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Parents' Handbook

2016-2017



Al Khor
أكاديمية قطر Qatar Academy

عضو في مؤسسة قطر
Member of Qatar Foundation

Mission

Qatar Academy Al Khor is a private, non-profit, and coeducational school, founded by the Qatar Foundation for Education, Science and Community Development to provide students at all levels with internationally accepted English Medium Curricula, and Arabic, Islamic Studies, and National Studies Curricula that meet the National Standards. **QAK** develops independent critical thinkers, lifelong learners and responsible citizens.

Vision

Qatar Academy Al Khor exists to provide the highest possible standards of Education that help each student achieve excellence and develop as an independent critical thinker, a lifelong learner, and a responsible citizen.

Objectives

Qatar Academy Al Khor aims to meet the educational needs and expectations of students and to provide them with opportunities to reach their full potential by:

- Achieving academic excellence through varied teaching and learning strategies.
- Offering internationally recognized syllabuses.
- Providing for and maintaining the highest standards through continuous evaluation and improvement programs.
- Providing opportunities for a balanced development among the academic, physical, esthetic, social, and cultural aspects.
- Providing consistently challenging targets, so that each student realizes his/her full potential.
- Promoting tolerance and appreciation of various cultures, traditions, and values.
- Providing a safe and supportive learning environment.
- Encouraging the virtues of self-respect and respect of others.
- Embracing and utilizing information communication technology.
- Providing a wide range of extra-curricular activities
- Promoting communication and collaboration among parents, students, school, and community.
- Promoting effective management committed to the development and improvement of all people in the school.



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SCHOOL LEVELS

Qatar Academy Al Khor started classes on September 7, 2008 for Kindergarten 1 and 2 and grades 1 through 4. The projected growth of the school has been set at one grade level per year up to grade 12. The school will cater for four levels:

- PS 3 (Pre school 3), PS 4 (Pre school 4) and KG
- **Elementary**, a five-year program: Grades 1 through 5
- **Middle (MYP)**, a five year program Grades 6 -10
- **Secondary (DP)**, a two year program Grades 11 & 12

INSTRUCTIONAL PROGRAMS

Qatar Academy Al Khor offers a program based on standards, benchmarks and outcomes defined for each grade level.

From PS 3 through grade twelve the school offers a course of instruction that meets the requirements of the Qatar National Standards and the standards of the American Accreditation Boards.

In addition, for grades six through twelve, the Academy offers a program that meets the requirements of the International Baccalaureate MYP and the Diploma Program.



Admission

Admission to the school depends on student's age, vacancies, and on meeting the entrance requirements.

Tuition Fees

Tuition fees are paid in three installments, prior to the beginning of each term. For any clarification, please contact the Business Office (Tel: 44546760).

Students are not issued textbooks and materials until the fees are paid. If school tuition fees have not been paid at the Business Office within ten days of the opening of the school, students may be suspended from attending classes. At the end of each trimester, Grade Reports will not be issued to students with outstanding school fees.

PROCEDURES

Parents are co-partners with the school in helping students to develop socially, intellectually, and physically. Positive attitudes and responsible behavior contribute to the child's total development. The following procedures and regulations will help us achieve our aims.

School Hours

Grades 6 – 12 Morning Assembly starts at 7:00 a.m. Classes start at 7:10 and end at 2:00 on Sunday, Monday, Wednesday, Thursday. On Tuesday classes end at 1:15. Teachers supervise students from 6:30 to 2:00 (on Tuesdays until 1:35). The Academy does not supervise students prior to 6:30 or after 2.20 unless there are an after school activity (1:35 on Tuesdays).

Parents are kindly requested to send students to school after 6:30 a.m. each morning and collect them within 15 minutes after their level dismissal time.

Academy Gates

The academy gate will open between 6:30 a.m. and 7:30 a.m. each morning to receive students. The gate will remain closed until the dismissal times for the various levels.

Absences and Tardiness

Parents are kindly requested to report their child's absence the same day to the school office, request homework assignments, and arrange for picking-up the assignments at the end of the school day. They are kindly requested not to contact teachers directly.

In case of a medically incurred prolonged absence, a medical report must be submitted to the Academy office as soon as possible, specifying the illness and expected duration of absence.

Upon returning to the Academy, students are required to submit to their Class Advisor a written excuse from their parents and/or doctor.

Change of Usual Routine

Parents who wish their child to change his/her usual daily routine, such as leave school early or leave with the parents of another student or a relative, are requested to notify the office in writing ahead of time indicating the name of the person collecting the student. The person collecting a dismissed student during the school day must sign at the reception providing their ID number.

Parents are requested to book children doctors' appointments, or any other appointments or travel dates after school time. Dismissing any student during the class period will interrupt the teaching learning process. No student will be allowed to leave a class until the period is over.



Evacuation Plans

In the event of an emergency where students need to evacuate the Academy buildings and the immediate areas, administrators and teachers will assume full responsibility to see that all students are safe. Once students have been moved to a safe area, parents will be notified immediately by SMS informing them of the emergency and giving them details pertaining to the collection of their children.

School Uniforms

At Qatar Academy Al Khor it is expected that all students take pride in their appearance. Students are required to wear a neat and tidy school uniform at all times as described below:

Uniform for Boys Grades 6, 7, 8, 9 & 10:

- White shirt
- Maroon jumper
- Grey trousers

Uniform for Girls Grades 6, 7, 8, 9 & 10:

- White shirt
- Grey trousers or skirt
- Grey jumper

Uniform for Boys Grades 11&12:

- White shirt
- Maroon jumper
- Black trousers

Uniform for Girls Grades 11&12:

- White shirt
- Grey jumper
- Black trousers or skirt

P.E. Uniform KG – Grade 12:

- Maroon t-shirt (short or long sleeve)
- Maroon polo shirt
- Black tracksuit / trousers or shorts
- Maroon tracksuit jacket
- White sport shoes

Winter

- Grey bomber jacket

Girls should wear white socks or tights.

For safety reasons sandals are not allowed.

During the winter months both boys and girls may wear tracksuits for physical education classes as well as winter jackets that are purchased from the Academy.

Students not abiding by the school uniform policy will be reported to the administration and parents will be notified

Holidays and Vacations

Classes do not take place during official and school holidays and vacations as listed on the school calendar. Parents will be reminded of up-coming holidays and vacations in circulars that will be sent home. Exceptions will be made for IB official Exams

**ACADEMIC MATTERS****Instructional Materials**

The academy provides students with instructional materials at the beginning of the school year. However, parents should provide their children with basic school supplies, such as, pencils, pens, and erasers.

Textbooks are distributed to students on a loan basis except for Arabic, Social and Islamic Studies. Teachers distribute textbooks to students at the beginning of the year and keep accurate records of all textbooks and workbooks issued. At the end of the year, teachers collect all textbooks, check on their condition, and report damaged books to the parents for payment.

If at any time a student loses or damages a textbook or workbook, he or she is required to pay for the cost of the book. Final grade reports will not be issued to students who have textbooks or library books that have not been turned to the school.

Parents are requested to encourage their children to take good care of their books.

Homework

Homework is an integral part of the learning process. Homework is purposeful and provides reinforcement of concepts learned in class. It promotes individual responsibility, independent practice, good work habits and parent involvement.

Each grade level team will share their homework information at the beginning of each school year.

Students at Qatar Academy Al Khor use a homework planner supplied by the Advisor. This planner will act as a daily record of assignments complete with messages to/from parents and teachers.

The time required for homework depends on the student's pace and level of performance.



The following is an estimate of the amount of time needed each day to complete homework assignments for an average student:

- **Grades 6, 7 and 8** 80 to 100 minutes
- **Grades 9 to 12** based on the recommendation of the IB course requirements

The organization and monitoring of assessments and homework is directed by the IB coordinator.

Private Tutoring

The Academy discourages private tutoring so that students do not become dependent on tutorial help. Assistance to students will be provided in class. The school may authorize private tutoring in two cases:

1. To cover subject matter after prolonged absence due to illness
2. To fill in gaps in a student's mastery of prerequisite skills



In both cases, tutoring should be for a limited period of time and have precise objectives. Prior approval from the administration is required. The assigned tutor shall submit a written Progress Report at the end of the assigned period. The Academy is not part of the financial arrangement between parents and the tutor.

LIBRARY

Library Media Program

Qatar Academy Al Khor's school library media program is at the core of effective learning and plays a vital role in collaborative planning and curriculum development. Serving all grade levels, ages and content areas, the program has a unique outlook on the needs and abilities of all the members of the school's learning community. That perspective makes the school library media program a natural hub for bringing teachers and library media specialists together to create exemplary and innovative curricula. The mission of the QAK's school library media program is to ensure that students and staff are effective users of ideas and information and to encourage and prepare students to be life-long learners. This mission is accomplished by:



- providing instruction in information literacy.
- providing intellectual and physical access to informational materials in a variety of formats and media.
- stimulating interest in reading and in finding and using information and ideas.
- promoting the use of the media center by students and faculty.
- working with teachers to develop educational strategies to meet the information needs of students and to augment teaching.
- supporting the school's curriculum and reading initiatives.

To become effective users of information, students must have frequent opportunities to handle all kinds of information. Locating, interpreting, analyzing, synthesizing, evaluating, and communicating information should become a part of every content area. The classroom teacher and the library

media specialist are actively involved in identifying the learning needs of students, developing teaching units, and guiding students' progress in lifelong learning.

The library media specialist facilitates activities that offer meaningful practice in using a variety of information resources. In an effective program, students' experiences with information move away from learning traditional library media location skills taught in isolation. Students learn standards-based information literacy skills that are embedded into the curriculum. The acquisition of these skills provides a solid foundation of information literacy that will prepare students for a lifetime of learning. By guiding students toward self-discovery and self-direction, the library media program assists in promoting the learning of skills and attitudes essential to academic, vocational, and personal development.

Hours of Operation

Students are welcome in the library at any time during Open Hours. Open Hours are

- between 7:00 am and 3:30 pm Sunday, Monday, and Wednesday
- between 7:00 am and 1:30 pm Tuesday
- between 7:00 am and 2:30 pm Thursday

During school hours, students must have a pass from a classroom teacher or office personnel. A pass is not necessary before Assembly, during Morning Break/Lunch, or after Dismissal. The library closes at Dismissal time on Early Dismissal Days.

Library Books

Students may have a maximum of four items checked out. The check-out period is two weeks. At the end of the two-week period, students must either return or renew books. Students may renew books on their own using their Destiny Account. Exceptions may be made for students working on their Personal Project or Extended Essay. Items available for check-out include print books, audio books, and magazines. Reference books may be checked out overnight only. Students must pay to replace lost or damaged library materials. Students may not check out any items if they owe a fine.

- Magazines--10 QAR payable to Librarians
- Print Books--150 QAR payable to Cashier

- Reference Books--300 QAR payable to Cashier
- Audio Books--300 QAR payable to Cashier

Paying the Cashier

To pay Lost or Damaged Fines payable to the Cashier, students should:

- Tell the Librarian.
- The Librarian will print an invoice and give it to the student.
- Take the invoice and payment to the Cashier in Reception.
- The Cashier will print a receipt.
- Show the receipt to the Librarian.
- The Librarian will clear your record in the computer.

SELECTION CRITERIA FOR CURRICULUM MATERIALS

Open Houses

During the school year parents of students in the IB MYP and DP will be invited to attend IB programme and subject specific information sessions. These sessions include information regarding the IB core: 'Personal Project, Community and Service and Service as Action in MYP, and the Extended Essay, Theory of Knowledge and the CAS programme in the IB Diploma Program.

Prior to the launch of each of the core requirements of the program a dedicated parent conference will be called for involving the related grade level. During these conferences both explanation and documentation will be distributed.

Extensive course selection and university counseling sessions will be held annually involving grade 10 students and parents.

GRADING AND REPORTING

Grading System

Evaluation methods are varied and include: observation, daily anecdotal record keeping, checklists and portfolios. Daily written work, projects, independent study assignments, homework checks, teacher observation and student self and peer evaluation are used in addition to more formal tests of varying length and type.



Students are increasingly evaluated on the research, thinking and planning processes used during assignments, and their ability to communicate what they have learned in a variety of formats. At the end of each unit, students will be assessed using authentic performance tasks, as well as tests where appropriate. Grades are reported using a seven-number system based on the International Baccalaureate Grading System.

In order for a student enrolled at QAK to obtain a credit for the attended course, all candidates are required to compile with QAK's attendance policy and are obligated to take all accumulated summative exams on campus.

Failure to provide reasonable justifications for not taking a summative exam on campus, the student will score a "Failing" mark.

Middle School Grading (MYP)

Grade	Boundary Guidelines	Descriptor
1 (Very Poor)	1-5	<i>Produces work of very limited quality. Conveys many significant misunderstandings or lacks understanding of most concepts and contexts. Very rarely demonstrates critical or creative thinking. Very inflexible, rarely using knowledge or skills.</i>
2 (Poor)	6-9	<i>Produces work of limited quality. Expresses misunderstandings or significant gaps in understanding for many concepts and contexts. Infrequently demonstrates critical or creative thinking. Generally inflexible in the use of knowledge and skills, infrequently applying knowledge and skills.</i>
3 (Mediocre)	10-14	<i>Produces work of an acceptable quality. Communicates basic understanding of many concepts and contexts, with occasionally significant misunderstandings or gaps. Begins to demonstrate some basic critical and creative thinking. Is often inflexible in the use of knowledge and skills, requiring support even in familiar classroom situations.</i>
4 (Satisfactory)	15-18	<i>Produces good-quality work. Communicates basic understanding of most concepts and contexts with few misunderstandings and minor gaps. Often demonstrates basic critical and creative thinking. Uses knowledge and skills with some flexibility in familiar classroom situations, but requires support in unfamiliar situations.</i>

5 (Good)	19-23	<i>Produces generally high-quality work. Communicates secure understanding of concepts and contexts. Demonstrates critical and creative thinking, sometimes with sophistication. Uses knowledge and skills in familiar classroom and real-world situations and, with support, some unfamiliar real-world situations.</i>
6 (Very Good)	24-27	<i>Produces high-quality, occasionally innovative work. Communicates extensive understanding of concepts and contexts. Demonstrates critical and creative thinking, frequently with sophistication. Uses knowledge and skills in familiar and unfamiliar classroom and real-world situations, often with independence.</i>
7 (Excellent)	28-32	<i>Produces high-quality, frequently innovative work. Communicates comprehensive, nuanced understanding of concepts and contexts. Consistently demonstrates sophisticated critical and creative thinking. Frequently transfers knowledge and skills with independence and expertise in a variety of complex classroom and real-world situations.</i>

Performance details are presented during the Open Houses and attached to Progress Reports.

eAssessments in the MYP

As part of the successful completion of the Middle Years Programme students in Grades 9 and 10 will be preparing for the MYP eAssessments (external assessments) At the end of Grade 10 students will complete a range of eAssessments and complete ePortfolios from 8 subject areas. The results of the eAssessments will lead to formally recognised IB MYP Certification.

These are:

- eAssessment on screen examinations in:
 - Mathematics
 - Arabic Language and Literature
 - Sciences
 - Individuals and Societies (Integrated Humanities)
 - Interdisciplinary learning
- ePortfolios (coursework) in:
 - English Language Acquisition
 - Physical and Health education
 - Arts or Design
- The MYP Personal project

Candidates must also meet the school requirements for participation in community service (service as Action). Students receive IB MYP course results for each component completed. The maximum total score for the IB MYP certificate is 56, with a grade from 1-7 assigned to each required eAssessment. Students must achieve a total of at least 28 points, with a grade of '3' or higher in each eAssessment component, to be eligible to receive the IB MYP certificate.

Through the use of technology and the focus on deeper levels of understanding, the examination process will be an engaging, positive experience for students, while ePortfolios provide a stimulating and structured final unit of study. eAssessment will therefore be an appropriate and natural culmination of the student's time in the MYP.

Senior School Grading (IB DP)

Senior school grade descriptors are subject specific and will be distributed by teachers at the beginning of the school year based on the students course selections.

Award of the IB Diploma

Examiners appointed by the IB assess candidates' work in Diploma Programme examinations and other forms of external assessment using common markschemes/assessment criteria. This external assessment may be complemented by internal assessment by schools of other required work, which is moderated by IB examiners.

Performance in each subject is graded on a scale of 1 point (minimum) to 7 points (maximum). For the IB Diploma, a maximum of 3 points is awarded for combined performance in theory of knowledge and the extended essay. The maximum total Diploma Programme points score is 45.

All assessment components for each of the six subjects and the additional IB diploma requirements must be completed in order to qualify for the award of the IB Diploma. Candidates must receive a minimum of 24 overall points in order to be awarded the IB Diploma. Further to that, the IBDP conditions will apply.

Assessments

All IB courses are made up of both internal and external assessment components. While external components such as examinations and the extended essays are marked by outside examiners, internal components are marked by the subject teachers. A selection of these grades will be moderated externally to ensure that QAK teachers' marking standards are in-line with those of all other IB DP schools worldwide.

During the second year of the IB DP, all students will submit required internal assessment coursework for all subjects. Both organisation and planning will be crucial in ensuring that students meet the IA deadlines. Late work will not be accepted, and failure to submit any internal assessment component will result in automatic failure of the

IB Diploma. To that end, it is very important that IB DP students ensure that they:

1. manage their time effectively;
2. keep up-to-date with all assignments;
3. always respect coursework deadlines; and
4. ask the IB DP Coordinator or subject teachers for clarifications.

Promotion Requirements in the Middle and Senior School

Subject groups in grades 6-10

In grades 6-10 the subjects are divided into two groups, A and B, depending on the number of teaching hours.

- Group A: Arabic, English, Mathematics, the Sciences and Individuals and Societies

- Group B: Islamic Studies, Qatar History, Design, the Arts and Physical Education

In order to be promoted in grades 6-10, the following requirements should be met:

Promotion Requirements:

- Academic grades of 4 and above in all subject areas in both Groups A and B
- Discipline and attendance records that meet the requirements of the school
- Completion of the required Service as Action and Community and Service
- Successful completion of the Personal Project in grade 10
- Completion of the assignments related to the interdisciplinary understanding

Conditional Promotion Requirements:

- Academic grades of 3 or less in one or two subjects
- The maximum number of make-up exams per academic year should not exceed two
- Passing at least one of the required make-up exam(s) before the beginning of the academic year

Students may still be eligible for promotion, if they do not pass one of the make-up exam(s). These students will be under Academic Probation for the entire upcoming school year, and will not be promoted again, if they do not meet the minimum grade of 4 in the following academic year.

Retention Conditions:

Students will not be promoted to the next grade level if:

- They achieve academic grades of 3 or less in three subjects or more
- They do not pass at least one of the two make-up exams
- They achieve academic grades of 3 or less in the same subject over two consecutive years after taking the make-up exam

Promotion into the Full IB Diploma Programme:

In order to be promoted from grade 10 to 11, the following requirements should be met:

- Academic grades of 4 and above in all subject areas in both Groups A and B
- Academic grade of 5 or more needs to be achieved in a subject in order for a student to be eligible for enrolling in the Higher Level of that subject in the IBDP program where a minimum of three higher level subjects is required
- Successful completion of the Personal Project
- Discipline and attendance records that meet the requirements of the school
- Meeting QAK grade 10 promotion requirements

Note: Students failing to meet all of the above requirements may be admitted to the Full IB Diploma Programme at the discretion of the Academic Committee

Promotion Requirements from grade 11 to 12:

In order to be promoted from grade 11 to 12, the following requirements should be met:

- Academic grades of 4 and above in the six Subject Groups of the IBDP program (DP course selection options apply)
- Academic grades of 4 and above in the National requirements "Islamic Studies and Qatar History"
- Accumulating 20 credits from grades 9 to 11, based on the school's credit chart
- Discipline and attendance records that meet the requirements of the school

Conditional Promotion Requirements from grade 11 to 12:

- Academic grades of 3 or below in two subjects
- The maximum number of make-up exams per academic year is two
- Passing one or more cumulative make-up exam reflecting all topics covered within the subject at the beginning of the year

Academic Probation:

Students achieving Academic grades of 3 or less in one subject after the make-up exam (s) are eligible for conditional promotion under academic probation. This will continue for the entire upcoming school year, and will only be fulfilled by achieving a minimum academic grade of 4 in that subject for the following year.

Retention Conditions in grade 11:

- Students with Academic grades of 3 or less in three or more subjects are not allowed to sit for a make-up exam (s)
- Accumulating less than 20 credits based on the school's credit chart (after make-up exams)
- Failure to meet the success criteria of the make-up exams

Graduation Requirements: Grade 12

All QAK grade 12 students are considered candidates for graduation upon the successful completion of any of the following Courses of Study:

- IB Diploma Programme
- IB Diploma Courses

By completing one of the previous courses, students will be eligible to obtain QAK's High School Diploma

IB Diploma Programme Requirements:

The IB Diploma will be awarded to a candidate provided all the following requirements have been met (Refer to the General regulations: Diploma Programme).

- CAS requirements have been met
- At the end of year 12, the candidate's total points are 24 or more
- There is no "N" awarded for Theory of Knowledge, the Extended Essay or for a contributing subject
- There is no grade "E" awarded for Theory of Knowledge and/or the Extended Essay
- There is no grade 1 awarded in a subject/level
- There are no more than two grade 2's awarded (HL or SL)

- There are no more than three grade 3's or below awarded (HL or SL)
- The candidate has obtained 12 points or more on HL subjects (for candidates who register for four HL subjects, the three highest grades are taken into consideration)
- The candidate has obtained 9 points or more on SL subjects (candidates who register for two SL subjects must obtain at least 5 points at SL)
- The candidate has not received a penalty for academic misconduct from the Final Award Committee
- Discipline and attendance records that meet the requirements of the school

A maximum of three examination sessions is allowed, in order to fulfill the requirements for the award of the IB Diploma. The examination sessions should not be consecutive.

The following matrix will be used from the May 2015 session for award of points for TOK/EE:

TOK/EE	A	B	C	D	E
A	3	3	2	2	Failing condition
B	3	2	2	1	
C	2	2	1	0	
D	2	1	0	0	
E	Failing condition				

IB Diploma Courses' Requirements:

Candidates who study and are assessed for subjects, but choose not to take the entire IB Diploma, are referred to as Diploma Programme Course Candidates ("DP Course Candidates").

The subjects chosen are referred to as DP courses and may include the core requirements of Theory of Knowledge, the Extended Essay and/ or completion of a CAS program. Note that a course candidate can now register for one, two or all three core elements.

DP Course Candidates receive Diploma Programme Course Results (DP Course Results). The grades for Theory of Knowledge and the Extended Essay will be recorded on the DP Course Results and the completion of CAS, if appropriate.

Bilingual Diploma:

A bilingual diploma will be awarded to a successful candidate who fulfills one or both of the following criteria:

- Completion of two languages selected from Group 1 with the award of a grade 3 or higher in both
- Completion of one of the subjects from group 3 or Group 4 in a language that is not the same as the candidate's nominated group 1 language with the award of a grade 3 or higher in both

Pilot subjects and interdisciplinary subjects can contribute to the award of a bilingual diploma, provided the above conditions are met.

The following cannot contribute to the award of a bilingual diploma:

- An extended essay
- A school-based syllabus (SBS)
- A subject taken by a candidate in addition to the six subjects for the diploma ("additional subjects")

QAK High School Diploma Graduation Requirements:

- Academic grades of 4 and above in the six Subject Groups of the IBDP program (DP course selection options apply)
- Academic grades of 4 and above in the National requirements "Islamic Studies"
- Six subjects at Standard Level or Higher level
- Accumulating 27 credits from grades 9 to 12 based on the school's credit chart
- Successfully pass a cumulative make-up exam in every subject where grade 3 or below was obtained
- Discipline and attendance records that meet the requirements of the school

Withholding Graduation:

Students will not graduate at the end of the academic year if they:

- Do not meet the QAK High School Diploma Graduation requirements

Students who are not eligible for graduation either need to repeat the senior year or satisfy the missing requirement.

Promotion and admission into the IBDP

At QAK, the IB DP program follows the IB MYP program. The IB DP program is a two-year (Grades 11- 12) international curriculum that fulfills the requirements for university entrance. Students are able to transfer into the IB program from other IB world schools or other school systems.

IBDP Entry requirements "promotion from grade 10"

- Students have to meet the promotion requirements of QAK Grade 10
- Students must not have missed more than 18 days per year
- Students must demonstrate commitment to learning by reflecting the ATL skills.
- Students must obtain at least a grade 4 to register for SL courses.
- Students must obtain at least a grade 5 to register for HL courses.
- Students need to have successfully completed the personal project.
- Students need to have successfully completed the requirements of Service as Action.

Regular Reports

Formal Grade reports are sent to parents four times a year in the Middle and High School. A progress report is sent in November and April followed by a full Grade report issued in March and June. After each report, conferences are organized with parents to discuss students' progress.



Non-Regular Reports and Parent-Teacher Meetings

Parents may request appointments with their child's teacher during the reserved parent-teacher conference period, and teachers may schedule a conference with parents. In both cases, discussion between teachers and parents are recorded, signed, and a copy placed in the student's file.

Promotion Requirements

To be eligible for promotion, a student must have:

- A clear disciplinary record
- No grade average below 4 in a major subject
- A record of regular attendance as described below:

The Middle School is in compliance with the new PUE Attendance Policies with regard to the maximum number days a student can be absent (9 per each of two terms for a total of 18 for the year).

Corrective Procedures in Cases of Excessive Absences

A parent-student meeting with a school administrator(s) is required when a student reaches ten (10 unexcused absences or the equivalent). Both the student and one or more parents will be required to attend this meeting.

When the number of school days absent or equivalent reaches 18 days, another meeting must be held with the student, his/her parents, and the school administrator in order to discuss actions to be taken including the option for the student to repeat a course or a grade level. Students enrolment in the programme.

Absence of Students

Teachers record the students' absences according to the set policies and guidelines

Class advisors are responsible for collecting absence notes from students upon their return to school, check validity of excuses, and submit them to the school office for filing or follow-up.

Tardiness and Missed Classes

A student who is tardy for class or more than 15 minutes shall be considered as having missed the class. If a student misses three or more classes on a given day, he/she shall be considered absent for that day. If students are consistently tardy the administration will contact the parents.

1. Recurring absences have a negative impact on the student's performance at the school. The Academy does not encourage students to skip school for a day or even for a few hours unless in emergency cases.
2. Students are expected to be at school by 6:55 in order to be on time to attend the Morning Assembly. Students arriving after 7:00 must go directly to the Administration office to receive a late slip.

Absence For An Assessment

- Any student missing an assessment due to an excused absence will take the assessment/exam the day they return to school.
- The assessment/exam will be given from 2:30 – 3:30. The teachers involved will carefully supervise the assessment/exam. .
- If the student fails to attend after school on the day they return to school, then he/she will receive a zero for the assessment/exam.
- A different version of the assessment will be given to avoid unfair advantage.
- Teachers are to maintain regular assessment schedules; the schedules are not to be changed because of upcoming holidays.
- Assessment schedules are recorded on ManageBac.

Absence For an official External Examination

In the event of a student missing an external examination set by an external organization the rules of that organization apply.

Regular Reports

Formal Grade reports are sent to parents four times a year in the Middle and High School. A progress report is sent in November and April followed by a full Grade report issued in March and June. After each report, conferences are organized with parents to discuss students' progress.

Non-Regular Reports and Parent-Teacher Meetings

Parents may request appointments with their child's teacher during the reserved parent-teacher conference period, or the teacher may schedule a conference with parents. In both cases, discussions between teachers and parents are recorded, signed, and two copies made. One copy is given to the administration and is placed in the student's file. Teachers are also required to keep a copy and the original is given to the parents. In these meetings, teachers should present students' portfolios including samples of students' work as evidence of students' performance. Student Files should also be presented for parents to review. The files may be included but they are not restricted to worksheets, rubrics, checklists, running records, anecdotal records, and formative and summative test results.

Honors List For Middle School

The Honor Award is presented to students in grades 6-10 who have been recommended for their high academic achievement and outstanding behavior. The Awards will be presented at the end of the school year. In order to be eligible a student must:

- Have a cumulative average on the final grade report of 60 points out of 70 possible without failing in any subject.
- Fulfill the required Service as Action obligations as well as having a Personal Project that exhibits excellence and dedication.
- Maintain a clear disciplinary record and display exemplary social responsibilities and behaviors.

Upon receiving the award, the name of the student will be released and posted to the transcript followed by a formal letter recognizing his/her achievement.

Honor's Award for IBDP Students

The Honor Award is presented to students in grades 11 & 12 who have been recommended for their high academic achievement and outstanding behavior. The Awards will be presented at the end of the school year. In order to be eligible a student must be enrolled in full IB Diploma Program:

- Achieve 4.0 Grade Point Average at the end of the academic year without failing in any subject.
- Successfully complete the requirements of the Creativity, Activity and Service program, Theory of Knowledge Course and Extended Essay.
- Maintain a clear disciplinary record and display exemplary social responsibilities and behaviors.



Upon receiving the award, the name of the student will be released and posted to the transcript followed by a formal letter recognizing his/her achievement.

DISCIPLINE MATTERS

Teachers make certain that students understand and abide by all Discipline Regulations at all times. Proper student behavior is a major condition for the successful implementation of the school's educational program and for ensuring an environment that is safe and conducive to effective learning.

Basic Rules and Regulations

Students are required to comply with the rules of the school and in particular students must:

- Comply with the rules and the regulations of the school as stated in the Handbook
- Arrive at school on time
- Attend all classes on time
- Work and play in the assigned areas
- Perform expected schoolwork
- Respect and cooperate with all teachers, school personnel, and students
- Be alert and responsive to directions
- Respect school property
- Respect the rights and property of others
- Avoid fighting, shoving, throwing objects, or using abusive language
- Maintain cleanliness and tidiness
- Avoid bringing any unauthorized electronics and games to school
- Avoid bringing snacks, sweets, or chewing gum to school or during school sponsored activities (school trips, sports tournaments, etc.)
- Use only English where English is the medium of instruction and use only Arabic where the medium of instruction is Arabic



In particular, students should:

- Line-up in the assigned area, in the morning assemblies
- Bags should be put in the assigned place/lockers and students should proceed to the classrooms.
- Work quietly during the class and follow all instructions of the teacher
- Obtain teacher's permission before asking questions
- Avoid disturbing other students
- At the end of the period, wait for the teacher's signal before moving from their places
- Before leaving the classroom, put their chair in place, check the cleanliness of the table and surrounding area, and line-up ready to move at the signal of the teacher
- In corridors, walk slowly and quietly, and avoid running, pushing, shouting, or screaming
- On playgrounds avoid rough play
- Be alert and responsive to the directions of the supervisors
- Remain outside classrooms during breaks, unless by teacher's instructions
- Avoid vandalism and respect school property and the property of others

Mobile phones

Students are not allowed to have mobile phones on their possession during regular school days, trips and activities. For emergencies parents and students can communicate through the reception.

In the incident of a student bringing a mobile phone to school, the device will be confiscated and the parents will be asked to collect it in person.

Improper use of Mobile phones will lead to disciplinary action

Vandalism

It is important that students learn to respect and care for property. Students who get involved in vandalism will be required to pay for the damage caused, in addition to the disciplinary measures that apply.

Academic Honesty

IBO Mission Statement on Academic Honesty

"Academic Honesty must be seen as a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment. It is influenced and shaped by a variety of factors including peer pressure, culture, parental expectations, role modeling and taught skills..."

Academic Honesty must be taken very seriously and students need to take responsibility for presenting authentic work. This work should be the students' own original ideas; information taken from other sources should be properly documented. It is imperative that students keep a list of the information sources they used to support their work. It is not allowed to copy and paste.

Academic Honesty and the Learner Profile

Within the Learner Profile is the attribute Principled that states in relation to the academic honesty "they act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities"

Bibliographies and referencing

The format used at QAK for bibliographies and references is the Modern Language Association style of referencing (MLA: www.mla.org) and is referred to as an information literacy skill of Approaches to Learning (ATL)

Students at QAK must commit to supporting the Academic Honesty policy of the school in all aspects of their work. They should ensure all work submitted is authentic and they reference all work or ideas of others.

Offences and consequences

Allegations of academic dishonesty will be dealt with immediately by the administration and fully investigated. The student will be given the opportunity to respond to the allegations. If, after the investigation, the student work is not found to be honest and accurate then the matter will be concluded and will not be noted on the students record. If it is found that the work in question does breach academic honesty then the following will apply:

- First offence – the student will not receive a grade for the work and a meeting will be set with the teacher and the counselor, and the Principal/Assistant Principal.

- Second offence – the student will not receive a grade for the work, a meeting will be set with the teacher, the counselor, and the Principal/Assistant Principal a meeting will be set with the parents, and the student will receive two days suspension.

Further instance of academic dishonesty may jeopardize the students right to remain at the school. QAK takes the matter of academic honesty very seriously and aims to support the work of all students with respect and fair treatment.

Understanding malpractice

What is Plagiarism? Copying the work of another person and using it as your own work is plagiarism. If you use someone else's work you must acknowledge the original creator; even if you alter the words slightly you are still taking the work of another person. This also applies to work taken from the Internet and all other electronic media including all forms of images and graphics. Information taken from all sources on the Internet must reference the URL.

What is Collusion? Allowing your work to be submitted by another student or giving information to another student regarding information on a test or assignment in order to help someone else achieve a grade by assisting them in cheating.

What is Copying?

Copying from another student in part or in full or allowing a student to copy your work in class or at home.

What is Duplicating?

Submitting the same piece of work for more than one subject, regardless of the similarity between the subject assignments.

What is Cheating?

Gaining an unfair advantage over other students in the context of an academic assignment, assessment, test or any other school related activity.

Generally plagiarism can be avoided by citing all sources. Students should use the bibliography to indicate the sources they used to create their work. In addition, they must use quotation marks and clearly define the source of the information.

Disciplinary Actions

Discipline is important for the school to perform its primary task of developing and promoting responsible citizens. In maintaining discipline, teachers need the support of parents.

In case of misbehavior of a student, the teacher will:

- Have a private talk with the student
- Remind the student of his/her responsibilities during the break time
- Keep a record of the student's attitude and behavior
- Discuss the student to the Class Advisor
- Refer the student to the Counselor
- Report cases of students exhibiting unacceptable behavior in writing to the counselor and administration
- In case of persistent misbehavior, the administration will call parents for a conference, in the presence of the teacher concerned and the advisor, to discuss their child's discipline problem and possible solutions. At that time, discipline measures may be taken, including formal warning, detention, disciplinary probation, suspension, and in extreme cases, termination
- In case of misbehavior during trips, school activities/programs, the Academy may prohibit the student from participating in future trips or future activities/programs

Discipline Procedures

CATEGORY ONE OFFENCES

These are easily identifiable behaviors such as:

- being late for school (assemblies, class, and fieldtrips)
- disruptive hallway and classroom behavior
- unsafe play
- littering
- dress code violation

Who Gets Involved:

The teacher witnessing the event.

Consequences:

1. Teacher speaks to the student away from his /her peers
2. Contact home by sending a letter
3. If the behavior persists send documentation to the Advisor who will follow-up with the student and teacher

CATEGORY TWO OFFENCES

These are more serious offences or offenses from Category One that are repeated such as:

- persistent tardiness and frequent absences
- rude, inappropriate or disrespectful behavior
- using unacceptable/offensive language
- intimidation (bullying) both physical and verbal and cyber bullying
- speaking a language other than the language of instruction in class (such as speaking english in Arabic class or speaking Arabic in English class)

Who Gets Involved:

The teacher witnessing the event, the Advisor, and when necessary, the Principal, Assistant Principal, and Counselor. The Principal may be consulted to advise on disciplinary procedures.

Consequences:

1. The parents will be contacted and a meeting scheduled between the Advisor and the parents. Other consequences may result in:
2. Detention
3. In-house suspension
4. Referral to counselor
5. School detention with the Principal
6. Documentation placed in permanent folder
7. Plan created by student to avoid inappropriate behaviors in the future
8. Plan monitored by counselor and advisor
9. Suspension from school
10. The Principal may refer the case to the Discipline committee for

CATEGORY THREE OFFENCES

These are major violations of school rules such as:

- physical Fighting
- stealing
- dangerous behavior
- academic dishonesty

Who Gets Involved:

The Advisor, the Principal and the Assistant Principal are immediately involved and the School Director will be notified as appropriate.

Consequences:

The Principal, the Counselor and or Advisor will meet with the student's parents. For very serious offences the student may be expelled from school.

Other consequences may include:

1. Principal's detention
2. In-house suspension
3. Suspension from school
4. A contract between the school, the student and parent
5. Counseling may be recommended
6. Banned from school trips
7. Referral to the Discipline Committee for further consequences

Discipline Committee: Principal, Counselors, Classroom Advisor, Teacher concerned.

Supervision

Students are supervised during all school activities. Students are not allowed to use the Academy playgrounds after school hours without the approval of the administration.

During school trips students should:

- wear seatbelts at all times
- Sst quietly in the assigned seat

- avoid moving or disturbing other students
- be alert to the directions of the bus supervisor
- observe all regulations relevant to the place being visited

MEDICAL PROCEDURES

The Academy has a full time nurse in school at all times to work with teachers and students. The nurse provides us with a service to evaluate students, and administer emergency care and first aid and identify health problems.

Medical Records

Medical records of each student are kept in the Medical Room and handled confidentially, they are available to staff on request. A list of students with a medical history is given to the child's teacher to help them provide the best possible care while at school. Please feel free to discuss any medical issues with the nurse.



Medical Appointments

If your child has a medical appointment during school hours, please inform the class teacher with a note or a telephone call.

Medications

Parental consent is required for any medication given at school. Students should not be in possession of or self-administer any medication. The school nurse must administer medication.

Exception – some students may have permission to carry their asthma inhalers by prior arrangement with the school nurse.

Special Dietary Needs

A number of our students are allergic to nuts, and we never know who else could be. The allergy can be fatal. It is important that we ensure that no food is brought into school containing nut products especially birthday cakes. The canteen is aware of this concern as well. If your child has this or other special dietary needs please inform the nurse and supply a Doctors Certificate outlining the intolerance allergy.

Guidelines for sending sick students back to school:

- Children should be **fever free for 24 hours** before attending school. A child's temperature is lowest in the morning and not a true indicator of a constant temperature.
- Children should be **free of vomiting and diarrhea for 24 hours** before returning to school.
- Children **with thick nasal discharge and/or constant coughing** should remain home.
- Children diagnosed **with conjunctivitis or with draining, itching, red eyes** should remain home till the acute phase is over (24-48 hours).
- Children diagnosed with **Upper Respiratory Infection/Streptococcal Throat Infection** should remain home till the acute phase is over (24-48 hours).
- Children diagnosed with **Chicken Pox** should remain home until the blisters have crusted over (usually 7-10 days).
- Children having head lice should remain home until after treatment and removal of all nits.
 - 1 Day - if few nits (eggs) only
 - 2 Days - more nits (eggs) are found
 - 3 Days - if louse (adult lice) is present

Sending students home due to illness:

- Students will be sent home by the nurse only if deemed necessary after conferring with the parents.
Ex. Fever of at least 37.8 degrees Celsius, head lice, minor injuries such as obvious bumps, etc.
- The teacher will be notified.
- "Permission to Leave School" form stating the reason will be signed by the School Nurse noting the time of pick-up and by whom.

- The student will stay in the Health Room till he/she is picked up. The "Permission to Leave the School" serves as the pass, and should be signed by whoever picked up the student and should be given to a school secretary.

Note: No student must be allowed to call his/her parents, Nannies or drivers to pick him/her up without being seen by the nurse.

GENERAL PROCEDURES

Circulars and Letters

Qatar Academy Al Khor believes that maintaining good communication between the school and parents is critical to student success. The Academy communicates with parents through phone calls, notes, emails, SMS, Power School, Managebac and the website. In addition to these valuable informal modes of communication you can expect several formal approaches as well.

Illnesses and Accidents

Illnesses and accidents involving students during school hours are reported immediately to the infirmary; the school office will contact parents.

Birthday Parties

Birthday parties are authorized in the kindergarten classes only and provision for such an event should be arranged in advance through the school office and the child's teachers.

Jewelry

Students are not allowed to wear jewelry to school. In the event of jewelry being lost, the school does not assume any responsibility.

Lost and Found

Students and school personnel are requested to turn in any items found and report missing items to the school office. The school is not responsible for any items left behind after school hours and during weekends.

Identification of Student Possessions

It is very important that all student possessions be clearly marked with the student's name. Such items include book bags, pencil cases, jackets, physical education clothes, workbooks, and notebooks.

Book Bags

In an effort to reduce the weight of students' bags, the administration and teachers constantly remind students to bring to school only the books and materials that they need for that day according to their schedule.

Book bags with metal frames and rollers hinder the movement of students from one class to another in a safe manner. Since safety of students is a priority to us, such bags will not be allowed at school.

Lockers

In an effort to lessen the weight of students' bags, the Academy has put lockers for students in grades 6-12 is allocated a locker and a key every student is responsible for the welfare of the locker and the key and those need to be returned at the end of the school year. Charges of 200 QR will occur for damages to the locker, a lost, or non-returned padlock/key. Students will be required to sign a contract when receiving their assigned locker.



Lockers are assigned to students for their convenience and for the purpose of storing supplies and personal property. The school is not responsible for items that are lost, damaged or stolen from lockers. As school lockers are considered school property they are subject to search and inspection.

- Students are required to lock all personal items in their locker at the beginning of the day.
- Students are to put a copy of their schedule inside the locker and prepare for more than one lesson "students are not allowed out during the lesson to bring materials from their lockers".
- Large amounts of money or valuables (not necessary for the school day) should not be brought to school or stored in the lockers.
- Lost keys or damaged locks must be reported to the administration and a replacement lock or key will be issued "penalty will apply for damaged keys & locks".

- Students are responsible for making sure their locker is closed and locked before leaving the hallway.
- Students should never share their key with another student.
- QAK is not responsible for any lost or stolen items
- Backpacks must be stored inside the lockers, " All unattended items found in the hallway, classrooms or any other location will be confiscated and penalty will be applied".
- All valuables like laptops should be kept in the lockers.
- No food or drinks are permitted at any time in the lockers.
- Students are expected to keep lockers clean, organized and free from damage, "Inappropriate stickers, loose papers, dirt and other items must be removed".
- All books, stationary and supplies must be organized at all times.

Canteen

The canteen service for students in grades 6-12 is located in the Middle School building. A self-service type lunch is served for grades 6-12 offering a choice of hot and cold menu items. The canteen strives to provide a variety of nutritional food choices for students.

Gifts

Gifts to school personnel are not accepted. In order to avoid any misunderstanding or disappointment, parents are kindly requested to abide by this policy. In case of presenting gifts to faculty and staff, the Academy will, regrettably, return them to parents.