



**AMERICAN ACADEMY  
SCHOOL**

**OLD AIRPORT BRANCH**

**HIGH SCHOOL STUDENT HANDBOOK  
Academic Year 2020 – 2021**

# **SCHOOL POLICIES & PROCEDURES:**

## **Section 1: NEED TO KNOW**

### **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, 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 TIMINGS:**

Our school begins at 7:00AM. 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 (Sunday to Wednesday)**  
**: 7:00 AM to 12:10 PM (Thursday)**

**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.

**It is strictly prohibited for any student to leave the school before 1:45PM (Sunday to Wednesday) or 12:10PM (Thursday) except for emergency cases, with approval and permission of the parents.**

## **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 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. Students will be dismissed from classes at:

- **Grades 8 to 12: 1:45PM (Sunday to Wednesday)**
- **Grades 8 to 12: 12:10PM (Every Thursday)**

## **EARLY DISMISSAL**

Students who want to leave the school early 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 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.

## **ENGLISH SPOKEN IN SCHOOL**

At American Academy School, English is the language of instruction in all classes, English should be the only language spoken in the school premises. The exception is in Arabic and Islamic Studies classes. 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.

## UNIFORM

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

| <b>Boys</b>   | <b>Girls</b>                       |
|---|------------------------------------|
| <b>Grades 5-12</b>  | <b>Grades 5-12</b>                 |
| Blue polo T shirt   | Blue polo T shirt                  |
| Blue trousers   | Blue trousers                      |
| Black shoes   | Black shoes (no high heels)        |
| <b>P.E.</b>   | <b>P.E.</b>                        |
| Light blue T shirt  | Light blue T shirt                 |
| Navy Blue track pants   | Navy blue track pants              |
| Sports shoes (white or black only)                                | Sports shoes (white or black only) |
| <b>Winter Uniform</b>   | <b>Winter Uniform</b>              |
| Blue long sleeve T shirt  | Blue long sleeve T shirt           |
| Navy Blue Trousers  | Navy Blue Trousers                 |
| Navy blue school jacket   | Navy blue school jacket            |
| <b>Note: School uniforms should be collected from the school.</b> |                                    |

- 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 sent home.
- 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. Flashy hair dye is not permitted.
- Boys must always have their hair cut short. Boys are not allowed to wear jewelry, no visible tattoos. Flashy 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.

## **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.sch.qa](http://www.americanacademy.sch.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, home worksheets, 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.sch.qa](http://www.americanacademy.sch.qa)
- Step 2: (**NO** need to log in) just click “**Academics**” then “**Academic Downloads**”
- 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

## School Timings: (Sunday to Wednesday)

### **GRADES 8 TO 12:**

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

From Sunday to Wednesday by 2:00PM students should have left the school premises.  
The school will not be responsible for any student after 2:00PM.

## School Timings: (Every Thursday ONLY)

### **GRADES: 8 TO 12**

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

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.

## **SUPPLIES:**

### **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.

## **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.

Grades 1-12 undergo the Common Core 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.



| <b>Subject</b>             | <b>GRADE9</b>   | <b>GRADE10</b>  | <b>GRADE11</b>  | <b>GRADE12</b>   |
|----------------------------|---|---|---|--|
| <b>ENGLISH</b>             | <b>LANGUAGE NETWORK<br/>LITERATURE INTERACTIVE READER</b>                       |   |   |  |
| <b>MATH</b>                | <ul style="list-style-type: none"> <li>• ALGEBRA</li> <li>• GEOMETRY</li> </ul> | <ul style="list-style-type: none"> <li>• ALGEBRA 2</li> </ul>     | <ul style="list-style-type: none"> <li>• PRE CALCULUS</li> </ul>                    | <ul style="list-style-type: none"> <li>• CALCULUS OR PRE-CALCULUS</li> </ul>   |
| <b>SCIENCE</b>             | <ul style="list-style-type: none"> <li>• BIOLOGY</li> </ul>                     | <ul style="list-style-type: none"> <li>• CHEMISTRY</li> </ul>     | <ul style="list-style-type: none"> <li>• PHYSICS</li> </ul>                         | <ul style="list-style-type: none"> <li>• PHYSICS/<br/>CHEMISTRY</li> <br/> <li style="text-align: center;">OR</li> <br/> <li>• CHEMISTRY/<br/>BIOLOGY</li> </ul> |
| <b>SOCIAL STUDIES</b>      | <ul style="list-style-type: none"> <li>• WORLD GEOGRAPHY</li> </ul>             | <ul style="list-style-type: none"> <li>• WORLD HISTORY</li> </ul> | <ul style="list-style-type: none"> <li>• PSYCHOLOGY</li> <li>• SOCIOLOGY</li> </ul> | <ul style="list-style-type: none"> <li>• ECONOMICS</li> <li>• BUSINESS STUDIES</li> </ul>  |
| <b>ARABIC<br/>RELIGION</b> | DISTRIBUTED BY MINISTRY OF EDUCATION  |   |   |  |
| <b>QATAR HISTORY</b>       | DISTRIBUTED BY MINISTRY OF EDUCATION  |   | <ul style="list-style-type: none"> <li>• N/A</li> </ul>                             | <ul style="list-style-type: none"> <li>• N/A</li> </ul>  |

## **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.

**Mid-Term Tests:** The mid-term tests are over 50 marks. The duration for the test is one period i.e. 50minutes.

**Semester Exams:** These are conducted twice a year- December 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 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 Hamad Hospital only.

According to the Ministry of Education and Higher Education, if a student has a total of 15 days absences, the student will not be allowed to attend the semester exams.

## **STUDY GUIDE**

Study Guides 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) A student has to write the mid-term 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 Advisors.

- e) Students must have at least **85% attendance** from the date of the reopening of the school for the new academic year.
- f) According to the Ministry of Education and Higher Education, if a student has a total of 15 days absences, the student will not be allowed to attend the semester exams.

## **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.
- It is not the schools responsibility if a student studied for a different exam.

## **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, attendance, project, classwork, homework, quizzes, mid-term tests, and semester exams.

## **HOMEWORK**

At the end of every week the students will be provided with a Homework Schedule. All homework sheets or schedule will be uploaded on the school website: [www.americanacademy.sch.ga](http://www.americanacademy.sch.ga) and will be posted in class. 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. If 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.

### **SECTION 3: DISCIPLINE**

#### **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.sch.qa](http://www.americanacademy.sch.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. 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**

In accordance with Ministerial Resolution No. 23 of 2014 Students are denied to do the semesters exams.

**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.

**According to the Ministry of Education and Higher Education, if a student has a total of 15 days absences, the student will not be allowed to attend the end of the year semester exams.**

### **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.

| <b>Number of Tardiness</b> | <b>Procedure</b>                            |
|----------------------------|---|
| 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 |

### **ACADEMIC INTEGRITY**

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

### **SKIPPING CLASSES**

A student who is present at school but fails to attend class is considered to be absent (skipping). Students who do not go to class but sit in the other classes or school facilities will be considered absent. This

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results in appropriate disciplinary action taken by the Discipline Coordinator. Students who are found outside the classroom without passes will be considered as skipping. Accumulated skipping will result to suspension and academic failure.

**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 with a notification letter to the student |
| 3                   | Third Warning                                  | Informing the Parent with a warning letter to the student      |
| 4                   | Student will not be allowed to enter the class | Meeting with the Parent  |

**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.

**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 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.

## **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.

## **NO PARTIES, TREATS AND 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.



**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 in my 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 I may cause. These rules and regulation are as per the School Policy and from the Ministry of Education and Higher Education.**

**Student's Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

\_\_\_\_\_  
*Student's Signature*

\_\_\_\_\_  
*Date*