



**2010-2011**  
**HIGH SCHOOL**  
**STUDENT HANDBOOK**

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## 2010/2011 Important Dates

### August 2010

1	High School Office Opens
11	Ramadan Begins
11	Orientation for new students
15	First Day of School
17	½ Day PACT – 12:30 Dismissal
24	½ Day PACT – 12:30 Dismissal
25	High School Open House
31	½ Day PACT – 12:30 Dismissal

### September 2010

1	Senior College Night
7	No PACT – Full Day
8-14	Eid Al-Fitr – No School
19 – 22	Grade 9 MAPS Testing
21	½ Day PACT – 12:30 Dismissal
22	NHS Induction Ceremony
28	½ Day PACT – 12:30 Dismissal

### October 2010

5	½ Day PACT – 12:30 Dismissal
6-11	School Photos
9	Senior Photos
9	SAT Exam
12	½ Day PACT – 12:30 Dismissal
13	PSAT Exam
16	PSAT Exam
18	½ Day PACT – 12:30 Dismissal
20	Parent/Teacher Conferences – 5:00 p.m.
21	Parent/Teacher Conferences – 8:00 a.m.
21	No School Due to Conferences
28-30	Varsity Volleyball (ACS – Abu Dhabi)
28-30	JV/Varsity Swimming (DAA – Dubai)
29-31	Junior Arts Festival (ASD - Doha)

### November 2010

1-5	International Week
2	½ Day PACT – 12:30 Dismissal
3	International Lunch
4-6	JV Volleyball (ASD – Dubai)
5-7	JV/Varsity Academic Games (CAC – Egypt)
9	½ Day PACT – 12:30 Dismissal
12-20	Eid Al-Adha – No School
23	½ Day PACT – 12:30 Dismissal
24-26	Qatar Model United Nations
30	½ Day PACT – 12:30 Dismissal

### December 2010

1-2, 4	High School Musical Production
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7 ½ Day PACT – 12:30 Dismissal  
 9 Winter Concert and Art Show  
 10 High School Assembly  
 14 ½ Day PACT – 12:30 Dismissal  
 17-Jan 8 Winter Break – No School

**January 2011**

9 School Resumes  
 11 ½ Day PACT – 12:30 Dismissal  
 11-12 Advanced Drama Production  
 18 ½ Day PACT – 12:30 Dismissal  
 19 End of Semester 1  
 13 Fall Awards Ceremony  
 23-27 Senior Seminar Presentations  
 22 SAT Exam  
 26 ½ Day PACT – 12:30 Dismissal  
 27-30 Georgetown Model United Nations  
 30-31 No School

**February 2011**

1 Full Day – 3:00 Dismissal  
 3-5 JV Basketball (ASD – Doha)  
 3-5 Senior Arts Festival (ASD – Dubai)  
 3-5 JV Soccer (ACS – Abu Dhabi)  
 6-9 Grade 9 MAPS Testing  
 8 ½ Day PACT – 12:30 Dismissal  
 9 Junior College Night  
 9-14 ISTA, Munich  
 13-27 Pre-registration for Course Selection  
 15 Full Day – 3:00 Dismissal  
 16-20 AMIS Sr. Honor Orchestra & Women’s Choir, Beijing  
 17 No School  
 17-19 Varsity Soccer (DAA – Dubai)  
 17-19 JV/V Tennis (ASD – Dubai)  
 17-19 Varsity Basketball (ACS – Abu Dhabi)  
 18-19 JV/Varsity Cross Country (CAC – Egypt)  
 18 High School Assembly  
 22 ½ Day PACT – 12:30 Dismissal

**March 2011**

1 AP/IB Night  
 1 ½ Day PACT – 12:30 Dismissal  
 2 Parent/Teacher Conferences – 5:00 p.m.  
 3 Parent/Teacher Conferences – 8:00 a.m.  
 4 PTA Friendship Festival  
 8 ½ Day PACT – 12:30 Dismissal  
 8 Winter Awards Ceremony  
 13 No School  
 15 Full Day – 3:00 Dismissal  
 16-18 Booster Club Softball Tournament  
 16-20 AMIS Honor Band & Mixed Choir, The Hague

20-24 World Languages Week  
 22 ½ Day PACT – 12:30 Dismissal  
 24-25 Café Oasis  
 24-27 IB Art Exhibition

**April 2011**

1-9 Spring Break - No School  
 9 ACT Exam  
 10 School Resumes  
 12 ½ Day PACT – 12:30 Dismissal  
 14-16 JV Softball (ASD – Doha)  
 14-16 JV/Varsity Badminton (DAA – Dubai)  
 14-16 U14 , JV/V Track and Field (CAC – Egypt)  
 15-17 HS Forensics (ACS – Abu Dhabi)  
 19 ½ Day PACT – 12:30 Dismissal  
 25-28 Grade 9 MAPS Testing  
 26 Full Day – 3:00 Dismissal

**May 2011**

1 SAT Exam  
 2-13 AP Exams  
 3-23 IB Exams  
 3 ½ Day PACT – 12:30 Dismissal  
 10 ½ Day PACT – 12:30 Dismissal  
 13 Prom  
 17 ½ Day PACT – 12:30 Dismissal  
 18 Fine Arts Awards Night  
 20 NHS Table Top Sale  
 23 High School Awards Night  
 24-25 Advanced Drama Production  
 24 ½ Day PACT – 12:30 Dismissal  
 25 Senior Day  
 26 High School Spring Choral Concert  
 30-June 1 Senior Exams  
 31 ½ Day PACT – 12:30 Dismissal

**June 2011**

1 Senior Banquet  
 2, 5-7 Semester Exams  
 4 SAT Exam  
 4 Graduation, 2:30 p.m.  
 6-9 Semester 2 Exams  
 7 Full Day – 3:00 Dismissal  
 10 Last Day of School

# THE AMERICAN SCHOOL OF DOHA



## Identity Statement

The American School of Doha is an independent, U.S. accredited, college preparatory school, committed to providing educational excellence, through a standards-based, internationally enriched American curriculum, serving a multicultural student body.

## Mission

The American School of Doha is committed to the intellectual and personal development of our students, inspiring and empowering them to become positive, active global citizens.

## Vision

ASD is a vibrant learning community...  
where learning is fun  
where learning is creative  
where learning is authentic  
where learning is innovative  
where learning is collaborative  
where learning is data-informed  
where learning is technology infused.  
*ASD is where learning extends beyond walls...*

## Our Values

**Respect**  
**Honesty**  
**Responsibility**  
**Compassion**

## **A Message From the High School Principal**

Dear Students and Parents,

On behalf of the High School, it is my pleasure to welcome all new and returning students.

I am happy to have Mr. Walsh joining me in the HS Office as Associate Principal and to have two new counselors, Patrick Desbarats and Aaron Hollingshead, joining Ms. Howard in the counseling office.

This handbook serves as an important introduction to the school. I encourage you to read it and refer to it when you have questions regarding the school and to help you organize yourself.

It is my hope for you this school year that you will continue to move toward your personal goals and that you will find your ASD experience both challenging and rewarding. If you work hard, stay focused on learning and engaged with the school and your teachers, you will reap the benefits that ASD has to offer and be well prepared for college and life.

I encourage you to take advantage of the wide variety of courses and extracurricular activities available to you and to get involved in school.

At ASD we value Responsibility, Honesty, Respect and Compassion and expect all of our students to embrace these core values.

Please do not hesitate to contact me if I can be of assistance to you in any way.

Sincerely,

Colin Boudreau,  
High School Principal

## ASD Value Definitions

### **Respect:**

Respect is a cornerstone value, a value, which each and every person at ASD must possess.

#### *How do people display respect at ASD?*

There are many ways to show respect. I feel it is very important to listen and to try to understand the other person's opinion and point-of-view. Students can show respect to teachers by arriving to class on time with all the needed equipment (notebook, calculator, textbook, etc.) ready to participate in class and learn. Students can be respectful of the school by adhering to the ASD values of Respect, Honesty, Responsibility and Compassion.

### **Honesty:**

Honesty is expected from each person at ASD. Students display honesty by doing their own homework, submit their own work for assessment and bring to the teacher or school administration information about dishonest acts. Students who are dishonest will receive the appropriate consequence from the high school administration.

### **Responsibility:**

ASD students must take responsibility for their actions and behave appropriately at school and school events. A main goal for high school is to help students become caring responsible citizens ready to make a contribution to society. Students display responsibility by doing their own homework, coming to class on time, picking up after themselves and finding ways to make a positive contribution to the school and the community.

### **Compassion:**

ASD 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 and by volunteering time to a community service project. 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.

It is very important that every ASD student and staff member displays the ASD values on a regular, daily basis. If everyone works towards these values, ASD will continue to be a wonderful place to learn and grow.

## **ACADEMIC POLICIES & PROCEDURES**

### **Conditional Acceptance/Behavioral Or Academic Probation**

When a student is accepted into the high school on a conditional acceptance, or is placed on academic or behavioral probation, the student and his/her parent(s) will meet with the high school principal to discuss the terms of admission/probation and sign an Admissions Agreement or Probation Contract.

### **Withdrawal From School**

If withdrawal is to occur during the school year, **written notification** of intent to withdraw a student from ASD **MUST** be given to the High School Office. To allow the office sufficient time to prepare withdrawal/transfer documentation, written notice should be provided as far in advance of the withdrawal date as is possible. Withdrawal/transfer documents will not be released until all textbooks and library materials have been returned and all school fees have been paid.

### **Special Services For High School**

ASD maintains a limited program for students with special needs. This program does not provide comprehensive educational services given its limited resources and staffing. ASD does not accept students with physical, emotional, or learning needs that cannot be appropriately accommodated in the school's program. After initial acceptance of a student, the school reserves the right to deny re-enrollment if the student's needs go beyond the scope of available services. For further information on the services available, parents are requested to contact the school.

### **Counseling Services**

Parents/students can make an appointment to meet with a high school counselor concerning academic or social concerns. Contact the Counseling Offices to make an appointment.

### **The Semester Calendar**

ASD High School uses a semester system of scheduling. The school day runs from 7:55 a.m., first bell, until 3:00 p.m. *Students are expected to be in their first period class and seated by the time the second bell rings at 8:00 a.m.* Students attend four 85-minute classes per day. Classes meet every other day. Most students have one study period every other day, giving them the opportunity to catch up on homework, use the library, access the computer center or study. Students are released at 12:30 p.m. on Tuesdays when there is a full five-day week. These afternoons are used for Professional Development for faculty and staff.

### **Credits**

Credits are the units by which academic progress is measured. Students earn 0.5 credits per semester class passed; 25 credits are required for graduation from ASD. Students can earn up to 7 credits per year. Credits are only given for courses taken during grades 9, 10, 11 and 12.

### **Grade Level Placement**

Students who transfer to ASD during the school year will be placed in classes that most closely match the courses they were attending in their previous school. Transfer grades from a student's previous school will be calculated into the student's semester grade at ASD. Students who successfully complete the British GCSE "O" level examinations or an equivalent examination system may receive two credits for each examination, up to a maximum of 12 credits, and be placed in grade 11. The following number of credits is used to determine a student's grade placement:

Freshmen (Grade 9)	1-4 Credits
Sophomore (Grade 10)	5-11 Credits
Junior (Grade 11)	12-18 Credits
Senior (Grade 12)	19-25 Credits

## **Student Placement**

Student placement in English, Math, Science, and Social Studies classes is based on present classroom work, past performance, test scores, and other criteria related to the student's ability and potential. Instructor approval may be required to enroll in certain classes.

## **Middle School Credit Option**

The American School of Doha believes that students who meet the standards and benchmarks outlined for credit in a high school class should receive the credit regardless of them being currently enrolled in middle school, and has implemented the following procedure for middle school students wishing to enroll in a high school class.

- Students cannot take courses in the high school if the equivalent course is offered in middle school.
- Students must meet all the necessary prerequisites to take the high school course and must obtain an appropriate teacher recommendation.
- Students must meet all of the course requirements necessary to obtain credit.
- Students can earn a maximum of one transfer credit from middle school, summer school, etc. towards their graduation requirements.
- The credit will appear on the student's High School Transcript specifying that the course was taken while the student was enrolled in grade 8.
- The credit will be factored into the students Cumulative GPA.

## **Summer School Credit Option**

Students who are interested in attending summer school for credit **MUST** meet the following criteria:

- Must have completed two semesters of high school;
- Must get prior approval from counselor and principal;
- May not receive more than one-half credit in any curricular area;
- Must provide official transcript to ASD upon completion of course.

## **Independent Study**

Students entering grade 12 may develop an independent study proposal if they have interests or needs that are not met within our formal course offerings. The expectation is that the study will be the equivalent of a class. Independent Study programs are graded as pass/fail and are not calculated into a students GPA.

The requirements for independent study or a correspondence course are:

- No course will be accepted that is already offered at ASD;
- No credit will be accepted from an unaccredited school;
- A proposal must be made to the counselor, which includes time requirements, curriculum outline, and testing format.

## **Changing A Course**

A request for a schedule change should be made only in one of the following circumstances:

1. The change is necessary to meet graduation requirements.
2. A prerequisite for the course in question is missing.
3. There is a medical reason for a class change.

A student who petitions to drop a course after the second week of the semester for reasons other than stated above will receive a WF (withdraw fail) on their transcript.

### **Repeating A Course**

A student may repeat a class at the recommendation of his/her teacher and/or counselor. Credit is earned for the repeated class and both grades will appear on the transcript. A second credit earned through repeating a course will count as an elective credit and will not fulfill any of the minimum graduation requirements.

### **Course Failure**

Students receiving an 'F' grade in a course, or where it is deemed necessary by the administration or teacher, may be required to retake the course during the summer or double-up the following year.

### **Course Advancement**

Students earning a 'D' or below in courses that build upon each other, such as math and language courses, may not advance to the next level of the course.

### **Homework**

Homework is considered an essential part of the High School academic programs. One means of attaining high scholarship is the satisfactory completion of homework. Homework can be the basis for class follow-up and discussion, or it 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. Since tests may be given on Sunday, studying on Friday and Saturday may be necessary and should be expected.

Increased amounts of time devoted to homework should be anticipated as the student advances through the grades. As a general rule, students in Grade 9 should expect to do 90 minutes of homework per night and this should increase by ten minutes for each additional grade. Often a student may have one hour or more of work in one subject. This may not be true for every course every night. On the night before tests, more study time may be required. Study Period is a time for students to get a head start on their homework or to meet with teachers (when available) for extra tutoring.

### **Late Assignments**

Assignments turned in late may suffer a grading penalty that may include no credit, as specified by individual teacher course policy.

### **Honors Courses**

Honors courses are designed to challenge highly capable students. These academically rigorous courses will require students to delve deeply into issues and concepts, both at the abstract and concrete level.

To compensate for the increased volume of work, students in honors level courses will receive a 0.3 GPA increase on their semester GPA. It is recommended that students not enroll in more than 2 honors level courses per semester

### **Advanced Placement/International Baccalaureate (IB)**

The American School of Doha offers a number of Advanced Placement and IB courses to challenge the enthusiastic, hardworking student. Research shows that students attempting AP/IB courses are better prepared for college and do better at college than those that do not attempt an AP/IB course in high school. It is recommended that every student plan to take at least one demanding and challenging AP/IB course in their high school career.

Students enrolling in AP or IB courses must be prepared to work hard and efficiently, at least one hour per night per AP or IB course to be successful. AP and IB students may be required to complete work during the summer months. They will be required to actively participate in class and complete mock exams in addition to normal class work. The hard work from being enrolled in AP and IB courses really does pay off. There are numerous benefits to be gained from taking AP and IB courses, some of which are listed below:

- Students study a subject in greater depth,
- Students find out what they can really do,
- AP/IB prepares students for college work,
- Students improve their chances of getting into competitive colleges,
- Students get a head start,
- Students may earn college credit,
- Students improve self esteem, and
- Students may qualify and be eligible for a Scholar Award.

Students who are interested in taking Advanced Placement/International Baccalaureate courses should meet with their counselor to discuss their options.

### **AP/IB Weighted Grades**

Advanced Placement (AP) and International Baccalaureate (IB) courses at ASD will be weighted to acknowledge the commitment and dedication that is required to be successful in an AP/IB course. A student in an AP class will be awarded a 0.5 GPA increase to be applied at the end of the semester for each AP course the student is enrolled in. AP students must take the AP exam in order to get the 0.5 GPA increase and have the AP designation on their transcript. IB standard level courses, year one higher level courses and Theory of Knowledge II are weighted 0.3. Year two higher level IB courses are weighted 0.5. (*See chart on Page 15.*)

### **Grade Point Average (GPA)**

Even though a student's Grade Point Average (GPA) is calculated at the end of each quarter, in high school it is the semester GPA that is the most important. The semester grades are used to determine the cumulative GPA. Only grades earned at ASD are used to determine a student's cumulative GPA. A cumulative GPA is maintained for grades 9-12.

Colleges and universities look very carefully at a student's GPA. The GPA is required on some college applications. **It is important for students to keep in mind that US colleges and universities consider all four years of high school when accepting or rejecting a candidate for admission.** Beginning with the freshman year, students need to build a strong academic record. For more information regarding GPA's and/or college admission, please contact your Counselor.

## **GRADING**

Class grades will be determined through the summation of all the term work the student completes throughout the semester. Tests, quizzes, projects, assignments, portfolios, end-of-semester assessments, mock AP exams, etc. may be included in the grade calculation.

Semester grades will be comprised of 100% of term work, including tests, quizzes, assignments, etc. Class grades are reported as letter grades on the report card using the following equivalents:

<b>Grade Points</b>					
<b>Letter Grade</b>	<b>%</b>	<b>Core</b>	<b>IBSL 1 &amp; 2/ TOK II</b>	<b>Honors/ IBHL1</b>	<b>AP/IBHL 2</b>
A+	97-100	4.3	4.6	4.6	4.8
A	93-96	4.0	4.3	4.3	4.5
A-	90-92	3.7	4.0	4.0	4.2
B+	87-89	3.3	3.6	3.6	3.8
B	83-86	3.0	3.3	3.3	3.5
B-	80-82	2.7	3.0	3.0	3.2
C+	77-79	2.3	2.6	2.6	2.8
C	73-76	2.0	2.3	2.3	2.5
C-	70-72	1.7	2.0	2.0	2.2
D+	67-69	1.3	1.6	1.6	1.8
D	63-66	1.0	1.3	1.3	1.5
D-	60-62	0.7	1.0	1.0	1.2
F	0-59	0.0	0.0	0.0	0.0

## Minimum Graduation Requirements

Students must earn twenty-five units of credit in grades 9-12 to qualify for an ASD diploma.

Required Courses	Minimum Requirements for non-IB Diploma Students	Minimum Requirements for IB Diploma Students	Minimum Recommended for College
English	4.0	4.0	4
Mathematics	3.0	3.0	4
Science	3.0	3.0	4
Social Studies	3.0	3.0	3/4
World Language	2.0	2.0	3/4
Fine & Performing Arts	1.0	1.0	1
Physical Education & Health	2.0	2.0	2
Speech	0.5	na	
Senior Seminar	0.5	na	
Theory of Knowledge	na	1.5	
Electives	6.0	5.5	
Minimum Total Credits	25.0	25.0	
**Community Service	40 hours/10 per year of enrollment in HS	Included in CAS	

### Other graduation requirements:

- Algebra II is highly recommended for college bound students.
- U.S. History is required for all U.S. citizens and is strongly recommended for non-Americans who intend to attend U.S. colleges/universities. May be taken in grades 11 or 12. IB Diploma candidates may apply to take U.S. History in grade 10.
- Students must be in attendance at ASD for two consecutive semesters immediately prior to receiving an ASD diploma.
- Students are required to enroll in a minimum of four academic classes and a total of seven classes each semester. Seniors may take a minimum of six classes per semester.
- Non-IB Diploma students are required to submit reflections on and verification of 10 hours of community service for each year that they are in high school at ASD. IB Diploma students will need to complete the Creativity, Action, Service (CAS) component of the IB Program.

### Incomplete/Audit/Pass-Fail

An “incomplete” (‘I’) may be issued if a student has not completed required course work due to justifiable reason. Any “incomplete” becomes a permanent “F” if not made up within two weeks after the grading period ends, unless special permission is received from the principal.

Students may audit, i.e. attend a class for no credit, with permission of the teacher and principal. Although no credit is granted, students are required to do all class work. An audit must be granted by

administrative approval within the first two weeks of the semester. "Audit" will be entered on the permanent record.

Some classes are graded on a Pass-Fail basis with no letter grade being assigned. Courses graded on a Pass-Fail basis are credit bearing.

### **Academic Probation**

Academic probation will be determined at the end of each semester and will be based on the student's grades according to the following criteria:

- a GPA at or below 1.799, or
- 2 "F" grades in any classes, or
- 1 "F" grade and 2 "D" grades (includes D+ grades) in any classes, or
- 3 "D" grades (includes D+ grades) and/or making slow progress towards graduation requirements.

### **Procedure**

1. Parents will be informed of the "academic probation" status by means of a letter from the high school principal. The student and his/her parent(s) will be required to meet with the high school principal to discuss the conditions of academic probation.
2. The student and his/her parent(s) will sign a contract with the principal stating the expectations of the student, parent (s) and school for the duration of the academic probation.
3. Students who remain on academic probation after one semester, or at the designated deadline for improvement may be withdrawn from ASD.
4. The student may not repeat successive grade levels.

### **Selection of Valedictorian/Salutatorian**

A member of each graduating class shall be named class valedictorian. The following criteria will be used in the selection process:

- Student must have satisfactorily completed all requirements for graduation and be graduating from ASD.
- Student must have earned high school credits for a minimum of four semesters while enrolled as a student at ASD.
- Cumulative grade average will be computed using semester grades earned while in attendance at ASD.
- Although academic achievement is the primary criteria, a student may be denied the honor of valedictorian or salutatorian if the student is involved in school rules infractions.

### **Honor Roll**

The honor roll will be posted at the end of each semester. Honor roll placement is determined by the student's grade point average (GPA). A student who has during the semester accumulated three or more disciplinary referrals or who has been suspended from school is not eligible for the honor roll for that semester.

- Honor Roll - Students who have earned a GPA between 3.50 and 3.749 in a semester are placed on the Honor Roll.
- High Honor Roll - students who have earned a GPA of 3.75 or higher in a semester are placed on the High Honor Roll.

## **Report Cards**

Students in High School can receive computer-generated, original report cards at the end of each semester by requesting them from the HS Office. Daily updates are available via PowerSchool.

## **End-of-Semester Assessments**

At the American School of Doha, each teacher decides how they will administer a final, end-of-semester assessment. **End-of-semester assessments will be scheduled during the last four days of school prior to the end of the semester.**

## **End-of-Semester 2 Assessments – Seniors**

End-of-semester 2 assessments will be given to all seniors. Assessments will take place on Monday, Tuesday, and Wednesday of the week of Graduation. These assessments will be given only to seniors. The two days preceding end-of-semester assessments no formal assessments will be given to seniors, allowing them to prepare for their assessments. End-of-semester assessments may take many forms, including portfolio presentations, projects, written examinations, etc.

## **End-of-Semester Early Departure Policy**

The school has set a policy for **NO EARLY FINAL ASSESSMENTS**. In the unusual case that parents need to consider early departure for a student, the parents **MUST submit a written request** to the principal and schedule a meeting to discuss the rationale **at least 1 month prior to the date of early departure**. If the ASD Administration approves the request for early departure, the student will be allowed to complete the end-of-semester final assessment(s) on a date specified by the school.

## **End-of-Semester Make-up Assessments**

Students needing to take make-up assessments due to an excused absence on the scheduled date of the assessment must make arrangements with the principal. Make-up assessments will be completed on a date specified by the school. The report card issued in June will show NG (No Grade) for each end-of-semester 2 assessment missed and reflect a maximum 0.5 GPA score until the student completes the make-up assessment(s). The teacher will then submit the final assessment grade(s), and the office will update and reprint the report card.

**An unexcused absence during final assessments will result in a mark of 0.0% for the final assessment in the specific area. Make-up assessments WILL NOT BE PERMITTED for unexcused absences.**

## **AP and IB Exams**

**Registration:** Advanced Placement and International Baccalaureate examination fees are paid for by the students. Students are not automatically registered for these examinations. IB registration takes place in October and AP registration takes place in February. Students need to be sure to meet registration and payment due dates.

**Examinations:** Advanced Placement and International Baccalaureate examinations take place in May. The study leave policy for these examinations is under review and will be communicated to students by the AP/IB coordinator during first semester. Students enrolled in AP courses or IB year 2 courses are expected to register for and sit the examination. Exceptions need to be approved by the principal.

## **Study Hall – Grade 9**

Freshmen will be assigned to a mandatory study hall that will provide them structure as they transition from middle school to high school.

## **Study Period – Grades 10, 11, 12**

Each student is expected to take 7 classes out of the 8 class blocks. The eighth class block is a study period. Students are expected to be responsible and use the study period to work quietly on homework assignments in the library or one of the common areas. Students who do not use their time wisely, or are disrupting others may be assigned to mandatory study hall or receive other disciplinary consequences.

## **ATTENDANCE**

The foundation for learning at ASD is established in the interaction between student-teacher and student-student in the classroom. We believe that this interaction is essential and irreplaceable in learning. There is no replacement for time in class. The block schedule makes a good attendance record more crucial for success.

In order to receive course credit, students must attend 85% of each of their classes. Both EXCUSED and UNEXCUSED absences are included in the calculation—illness, family trips, early departure for vacation, late return from vacation, etc., all count towards the total. Absences due to students representing the school at MESAC events, school-sponsored trips such as THIMUN or class field trips such as college visits are exempt.

Students who fail to meet the minimum attendance requirement may lose credit for the semester, regardless of the average grade. Each case will be reviewed on an individual basis with the final decision being made by the high school principal.

## **School Day**

The school day for the high school runs from 7:55 a.m., first bell, until 3:00 p.m. **All students are expected to be in their first period class and seated by the time the second bell rings at 8:00 a.m.** Students who arrive to school after the second bell are considered to be tardy and must report to the office prior to going to class. **Students who are more than fifteen (15) minutes late for any class will be considered absent unless it is the result of a late bus.**

On Tuesdays of a full-school week, students will be dismissed at 12:30 p.m. so that the teachers may work collaboratively on school improvement initiatives.

Students who are late to school or absent from school must provide written notification, signed by a parent, explaining the reason and the date of the tardiness/absence. The note should be submitted to the High School receptionist immediately upon arrival/return to school. Alternatively, a parent can e-mail or phone the high school receptionist to advise of the tardiness/absence. Emails should be directed to [HSAttendance@asd.edu.qa](mailto:HSAttendance@asd.edu.qa). **Parental notification of absences must be received within two weeks of the absence.** In the case of concerns about the frequency or number of days of a given period of absence, the High School office may require a doctor's note of explanation.

The principal must be notified well in advance of any anticipated absences for reasons other than illness or family emergency. School holidays are provided for in our school calendar, we therefore cannot guarantee that students will be able to make up all missed work for classes missed as a result of additional family vacations.

### **Excused/Unexcused Absences**

Absences other than for (1) illness, (2) emergency, or (3) official school-related activity, **must be pre-approved by the school administration in order to be excused.** An excused absence may be granted after a note, phone call or email is received from the parent/guardian. **Such notification must be made within two weeks of the absence.** If a student has a valid reason for being absent from school, s/he should obtain an admit slip from the High School Office. Students with excused absences will be allowed to make up work. Time allotments will be at the discretion of the teacher, however, most teachers adhere to the general rule of one day for each day missed. Teachers may impose a penalty for work turned in late. Students with unexcused absences will not be allowed to make-up work.

### **Admit To Class**

Students who arrive to school late must report to the High School Office before going to class and obtain a pass to class. Students who arrive late due to a doctor's appointment must provide a Doctor's note to the High School receptionist in order for the tardiness to be excused. Students who arrive late due to a late bus should report to the High School receptionist for a pass.

### **Tardiness**

Students who enter class after the starting time are tardy. A student must have a pass from a teacher, counselor, administrator, the school nurse, or the HS office or the tardy is unexcused. Any student arriving more than 15 minutes late will be counted as absent.

Students will be assigned after school detention after their 3rd tardy in the quarter. Parents of students who are habitually tardy will receive a letter from the principal that will enlist support and discuss the consequences of study habits and responsible scholarship. Work missed in the aforementioned classes will result in no credit.

### **Class Cut**

A student who is present at school but fails to attend class and has not gone to the health clinic or made prior arrangements with the class teacher to miss the class is considered to have cut class. Students who do not go to the nurse when ill, and/or do not go to class but sit in the restroom will be considered to have cut class. A cut class has major consequences which are outlined in the Behavior Matrix.

### **Truancy**

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

### **Class Attendance & Participation In Activities/Events/Senior Seminar**

Students are expected to attend all classes on the day that they participate in/travel for/return from special events such as Senior Seminar presentations, drama productions, MESAC events, etc. Classes missed will be considered cut and unexcused absent and therefore consequence as listed in the Behavioral Conduct Section.

## **Make-up Work**

### 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/quiz on the day of his return to school whether he/she has that class or not on that day.
- 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 for credit that he/she misses.
- Students returning after excused absences will be given sufficient time to complete missed assignments and tests. The teacher will determine the amount of make-up time (Make-up time is equivalent to the number of days absent). **It is the student's responsibility to contact teachers regarding missed assignments and tests to be taken.**
- It is the student's responsibility to contact his/her teacher(s) for assignments, tests, quizzes that are missed as the result of an EXCUSED TARDY/ABSENCE. Students are also responsible for notifying their teachers of an anticipated early departure from school on any given day and to make arrangements to obtain missed assignments or make up missed quizzes/tests. Failure to notify the teacher of any anticipated absence may result in the student not being permitted to make up scheduled tests/quizzes.
- 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. **Students should not contact their parents on their own.** 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

**Students returning to school after an unexcused absence will not be eligible to make up missed work.** Grades for long-term assignments may be pro-rated with approval of the principal.

## **Management of Student Behavior**

### **Purpose**

ASD is founded on the core values of responsibility, respect, honesty and compassion and these values drive our approach to education and managing student behavior. ASD will manage student behavior to support the teaching and learning process and to uphold and reinforce commonly accepted standards of behavior. Managing student behavior assists students in developing personal, school and community responsibility.

### **Guidelines**

1. This document supports relevant ASD policies including student attendance, student absences and excuses (7.30); student rights, privileges, and responsibilities (7.40); and student discipline (7.50).
2. This document is to be read in conjunction with other relevant documents such as information technology, academic honesty code, EMAC traveling contracts, etc.
3. Descriptors of the core values can be found in the student handbook.
4. Students and staff are expected to uphold these values to ensure teaching and learning are the primary focus and to allow students every opportunity to excel.
5. Students are responsible for their actions. This means they should understand they will be held accountable and will face consequences for inappropriate behaviors.
6. It is understood that students, like adults, will make decisions and take actions at times that are inappropriate or unwise and that learning can take place from these actions.
7. Consequences for inappropriate behavior will, as much as is practicable be immediate, relative, consistent, cumulative and always enforced.
8. While consistency is a key component when managing student behavior it is understood that each case is unique. Also, the ASD school community, local community and wider environment are to be considered when applying this policy and its procedures.
9. Management of student behavior is applicable during regular school hours or when students are associated in any way with ASD, such as traveling to or from school or when attending any school associated activity.
10. According to ASD policy number 7.4025 our support, guidance, and concern for the learning of students does not stop at our school gates, nor does a student stop being a member of the ASD community when they leave campus. Students, who are engaged in unlawful activity, or acts of intimidation or physical violence, shall be subject to the following appropriate school disciplinary policy that forms on-campus behavior.
11. Confidentiality in any discipline matter is imperative but relevant parties will be informed about a student that is involved in a discipline issue, so that they are aware in order to support the student if needed.

## **Student Rights**

Students have the right to:

1. Be spoken to in a respectful manner by staff at all times;
2. A safe environment for learning in all school activities;
3. A fair process in relation to having consequences administered for inappropriate behavior;
4. A level of confidentiality relevant to the inappropriate behavior;
5. Appeal any consequences for inappropriate behavior by using the appropriate process.

## **Value Guidelines**

These value guidelines are provided to give simple explanations as to how these values apply to the ASD community.

### *Responsibility*

- On time
- Has all learning equipment
- Self-managing so as not to require follow up
- Is accountable for actions

### *Respect*

- Sets and maintains high standards for self
- Interacts with other people appropriately
- Accepts individual differences
- Displays cultural sensitivity
- Cares for the environment
- Values teaching and learning

### *Honesty*

- Relies on own knowledge and completes own work
- Speaks truthfully
- Maintains integrity

### *Compassion*

- Has empathy for others
- Welcomes new staff and students
- Warm, caring and friendly
- Supports and encourages other students who need it
- Understands that growth comes from mistakes