. The student is not entitled to leave the class at the end of the period and before the next teacher enters.

Number of Tardiness	Procedure	
1	First Warning	Informing the Parent
2	Second Warning	Informing the Parent
3	Third Warning	Informing the Parent
4	Student will not be allowed to enter the class	Meeting with the Parent

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.

CHEATING AND PLAGIARISM

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. Taking credit for other person's work or claiming someone else's work as your own is plagiarism and is a serious offence.

GROOMING

- 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 will be suspended
- 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
- Uniform should be unified.
- In case the uniform was ruined or accidentally damaged, etc. student will be asked to acquire a new one.

GUM

Chewing gum is NOT Permitted in the school premises.

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 academic year.

ELECTRONIC GADGETS

Students are prohibited from bringing any electronic gadgets to school eg. Ipad, iPod etc.

DRUGS AND INAPPROPRIATE ACTIVITIES

The school endeavors for a healthy environment. Any student found consuming drugs or under the effect of drugs will be expelled immediately. The school discourages the indulgence of any activity which may prove detrimental to the image of the school. Severe disciplinary action is taken if a student is found involved in any inappropriate activity.

BULLYING / HARRASMENT

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. 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

DISCRIMINATION/ DISCRIMINATORY REMARKS

The American Academy School welcomes students from all nationalities. It gives equal opportunities to students irrespective of sex, religion, color, and sect. One of our values is respect, hence we forbid students from using any kind of discriminatory remarks towards their fellow mates, teachers or anyone.

SEXUAL HARASSMENT

Sexual harassment is unwanted and unwelcome behavior and proves detrimental to the environment of the school. Sexual harassment can be requests for sexual favors or unwelcome behavior that happens often to make you feel uncomfortable, scared or confused and interferes with your school work or your ability to attend classes. It can be verbal, physical or visual and can happen to both boys and girls. The harassers can be fellow students, teachers, janitors, or any other school member. The victim is asked to report to the Discipline Coordinator immediately for suitable action to be taken.

WARNING LETTERS

A warning letter is a form of communication between the school and the parent. Students may receive a warning letter if he / she causes an infraction or struggling academically. Parents are required to sign the warning letter and return it the following day.

DISCIPLINARY GUIDELINES

Listed below is a snapshot of the disciplinary guidelines to be followed in the school.

	Level 1	Level 2	Level 3
Expected Behavior	<ul style="list-style-type: none"> • Walk quietly 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 • Any other infraction that is similar in severity to other Level 1 infractions 	<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 discriminatory remarks • Threatening • Inappropriate sexual behavior • Leaving school premises without permission • Any other infraction that is similar in severity to other Level 2 infractions 	<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 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)
<p>Note: Students caught in the possession of drugs, under the influence of alcohol, smoking, chewing tobacco will result in expulsion from school immediately.</p>			



AMERICAN ACADEMY
SCHOOL

Parents – Students Guide has been posted to the school website.

www.americanacademy.com.qa

Kindly read thoroughly and return this form to the homeroom teacher.

I hereby read, understood and accepted all the school rules and regulations mentioned in this handbook. 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 regulations are as per the School Policy and from the Ministry of Education and Higher Education.

Student's Name: _____ Grade: _____

Parent's Name

Date

Parent's Signature