



**AMERICAN ACADEMY
SCHOOL**

Parent-Student Guide

Academic Year 2022-2023

TABLE OF CONTENTS

School Directory	4
Governing Body	5
Parent-Teacher Association (PTA)	5
Academic Calendar	6
SECTION 1: NEED TO KNOW	8
School Vision	8
School Mission	8
Our Values.....	9
School Hours	10
Guiding Principles.....	10
Periods Allocation	11
Excuse Absences.....	12
Unexcused Absences	12
Persistent Absenteeism	12
Leave Policy.....	12
Early Dismissal.....	12
Absence & Punctuality Offenses	13
Expectation for Attendance and Punctuality	13
Consequences of Absence.....	15
Intervention	15
Reservation for the Next Academic Year (Re-Enrolments)	16
New Admission.....	16
Selection Criteria	17
Withdrawal from School	17
Transferring Classrooms	18
Transportation	18
English Spoken in School.....	18
Uniform.....	19
Parent-Teacher Meetings.....	20
Private Tutoring.....	20

Communication with Parents.....	20
Use of School Telephone.....	21
Student Council	21
Prefects.....	21
School Website.....	21
Health and Safety	21
School Canteen.....	22
Lost and Found Items	22
Library.....	22
Extra-Curricular Activities	23
No Parties, Treats and Gifts	24
SECTION 2: CURRICULUM	26
Common Core	26
Curriculum Books	26
Supplies.....	28
Assessments.....	28
Quizzes.....	29
Mid-Term Exam	29
Semester Final Exams	30
Study Guide.....	31
Evaluation	31
Promotion Criteria.....	33
Examination Rules	33
Progress Report.....	34
Report Cards	35
Grading	35
Homework	35
Classwork.....	36
Projects.....	36
Academic Support	36

SECTION 3: DISCIPLINE PROTOCOL	41
Academic Integrity	41
Skipping and Late to Class	42
Truancy	42
Cheating and Plagiarism	42
Chewing Gum	43
Mobile Phone and Electronics	43
Drugs and Inappropriate Activities	43
Bullying	43
Discrimination / Discriminatory Remarks	44
Sexual Harassment	44
Disciplinary Guidelines	45

School Directory

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Governing Body

The governing authority adopts policies which are consistent with the school's mission and vision and support the achievement of the schoolwide learner outcomes, i.e., global competencies, delegates implementation of these policies to the professional staff, and monitors results.

Procedures for selecting the Governing Body members and responsibilities of the governing authority.

The School Management team at AAS ensures that the school is fully committed in the compliance with MOEHE's and the Ministry of Labor standards and all applicable laws and regulations in all decisions made on strategic, functional, and operational levels in school. The School Principal abides by all rules and regulations of Ministry of Education and any official regulating board in the country.

At AAS, we define leadership as the sum of the behaviors and attitudes of our leaders who are role models for the people in our organization, and whose role is the catalyst to achieving our Mission and Vision.

Parent-Teacher Association (PTA)

School Parent-Teachers Association 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

Parent-Teachers Association consist of 9-11 members:

- 5 members represent the parents
- 2 members elected from the community
- 1 member staff-elected representative
- 1 the principal

Parent-Student Guide

Academic Calendar



AMERICAN ACADEMY SCHOOL - AL - THUMAMA

ACADEMIC YEAR 2022 - 2023

مدرسة الأكاديمية الأمريكية - النمامة

July-22							August-22							September-22							October-22							November-22						
S	M	Tu	W	Th	F	Sat	S	M	Tu	W	Th	F	Sat	S	M	Tu	W	Th	F	Sat	S	M	Tu	W	Th	F	Sat	S	M	Tu	W	Th	F	Sat
					1	2		1	2	3	4	5	6					1	2	3							1			1	2	3	4	5
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	23	24	25	26	27	28	29	27	28	29	30				
31																					30	31												

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's comprised of Kindergarten, Elementary, Middle and High School.

School Vision

Students will value knowledge and become long-life learners to contribute to their community by practicing our school's core values.

School Mission

To highly educate all students; enabling them to reach and expand potential and preparing them to become productive, responsible, ethical, creative, and compassionate members of society.

Our Values

Collaboration, Achievements, Respect, Curiosity, Integrity, Honesty

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.

Collaboration: Students to successfully work towards a common goal that gives them the opportunity to work and collaborate, to learn and grow from each other regardless of the diverse culture.

Achievements: Students are encouraged to tap their potential to succeed on a given task. When students learn to value what they are doing, they are willing to go the extra mile and put the extra effort to succeed.

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.

Curiosity: Instilling in students to actively seek out answers, inculcate a strong desire to know and learn beyond the realm of the curricula.

Integrity: Students demonstrate honesty, make ethical decisions even when they face difficult situations. Students know that integrity is key in building their character.

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.

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 7:00AM. Please ensure that your child/children arrive on time and is collected on time at the end of the day.

- **Grades 1 – 5** : **7:00 AM to 1:30 PM (Sunday to Wednesday)**
- **Grades 1 – 5** : **7:00 AM to 12:30 PM (Thursday Only)**
- **Grades 6 – 12** : **7:00 AM to 1:30 PM (Sunday to Wednesday)**
- **Grades 6 – 12** : **7:00 AM to 12:30 PM (Thursday Only)**

Guiding Principles

- School Gates will open for students at 6:30 am till 7:10 am.
- Students are expected to abide by the above-mentioned timing; any students reporting to school after 7:10 am will be marked late in Morning Register.
- In case of Absence or Lateness, the Receptionists will ensure contacting the parents to investigate the reasons of absence/delay and to sustain the proper documentation.
- We require parents to inform us of any impending absence or immediate absence by telephone or email and by completion of the Absence Request Form.
- All unauthorized absence will be followed up by text messaging or by telephone, using a printout each day.
- Depending on the reasons for absence, staff will endeavour to assist absentees in catching up with missed work without disrupting the learning of other class members.
- The school Principal, Attendance Officer, and The Heads of Departments in consultation with the staff will undertake systematic monitoring and as a result conduct regular reviews of the Attendance and Punctuality Policy and procedures to evaluate them to ensure that the operation is effective, fair, and consistent.
- The school will inform and work with parents regarding their child's absence or lateness, to find a way to improve his/her attendance.
- Parents need to communicate with the school in case their child will be late and/or absent. They should provide a valid cause and gain acceptance prior the event.
- Whenever parents wish to take out their child during a school day, they should apply for permission by the Heads of departments and then the Attendance officer prior to the event. Only medical, travel, and special family circumstances are to be considered if proper documents are provided.

Periods Allocation

Sunday to Wednesday

Grades 1 to 5

	HT	Period 1	Period 2	Break	Period 3	Period 4	Snack	Period 5	Period 6
7:00-7:15									
Assembly	7:15 -	7:30 -	8:25 -	9:20 -	9:40 -	10:35 -	11:30 -	11:40 -	12:35 -
	7:30	8:25	9:20	9:40	10:35	11:30	11:40	12:35	1:30

Grades 6 to 12

	HT	Period 1	Period 2	Period 3	Break	Period 4	Period 5	Period 6
7:00-7:15								
ASSEMBLY	7:15-7:30	7:30-8:25	8:25-9:20	9:20-10:15	10:15-10:45	10:45-11:40	11:40-12:35	12:35-1:30

Every Thursday ONLY

Grades 1 to 5

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

Grades 6 to 12

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

Excuse Absences

An absence of one day for a good reason like illness or family emergencies if communicated by a parent can be considered as an Excused absence. Please note that for absence due to medical reasons a doctor's note is required. A doctor's certificate will be required for the medical absence from school when a student has persistent attendance issues.

Unexcused Absences

It can happen when there has been no communication from a parent about an absence or if the absence is for two or more days and a doctor's note has not been received.

The school will only consider authorizing up to one-week absence for emergency cases per year. Any other time taken for holiday leave will be considered unauthorized.

Persistent Absenteeism

A student becomes a 'persistent absentee' when his/her attendance record is a cause for concern. A "persistent absentee" suffers considerable damage to his/her educational prospects, and we need parents' fullest support and co-operation to tackle this.

Leave Policy

Students who want to take leave of 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 Advisor.

Early Dismissal

Students who want to leave the school during the school day need to take permission from the Pastoral 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 the 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.

Absence & Punctuality Offenses

Stage	Punctuality	Action Taken
1	100% attendance each term.	AAS will recognize this positive behavior by presenting you with a 100% Attendance Certificate at the Prize Assembly held each end of term.
2	1 st Offense: 3 consecutive/non-consecutive late days to attend school.	Student will be informed about the consequences of lateness.
3	2 nd Offense: 6 consecutive/non-consecutive late days to attend school.	The Attendance Coordinator will contact the designated parent to discuss the concerns of Punctuality G4-G6 will have a break detention. G7-G12 will have after School detention on Thursday
4	3 rd Offense: 9 consecutive/non-consecutive late days to attend school.	Meeting with the parents, conditional letter to be signed.
5	4 th Offense: 12 consecutive/non-consecutive late days to attend school.	Student name will be on the De-Registration list (till student improve his attendance). Decision to be made by the school principal to check the improvement in such area
6	5 th and last Offense: Consistent lateness with no improvement detected	Student will be officially on the De-Registration list

Expectation for Attendance and Punctuality

A. Students

We expect that all our students will:

- Attend school regularly and attend all assemblies and lessons.
- Arrive on time at 7am to school and to all lessons.
- Provide a signed note from their parents/guardians if they need to leave the
- School site during the school day and show the note to their Form Tutor / Class
- Teacher during the class registration period.
- Be fully involved in all lessons
- Follow correct procedures for attendance and punctuality

- From Grade 4 to Grade 12, be responsible for carrying out any work provided by the school during an authorized absence period.

Students Punctuality:

- Students arriving late to lessons (more than 5 minutes) are a major cause of disruption to the learning process. Any student late to class more than 3 times in a week will face a 1-hour detention after school on a Thursday.
- Failure to attend a one-hour detention will result in a two-hour detention the following week.
- Continual non-compliance to detentions will lead to school suspension and parents will be contacted for a formal interview.
- No Students will be allowed to access class after 8:00 am unless it is an emergency approved by the Principal.

B. Parents

We expect that Parents/Guardians will:

- Place a high priority on attendance and achievement.
- Not allow their child to have time off school unless it is unavoidable.
- Endeavour to keep health appointments out of school hours where possible.
- Endeavour to keep holidays out of School time.
- Inform a member of staff (usually Form /Subject Teacher or the Receptionists) of any reason or problem that may hinder their child from attending school.
- Work with the school to resolve issues where possible and ensure good attendance and punctuality.
- Take responsibility for the attendance and punctuality of their children both inside and outside the school if they have external events/trips.
- Contact school, either by email to the Form/Subject Teacher, or by telephoning reception on the first morning of absence, preferably before 7:20 a.m., whenever their child is unable to attend school.
- In the event of the student contracting an illness or suffering an injury which would make an absence of 3 days or more likely, parents should inform the school immediately, and subsequently keep the school informed on progress.

Consequences of Absence

Stage	Attendance	Pastoral's Action
1	100% punctuality each term.	AAS will recognize this positive behaviour by presenting you with a 100% Punctuality Certificate at the Prize Assembly held each term
2	1 st Offense: Three unauthorized consecutive/non-consecutive absent days.	Attendance Coordinator will contact the designated parent to discuss the concerns.
3	2 nd Offense: Five unauthorized consecutive/non-consecutive absent days	Parents must sign conditional letter.
4	3 rd Offense: 7 unauthorized consecutive/non-consecutive absent days	deduction of 3% from the formative assessment element (participation / class work) across all subjects, applicable from the semester where the Offense took place
5	4 th Offense: 10 unauthorized consecutive/non-consecutive absent days	Student's name will be on the De-Registration list (if student didn't improve)
6	5 th Offense: 15 unauthorized consecutive/non-consecutive absent days	Student will be on the De-Registration list/ student may be asked to repeat the academic year.

Intervention

Support with attendance problems offered from school to support student's absence/lateness.

- A priority mentoring session with the Form/Subject Teacher.
- The Counsellor meets with the students to discuss any issues.
- Letter or home phone call outlining concerns.
- A parent meeting with Teacher/ Discipline Coordinator /Heads of Departments as the needs arise is recorded in the Attendance/Lateness Meeting with Parent Form.
- If it persists, meeting with Attendance officer and Attendance/Lateness form is filled and reviewed.

Keeping a record of all interventions and monitor improvements in attendance and punctuality

- Students will be monitored by the Subject Teachers and Pastoral Coordinators if attendance falls below the figures stated in page 1 for any given semester. The student will be monitored and given a target and time limit for improvement.

- If no improvement is shown the parent will be contacted by telephone or letter or an invitation will be offered to discuss the situation in school.
- Joint strategies may be devised between parents, students, and staff. A time limit and targets will be set for improvement.
- Children experiencing any health or emotional matter/condition will be supported by the school through regular contact with parents and the student as well.
- Blocked de-registration for unsatisfactory attendance.

Reservation for the Next Academic Year (Re-Enrolments)

To secure a place for the next academic year, a re-enrolment process is held each year during the 2nd semester. To secure a place for the next academic year, fee payment is required for all returning students (QR 2,000). Students who are not in compliance with the local government regulations or have unpaid school fees, will not be eligible to re-enrol and continue at the school the next academic year.

The school reserves the right to withdrawal any student at any time, if:

- School fees have not been paid.
- Educationally significant information is withheld from the school during the application process.
- The student's behaviour is detrimental to the welfare of other students or the school community.
- Attendance falls below the 95% requirement for each school year.

New Admission

In the admissions process, decisions are made with care to ensure all students offered admission to AAS have the potential to be successful at our school, both in and out of the classroom. AAS is committed to equality and inclusion and accommodates diversity in terms of gender, religion, disability, and ethnic origin.

- **Annual fee structure will be posted on the school website.**

Selection Criteria

Selection is based on multiple criteria. These are:

- Performance in the entrance exam.
- Face to face interview with the Academic Coordinator, School Principal or other designated academic staff.
- Pre-KG, KG1, KG2 and Year 1 applicants are also assessed for school readiness. They must be toilet trained and have a level of independence.
- Past school history and reports.
- Age appropriateness for the grade to which admission is sought.
- The child's previous curriculum is taken into consideration as well as limitations with regards to transfer dates for local transfers as defined by the Ministry of Education and Higher Education.
- English is the language of instruction and daily operation at AAS. We aim for all students to be fluent English speakers, able to read and write in English at an operational level for their age.

AAS is a fully inclusive school, accepting children with learning difficulties and special educational needs. It is essential that parents disclose all information regarding their child's individual needs to ensure AAS can provide appropriate support. Failure to disclose relevant information at the time of application may result in the withdrawal of a place.

Withdrawal from School

- It is necessary that parents give the Admissions office at least one month's written notice of withdrawal.
- Leaving families are requested to fill a withdrawal form available in the admission office.
- The student must return all the library books before the last school day.
- AAS School reserves the right to withdraw a student regarding the student behaviour report. As per AAS School Behaviour policy, the school will determine through the report issued by the SMT whether, in the interest of the school, the student should continue with AAS School.
- AAS School reserves the right to withdraw an already registered student when any or all the following conditions apply:
 - The student's learning needs cannot be met by the school.
 - The student's behaviour is determined to have a negative impact on the school community.

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 does not provide any school busses or transportation to students. Parents and guardians of the students are responsible for the transportation of their children in the morning and after school hours.

American Academy School only arranges transportation for events to other places during school activities, like fieldtrips, workshops, etc.

English Spoken in School

English should be the only language spoken on school grounds as an American school with English as the language of instruction in all classes (except Arabic, French, and Islamic Studies). While students are more at ease speaking in their native language, this will not help them become more proficient in English speaking and functioning. This must be one of the primary motivations for non-native English speakers to enrol at American Academy in the first place.

Uniform

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

Boys and Girls	Boys and Girls
Grades 1-5	Grades 6-12
Red and white stripes shirt with tie	Blue and white stripe shirt with tie
Navy Blue Pants	Navy Blue Pants
Black Shoes	Black shoes
P.E.	P.E.
Light Gray with Red Shirt	Light Gray with Blue Shirt
Navy Track Pants	Navy Track Pants
Sports shoes (white or black only)	Sports shoes (white or black only)
Winter Uniform	Winter Uniform
Red and white stripes shirt with tie	Blue and white stripes shirt with tie
Navy Blue Pants	Navy Blue Pants
Navy blue school jacket	Navy blue school jacket
Note: School uniforms can be collected from the school.	

- Students should arrive at school clean and tidy each day wearing the full correct school uniform. In cases where students who persistently fail to follow the academy uniform will be subject to consequences:
 - **First Offense:** verbal warning
 - **Second Offense:** written warning
 - **Third Offense:** parents will be contacted and student will ask to go home
- Hair styles must be neat, clean and reasonably styled, short for boys, and tied at all times for girls. Accessories are not allowed. For boys, facial hair should be neat, clean, closely trimmed.
- Nails should be always clean, trimmed and without nail polish.
- Jewellery is not permitted and could be a safety hazard. Girls are allowed to wear one pair of small plain stud earrings.
- Trainers are not accepted as academy uniform and are only allowed in P.E. lessons (navy blue color) students must always wear proper footwear preferable black shoes. Slippers are prohibited.
- Hoodies are not accepted, plain navy-blue jacket are only allowed as school uniform.
- Leggings and jeans are not accepted, navy blue trouser should be worn to school.
- Make-up is not allowed. No visible tattoos.
- Boys are not allowed to wear jewellery, no visible tattoos. Hair dye is not permitted. Face should be shaved at all times. No Mohawks, spiky hair or eyebrow design.

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

Parent-Teacher Meetings

There are two Parent-Teacher Meetings (PTM) throughout the year (one during the first semester and the other during the second semester) to discuss the students' progress. 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 Head of Academics. Parents are requested not to ask teachers for their personal numbers.

In case a parent exhibits inappropriate behavior towards any teacher or employee in the school, the students file and a report of the incident will be automatically sent to the Ministry of Education to deal with the issue.

Private Tutoring

Teachers at the American Academy School are **NOT** permitted to provide private tutoring 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 reinforcement 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, reports, individual meetings, MS Teams, Class Dojo and Mograsy.

Any meetings regarding discipline and/or academic issues either for teachers or principal, appointments must be booked in advance. Parents wish to book an appointment with teachers, may call or fill a form in the administration or print an appointment form uploaded on the website and send it to the reception to schedule a meeting at a mutually convenient time. It is forbidden for parents to enter classrooms or staff rooms to talk to any teachers or any staff members.

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 Pastoral 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

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. Student Council will be led by 3 Student Leaders (President, Vice President and Secretary) and a Teacher Advisor.

Prefects

A Prefect is a high school Student who is given a certain duty from the Pastoral Coordinator. The Pastoral Coordinator is responsible for choosing the Prefects and will give them duties to participate in school activities.

School Website

In order to have information about the school news, activities and announcements, the parents are requested to visit the school website.

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, homework sheets, etc. All school announcements will also be found on the website.

Health and Safety

Providing security and safety is one of the most important goals that must be taken care of in schools to provide a safe and secure school environment for our students and their staff. Therefore, one of the important priorities of the Ministry of Education and Higher Education is to achieve this goal. Resolution No. 25 of His Excellency the Minister of Education and Higher Education of 2009 was to form A specialized committee to oversee the implementation of the operational plan for the school health and safety policy,

with a translation for that goal. This prepared guide was the result of the committee's work, which is considered the first of its kind to provide an effective tool for stakeholders because it is concerned with managing all aspects that affect students' safety and health, which we aspire to contribute significantly to improving and raising the level of health and safety and befits the state's aspirations to be a model to be emulated. International levels. The objectives of preparing this guide can be summarized as follows:

1. Provide a safe and healthy environment for education.
2. To prevent accidents or injuries during school hours.
3. Confronting and controlling accidents and emergencies.
4. Providing the necessary information and instructions to know the risks that students and school workers may face and guiding them to ways to prevent them.
5. Contribute to deepening the health and safety habits of students.
6. Documenting work injuries for the purpose of evaluating the safety operations associated with them.

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 5 have snack time for 10 minutes in class.

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.

Lost and Found Items

There is a designated place in every section for Students to retrieve the items that have been lost by them.

Library

The school has a well-stocked library, with an impressive collection of books and resources, covering both fiction and nonfiction, reference books and magazines. Our collection of books is updated regularly, and Students are encouraged to make full use of this facility to develop a love for books from an early age.

Opening Times

From 7:30 AM to 2:00 PM

Administration Time

From second period (8:15 AM) to fifth period (12:25 PM))

Students Access

Break Time (10:00 to 10:35 AM) (1:30 to 2:00 PM)

Extra-Curricular Activities

- **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 is 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 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.
- **Subjects Fairs:** Subject related fairs are conducted which give an opportunity to the students to showcase their talents and creativity.
- **University Fair:** representatives from universities mainly from UK and USA put up their kiosks in the school. This gives an opportunity to our high school students to get an idea on the options available.

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.

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. Grades 1 to 12 currently utilize Common Core Curriculum Standards for all content areas.

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	GRADES 1 to 5
ENGLISH	<ul style="list-style-type: none">• INTO READING
MATH	<ul style="list-style-type: none">• REVEAL MATH
SCIENCE	<ul style="list-style-type: none">• INTO SCIENCE
SOCIAL STUDIES	<ul style="list-style-type: none">• SOCIAL STUDIES
ARABIC & RELIGION QATAR HISTORY	<ul style="list-style-type: none">• DISTRIBUTED BY MINISTRY OF EDUCATION

Parent-Student Guide



SUBJECT	GRADE 6	GRADE 7	GRADE 8	GRADE 9	GRADE 10	GRADE11	GRADE12
ENGLISH	GENERAL LANGUAGE						<ul style="list-style-type: none"> GENERAL ENGLISH AP ENGLISH
MATH	<ul style="list-style-type: none"> REVEAL MATH 	<ul style="list-style-type: none"> REVEAL MATH 	<ul style="list-style-type: none"> ALGEBRA 1 GEOMETRY (PART 1) 	<ul style="list-style-type: none"> ALGEBRA 2 (PART 1) GEOMETRY (PART 2) 	<ul style="list-style-type: none"> ALGEBRA 2 (Part 2) GEOMETRY (PART 3) 	<ul style="list-style-type: none"> PRE -CALCULUS 	<ul style="list-style-type: none"> PRE-CALCULUS (ADVANCED) AP CALCULUS (ADVANCED)
SCIENCE	<ul style="list-style-type: none"> GENERAL SCIENCES 	<ul style="list-style-type: none"> GENERAL SCIENCES 	<ul style="list-style-type: none"> GENERAL SCIENCES 	<ul style="list-style-type: none"> BIOLOGY 	<ul style="list-style-type: none"> CHEMISTRY 	<ul style="list-style-type: none"> PHYSICS 	<ul style="list-style-type: none"> HEALTH SCIENCE ENVIRONMENTAL SCIENCE <p>OR</p> <ul style="list-style-type: none"> PHYSICS 2 CHEMISTRY 2 BIOLOGY 2 <p>OR</p> <ul style="list-style-type: none"> AP PHYSICS AP CHEMISTRY AP BIOLOGY
SOCIAL STUDIES	<ul style="list-style-type: none"> SOCIAL STUDIES 	<ul style="list-style-type: none"> SOCIAL STUDIES 	<ul style="list-style-type: none"> SOCIAL STUDIES 	<ul style="list-style-type: none"> GEOGRAPHY 	<ul style="list-style-type: none"> WORLD HISTORY 	<ul style="list-style-type: none"> US HISTORY 	<ul style="list-style-type: none"> AP WORLD HISTORY
							<ul style="list-style-type: none"> BUSINESS ECONOMICS
ELECTIVE SUBJECTS							<ul style="list-style-type: none"> VISUAL ARTS PHYSICAL EDUCATION <ul style="list-style-type: none"> FRENCH SPANISH
ARABIC & RELIGION	DISTRIBUTED BY MINISTRY OF EDUCATION						
QATAR HISTORY	DISTRIBUTED BY MINISTRY OF EDUCATION				N/A	N/A	N/A

Supplies

- **Grades 1-5**

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 labelled 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 when the school opens in the new academic year, 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 6-12**

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 student's 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 Teacher's remarks and notes to the Parents, and for Parent's 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

The purpose of the quizzes helps in increasing student's performance and boosts their efficiency. Teachers can gauge the students understanding of the concept taught in class.

- Each content area teacher will conduct two to four quizzes per semester.
- An Assessment/ Worksheet calendar with dates of all quizzes, tests, worksheets, etc. will be given at the beginning of each semester.
- Duration of the quizzes should not be more than 10-15 minutes.
- Quizzes should be submitted for approval to the Head of Department. Please note that the quizzes should be submitted along with the lesson plans (not more than four (4) quizzes in a week).
- Extra time given in quizzes/tests/exams should be written on the test paper.

Mid-Term Exam

The school has one mid-term test per semester. Test papers must be out of 50.

- All books, notebooks, and worksheets relevant to the material assigned for the test must be marked and given back to the students at least four days before the tests start and never just one day before the test.
- Teachers must write the extra time incurred during the tests on the student's test paper.
- If the student is caught cheating, the teacher must write "Cheating" on the paper and sign. The evidence must be attached to the exam paper. The student will continue to answer the exam paper.
- All teachers will sign the undertaking upon submission of their test papers for security purposes.
- Test papers must be submitted to the Team Leader/ Subject Coordinator and Head of Departments for approval.
- Teachers must follow the format and question template assigned for the test papers.
- The test papers must match the study guides **accurately**. Material that is not included in the study guide must be included in the test.
- All mid-term test papers must be corrected and returned to Heads of Departments for cross-checking within 3 days for Math, Science, Social Studies, Arabic and Islamic Studies and grades to be recorded accurately in excel sheets and Mograsy. The test papers should be submitted to the Exam Coordinator.

- English test papers must be corrected and returned to Heads of Departments within 4 days, and grades to be recorded accurately in excel sheets and Mograsy. The test papers should be submitted to the Exam Coordinator.
- All test papers will be returned to students on the designated day mentioned by the Administration.
- There will be no homework, quizzes, or projects during the week of the mid-term tests.
- Mid-term tests will be during school day. Administration will send the time and date schedule and designated classrooms in advance to the students.

Semester Final Exams

Semester final exams are conducted twice a year. The material included must be taught, revised, and marked. Test papers must match the study guide **accurately**. Material/ lessons not included in the study guide must not be included in the test. (In case of breach of study guide, HODs and Teachers will be held accountable in that case).

- Teachers who want to submit revision worksheets (two weeks before the final exams) must submit to the Head of Department for approval. Revision sheets may not contain questions similar to the exam paper.
- Exam papers must be submitted with answer keys and blueprint as hard copies to the Team Leader/ Subject Coordinator for checking and approving. After the approval of the Team leader/ Coordinator, the exam pack is submitted to the HODs.
- The Revision sheet will be uploaded on MS Teams and solved in class during the revision week.
- Exam papers checked by the subject teachers must be cross checked by another teacher (cross checking schedule will be distributed accordingly). The teacher who is cross checking the test papers must make sure that every section is marked, and that the total of the paper is added correctly, and all teachers must clearly sign the exam envelopes. Teachers who are cross-checking must sign with green pen.
- Final exam papers must be out of 100.
- All books, notebooks, and worksheets relevant to the material assigned for the exam must be marked and given back to the students at least four days before the exams commence and never just one day before the test.
- Teachers must write the extra time incurred during the exams on the student's exam paper.

- If the student is caught cheating, the teacher must write “Cheating” on the paper and sign. The evidence must be attached to the exam paper. The student will continue to answer the exam paper.
- All teachers will sign the undertaking upon submission of their exam papers for security purposes.
- Teachers must follow the format and question template assigned for the exam papers.
- Teachers may not teach any new lessons during the revision week. Strictly for revision only.

Mid-Term and Semester Exams

	Arabic		Islamic		Math		English		Social Studies		Science	
	Marks	Time	Mark	Time	Mark	Time	Mark	Time	Mark	Time	Mark	Time
Midterm	50	55 m.	50	55 m.	50	55 m.	50	2 P.	50	55 m.	50	55 m.
Final	100	2 H.	100	2 H.	100	2 H	50	2 H	100	2 H	100	2 H

	ICT		P.E.		Art		French		Music	
	Mark	Time	Mark	Time	Marks	Time	Marks	Time	Marks	Time
Midterm	50	55 m.	100	55 m.	100	55 m.	50	55 m.	100	55 m.
Final	100	2 H	100	55 m.	100	55 m.	100	55 m.	100	55 m.

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.

Evaluation

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 takes place as follows:

	Final Exam	Mid-Term Exam	Quizzes	Project	Classwork	Homework	Total
Elementary Division (Grades 1-5)	40%	20%	10%	10%	10%	10%	100%
MS/ HS Division (Grades 6-12)	40%	20%	10%	10%	10%	10%	100%

Non-Core Subjects (ART)				
Continuous Assessment				
Design	Effort	Craftmanship	Creativity	Participation
25%	15%	20%	30%	10%

Non-Core Subjects (PE)				
Continuous Assessment				
Fitness	Focus	Movement & motor skills	Team spirit	Flexibility & Agility
30%	10%	30%	10%	20%

Non-Core Subjects (MUSIC)				
Continuous Assessment				
Musical Element	Music Theory	Musicianship	Use of Improvised Instrument	Over-all Performance
30%	20%	10%	25%	15%

- If a student fails to do the homework for 2 times, 1 mark will be deducted from the homework grading sheet.
- If a student fails to do the classwork for 2 times, 1 mark will be deducted from the classwork grading sheet.

Promotion Criteria

- Passing Grade. A Student is entitled to pass to the next grade if a student scores 50% and above in all subjects.
- Makeup Exam. A Student is entitled to write a makeup exam if a student scores below 50% in one to three subjects. Make-up exams are conducted at the end of each semester.
- Makeup Exams. If Students fail in 3 or less than 3 subjects, Students will get the chance to do make-up exam. If the Student fails in the make-up exam, he/she will not be promoted to the next class. However, this will be subject to the discretion of the Principal and the Heads of Departments.
- If the Student fails in the First Semester, passes in the Second Semester but fails in the Final Average, the Student needs to do a makeup exam.
- If the Student passes in the First Semester, fails in the Second Semester however passes in the Final Average, the Student is considered passing.
- If the Student fails in more than 4 subjects (scores below 50%), he/she should repeat the Academic Year (either core subjects or combination of other subjects).
- Final Average of below 50%. The student should repeat the year even if he/she is passing in other subjects.
- If the Behavior Infractions exceed more than 15, the student will repeat the Academic Year.
- If the absence exceeds 15 days per term, the student will repeat the Academic Year.

Examination Rules

- a) Books, notebooks, or any irrelevant materials are not allowed on top or in the desks or inside the classroom. Students may bring transparent pencil cases only.
- b) All students must be seated properly and quietly for their exams.
- c) All students' mobile phones should be switched off and submitted to the staff in-charge.
- d) All students write their full names, class, and any necessary data clearly on the front page.

- e) No correction pen or white ink may be used during the exam. If the student wants to change his/her answer, cross-out the answer and write the answer beside it.
- f) Nobody can clarify anything on the exam paper other than the Head of Department and Subject Coordinators. **Clarification must happen in a loud voice so that everybody can hear it.**
- g) If the student is caught cheating, the invigilator must write “Cheating” on the paper and sign. The Infraction Report form must be attached to the exam paper. The student will continue to answer the exam paper. The Invigilator will report the incident to the respective HODs and Head of Academic to take appropriate measures.
- h) Students are not allowed to leave the Exam Session Room before exam schedule end under any circumstance (wait for the bell to ring).
- i) Students are not allowed to go to the bathroom during exams. In such emergency case, ask the Discipline Coordinator’s approval.
- j) Students are not allowed to have extra time after the exam time up to 30 minutes upon the approval of the Head of Department.
- k) Grades 5 to 12: Students must use pens only (black or blue). No pencils, no frictions/ erasable pens and no correctors.
- l) Students must not leave any questions empty. Students must review the test paper before giving to the Teacher. If the student fails to answer any question, the student must write “I DON’T KNOW” (Grades 6 to 12).
- m) The school will not give any make-up exam unless a medical report from the Hamad Hospital has been submitted and approved by the Pastoral Coordinator and the School Administration.

Progress Report

Teachers will prepare a progress report for every student. The progress report will be sent to parents once a semester after mid-term exam. The purpose of the progress report is to help parents keep track of their child's academic and behavior progress. In case a student has failed in a subject(s), notification letter will be sent to the parent.

Report Cards

The purpose of Report Cards is to inform the parents/ guardians the academic progress of their ward. It helps the parents to get an insight into their ward's learnings, provide information on the student's achievement and progress and indicate areas of improvement and further development. The Report Cards fosters partnerships between parents and teachers to support student's learning and progress.

The Report Cards include all the parameters on which the student is graded including attendance and punctuality. The rubrics for classwork; homework, projects, P.E., art, and music are shared with the students and parents so that they have a clear idea on the way they are assessed.

At AAS 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.

Students with outstanding payments WILL NOT RECEIVE THE REPORT CARDS until parents settle the dues with the Accountant.

Grading

Evaluating the Student's 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 student's performance throughout the school year.

The grading for all subjects includes project, class participation, classwork, homework, quizzes, assessments, and semester exams.

Homework

At the end of every week the students of Grades 1 to 12 will be provided with Weekly Highlights which list the lessons covered in class, activities accomplished, homework to be completed and other important information. All homework sheets and Weekly Highlights will be uploaded on the school portal and school website: www.americanacademy.sch.ga. 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 the failure to complete homework is 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 notebook 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. The details of the project and the rubric on which the students will be graded, will be provided in advance. All projects will be done in class and graded. Materials needed should be bought within the project week due date.

Academic Support

Homework Club

The homework club is an after-school intervention program that starts in Second Semester where students will receive general academic help and/or homework assistance. The intervention program is geared towards students having trouble with schoolwork, those who find it hard to concentrate at home or have no one to provide homework assistance at home. Teachers will reteach the main objectives of the lessons. Our goal is to guide students towards academic success and help build critical thinking. Students will stay for one hour to do additional support activities or work on their homework in a supervised supportive environment.

The program will run for six weeks only during the Second Semester for Grades 6 to 12. Students will receive academic help and/or homework assistance for the following subjects English, Math, Science and Arabic (Sunday, Monday & Tuesday) for 1 hour each day. Students will be required to stay from 1:45 PM - 2:45 PM.

In terms of preparation HOD's and Team Leaders should sit with their respective teams and the teachers to evaluate and select students based on the data and classroom performance, it should be 5 maximum struggling students per class with below average of 60% in their academic subject base on the result from 1st term report card.

The Subject Coordinators must submit the final list of the selected students for the Homework Club to their department by grade level to the Head of Department.

Literacy Intervention Reading Program

The Literacy Intervention Reading Program is an after-school intervention program in the First Semester where students will receive general academic help in reading and writing. The intervention program is geared towards children having trouble with reading, writing and grammar. Our goal is to guide students towards academic success and to help build critical thinking skills. Students will stay for 35 minutes receiving additional small group instruction in addition to his/her classroom reading and writing instruction.

The program will run for 6 weeks only, during the First Semester for Grades 1 to 5. We will be providing the Literacy Intervention Reading Program to students (Sunday, Monday & Tuesday) for 35 minutes each day, during which he/she will read, write and learn about grammar. Students will be required to stay from 1:45 PM - 2:20 PM.

In terms of preparation HOD's and Team Leaders should sit with their respective teams and the teachers to evaluate and select students based on the data and classroom performance, it should be 5 maximum struggling students per class.

The Team leaders must submit the final list of the selected students for the Literacy Intervention Reading Program for their department by grade level to the Head of Department.

Mathematics Intervention Program

The Mathematics Intervention Program is an after-school program which starts in the Second Semester where students receive general academic help in Mathematics. The intervention program is geared towards students having trouble with addition, subtraction, multiplication, division and problem solving. Our goal is to guide students towards academic success and help build critical thinking skills. Students will stay for 35 minutes receiving additional small group instruction in addition to their classroom Mathematics lessons.

The program will run for six weeks only, during the Second Semester for Grades 1 to 5. We will be providing the Mathematics Intervention Program to students for 35 minutes every Sunday, Monday and Tuesday during which they will add, subtract, multiply, divide and learn about problem solving. Students will be required to stay from 1:45 PM - 2:20 PM.

In terms of preparation, HOD's and Team Leaders should sit with their respective teams and the teachers to evaluate and select students based on the data and classroom performance. It should be 5 maximum struggling students per class.

The Team leaders must submit the final list of the selected students for the Mathematics Intervention Program by grade level to the Head of Department.

Support Classes within School Hours

Support classes are an extra help provided to struggling students (Elementary, Middle and High), in certain core subjects (Math, English, Arabic and Sciences) to enhance their educational base, and help them maintain better performance in classroom up to the required level of each grade.

There are two areas of support, during school hours (inclusive lessons) for curricular topics, and afternoon lessons for extracurricular base knowledge.

The outcome is to see how the students had benefited from the support classes by maintaining of tracking mechanism.

The progress of the students are shared with parents on a weekly basis. Plan of action is chalked out for each support students. Meetings are conducted with the parents to discuss the modus operandi adopted for each student.

We endeavor to enhance the learning of the students by providing different learning styles and materials tailored for each student.

Book Fair

Help the students in developing a broader vocabulary, increased general knowledge and a better understanding of other cultures. To build students own vocabulary, to improve their understanding and educational performance. Offering students a wide selection of books to choose, connect them with favorite authors and cultivate learners reading interest.

Subjects Fairs: Subject related fairs are conducted which give an opportunity to the students to showcase their talents and creativity.

University Fair: representatives from universities mainly from UK and USA put up their kiosks in the school. This gives an opportunity to our high school students to get an idea on the options available.

Section 3

DISCIPLINE PROTOCOL

SECTION 3: DISCIPLINE PROTOCOL

The American Academy School is a caring community that strongly believes in the principles of respect, responsibility, and accountability. Our target is to foster future citizens who respect themselves and others and who become responsible members of society.

To achieve that, students start by learning to follow rules and regulations and accept the consequences of their actions.

A high level of self-discipline and socially responsible behaviour is expected at all times. We have a strict, but fair, disciplinary code. Disciplinary action, which is always appropriate to the breach, is used in a positive, logical and consistent manner. Detention is the most commonly used form of punishment. Students may be detained within school hours, after school hours or during an activity time. Conferences with students alone, and with parents at other times are also conducted when parents should be aware of disciplinary problems.

A summary for the Behaviour Policy should be given out at the beginning of every academic year so that the students and the parents are aware of the school's rules, regulations and, disciplinary expectations.

Students must not be dismissed out of class unless they were violent or extremely rude (Refer to Student's Guide).

In case of any Behaviour conduct incident, a written report must be submitted to the Pastoral Coordinator in charge of the grade to act. Any verbal complaint will be totally discarded. If a teacher gives detention at any time; he/she should personally supervise it.

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:

Skipping and Late to Class

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.

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 and after school detention	Informing the Parent
2-3	Final Warning and after school detention	Informing the Parent
4	Parent and Student to sign an undertaking letter	Meeting with the Parent
5	Student will be listed on the Block re-registration list	Informing 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 Pastoral Coordinator.

Cheating and Plagiarism

Cheating during exams is considered a serious offence. Student caught cheating will receive 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.

Chewing Gum

Chewing gum is NOT Permitted in the School premises

Mobile Phone and Electronics

- Students must submit their electronics (Phones, tablets, and laptop) to homeroom teacher who will submit the phones to Pastoral Coordinator.
- Access to YouTube or similar websites is not allowed unless directed by a teacher.
- Cameras and video cameras are not allowed without supervision or without a teacher's approval, mobile phones with a built-in camera must not be used to take photographs in school.

Drugs and Inappropriate Activities

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

Bullying

Bullying is a form of anti-social behaviour and is recognized as deliberate, hurtful behaviour, which is repeated over a period and hurts, injures, threatens, or frightens individual. Such behaviour includes:

- Verbal bullying – e.g., name calling, insulting another person, and writing making real or perceived threats.
- Written bullying – e.g., all forms of verbal bullying as above when in notes, online or in any electronic format or social media platform.
- Physical bullying - e.g., hitting, stealing / concealment of property, damaging property.
- Emotional bullying - e.g., can be any of the above and also may include behaviour such as spreading rumours, gesturing, deliberate comments on family, pressurized or teased by others, intimidation.

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.

Staff and students should not refer to their nationalities, religions or sects in any means, neither paste signs nor promote sects.

Sexual Harassment

Sexual harassment is considered globally as a serious breach to behavior policy 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 schoolwork 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.

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 another 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"> • 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 *Mobile Phone, *tobacco, *matches, *lighters • Stealing • Harassing/ Bullying • Making discriminatory remarks • Threatening • 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 • Being under the influence of drugs or alcohol • Inappropriate sexual behavior
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 • * Items will be kept in school safe. 	<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 immediate expulsion from school.</p>			



I hereby declare that I have 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 regulation are as per the School Policy and from the Ministry of Education and Higher Education. The full Parents-Students Guide is posted in the School Website, MS Teams, Class Dojo and sent to all parents via SMS.

Kindly sign and return this form to the Admission Department before the start of the AY 2022-2023 on the **16th of August 2022.**

Contents	Read and Checked	Signature
Need to Know		
Curriculum		
Discipline Protocol		

Student's Name: _____

Grade: _____

Parent's Name

Date

Parent's Signature

