# ASD Middle School Handbook

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ASD 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.

ASD 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.

ASD 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...

ASD Values

Respect
Honesty
Responsibility
Compassion
Middle School Philosophy: Dragons

Do What’s Right,
Always Give
One hundred percent,
Never Stop pursuing your dreams

Middle school is a unique, exciting, and challenging time for students. At the American School of Doha we recognize and support this passage from childhood to adolescence by creating, for all students, a fun, safe learning environment that upholds the core values of our school. We set high expectations for our students both academically and personally. As a community of students, faculty, parents and administration, we strive to work together to nurture, develop, and inspire young adolescents to reach their goals. We actively provide opportunities for students to take action in making a difference, both locally and globally.

We are the DRAGONS!
Middle School Principal’s Message

Welcome to the 2010 - 2011 school year at ASD. We are thrilled to begin the 23rd year at ASD in our beautiful, finally completed, facilities. We make it our goal to have our students constantly learning, growing and experiencing new things at ASD MS. Our focus is on learning. What is being learned, why is it being learned and how does it fit into the larger world around us are questions we ask as an institution.

It is the philosophy in the middle school at ASD is to nurture the middle level learner at what may be the most critical developmental time of their young lives. You can learn much more about the middle school philosophy that we subscribe to by visiting the National Middle School Association (NMSA) website at the following link:

NMSA - This We Believe 14 Characteristics

For this year we will continue to build on the exciting programs for our students and their families. We will run a full intramural program within the middle school and encourage all students to become involved in after-school activities, competing against other middle school age students in after-school athletics. In addition, we will continue to develop our academic and fine arts programs in order to make our school a respectful, rigorous, and challenging environment where students prepare for their role in a diverse world.

This handbook will serve as a guide for the expectations that we hold for our students. Please do not hesitate to contact me if you have any questions.

Steven Leever
Middle School Principal
Admissions Policy & Procedures

The American School of Doha provides an American curriculum education, taught in the English language, for eligible and qualified students of all nationalities. Criteria for enrollment include age, English language proficiency, previous school records, learning achievement, special learning needs considerations, and space availability.

New applicants may pick up an application packet from the Registrar’s Office at the school, or download a copy from the school Website. This packet includes all pertinent information regarding the application process with a list of information and documentation required. Once the Middle School Office has received ALL materials, it will be forwarded to the appropriate Admissions Committee for review. If the Admissions Committee deems there is a need for testing, they will arrange the appropriate test(s) to be administered prior to a decision regarding admission. Once the Admissions Committee makes a decision on acceptance (acceptance, acceptance wait list, conditional acceptance, or denial), the parent or guardian will be contacted. Qualified students will be accepted on a first come/first served basis, provided spaces are available within the particular grade. Once a grade closes, a waiting list will be established. Parents and students will be notified should an opening become available. Once an accepted applicant arrives in Doha and is ready to start school, they should call the Middle School Office to arrange a class schedule and start date.

Age Requirements

Students applying for admission are considered on an individual basis. Admission and grade level placement are finalized after evaluation of previous school records, completion of school admission examinations (if required), personal interview with principal or his designee, and validation of age. No student shall be admitted until verification of age has been received in either the form of a birth certificate or passport. Enrollment may be denied if a student’s age significantly exceeds the normal average age for his/her grade placement.

Students who can be successful in a regular academic college preparatory program may be considered as candidates for admission into middle school. The American School of Doha is open to qualified students of all nationalities. Students will not be denied admission based upon race, color, religion or ethnic background.

Entrance Examination

Depending upon the records that a prospective student presents to administration, a comprehensive entrance examination(s) may be necessary.

Admissions will be finalized after evaluation of the entrance examination and/or school personnel have reviewed appropriate previous school records and all appropriate forms have been completed and submitted to the office. Final determination of admission and grade placement is made by the school’s administration.

Students may be denied admission for any of the following reasons:
- Lack of academic preparation for an age appropriate grade level.
- Lack of space availability in the grade level.
- Insufficient knowledge of English.
- Disciplinary/behavioral concerns at a previous school.
- Low academic performance at a previous school.
- Other reasons, which, in the opinion of the administration, may be in the best interest of the school and/or the student.

**Registration Fee**
There is a registration fee charged for the first-time registration of each child. This fee is a one-time only charge and is non-refundable. Please refer to information contained in the application packet, or contact the Business Office if you have questions about the registration fees.

**Bus Transportation & Fees**
Limited busing is available depending upon the location of a student’s residence. Copies of the transportation fee schedule and policies are provided in the application packet. All quarterly transportation fees are payable in full prior to the start of each academic quarter, or upon commencement of service. At the parents’ request, transportation fees can be invoiced and paid on an annual basis. Additional information concerning the bus transportation and fees should be directed to the Tri Logistics Transportation office at 459-1508.

**Tuition**
Tuition and fees for each quarter must be paid in full within the first week of each quarter. For the 2010-2011 school year, ASD will operate on a quarterly basis with four (4) payment periods per year. Fees must be paid when they become due. It is the responsibility of the parents to insure that all fees are paid promptly. Parents who receive an educational allowance from an employer will be invoiced for the entire school year. Questions regarding payment of school fees should be directed to the Business Office.
Middle School Policies & Procedures

**Academic Honesty and Integrity**
Students are expected to complete assignments independently. Copying another student’s assignment defeats its purpose, which is to learn. A student who allows his/her work to be copied is just as responsible. Since copied work does not represent a student’s understanding of a concept, a grade cannot be awarded. In such cases, work will be assessed as ‘incomplete’ and a values learning plan will be initiated.

**Academic Probation**
Academic probation will be determined at the end of each semester. Students who are placed on academic probation at the end of the previous school year will remain on academic probation during the first semester of the following school year.

Academic probation will be based upon the student’s semester grades according to the following criteria:
- The student is not passing the equivalent of five (5) full-year courses.
- The student does not maintain the required 1.70 end-of-year GPA, or 70% average in all graded courses.
- The student fails to pass both Language Arts and Mathematics.

**Procedure:**
- Parents will be informed in writing that the student has been placed on Academic Probation.
- An appointment will be arranged in which the parents, the student, and the middle school principal will discuss the causes for the academic probation.
- Students on academic probation are not eligible to compete in extra-curricular activities involving contests or performances.
- Placement on academic probation for two consecutive semesters is grounds for discontinuing enrollment at ASD.

**Acceptable Use Policy**
The use of school computers and technology resources is a privilege. It is important that students understand these guidelines that are intended to protect the interests of both the individual students and the school. Students who violate these guidelines will face disciplinary action and may lose the privilege of using school computers.

With the increased usage of technology also come additional student responsibilities. This is especially true when it comes to online etiquette and behavior. ASD will do its utmost to help students understand the concept of
accountability, both online and offline, while emphasizing that they will be held responsible for what they say and do online.

Please see the full acceptable use policy at the end of this publication for specific details.

**After-School Activities and Staying after School**

Students are encouraged to participate in the numerous after-school activities offered at ASD and to utilize the Library Media Center. However, remaining after school with no purpose except to “hang out” is not an option. ASD cannot be responsible for students who are not supervised. For this reason, students who have no purpose in remaining after school will be asked to leave the campus. If a student must remain after school (i.e. waiting for a ride, H2O swimming, etc.), he or she is asked either go work in the library (until 4pm), wait on the main floor by administration, or wait by the guard-house. Students are not permitted to wait unsupervised in grade-level commons areas.

ASD currently belongs to an international school activities association. We have high school teams that travel to tournaments and festivals, and we also host events. The middle school offers an after school sports program for middle school students. This middle school sports league (QUESS) allows grades 6 to 8 students to compete with other local area schools during the school year. As such, sixth and seventh grade students are not eligible to try out for high school sports teams. Exceptions to this policy will occur for sports programs that are not offered through the middle school QUESS program, or sports that currently operate as grades 6 to 12 programs. These sports include girls and boys swimming, cross-country, track and field, tennis, and softball. The following activities are available to all middle school students in grades 6 through 8:

**After School Activities – JV/Varsity Sports**

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Notes:
- Students may not participate in two sports during the same season.
- Students who participate in a sport may not participate in the school musical if they are concurrent.
- If a student is crossing over seasons (such as participating in JV Soccer and Cross Country), the student completing the earlier season must be allowed 3 days of tryouts in the later season. The student should complete the earlier season before trying out for the later season.
**Assembly Behavior**

Regular school assemblies are held each month during the school day. Students are expected to attend assemblies, behaving in an appropriate, respectful manner, while being considerate of guest presenters and others attending the assembly.

House Seating Rules for Fine Arts Theater:
- No food or drinks at any time.
- Keep feet off seats.
- Sit in designated or assigned areas only.
- Remain seated during performance. Entering and leaving will not be allowed except for intermissions.
- Aisles must be kept free of all items.

**Attendance**

All students are expected to be present in each class each day. Regular attendance will enhance the scholastic success of a student and is a requirement for receiving full credit based upon hours in class.

For middle school students in grades 6-8, the attendance record will be taken into account when reviewing the student’s promotion status. An absenteeism rate exceeding 15% is considered to be excessive. As student absences accumulate, the school will take appropriate action as necessary in order to safeguard the academic integrity of the student’s promotional status.

**Attendance - Excused / Unexcused Absence**

An excused absence may be granted after a note or phone call is received from the parent/guardian. Examples of excused absences by note or phone call are:
- Illness
- Emergency
- Official school-related activity

When illness is the reason for an absence, please contact the MS office as soon as possible to let us know. Parents will be contacted by the school nurse should their son or daughter be absent from school two (2) or more consecutive days. The school administrative office may contact a parent concerning a student’s absence from school at any time to verify the absence.

The school nurse will make the decision on whether a child’s medical condition warrants leaving prior to the end of the school day. Students must check out with the nurse if they are leaving due to illness.

In the event of a planned absence (i.e. official school-related activity), students are asked to complete and submit a ‘pre-arranged absence form’ to the office two weeks prior to the date of departure.
Because of the nature of our international population of students, we ask that parents make attending school, when we are in session, a high priority. Often requests are made to extend vacations scheduled by the school. The school discourages parents from taking students away from school unless absolutely necessary.

Students who are absent will be expected to make up all academic content for the period in which they are absent. Time allotments for makeup will be at the discretion of the teacher. Parents should understand that time away from school may result in decreased academic achievement.

The middle school believes that the attainment of the academic standards in our classes is the most important element to student success. For this reason, we do not differentiate between types of absences when considering work missed while a student is not in class. All work and assessments done in class need to be made up by a student who misses class. Therefore, even absences coded as unexcused carry an expectation that students will complete all work assigned in class. Absences may result in poor academic performance and will affect work habit grade in our reporting process.

Students arriving to school late must check in at the office for an admit slip to class. Excessive tardies will result in a warning from the principal. If the problem is not corrected, disciplinary action will be taken.

**Attendance and Participation in Activities**

In order to participate in after-school and evening extra-curricular activities (sports, concerts, theater, etc.), students must attend a minimum of two classes on the day that the activity takes place. Additionally, students participating in after-school and evening activities are expected to be in school the following day.

Participation in extra-curricular programs is an additional responsibility that students assume. These activities DO NOT exempt students from their regular school responsibilities. Students representing ASD at regional activities are expected to be in school on the day they depart or return from competition unless the ASD administration makes a special exemption. Failure to do so may result in exclusion from further participation in such events.

**Banned Items**

The following items are not permissible at ASD:

- fireworks, stink bombs
- matches, cigarette lighters
- silly string, water pistols
- skateboards
- Gameboys, PSP and/or other electronic games and gadgets
- weapons or their replicas (possession of a weapon or a facsimile of a weapon will result in behavioral consequences)
**Students involved in sporting activities** who use their personal equipment, such as tennis rackets, baseball/softball bats, are required to check the equipment into their coach/sponsor; and the coach will be responsible for storing the equipment. Personal sporting equipment is not to be stored in a student’s locker. Misuse of personal or school equipment may result in items being confiscated and held until a meeting is held with parents.

**Behavioral Guidelines**

As residents and guests in Doha, each student, his/her family, and the teaching faculty and staff, should keep in mind that we are continually under the scrutiny of the community around us. A principle responsibility of each person connected with ASD is to be a positive representative of the school and our respective countries.

The conduct of ASD students on and off campus should reflect standards of citizenship desired by members of the expatriate community. Respect for the laws and customs of the people of Qatar is fundamental and therefore expected. The ultimate goals for students are self-discipline and responsibility for one’s actions. If the following guidelines for student conduct are followed, most problems can be avoided:

- No one has the right to interfere with another person's learning.
- There is no excuse for bad manners.
- Students need to respect the rights and privileges of each other.
- Students should exercise good judgment at all times.

Student behavior contrary to these expectations will not be tolerated. The faculty and staff are expected to address misbehavior of participating student(s) and report it to the associate principal. Serious and/or chronic misbehavior will be dealt with following the established disciplinary guidelines.

**Bullying / Harassment**

Successful schools are built on a foundation of mutual trust and respect. ANY action that causes a person to feel threatened, belittled, afraid, ashamed, angry, or hurt can be harassment. It is not acceptable to pick on each other, call someone inappropriate names, push and shove, hide things, tell dirty jokes, tease someone, or speak ill of them to others. Repeated behavior of this nature becomes bullying and will not be tolerated. Bullying and harassment are considered major infractions of the discipline code.

**Bullying – Online Harassment /Cyberbullying**

"Cyberbullying", is when a student is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another student using the Internet, interactive and digital technologies, or mobile phones. Various forms of inappropriate behavior include, but are not limited to, having arguments online
using angry or vulgar language, disrespecting someone by posting gossip or rumors, repeatedly sending offensive or rude messages, impersonating someone else, and copying/altering personal images with intent to mock or embarrass another person. Comments made online or through cyberspace that impact or disrupt the school environment, may result in consequences for participating students.

The school has an Acceptable Use policy located in the back of this handbook that prohibits this behavior from happening on campus. However, the vast majority of the online harassment occurs off campus at night and on weekends. Since participation in this behavior off campus has a negative impact on the school environment and does not reflect our school values, students will face consequences if reasonable proof is provided that a student(s) is bullying/harassing another student(s) or school personnel.

**Bus Transportation Policies**

**BUS BEHAVIOR GUIDELINES:**
The behavioral expectations and rules that apply on the premises of the school also apply on the school bus. However, because of a strong concern for safety, a special code of conduct for bus passengers has been established for students.

**STUDENTS ARE NOT ALLOWED TO:**
- Remove/loosen or refuse to wear seatbelts while inside the bus.
- Change seats, stand or move around the bus.
- Shout, yell, speak in loud voices or use profane or vulgar language.
- Open the window.
- Should the air conditioning fail and it becomes necessary to open the windows, students are to keep all body parts inside bus.
- Exit from or enter via any means but the bus door.
- Fight, tease or scuffle with others.
- Behave in any way that is distractive to the driver or bothers other bus riders.
- Shout at pedestrians or passengers in other vehicles.
- Mark or vandalize the bus on the inside and/or outside.
- Destroy or cut the seat cushion and seatbelts.
- Play loud music (Use earphones).
- Eat or drink on the bus (only drinking water is permitted).
- Leave trash on the bus seats and floors.
- Treat or address fellow students, the bus monitor or the bus driver disrespectfully or discourteously.
- Request the bus driver to stop at any undesignated bus stop.
- Ride on any bus at anytime or under any circumstances, unless they have written permission from Tri-logistics and a written letter from the parents and school principal.
Bus monitors have the authority to stop misbehavior and to report violations of the above-mentioned rules to the student’s principal and parents. Students who misbehave on the bus are subject to referral and/or discipline. Serious incidents and/or repeated misbehavior will result in suspension or termination of the privilege of bus transportation.

**DISCIPLINE:**

- Children who receive two warnings will be suspended from riding on the bus for 3 days.
- Children who receive three warnings will not be provided with transportation for the remainder of the school quarter or 10 weeks, whichever is greater.
- In the above situation, parents will be fully responsible for the transportation of their children, to and from school.
- Serious infractions between children where any type of verbal or physical abuse, bullying and/or false accusations made against one another will be brought to parents and school attention. Should our office and parents efforts fail to resolve or end such behavior, a termination of one, both, or all involved children may be the last resolution. In such case, re-applying for the bus service for the following year will be on a Probation Contract.

Please instruct your children to adhere by the following rules when boarding the bus in the morning and/or in the afternoon for drop off:

- **BOARDING THE BUSES:**
  
  All high school / middle school students are kindly asked to occupy the back seats on the bus. Please start from the very last seat and work forward. Foundation stage students will start by occupying the front seats and work towards the back.

- **DISEMBARKING THE BUSES:**
  
  All foundation stage and key stage 1 students will disembark the bus first.

**Morning Pick-Up from home:**

- Child must be ready on time and outside at the designated area for pick-up.
- Children between Foundation Stage and Year 2 must be accompanied by an adult who waits until the bus arrives and picks up the child from the bus stop drop-off location (Clubhouse/Main Gate)
- Drivers have been instructed to wait NO LONGER THAN TWO MINUTES for a house-to-house pick up at any stop during the morning pick-up time.
- Should the child be late, the bus will move to the next stop.
- If a child misses the bus, the parents must provide transportation to school.
- Once at school, all students disembark at the gate.
- Bus monitors are not allowed to bring the children to their classrooms.
**After School Drop-Off:**

- Drivers and Monitors have been instructed to NOT drop off any young child unless there is an adult present to meet and pick up the child. Should the bus arrive at the stop and no adult is present to meet the bus on arrival, the child will be kept on the bus and brought back to school where parents will be contacted to provide transportation home. This rule is strictly enforced.
- Teacher/teacher assistant escorts foundation Stage and Key Stage 1 Students to the bus parking lot in the afternoon dismissal. In addition, children are to be picked up from the bus on arrival to the house by an adult.
- Buses depart promptly 10-15 minutes after school dismissal. Parents of those students who miss the bus will be contacted by phone and requested to transport their children home.
- If the school is dismissed earlier than the usual hours (please see school calendar for specific dates), buses will depart 10-15 minutes after dismissal time.
- Compounds with large numbers of students will be assigned a bus stop within a walking distance from their homes, where it will be their spot for pick-up and drop-off.
- As we guarantee a seat for all registered students, and the drivers/monitors are obliged to follow the designated route, requests to have a child ride home on a different bus is prohibited. This includes rides that do not divert the bus route (due to seating availability and attendance accuracy). Only students registered on a specific bus are allowed to ride (to and from school).

**GENERAL RULES:**

- It is strictly prohibited for anyone other than registered students and monitors to ride on any bus at any time or under any circumstances, except with a written permission from the management of Tri-Logistics.
- Other than names assigned on a route sheet of a bus, no one is permitted to ride the bus; this includes parents, friends, relatives and school employees without written permission from the management of Tri-Logistics W.L.L.
- Any instructions, comments and/or requisitions for any bus riders are prohibited. Observations, recommendations and/or complaints must be brought directly to the Tri-logistics bus office or sent in writing to:
  Trilogistics.transportation@yahoo.com
- Direct contact with bus monitor and bus driver is restricted to the management of the Tri-Logistics W.L.L. Parents are not allowed to get the contact numbers of bus monitors/drivers.
- For the safety of your child(ren), parents are to refrain from stopping the bus at any time or point other than at its usually assigned bus stop. Please remember that bus monitors & drivers are not allowed to either stop or deliver the child to you, as they are not expected to recognize all parents.
- Route sheets contain confidential information, therefore, it is strictly prohibited to disclose those informative sheets to any parent/students at any point or time.
- Should a child have a medical condition that requires the child to carry his/her own medicine and be expected to require special attention, the condition must be noted on the “Application Form”. Consequently, the parent must attend a meeting with the Tri-Logistics personnel in order to provide detailed information on the condition, symptoms and actions to be taken should it occur during the bus ride. Instructions and actions to be taken in the situation that the child requires immediate attention must be provided in writing by the parents. Meantime, both parents and an emergency contact person must provide an emergency contact phone number, which the monitor will use in the event of the child suffering any symptoms. An adequate procedure must be established, in writing, and a waiver must be signed by parents before commencing the busing service.
- In the event that a quarrel, dispute or any disagreement occurs on the bus between two children, the parents must immediately inform the management of Tri-Logistics and allow the time to investigate the matter, collect information and issue a conclusion report, with facts and actions taken. Parents are prohibited from disciplining other children or instructing monitors to take any action against any child in such cases. All similar incidents are reported to the school principal and a copy of the report is sent to all concerned individuals.
- Parents’ disputes must be resolved in private with no interference or involving any of the bus riders. Tri-Logistics W.L.L. and its personnel will not participate, comment or be part of such cases. However, it will ensure that no parent dispute will have any consequence on the busing route, seating arrangement or any effect on the bus operation.
- Nevertheless, a students’ dispute will result in the re-arrangement of the seating on the bus in order to avoid further friction between two students.
- If you are planning a vacation or know of a planned absence from school (i.e. an illness), please notify the bus office in writing so that the bus driver/monitor can be notified.
- In case of any change of your address/home location, please contact us a week before moving, regarding the availability of a seat for your child on the designated bus of your new location,(new location map will be required). We must assure you that we will do our best to accommodate such requests, however, we cannot guarantee a spot on the new location route as it will depend on the availability of seats.
- New applications to ride the bus will be processed as soon as we possibly can; it will depend on the seating availability of the bus. Applications will be accepted on standby basis and parents will be informed by phone should a seat become available for the child/ren to ride on the bus within no less than one week. Should there be no available seating on the requested route, your application will be kept on file should an expansion of the route become necessary in the future. In either case, you will be contacted and updated on the status of your application.
- Please make sure you communicate to the office any changes to your child’s bus schedule, pick-up or drop-off in order to avoid holding up the bus and the other children.
• Should any of the above-listed rules be violated, Tri-Logistics W.L.L. reserves the right to terminate bus services, with no refund granted to terminated applicants.
• Offences brought to the attention of Tri-Logistics W.L.L. employees, will result in the indefinite termination of the bus service for the student/parent involved and no refund will be granted at this point.

**Campus Guests and Visitors**
All guests and visitors are required to present a photo identification card to the guard at the front gate (gate 8), who in turn, will issue you a visitor identification badge. This badge is to be worn and visible at all times while on campus.

Students who wish to have guests at school MUST receive permission one day in advance from the Middle School Principal. A parent note and advance approval from the student’s teachers is also required. Guests will arrive after first block, be present for second block, SWAT and lunch and then should depart for the rest of the school day. The visiting student must attend classes with his/her sponsoring student.

All guest passes are issued at the discretion of the school administration and may be rescinded or revoked at any time. Upon surrender of the visitor pass, the visitor’s photo identification card will be returned.

**Campus Pride and Appearance**
We are fortunate to have a beautiful facility in which to learn every day. It is every student’s responsibility to care for the building and campus at ASD. Defacing school property in any way will result in behavioral consequences.

Students must eat in the dining hall or at the tables outside under the shade. Students are responsible for cleaning up after themselves. In order to maintain lunchtime privileges, we ask that students keep all areas clean. Everyone must take responsibility for keeping the ASD campus looking clean and tidy.

**Commons Areas**
Each grade level has its own commons area. This is a place for students to relax, chat with friends, and do homework. It is not a play area. Please keep the area neat and tidy. Book bags or other items should not be left unattended in the commons area.

Please note also that the commons area is not an acceptable place to wait after school. If a student is participating in an after school activity, they should go directly to that activity. If a student is not participating in an after school activity, he/she may go to the library (until 4pm) to work, wait in the main reception area in front of the administration, or wait outside by the guard house.
**Counseling Services**

The American School of Doha Counseling Program’s mission is to provide a comprehensive counseling model for children Pre-K-12. This includes facilitating the development of all students in acquiring educational, occupational and proactive life skills that help them to navigate their world in a positive manner through the use of ASD’s core values of respect, honesty, responsibility, and compassion.

Middle school is a unique, exciting, and challenging time for students. The counseling department recognizes and supports this passage from childhood to adolescence by creating an environment where students feel safe and comfortable. In partnership with teachers, faculty and staff, counselors implement a comprehensive developmental guidance and counseling program promoting student success through a focus on academic achievement, prevention and intervention activities, advocacy and social/emotional development to meet the needs of all middle school students at ASD. It is paramount that each student feels safe, valued, and respected so that he/she is able to maximize his or her full potential both inside and outside of ASD.

The comprehensive counseling program activities and services are delivered through the American School Counseling Association delivery systems: guidance curriculum, individual planning, responsive services, and system support.

**Dining Hall**

The dining hall is open to students during scheduled break and lunch periods. Students may purchase drinks (students are not permitted to purchase drinks containing caffeine) and snacks as well as lunches, or bring their own.

All food and drink purchased in the cafeteria should be consumed there or at designated outside eating areas. Behavior in the dining hall will be in line with the “clean and respectful” campaign:
- All students will clean up after themselves, respect all staff and fellow students and act appropriately at all times. Plates and silverware should be returned to the proper location. Recycling bins are available to reduce waste.

*Note:* The dining hall is off-limits to middle school students during regular class time.

**Discipline: Philosophy**

Every student at ASD has the right to a quality education. Each teacher has the responsibility to teach and each student has the right and the responsibility to learn. No student has the right to interfere with this process. Each teacher has classroom rules to insure the best possible educational environment. Respect, common sense, reasonableness, and courtesy are the foundation for the educational relationship between student and teacher. We will model ASD values in everything we do.
In an effort to provide a uniform and clear process for handling disciplinary situations which conform to acceptable standards and meets due process guidelines, ASD has outlined some of the major problem areas that the school will not tolerate, as well as possible action(s) that may be taken to resolve the various situations. Our goal is to establish a school in which students are proud to attend, and one with an atmosphere of freedom to learn. Everyone at school shares in the responsibility of providing a positive and safe learning environment.

Any student behavior that is detrimental to the orderly operation of the school, a school-sponsored activity, or other aspect of the educational process shall be subject to disciplinary action. Disciplinary action will be applied fairly and consistently, based on the severity of the infraction. Students are expected to conform to ASD rules, regulations, and behavioral expectations while on campus or attending a school activity at another site.

In general, students are expected to practice good citizenship. This includes exhibiting courtesy and respect to all, respecting appropriate authorities, respecting school property and the property of others, and again, taking responsibilities for one's actions.

**Disciplinary Referrals**

A Disciplinary Referral is a notice that a student has been referred to the principal for misbehavior. The referral will describe the misbehavior and any disciplinary action that will be taken. All “Values Learning” has the aim to have students learn and grow from the experience. When a student is referred, the teacher or principal may contact parents, and a consequence may be rendered. Above and beyond the consequence, the student will employ restorative justice to gain back the trust of individuals involved.

A student who accumulates excessive disciplinary referrals may be expelled from ASD. In serious or extreme cases, the principal may recommend to accelerate this process.

**Dress Code**

ASD does not have a school uniform (with the exception of physical education attire). Students are expected to appear neat and clean and be sensitive to their status as guests in our host country. Students should wear blouses, tops or shirts that cover the entire midriff. All tops must have at least partial sleeves and should not be of net material, off the shoulder, or inappropriately revealing. Halter-tops, tube tops and tank tops are all considered to be inappropriate.

Girls skirts and dresses should be loose fitting and of a moderate length. Tights under skirts/shorts are not acceptable unless the skirt is at knee level. Shorts should be of a moderate length for both boys and girls, reaching to within three inches of the knee. Boys may wear either long pants or shorts that are of moderate length. Pants should be pulled up to an appropriate level (i.e. underwear should not
be visible). Hats and sunglasses may not be worn in school; they may be worn outside of the building. Jewelry, glasses, and tee-shirt decorations and logos should be conservative, culturally sensitive, not offensive, and in good taste. Teachers are expected to refuse to admit an inappropriately dressed student to class. The offending student should be sent to the middle school office. The school administration reserves the right to make final judgment on the acceptability of student attire. When a dress code violation occurs, a note will be sent home stating the violation. Students may be asked to change into a school uniform or sent home if appropriate attire cannot be provided. Repeated offenders of the dress code will result in consequences for the student.

**Please note:** Our dress code remains in effect during school-sponsored activities, including school socials and field trips,

**Elevators**

Elevators are not typically for student use. Students will be allowed to use elevators while in possession of an elevator pass, issued from the office, when they are unable to use the stairs. Elevators are primarily used to move equipment from one floor to another.

**Emergency Drills**

Emergency evacuation drills are scheduled at intervals throughout the school year. Classroom teachers will give their classes specific instructions. Each classroom has an evacuation plan posted near the exit door. Teachers should insure that all students are familiar with proper evacuation procedures.

**English Spoken at School**

As an American school with English as the primary language of instruction, English should be the only language spoken on the school premises outside of the second language classes. The only exception to this rule would be when students are conversing in a second or third language that they are studying in their second language class. Although students obviously feel more comfortable speaking in their first language, this will not help them in becoming more competent in speaking and functioning with English. This certainly must be one of the objectives that non-native English speakers have in choosing to attend ASD.

**Extra-Curricular Eligibility**

All ASD middle school students are encouraged to take part in our many extra-curricular activities. Students are considered eligible to take part if they are in good academic standing and are not in danger of failing any of their classes.

Students on academic probation are ineligible to compete in extra-curricular activities involving contests or performances. In addition, any student who has failed to meet a grade-level academic standard at the end of a grading term (Report
Card) will be considered ineligible to compete in extra-curricular activities involving contests or performances for a period of four and one-half (4 1/2) weeks. At that time the student may become eligible if he/she has met all grade-level academic standards. A student’s participation in an activity is determined by his/her eligibility status at the time the final roster is due.

Students who are on behavioral contracts must first seek the approval of the principal in order to be considered for eligibility.

Field Trips
Any student participating in a school-sponsored field trip must have written permission from a parent or guardian. Students who have encountered disciplinary problems may be prohibited from attending specific field trips at the discretion of the teacher(s) or chaperone(s) and with concurrence of the school administration.

Grade Point Average (GPA)
A student’s Grade Point Average (GPA) is calculated at the end of the school year. For the purposes of honor roll and academic probation, average percentages will be used to determine student success.

Grading and Honor Roll
The Honor Roll recognizes students with superior academic records and is posted quarterly. To achieve High Honor status, students must attain a grade average of at least 93%, with no individual grade being lower than 85%, in all graded courses. Individual grades in pass/fail courses all must be passing. To achieve Honor status, a student must attain a grade average of at least 88%, with no individual grade being lower than 75%, in all graded courses. Individual grades in pass/fail courses all must be passing.

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<tr>
<th>Grade</th>
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<td>A-</td>
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**Health Clinic**

ASD employs two full-time nurses during the school year. Each child has an emergency card at school, which must be filled out by the parent or guardian. Vision and hearing screenings are done annually.

Students are welcome to visit the clinic when they have an illness or injury or to discuss health issues. A student must have permission from his/her classroom teacher if visiting other than during break and lunch times. Students are expected to go to the clinic before making arrangements to be dismissed from school because of illness. The nurse will contact parents to arrange transportation if necessary.

Students who become ill during the school day will be sent home only if the parent or the emergency contact designee is 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.

**Homework**

Homework is considered an essential part of our academic programs. One means of exceeding academic standards is the satisfactory completion of homework. On average, students should expect up to 90 minutes of homework every school night.

**Homework Planner**

Each middle school student has been provided with a homework planner. It is expected that students will use the planner and that parents will check it frequently. A planner can be a useful communication tool between home and school. Students will be instructed in the proper use of the planner, and teachers will monitor their use. Students who lose their planners will be expected to purchase a replacement.

Students using laptop computers are welcome to use electronic planners as well, but should also keep the school-provided homework planner with them as their primary planner.

**Immunizations**

Health, immunization, and tuberculosis screening records are maintained on every child. Parents are required to submit a health status update as they register their child for each school year and are urged to notify the school health clinic of any significant changes in health, which occur during the school year. A minimum immunization standard is required for attendance at the American School.

There may be occasions when immunizations will be available at school through the Ministry of Health; this has not occurred for several years.
**Leaving Campus**

Students are not allowed to leave the middle school campus during the school day without permission of a parent and the principal or nurse. Students are not allowed to visit the elementary campus without permission. Students must obtain a gate pass from the office prior to leaving campus before regular dismissal time. Students who are ill are expected to consult with the school nurse and should not contact parents on their own.

**Library Media Center**

The ASD Library Media Centers are open Sunday through Thursday for scheduled classes, research, reading, resource borrowing/returning, and school-related activities. The Elementary LMC is open from 7:45am to 3:30pm and the Middle School/High School LMC is open from 7:30am to 4:00pm, except on PACT days when it closes at 12:30. (some exceptions apply). Both LMCs serve the entire ASD community. Activities, services, and scheduling vary to accommodate the diverse population.

The combined ASD LMC collection contains over 20,000 resources including reference books, nonfiction and fiction books, books-on-tape, book kits, picture books, CD-ROMs and audio CDs, professional books, vertical file materials, periodicals and newspapers, subscription online databases (e.g. CQ Researcher, EBSCOhost, NewsBank, Searchasaurus, etc.), and computers for research and schoolwork. Audiovisual resources (VHS, DVD, etc.) and audiovisual equipment are for faculty instructional use only. All LMC resources, as well as pre-reviewed Internet websites, are catalogued and searchable in “Destiny,” our customized online catalog and research system. Destiny can be accessed via the school website, or directly through your web browser at:


Print materials may be borrowed for a period of three weeks, renewable for an additional three weeks when no other reservations exist. The number of resources a student may borrow varies according to grade level: Grades 6-8 = 3 (or more w/approval).

Students with overdue materials receive weekly notices and are expected to return or renew items on time. Students may not borrow additional items until those overdue are returned, unless given special permission by the Teacher-Librarian. All LMC patrons are expected to pay the replacement cost of lost or damaged materials before borrowing more items and/or receiving their report cards or school records.

In order to keep our library clean and comfortable for everyone, we ask that patrons leave food and drinks outside. All school rules also apply to behavior in the Library Media Centers. While using our computers, the ASD Acceptable Technology Use Policy must be followed. We also expect all library patrons to be respectful and considerate of each other and the entire LMC staff and to help keep the atmosphere quiet and conducive to learning.
Please let the Teacher-Librarians and Library Assistants know when you need assistance. We are here to help you with your reading and reference needs!

**Locks & Lockers**

Each student will be assigned a locker. Students are not permitted to change their lockers without the explicit approval of the principal. It is the student’s individual responsibility to provide a combination lock to keep his/her possessions safe. No stickers or signs are allowed on outside of lockers except for school-sponsored events. Students may not write on the inside of their lockers, nor may they put up anything that could not be easily removed (i.e. stickers, glued pictures, etc.).

Backpacks and book bags and other items must be stored in the locker and not in hallways. Bags found on floor will be placed in Lost & Found or the principal’s office. All musical instruments must be kept in the band room.

Additionally, students are encouraged to keep their lockers locked and are discouraged from keeping valuables in their lockers. The school administration reserves the right to inspect lockers at anytime, should the need arise.

**Make-up Work / Excused Absences**

Students who have an excused or unexcused absence from class will 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.

- Should a student anticipate an absence from school due to a medical condition or school sponsored activities, he/she must make an appointment with his/her teachers in order to receive the assignments and their due-dates. It is the parents’ responsibility to contact the school office prior to an anticipated absence and collect work to be completed. Failure to do so on the part of the parents may result in students falling behind and suffering academically as a result.

- Students returning after excused or unexcused 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 generally equivalent to the number of days absent). It is the student’s responsibility to contact teachers regarding missed assignments and tests to be taken.

- Students arriving late to school, with an excused absence, should contact those teachers whom the student did not see that morning for assignments and to make-up tests or quizzes. Students who anticipate leaving school early should notify the office and their teachers prior to the early departure. Students who
miss scheduled tests and quizzes and who do not contact their teachers after a late arrival or prior to an early departure may not be permitted to take those tests or quizzes at a later date.

**Make-up Work / Unexcused Absences**

Students returning to school after an unexcused absence are expected to make up missed work to demonstrate the attainment of academic standards. There is always the possibility that the academic progress of students will be affected by absences. Students and parents should not expect extraordinary measures to help catch a child up following unexcused absences. The school does not assume the responsibility to educate children who are not in school.

**Medications**

No medications shall be administered without expressed written parental permission. If your child must bring medication to school, the following steps need to be followed:

- The school nurse should be notified by the parents when a child is taking medications.
- All medications must be brought to and kept in the Health Clinic.
- The medicine must be clearly identified as to the name, type of medication, student’s name, and dosage.
- A note, signed and dated by the parents, must accompany the medication.

**Mobile Telephones and Personal Listening Devices**

Personal listening devices (radios, tape recorders, MP3 or CD players, etc.) may be listened to before 7:55 a.m., after school dismissal, and while being transported to and from school on the school buses. Mobile telephones should not be used on school days until after dismissal, unless permission is granted through the office staff. If a student has these items out in class or in use during the school day, they may be confiscated and held in the principal's office until a meeting is held with parents. The school is not responsible for lost personal listening devices or mobile phones.

**National Junior Honor Society**

To be eligible for membership in the National Junior Honor Society (NJHS), a candidate must be a member of the seventh, eighth, or ninth grade class. Membership in ASD’s NJHS shall be based on scholarship, service, leadership and character. To be eligible for membership in this chapter, a candidate must have maintained a cumulative scholastic average of 85% or better in all graded courses for three consecutive quarters. These three quarters must be in the year that the candidate is applying to the NJHS and they must receive a majority vote of the
faculty council. The selection procedure is determined by the faculty council, and shall be consistent with the rules and regulations of the NJHS.

A summary of how the selection process works is provided below.

1. Scholastic eligibility is determined by a minimum scholastic average for the first three quarters of the school year for seventh and eighth graders. ASD uses a scholastic average of 85% for admissions to NJHS.
2. Students who are scholastically eligible will be notified in writing and invited to complete an application form.
3. The applicant’s activity information form and essay is provided to the NJHS advisor by a specific date.
4. The Faculty Council is formed under the direction of the principal and this committee reviews each student application. Additional feedback from other faculty is included in discussions of candidates. The categories of leadership, service, character, and citizenship are evaluated for each candidate. Those students receiving a majority vote of the Faculty Council will be invited for induction.
5. The principal is provided with the results of the Faculty Council’s deliberations.
6. All applicants receive formal notification in writing of acceptance or non-acceptance.
7. Any questions regarding the nomination process should be directed to the NJHS sponsor. All decisions of the faculty committee fall under the direction and approval of the principal. The principal remains a neutral party in all deliberations and decisions of the committee.

**Plagiarism**

This is a form of cheating. To use another person’s ideas or expressions in your writing without acknowledging the source is plagiarism. Copying from Internet sources and cutting and pasting into documents is not acceptable. It is also easy to spot by the teacher. Don't do it!

Plagiarism will result in academic and behavioral consequences.

**PowerSchool**

Students and parents have constant access to academic progress and achievement through our online grading and reporting system. Parents and students will be given a log in and password unique to them for access throughout their career at ASD. For a copy of this information please contact the middle school office.

**Progress Reports**

Progress reports are issued four times a year at the mid-point of each academic quarter. Students who are performing below the academic standards in a given subject and are in danger of failing a semester will be issued a progress report.
Teachers may also send progress reports at other times whenever they feel it is necessary to inform the parents of academic deficiencies or improvements. Progress reports, therefore, may not be issued to every student.

Progress reports are sent home with the students. When a progress report is issued to a student, that student may be required to sign for the report and will be instructed to take it home and have their parents review the report. Parents are encouraged to monitor student progress throughout the school year through PowerSchool.

**Professional and Collaborative Time (PACT)**

Time has been aside on a regular basis for teachers to work together on school initiatives and improve our focus on student learning. This will happen every Tuesday afternoon of a full five-day week from 1:00 – 3:30. Therefore, student dismissal on these Tuesdays will be at 12:30 with buses leaving at 12:35. There will be no lunch service provided on PACT days.

**Promotion Standards**

At the middle school (Grades 6 – 8) level, students do not earn credits. In order to move from one grade to the next, the following standards must be achieved:

- Each student must pass the equivalent of five (5) full-year courses.
- A student is required to maintain a 1.70 end-of-year GPA, or 70% average in all graded courses.
- A student is required to pass both Language Arts and Mathematics.

Students not meeting the above guidelines will be identified at the close of each grading term, and a parent conference will be held. In addition, the parents will receive a written notice that their son/daughter is not meeting the minimum academic standards. A final decision for promotion will be made in consultation with the student, the student’s parents, and ASD staff prior to the close of the academic year.

Any student who does not meet the above standards, will not qualify for promotion to the next higher grade. In some cases a student may be able to meet the necessary requirements by completing one of the following:

a) If ASD offers a summer school, a student must successfully complete a required course of study
b) If ASD does not offer a summer school and/or if a student chooses, they may attend a summer program at another school or on-line and then, upon their return to ASD, the student must pass ASD’s entrance exam at a 70% level for the designated course(s)

c) A student may elect to receive summer tutoring and upon their return to ASD, the student must pass ASD’s entrance exam at a 70% level for the designated course(s).
Students who have not met the promotion standards may be required to repeat the grade if it is viewed by school administration and family to be in the child’s best interests. In the event that a student continues to fall short of the promotion standards, a recommendation would be made to the director for non-renewal of enrollment.

**Report Cards**

Students in Middle School receive computer-generated, original report cards upon request after the end of each quarter:

- 1st Quarter: October 20, 2010
- 2nd Quarter: January 19, 2011
- 3rd Quarter: March 29, 2011
- 4th Quarter: June 8, 2011 (Available for collection at ASD)

**Sahifa**

The school publishes a weekly newsletter that is distributed via email to each family on the last day of the week. Parents are encouraged to check the Sahifa each week for information and announcements.

**School Day**

For students in grades 6-8, the entry bell will ring at 7:55 AM. Students are expected to go to their lockers and report to the first class, which begins at 8:00 AM.

Students who arrive late to school and miss part or all of the first instructional period will be considered tardy and must report to the office prior to attending classes. The school day will end at 3:00pm with dismissal taking place at this time. On PACT days, dismissal will be at 12:30pm. There is no school lunch service provided on PACT days.

There are after-school activities that take place most days of the week, with the exception of Tuesday. Most activities (including athletics) typically end by 4:15pm, though some may go later (please check with your activity sponsor/coach). Students not participating in after-school activities are not permitted to remain in the grade-level commons after school.
### MIDDLE SCHOOL DAILY SCHEDULE

<table>
<thead>
<tr>
<th>Time</th>
<th>DAY 1</th>
<th>DAY 2</th>
<th>DAY 3</th>
<th>DAY 4</th>
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</thead>
<tbody>
<tr>
<td>8:00 – 9:20</td>
<td>1</td>
<td>5</td>
<td>4</td>
<td>8</td>
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<tr>
<td>9:20 – 9:50</td>
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<tr>
<td>9:55 – 11:15</td>
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<td>6</td>
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<tr>
<td>11:15 – 11:55</td>
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<td>12:00-1:20</td>
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<td>7</td>
<td>3</td>
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<tr>
<td>1:20-1:35</td>
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<tr>
<td>1:40 – 3:00</td>
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### PACT TUESDAY GRADES 6 – 8

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<td>8</td>
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<td>10:05 – 10:20</td>
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<td>10:25 – 11:25</td>
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<td>8</td>
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### 2010-2011 MIDDLE SCHOOL RAMADAN SCHEDULE

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<td>9:45 – 11:00</td>
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<td>11:00 – 11:35</td>
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<td>11:40 -12:55</td>
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<td>7</td>
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<tr>
<td>12:55 -1:10</td>
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<td>Break</td>
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<td>Break</td>
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<td>1:15 – 2:30</td>
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### PACT TUESDAY GRADES 6 – 8 RAMADAN SCHEDULE

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**School Sponsored Travel Abroad**

Opportunities for travel may be offered as part of the activities program or to provide opportunities for enrichment. Guidelines for participation have been developed by the school and may be supplemented by the sponsoring faculty member. All travel (including expenses of chaperone(s) is at the expense of the participating students’ families. Absence for school-sponsored travel is excused, but considered to be absent from school. The school or traveling sponsors are not responsible for any personal items lost or stolen during travel.

**School Supplies**

Students will be required to provide their own notebooks, paper, pens, pencils and other supplies. Various types of school sportswear will be available for purchase. Individual grade level and subject teachers will provide students with a list of required materials needed for their specific classes. Please refer to your grade-level supply list posted on the ASD website for further details.

**Special Services Program**

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 within 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.

**Super Wicked Advisory Time (S.W.A.T.)**

In addition to developing ASD’s core values and habits of mind, the S.W.A.T. program will help guide and support students by facilitating their academic success and personal growth, while at the same time building a dynamic and exciting middle school identity that each and every student is proud to be a part of.

The Middle School S.W.A.T. program has 3 overarching themes:

1) Develop ASD Core Values, Habits of Mind, and MS Philosophy

Students will:

- Through discussion, activities, and shared experiences, develop an understanding of ASD’s core values of respect, compassion, honesty, and responsibility.
- Develop the habits and skills required to succeed academically, socially, and as a member of society (perseverance, meta-cognition, organization, etc....)
- Develop an understanding of the responsibilities of being a member of a large and diverse global community.
2) Support Student Learning
Students will:
• Effectively use S.W.A.T. time to receive support from classroom teachers and or MS counselors, as well as complete homework assignments and or missed work.
• Meet with S.W.A.T. advisors to identify areas of academic improvement, set goals, and provide support designed to enhance student learning.
• Develop the skills and knowledge required to succeed academically and as a member of a technological society (research skills, web-based programs and communication, etc. ...)

3) Foster a Strong Middle School Identity
Students will:
• Celebrate holidays and other special occasions.
• Participate in house intramural activities and contests.
• Attend grade-level and whole-school assemblies and special events.

**Suspension**
Students may be removed from classes and not allowed to participate in activities for a period to be determined by the administration. In all cases of suspension, students will not be allowed to participate in any school activities during the period of suspension, and a parent conference will be required before the student may return to regular classes.

**Tardiness**
Students tardy upon arrival to school in the morning need to check in at the MS office to receive an admit slip. Consequences will be rendered for repeat offenders. Classroom teachers or administration may also issue consequences for repeated tardies during the school day.

**Taxi Use by Students**
The ASD Administration discourages the use of taxis to transport students, but acknowledges that in some instances parents have no alternative but to procure private transport for their children to facilitate their attendance at school. Under these circumstances, ASD requests that the parent execute an appropriate waiver absolving the school of any and all liability. In the event such a waiver is not tendered to the school by the student’s parent or guardian, ASD hereby denies all liability attendant with any difficulties arising out of the student’s use of public transportation.
**Tests/Project Schedules**

Middle school teacher teams will communicate to coordinate test schedules. No student should have more than two major assessments (i.e. unit tests or major project due dates) on any given day. Students are expected to inform teachers as soon as they realize that too many tests have been scheduled for the same day. This notification should be made when the test dates are announced.

**Textbook Loan**

Textbooks are provided to all students on a loan basis. Students are responsible for books checked out to them and must pay the replacement cost for lost or damaged books. Students will also be charged for deliberate (including writing and graffiti) or excessive damage to books. Excessive damage may be defined as that which goes beyond normal wear and tear. Students losing a textbook during the school year must pay for its replacement before being issued a second book. Should the lost book be found, the replacement cost will be reimbursed to the student.

**Weather Safety Concerns**

On days when the temperature is extremely high (35 C), the Health Clinic will put out the RED FLAG. This means that it is a very hot day. Students need to drink plenty of water and stay in the shade. Students may participate in low impact activities in shaded areas only when the red flag is displayed.

**Web Page: www.asd.edu.qa**

The school maintains a comprehensive web page on the Internet. Parents and students are encouraged to check the web page periodically for information and announcements.

**Week Without Walls Program**

All students in the middle school will participate in a Week Without Walls program. The week is designed to be a week-long program that involves students in outside-the-classroom experiences. Grade seven and eight students will travel to locations outside of Qatar. Grade six students will participate in special activities within Qatar. Parent information sessions regarding or WWW program are held at school well in advance of the actual trips.

**Withdrawal from School**

If withdrawal is to occur during the school year, written notification of intent to withdraw a student from ASD should be given to the MS Office. Upon notification, all applicable administrators and teaching staff will be notified regarding the exiting student and the departure date.
"Exit" or "Transfer" documents will be prepared containing the following documents: school profile, school calendar, letter stating the student’s entry and exit dates and grade placement, official copy of MAPS scores, and official copies of a student’s cumulative record and/or transcript. The documents will be stamped and sealed by the MS Office. In order for the school records to be considered “official” the receiving school should receive the records unopened. The exit documents will not be released until the student has completed the checkout process by returning all textbooks, paying all school fees, and returning all library materials.
ASD Webmail-Getting Started for Students

1. In your web browser go to http://google.asd.edu.qa. We suggest you bookmark this site.
2. Choose “ASD’s Google Mail” from the left. You will now see the login screen for the new webmail system at ASD.
3. Enter your 2-digit graduation year then your first initial followed by your last name in the username field. You initial password is 123456. Then click <Sign In>.
4. You will then be greeted by our webmail interface. Inbox and other useful folders can be found on the left.
5. Your emails will be shown in chronological order in the center of the screen. Click on each email to view its contents. The Google Mail interface is not Gmail, but it uses the Gmail system to let you read your ASD email. Google email shows messages in a conversation format where all messages with a common subject line are grouped together. Don’t worry, new messages still appear in the top of your inbox.
6. On the top left hand side of the screen you will find shortcuts to the most commonly used elements of email including Mail, Calendar, and Documents. To see additional services available click <more>.
7. To compose a new email click <Compose Mail>.
8. You will then be greeted with a new window in which you can compose the message.
9. Click “To:” enter the email address in the field next to the “To:” line.
10. CHANGE YOUR PASSWORD: Click “Settings” -> “Accounts”, then click “Google Account Settings” then “Change Password”. You must enter your old password once and your new password twice.

11. Be sure to sign out when you are done using email.
NESA Virtual School-Getting Started for Students

1. Log in to http://nvs.asd.edu.qa
2. Your username is: (graduation year) + (first initial of first name) + (last name) ex. 12bsmith. Your default password is 123456 but may have been changed by you to something else.

3. Your courses will show in the middle of the screen.

4. This is a block. You can adjust some of the blocks you see in your Moodle home screen. Below is an example of the Google Apps block. You can open Google Apps (like Docs, Calendar, etc.) from this block.

5. These are "breadcrumbs". They remind you of where you are in NVS and are used for navigation. Clicking on "ASD: always takes you back to your home screen where you can see your courses
6. All courses by default are TOPIC based. Each topic is numbered 1,2,3... Your teachers will post all sorts of content there and also may post activities (assignments) for you there as well.

7. You can edit your profile by clicking on your name in the top right hand side of the screen.

8. Just click on and you can enter your email address and photo, etc.

9. Don't forget to of NVS!
The American School of Doha--Acceptable Technology Use Policy

Purpose
Information and interactions available through the school network and the Internet have become a vital part of the education process. The American School of Doha is committed to providing safe access to computers, network services, and the Internet.

Expectations
Users are expected to make appropriate choices when using the school’s technology resources, just as they are anywhere on the school campus. Appropriate behavior should also extend beyond our campus. Inappropriate use of electronic communications at home can have a negative impact on the school climate. Parents have a responsibility to monitor student computer use at home, and students have a responsibility to report problems. Students who bring their own laptops or other technology devices to school must follow the ASD Acceptable Use Policy. Additionally, personal laptops must have active, up-to-date virus protection.

Unacceptable Technology Use
- Using inappropriate language
- Going to inappropriate web sites
- Downloading anything from the Internet, including music or video or program files
- Installing personal software on school computers
- Damaging or altering technology equipment or files
- Hacking or any other malicious actions, including circumventing Internet filters
- Violating copyright laws by unauthorized copying of software
- Harassing, insulting, humiliating, embarrassing, threatening or otherwise targeting others
- Revealing passwords or personal information or using another person’s account
- Intentionally wasting resources such as printer ink and paper
- Using the network for commercial purposes
- Using the Internet for nonacademic purposes during school hours (this includes using Facebook and other social networking sites).
- Playing online music, videos, or games
- Using online e-mail accounts like Yahoo or Hotmail or Instant Messaging without teacher approval

Plagiarism
Plagiarism is “taking ideas or writings from another person and offering them as your own.” Be sure to put information you gather in YOUR OWN WORDS, and give credit to the creators of articles, ideas, or images through the use of citations. Be
aware that it is not difficult for teachers to determine if work has been plagiarized from the Internet.

Violations may result in a loss of privileges to use ASD technology resources, as well as other disciplinary or possibly legal action.

**Bullying – Online Harassment / Cyberbullying**

Cyberbullying and online harassment is being cruel to others by sending or posting harmful material using technology. Various forms of inappropriate behavior include, but are not limited to, having arguments online using angry or vulgar language, disrespecting someone by posting gossip or rumors, repeatedly sending offensive or rude messages, impersonating someone else, and copying / altering personal images with intent to mock or embarrass another person. Comments made online or through cyberspace that impact or disrupt the school environment, may result in consequences for participating students.

While ASD’s Acceptable Use Policy prohibits this kind of behavior from happening on campus, the vast majority of the online harassment occurs off campus at night and on weekends. Since participation in this behavior off campus has a negative impact on the school environment and does not reflect our school values, students will face consequences if reasonable proof is provided that a student(s) is(are) bullying/harassing another student(s) or school personnel.