



AL MANAR INTERNATIONAL SCHOOLS

STUDENT AND PARENT

HANDBOOK

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Our Mission

Our mission is to provide students with an equitable education and promote academic excellence for all. AMIS aims to foster cultural diversity that helps develop students socially and confidently to become productive citizens in a safe learning environment to face the challenges of the 21st Century. Students will be prepared to identify and access the best opportunities globally

Our Vision

- Our students are creative learners who succeed through personal motivation and are prepared for a prosperous future.
- Our Educators believe all students can learn through up-to-date teaching methodologies that meet their academic needs.
- Our community is a supportive environment that positively contributes to making a difference.

Our Motto

Educating for learning Today... Empowering Tomorrow

Welcoming Messages

Our students

Welcome to the Al Manar International School family. We are excited to have you as one of our students; it is our commitment to make sure your years at the school will be meaningful, enjoyable, and filled with growth.

We are confident that you will strive to reach your full potential while supporting others in their efforts to do the same.

This handbook will provide for you a useful guide as you settle in as a new student of this school.

Our Families

Welcome to the Al Manar International School family. We believe that the intended outcomes of the educational process cannot be achieved without the optimal support of parents/guardians. The School Handbook is intended to provide as a useful guide for you—the Parent/Guardian—as you embark on this important phase of nurturing and caring for your child/children. We look forward to your full support and cooperation as partners in your child’s growth.



Our President's Letter

Dear All,

I am pleased to share with you the establishment of this educational institution, which I sincerely hope will be remarkably innovative, ultimately benefit all our students and our greater community at large.

On behalf of all employees of Al-Manar International schools, who, under the patronage of his highness the Amir Sheikh / Tamim bin Hamad bin Khalifa Al Thani, we are fully developing their pedagogical processes, while considering the principles of our religion, ideals, customs and traditions.

We depend on all stakeholders to help us achieve the highest international scholastic standards that we are actively implementing in our Qatari educational institutions.

This organization, which belongs to all of us, is accredited as an International School and follows the respective curricular standards. I would also like to emphasize, that we share in all the principles of the Ministry of Education. We will do everything it takes to give the very best to our students. Thus, let us work together to implement what we all consider as most valuable, to not only serve our children, but our country and global community as well, by providing our future with industrious young leaders.

Mr. Yousef Al Jassem

Executive Manager

Our Core Values

Intellectual Excellence

- Articulate: has the ability to express himself with confidence and clarity
- Confident: operates autonomously and strives to balance academic, physical and emotional aspects of school life
- Knowledgeable: demonstrates critical thinking skills and is able to solve complex issues while applying knowledge academically and in real life
- Motivated: has the ability to learn from mistakes and losses; uses it as an opportunity to improve
- Reflective: is able to reflect purposefully on their learning experience

Integrity

- Courageous: Displays the ability to stand up for what he believes is just, and good
- Principle: Continuously displays honesty, courage, and trustworthiness.
- Responsible: Is responsible and held accountable for academic and social obligations. Embraces the personal responsibility for ourselves and others.

Emotionally Competent

- Caring: has the ability to express compassion, empathy and respect for others and self

Community

- Respectful: treats self and others with respect
- Discipline: exhibits self-control even when challenges present
- Collaborative: works with others and considers others perspectives
- Dedication: demonstrates stewardship and is committed to service

Global Citizenship

- Inclusive: is welcoming, appreciative and embraces diversity as an opportunity to learn and promote core human values
- Culturally Competent: understands his cultural heritage as a part of a global community. He is able to appreciate and respect other cultures.

Student Conduct

We believe that exemplary conduct is an important factor in establishing a healthy and orderly learning environment. Therefore, we have established the following guidelines for our students:

Student Dress

The school uniform distinguishes a student of Al Manar International School. Students in uniform are required to conduct themselves in a manner that demonstrates pride in their school, both on and off the school premises.

Students are required to wear the full and correct uniform for school and any other school-related activity, including field trips. Parents are required to ensure that students attend school in full uniform.

Physical Education Uniform

The PE uniform is to be worn during PE class or school-related activities only. All uniform pieces must be marked or tagged with the student's name to ensure easy identification.

- Hair - Students are required to have their hair kept well-groomed at all times. Hair coloring is not allowed; colored braids and colored hair pieces are not allowed.
- Earrings – Only one pair of simple earrings in the ear is allowed; they must be plain, small, gold or silver studs.
- Wristwatch - A simple wristwatch with a gold, silver, black or brown colored band.
- No chains, rings, bracelets, anklets or other adornments will be permitted.

Attendance and Punctuality

When a student is absent for any reason, please notify the registration/student affairs office before 7:30 AM on the morning of the absence. When returning to school after an absence, a student must bring a note, signed by the parent or doctor, which describes the reason for the absence. A note signed by the student, even with the parent's permission, will be considered a forgery and the student will be disciplined.

A student who is absent from school for any reason is expected to make up specific assignments missed and to complete additional in-depth study assigned by the teacher to meet subject or course requirements.

Parents may pick up children for health care appointments during the school day by following the sign-out procedure in the registration office. If the child goes to the doctor for a health care appointment and returns with a note from a professional, the child is not considered absent for the day. Notes from the professional must be submitted to ensure that the student is coded properly for attendance purposes.

Any absence from school represents an educational loss to the student. Field trips are scheduled as part of the educational process. A student not attending school on a field trip day will be given an unexcused absence unless the student returns with a note from a doctor that the student was ill. Excused absences are defined as illnesses, urgent medical appointments, or a death in the family. We strongly discourage any absences due to activities such as family trips or routine appointments. If students are absent, they are responsible for all class work and homework assignments.

Attendance for Credit

Punctual and regular attendance in school is crucial for the educational process. Every school day is an important one. Student supervision begins at 7:00 AM.

Students who have unexcused absences exceeding 15% of all scheduled school days in any subject will not receive credit for the subject. Students are not allowed to miss more than 27 days of the entire academic year (180 days). Registration/Student Affairs will send a written notification to parents by mail when any student misses a cumulative total of 5 days and will continue such notifications with each subsequent five-day interval.

A student whose cumulative excused absence total exceeds 15% of total instructional time cannot receive credit for the year unless the attendance committee finds that the absences are the result of extenuating circumstances. The attendance committee will use the following guidelines to determine extenuating circumstances:

- All absences will be considered in determining whether a student has attended the required percentage of days. Health-care appointments will be considered days of attendance for this purpose. The committee will also consider whether make-up work was completed.
- The committee will consider the acceptability and authenticity of documented reasons for the absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could not exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered all essential knowledge/skills, and maintained passing grades in the course or subject.
- The committee may decide to give the student a "D-" grade and credit for the subject.

If the attendance committee finds that there are no extenuating circumstances for the absence or if the student does not meet the conditions set by the committee to earn or regain credit, the student will not receive credit for the class.

Tardy Policy

Students who are tardy to classes present three major problems that must be dealt with in the school:

- They disrupt the teacher and other students.

- They disrupt their own educational program.
- They fail to respect time and develop the self-discipline required for success.

The discipline for lateness to class will be dealt with in an educational forum and a punishment forum.

Procedures:

All teachers will follow this procedure in all classes:

- Students will be given a documented warning.
- Students will be required to have a teacher conference.
- Students will serve detention following the rules and regulations manual.

When a student is late in the morning, discipline will take place outside of class by the Discipline Supervisor. No student is allowed in class without a note.

Leaving and Returning to School

1. When a student leaves school for any reason, the parent must come inside to the admissions office and physically sign the student out. This must be done, regardless of whether or not a note or phone call was made or given. Students should remain in reception while waiting to be picked up. No student will be allowed to meet his/her parent in front of the school.
2. If it is determined that a student needs to go home, a parent must be contacted. If a student leaves school for any reason other than illness, a written request from parents must be submitted to the admissions office giving the exact time the student should be released and the necessity of the absence. The student will then wait in reception until they are signed out by their parent(s). Failure to sign out will be viewed as skipping. A student may not make the determination to leave school.

3. Students who are sent home because of hair or dress code violations will be counted absent from each class missed. Even when being sent home, students must be signed out with admissions office.
4. If a student returns to school the same day after leaving, he/she must sign in at the admission office. Any time a student comes late to school, no matter what period, he/she must sign in at the Admission Office or Discipline Office. Otherwise, he/she will be counted absent for the entire day.

Make Up Work After An Absence

A student will be permitted to make up tests and to turn in projects due in any class missed because of an absence due to health. For any class missed, the teacher may assign the student makeup work based on the course's instructional objectives or the individual student's needs for mastering the essential knowledge/skills necessary to meet subject/course requirements.

A student will be responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher.

Incomplete Work

1. Students are required to do all work assigned.
2. If a student is absent for only one or two days, he/she has the same number of days to make up the work as the number of days absent. However, if the student is absent only one day, and a test is given or a project (notebook, report, paper, etc.) is due, the student will make up the test or turn in the paper on the day he/she returns to class.
3. If a student is seriously ill or is injured and their absences exceed five days, the student shall have ten school days after he/she returns to school to complete missing assignments and/or tests.
4. A student who has been absent is responsible for asking their subject teachers for the assignments missed. No work will be considered made up until it is done to the satisfaction of the subject teacher.

5. The student is responsible for getting in all makeup work including tests that were not taken when the test was originally administered.
6. Incomplete grades will be considered failures if they are not remedied within ten school days.

Behavior Expectations

Discipline

The Board of Management and Staff believe that effective student discipline is a prerequisite for sound educational practice and productive learning. The objectives of disciplining any student must be to help the student develop a positive attitude toward self-discipline and socially acceptable behavior.

All policies and procedures for handling general and major student discipline issues have been designed to achieve these broad objectives.

Our discipline procedure includes detention. Such detention will take place at the end of the school day and will be supervised. It will provide an opportunity for the student to address the discipline issue constructively.

The Core Values of the Discipline Department

- Respect for Self and Others
- Responsibility
- Fairness & Coexistence
- Honesty
- Communication

Goals

- To provide a safe and non-violent school environment that keeps the educational process running smoothly.
- To promote student awareness of discipline/school rules and to enhance good behavior.
- To provide continuous communication with parents, engaging them in the school community and ensuring their acknowledgment of school discipline policies.
- To support teachers' acknowledgment of school discipline rules and policies by providing professional development workshops about dealing with students in a positive way.
- To affect the development of mutual respect among students, parents, and the school team.

- To take into consideration the literature of the society, its culture and traditions, to promote its loyalty and sense of belonging.

Discipline Department Expectations

- To develop a positive attitude in every student, promoting self-respect, respect for others, responsibility, awareness, good behavior in society, and the application of school rules.
- To provide a safe environment conducive to the learning process.
- To communicate with parents by informing them the system of behavior assessment.
- To prepare behavioral plans for students who have disciplinary problems and to help them overcome these problems.
- To take the necessary measures in case parents are not committed to school rules and policy.
- To call parents for meetings when necessary to inform them their child's action.
- To guarantee equal treatment among all students, accounting for individual differences and circumstances.

Student Expectations

- All students are expected to follow school discipline policies and classroom rules, accepting responsibility for their own behavior and maintaining academic integrity.
- Mobile phones are not allowed during school hours.
- Students are expected to respect others; bullying is not allowed.
- Respect the rights and property of others and take care of school property.
- Early attendance (7:00-7:30) is suggested to listen to important announcements made by the principal or homeroom teacher during morning assembly.
- Students should wear the full school uniform as designed. Shorts, slippers, and hoodies are not allowed.
- Students should not leave the campus throughout the school day unless parents provide a reason or medical report.
- Students should report bullying and unsafe behavior immediately to disciplinary supervisors who will take appropriate action.

- Any student who possesses tobacco, weapons, or any device likely to cause harm or injury to others is subject to disciplinary action including suspension from the school following coordination with the Ministry of Higher Education.

Parent Expectations

- Parents should be aware of the importance of dropping their children early at 7:00 am to help the settle and prepare for the day.
- Parents should be aware of school behavior policies from the beginning of the year; they should agree to support school actions taken to support students with special behavior issues.
- Parents are expected to maintain accountability for their children's personal hygiene, proper hair cut/hair tie, and clean school uniform.
- Parents should maintain open and courteous communication with all school personnel.
- Parents should remain involved by attending Parent/Teacher meetings, Parent Teacher Association (PTA) meetings, and school activities (when invited).
- Parents should respond to surveys and provide any information required to be effectively engaged in their children's school life.
- Parents should dedicate time with their children at home to support and follow up on their children's social and academic progress.
- Parents should model good behavior by applying school policies. No Shouting in school area.
- Parents should not communicate directly with any student to solve any problem related to their children without reference to the Admin Department.

Disorderly students shall be dealt with in a manner that allows other students to learn in an atmosphere which is safe, conducive to the learning process, and free from unnecessary disruptions.

Prohibited Behaviors

The following behaviors and items are NOT acceptable in school uniform, regardless of whether they take place in or out of school:

1. Fighting.
2. Pushing, shoving, bumping, or hitting which may result in bodily harm.
3. Disruptive behavior in or out of school (or school groups) whilst in uniform.
4. Bringing toys of any kind. Students may not bring entertainment and/or communication devices including handheld electronic games or music devices.
5. Possession of unauthorized cellular phones.
6. Bringing weapons—real or fake—to school.
7. Wearing any clothing, jewelry, or eyewear that promotes or advertises the use of drugs, alcohol, tobacco, weapons, profanity, racism, sexism, violence or items that, by their nature, provide undue distraction.
8. The use, sale or possession of illegal drugs, tobacco, alcohol, weapons, explosives or fireworks on school property or in school uniform.
9. The sale of foodstuff and other items is not allowed.
10. The use of verbal or gestural disrespect (including, but not limited to, the use of profanities) to other students, staff members or visitors.
11. Playing of cards or any game that promotes gambling.
12. Holding improper conversations.
13. Bringing inappropriate reading material to school. This includes profanity and racist/hate literature. If the student is unsure, she/he must first check with teachers
14. Defacing school property.
15. Damaging school property

The consequences of violating the above rules range from detention and consultation with the parent/guardian to suspension or expulsion.

Expelled or suspended students will not be allowed to participate in any school related activities or to enter the school compound without permission and an escort.

Expelled students may not receive transcripts or grades.

Procedures for Discipline

- The school is responsible for the control of behavior while students are attending school or any school-sponsored activity. This responsibility carries with it the authority to administer punishment for misbehavior.
- Disciplinary actions will be administered according to the Code of Student Conduct.
- The school has the authority to advise and counsel students who have engaged in anti-social conduct, regardless of the time and place of behavior.
- The principal holds authority to suspend students whose behavior is, in her/his judgment, of such a serious nature that the student should be excluded from school.
- A record of the nature of the offense and punishment will be made by the teacher and/or principal. Such records are placed in the student's cumulative file.

Detention

Detention will be held when necessary during breaks. Students assigned to detention will not enjoy the privilege of outside/free time. The following conditions apply to the practice of detention:

1. The teacher on door duty will be in charge.
2. Students may be placed in detention for misconduct, excessive tardiness, not following school regulations, or for failure to do assigned work.
3. Students who are in detention shall be expected to complete work, study or sit quietly.
4. Failure to report to an assigned detention will result in additional punishment.

The Discipline Supervisor or Assistant Principal will assign all students to detention. The classroom teacher will submit the student's name and the details concerning the misconduct to the Discipline Supervisor or Assistant Principal for consideration and judgment. Students will be given a copy of the discipline referral that includes the punishment. All referrals will be mailed home to the parent.

School Wide Classroom Rules

1. Students must come to school fully prepared with books, materials and equipment for the day's classes.
2. Students are not permitted to bring to school any items except those identified in the booklists or those that might be requested by teachers on occasion.
3. Any magazines or books brought to school that are not on the booklist must be presented to the Form Teacher for approval.
4. Students must conduct themselves in an orderly fashion. There is to be no running, shouting, or loud talking in classrooms and corridors.
5. Entrance and exit of all rooms must be in orderly lines and with the permission of the teacher.
6. Students are not to enter a classroom other than their own at any time except with the permission or in the presence of a teacher.
7. Students will be informed of areas of the school that are out of bounds to them. No student may enter the following areas unless authorized by a member of staff to do so:
 - School Library
 - School Administrative Office
 - Bathrooms in the Main Building
 - Science & Computer Labs
 - Art Room
 - Staff Room
8. Students should:
 - Be in the classroom prepared with equipment and materials for the lesson. A student must be INSIDE the door when the bell rings to be counted on time.
 - Attend to personal needs before coming to class. Students may not ask for passes during class or during a lesson unless they have a real emergency.
 - Remain in their assigned seats unless given have permission to get up.
 - Throw scraps away at the end of the class or between subject periods, before the next teacher enters the class. Use the bins provided.

- Eat or drink during class only with explicit teacher permission.
- Talk only when permitted. Student must raise hands to indicate that they wish to speak. Quiet talking is allowed in some situations for group work.
- Use polite speech and body language. Unkind teasing, impolite behavior, and vulgar language are unacceptable.
- Maintain academic integrity. Cheating in any form will be dealt with severely. Students found cheating will receive a zero mark in addition to a referral to the discipline supervisor and a phone call/letter to their parents/guardians.
- Follow the teacher's directions immediately and without question.

Academic Dishonesty (cheating/plagiarism)

Al Manar International School values team efforts and group problem solving. However, when students are asked to work alone it would be a violation of ethics for a student to take information from another individual. Copying another student's work—whether on homework, class work, or a test—is a form of cheating. Plagiarism, the use as one's own of another person's original ideas or writing without giving credit to the true author, will also be considered cheating and the student will be subject to academic disciplinary action including the loss of credit for the work in question. Teachers who have reason to believe that a student has engaged in cheating or other academic dishonesty will assess the academic penalty to be imposed. Students found to have engaged in academic dishonesty will be subject to disciplinary penalties according to the Student Code of Conduct.

Bullying

Students must not participate, either individually or in a group, in bullying or taunting behaviors toward another student. Bullying behaviors may include any action that creates an intimidating, threatening, or abusive educational environment for a student such as the following:

- repeated teasing, ridicule, name-calling, or repeating harmful gossip or rumors
- threats, theft, damage (or reasonable fear of damage) to one's property
- physical or harmful intimidation of any kind

A substantiated complaint against a student will result in disciplinary action.

Smoking

Students may not possess, smoke or use tobacco products on school property or at any school-related or school-sanctioned activity either on or off school property.

Bulletin Boards

Each classroom has bulletin boards where students and teachers are encouraged to display materials that are educationally relevant to the instructional units/major standards they are covering in class. Classroom bulletin boards create a positive atmosphere for learning. The hallway boards support school-wide focus.

Qatar National Anthem

Students in grades KG through 12 will stand in silence when the Qatari National Anthem is played each morning

Safety

Student safety, both on campus and at school-related events, is a high priority at Al Manar. Although the school has implemented safety procedures, the cooperation of students is essential to ensure everyone's safety at all times. A student should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in the Student Code of Conduct, as well as any additional rules for behavior and safety set by the Principal, teachers, bus drivers, or assistants.
- Remain alert and promptly report safety hazards to a teacher or the Principal.
- Know emergency evacuation routes and signals.
- Immediately follow the instructions of teachers, and other employees who are overseeing the welfare of students.

- Immediately report every accident in the school building, on school grounds, at practice sessions, or at any school-sponsored athletic event to the Principal.

Lost and Found

Students who find lost articles in Elementary are asked to take them to the supervisor's office where items are held until claimed by the owner. Students may view the box of "found" items in the supervisor's office at their convenience and reclaim their property. We will keep the items for 1 month. After 1 month, all remaining items will be donated to charity.

Bus Transportation

Students are subject to standards of conduct while they are on Al Manar transportation. Any student who violates these standards of conduct while on school transportation may be denied transportation services and will be disciplined. The following rules will apply to student conduct on school transportation:

- Follow the driver's and assistant's directions at all times.
- Stay seated and use inside voices on the bus at all times
- Board and leave the bus in an orderly manner at the designated bus stop nearest home.
- Keep books, feet and other objects out of the aisle.
- Do not deface the bus and / or its equipment.
- Do not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus.
- Do not smoke or use any form of tobacco.
- Upon leaving the bus, wait for the driver's signal before crossing in front of the bus.
- Keep the bus clean.

Visitors to the School

Parents and others are welcome to visit Al Manar International School. For the safety of those within the school and to avoid disruption of instructional

time, visits to individual classrooms during instructional times are not permitted as that would interfere with the delivery of instruction and disrupt the normal school environment.

All visitors (parents and students) are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

Student Drop Off and Pick Up

Vehicles parked on school property are under the jurisdiction of the school. The school provides supervision beginning at 7:00 AM.

- Students should not be dropped off prior to **7:00 AM**.
- It is important that parents pick up their children no later than **2:15 PM**.

Students should...

- Show good citizenship attitude towards one another.
- Participate in school clubs, committees, teams and activities.
- Show positive attitude towards your studies and future.
- Speak to your teachers, floor supervisors, and administration in case of problems, accidents or injuries.
- Report a fight, accident or damage in school.
- Show respect to the entire AMIS community (teachers, staff, janitors, bus drivers, bus attendants, students, etc.)
- Come prepared to class (books, pens, notebooks, pencils).
- Represent your school in the best way possible around each other and during events where people other than the AMIS community are present.
- Maintain clean bathrooms and facilities.
- Take responsibility for your actions.
- Respect the privacy of others.
- Voice your opinion in a civilized manner.

Students should not...

- Come to school after 8:00 am.
- Wear slippers or flipflops to school.
- Wear expensive jewelry to school.
- Read magazines during class time.
- Eat or drink in outside of designated areas.
- Wear hats in classrooms or the administration building.
- Leave your books, notebooks or lunch boxes unattended in hallways, bathrooms, or on the playgrounds.
- Shout or make noise in hallways when classrooms are in session.
- Deface school property.
- Bully each other.
- Bring cellular phones, digital music players or cameras to school as they cause distraction from the learning process.
- Chew gum.
- Use bad language, make racist remarks, or tell foul jokes.
- Joke physically (pushing, shoving with hands, and general horseplay).

Students and parents are expected to comply with the content of this handbook as it provides guidelines that will assist in assuring the delivery of an excellent education while cultivating exceptional conduct.

Academic Standards

Teachers make every effort to ensure that students succeed in all of their courses. However, students bear the primary responsibility for their own academic success. Students must pass all required courses with a grade of 'D-' or above. Grades below 'D-' indicate that steps must be taken to achieve the required knowledge to progress, prior to taking the next level course. Students are responsible for all work required in each course. Students who receive an 'F' in the overall cumulative average in any given subject at the end of the academic year will be allowed to sit for a re-examination as scheduled by the school office during the teacher work days following school.

If a student fails 3 core subjects from the following: English, Arabic, Science, Math, he/she will not be allowed to sit for re-examination; rather, he/she will not be promoted and will be expected to repeat the same grade again. If a student fails 2 core subjects and 2 non-core subjects in addition to receiving a disciplinary report, the student will not be allowed to sit for re-examination and will not be promoted. If a student fails a course with modification, he/she will not be allowed to sit for re-examination. If a student fails 2 core subjects and 1 non-core with modification in addition to receiving a discipline report, the student will not be promoted.

If a student fails less than 3 subjects, he/she will be able to sit for the re-examinations. If that student passes the re-examination, he/she will be issued a letter stating that they have passed with a "D-" grade. The grade on the report card will not change. If students fail the re-examination, they will be permitted to sit for another re-examination after the summer. If he/she fails these secondary re-examinations, he/she is promoted, but he/she will be obligated to retake the course in order to achieve the required credits during the following year. Retake subjects must be taken during times other than the day-school times. The student will be required to pay a fee for the course he/she is retaking. If he/she passes the course upon retaking it, he/she will be issued a letter stating he/she has passed the subject with the grade achieved at the end of the academic year. The previous grade on the report card will not be changed. For high school students, the subject will be shown during the year that the course was retaken on the transcripts. Elementary students will be

required to work on projects during the summer as assigned by the teachers of the subjects they failed; they will be issued a statement letter verifying that they successfully completed the assigned projects. However, the grades on the report cards does not change. Elementary students who are not recommended for promotion due to severe academic weakness will not be promoted based on reports submitted by teachers and reviewed by student affairs department and the Assistant Principal.

The grading system reflects the expectations of how the class will be taught, and the expectations of the program. Daily class work, quizzes, and performance-based assessment are ongoing and directly connected to the instruction

This grading system considers three major aspects of the teaching and learning process:

1. Learning is measured and evaluated against the course objectives through daily participation in classroom activities, assignments, and homework.
2. Students demonstrate achievement and progress through daily work and homework. Students need to value the daily teaching and learning process, by focusing on instruction, learning activities and homework.
3. Students are evaluated regularly using formative assessment to determine if they have mastered the expected learning. Students are expected to demonstrate their performance and learning regularly. This benefits the student and the teacher. Students then know what they need to improve on and the teacher knows what they have learned in order to reteach difficult concepts before the final exam. The data collected in the ongoing daily classroom assessments allows for students and parents to adjust before it is too late.

The final examination is the summative assessment. This examination will cover all material that has already been taught and learned.

Report cards/progress reports with each student's grades, performance, and absences in each class or subject are issued to parents at the completion of each term. Teachers follow grading guidelines that have been designed to

reflect each student's academic achievement for the grading period, semester, or course.

Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the Academic Controller, Principal or Director of Student Services. No student will be permitted to have a conference with senior administration without first speaking with the teacher and attempting to resolve any questions.

Report cards and progress reports must be signed by the parent and should be returned to the school within 5 school days.

The reports received at the end of each semester constitute a student's permanent academic record. Semester grades are the only ones that will appear on transcripts submitted to colleges and universities.

Grade Distribution Chart

	CW	HW	Project	Quizzes/Tests/Informal
Social Studies	40%	10%	10%	40%
Science	40%	10%	10%	40%
Math	40%	10%	10%	40%
Arabic	40%	10%	10%	40%
English	40%	10%	10%	40%
French	40%	10%	10%	40%
Religion	40%	10%	10%	40%
Computer	40%	10%	10%	40%
Civics	40%	10%	10%	40%
PE	100%			
Art	100%			

Grading System

2021-2022

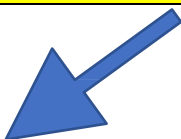
(Arabic – English – French-Math – Science- Social Studies – French- Religion – Qatar History)

Grades 1-5:

Category	CW	HW	Project	Assessments/tests quizzes
Percentage	40%	10%	10%	40%
	100%			
Term Final Average				

Grades 6-12:

Category	CW	HW	Project	Assessments/ tests /quizzes
Percentage	40%	10%	10%	40%
	100%			
Term Final Average				



Category	Term	Final assessment
Percentage	70%	30%
Final Term Average		

Grade 1-2:

Term 1	1 Formal test	Up to 2 Quiz
Term 2	1 Formal test	Up to 2 Quiz
Term 3	1 Formal test	Up to 2 Quiz

Grade 3-5:

Term 1	2 Formal tests	Up to 2 Quiz
Term 2	2 Formal tests	Up to 2 Quiz
Term 3	2 Formal tests	Up to 2 Quiz

Grade 6-12:

Term 1	1 Formal test	1 Final	Up to 2 Quiz
Term 2	1 Formal test	1 Final	Up to 2 Quiz
Term 3	1 Formal test	1 Final	Up to 2 Quiz

Informal Assessment: projects, written reports, technology-based assessment

Kindly note the following:

- Students are not allowed to retake tests and quizzes if they fail.
- Students will not be allowed to make up any test or quiz unless they have a medical excuse that prevented them from taking the test in the first place. Medical excuses need to be given within 48 hours after the test date or else it will not be a valid excuse for the student to sit for a make-up test.
- Late papers and late assignments will be accepted with a 10% deduction from the grade, unless a medical excuse is presented or approval from the school principal is granted.

Grade Point Average

It is important for parents and students to note that there is a significant difference between a passing grade and the grades required for college admissions. From the start, therefore, a student is expected to work for the highest grade he/she can earn through the diligent application of his/her given gifts and talents. Not only does a student experience the pride and satisfaction that comes with working to one's potential, but students who realize a high level of academic achievement have many more options open to them when they begin the process of choosing a college or university.

Grading System

The grading system measures individual achievement against expectations in classes and the expectations of the program. Daily class work, quizzes, and performance create an ongoing cycle of assessment directly tied to instruction and student mastery of curriculum.

This grading system considers three major aspects of the teaching and learning process:

- Learning is measured and evaluated against the course objectives through daily participation in classroom activities, assignments, and homework.
- Students demonstrate achievement and progress through daily work and homework. Teachers collect data daily through classwork and homework to know when students are achieving the learning. Students need to provide active engagement in this daily teaching and learning process by focusing on instruction, learning activities, and homework.
- Students are evaluated regularly using formative assessment to determine if they have mastered the expected learning. Students are expected to demonstrate their performance and learning regularly. This benefits the student and the teacher. Students then know what they need to improve on and the teacher knows what they have learned in order to reteach difficult concepts before the final exam. The data collected in the ongoing daily classroom assessments allows for students and parents to adjust before it is too late.

- Alternative forms of assessment are taken into consideration as well in the grading system. Such forms of assessment include but are not limited to the following: presentations, projects, essays, activities, group work.

The objective of the grading process is to focus students' attention on the daily teaching and learning process that creates long-term mastery of the objectives and learning standards. Formative assessment allows teachers to measure student performance adequately by basing grades on a variety of academic demonstrations instead of relying on a single final test with limited validity.

Grading procedures must be accurate and must always be available for review by parents, students, and administration.

School Wide Grading

Each academic department of the school uses the following scale to assign grades:

A+ = 97-100	A+ = 4.3	Excellent Work
A = 93-96	A = 4.0	
A- = 90-92	A- = 3.7	

B+ = 87-89	B+ = 3.3	Above Average Work
B = 83-86	B = 3.0	
B- = 80-82	B- = 2.7	

C+ = 77-79	C+ = 2.3	Average Work
C = 73-76	C = 2.0	
C- = 70-72	C- = 1.7	

D+ = 67-69	D+ = 1.3	While this is a passing grade, it indicates a minimum level of achievement with below- average work.
D = 63-66	D = 1.0	
D- = 60-62	D- = 0.7	
F = 0-59	F = 0.0	No credit is given; most or all course requirements are not Satisfactorily completed

Extra Credit

From time to time, teachers will offer extra credit assignments to students to be completed before the end of each semester. These assignments vary according to academic discipline. Teachers will not give academic rewards or penalties to encourage participation in school functions that are not germane or directly related to the curriculum in their subject area. This Extra Credit Policy is only applicable to students averaging C- and below. Students with averages of C and above are not eligible for extra credit assignments.

Academic Probation

A student will be placed on academic probation if his/her grades drop below a C-average. Parents will be notified by teachers in writing regarding the child's academic standing and performance. If, after ongoing conferences, counselling, and teacher assistance, a student cannot achieve a passing grade or improve learning attitudes, a meeting will be arranged with parents and administration to determine the best educational setting for the student.

Assessments

Classroom-based performance assessment is done on an ongoing basis.

Potential assessment activities include:

- quizzes,
- research summaries
- projects
- oral presentations
- self-assessment rubrics

Homework

Homework is an integral part of the study program. It provides valuable insights into each student's understanding of the subject matter.

Teachers may assign homework on any day by giving a task with the date by which it is to be completed. Students are required to complete such assignments independently and with due care as the grades received may be used as part of a student's overall assessment.

When a student is absent, it is the student's responsibility to find out what homework was assigned.

Weekly Agenda

The weekly agenda will be posted on the website. The weekly agenda/newsletter states all of a student's class work, quizzes and homework

assignments for the coming week. Parents need to access the agendas on the school's website.

Parent Conferences

Parents and teachers are expected to establish and maintain frequent communication regarding student progress. A student or parent who wants information or wants to raise a question or concern is encouraged to talk with the appropriate teacher as the primary source of information.

Curriculum

This section of the handbook contains pertinent requirements for academics and activities. Much of this information will also be of interest to your parents and should be reviewed with them, especially if you are a new student at Al Manar. This section includes information on extracurricular activities and other school-related organizations, awards, and honors.

Academic Programs

The American Diploma offered by Al Manar International School bears a seal of accreditation from AdvancED; this provides international credibility, making it widely accepted by prestigious universities both in Qatar and around the world.

We have newly revised curriculum in the core subjects of Math, Science, Social Studies, English, and Arabic. By utilizing standards set by Common Core, AERO, and the Next Generation Science Standards (NGSS), we guarantee that our students receive an education that follows the current best practices established by international research. These curricular standards were redesigned to reflect higher-performance standards and to drive students toward higher-order critical thinking through authentic assessment. To achieve excellence in education, the school administration continuously reviews research and revises its curricula. School leadership enhances the courses by assessing the needs for equipment and by concentrating on recruiting and retaining outstanding staff in all professional roles.

Because our curriculum is designed as a spiraling continuum from Preschool through Grade 12, each grade is dependent on what was taught in the grade before. We provide flexibility on how teachers approach their instruction. Al Manar teachers are professional educators who manage student progress through the curriculum using an appropriate mix of tests, quizzes, class-work, homework, and projects to monitor and assess student progress.

Awards and Honor Rolls

At Al Manar, we match our students' motivation by encouraging and recognizing those who maintain high standards and grades. Eligible students receive the following awards and certificates of achievement:

- Student of the Month: these awards will be issued in all subjects on a monthly basis to motivate and encourage students who show improvement or academic excellence in their grade level. It is not necessarily given to the highest average in class. It is not standard procedure or given that excelling students should receive this award
 - every month.
- Student Honor List: Students will be awarded this certificate for achieving an average above 95% in all core subjects. These
 - certificates will be awarded at the end of each semester.
- Principal's Honor List: students will be awarded this certificate for achieving the highest grade in all core subjects in each grade level.
 - These certificates will be awarded at the end of each semester.
- Perfect Attendance: awards will be given to students who are not absent. No perfect attendance award will be given to those students who enroll late.
- Sports Awards are given to those participating in various sporting
 - events
- Special Awards: for excellence and motivation in different subjects

Extra Curricula Activities

To support our academic curriculum in our quest to mold well-rounded citizens, strong co-curriculars and extra-curricular program are in place.

Through these programs, students can pursue athletic and cultural endeavors as well as academic growth. This affords challenges and interaction with the wider population of the school as well as with students from other schools.

School Timings

KG

Homeroom Period	7:00-7:30
Period 1	7:30-8:15
Period 2	8:15 – 9:00
Break	9:00- 9:25
Period 3	9:25 – 10:10
Period 4	10:10-10:55
Break	10:55-11:15
Period 5	11:15 – 12:00
Period 6	12:00 -12:45

Grades 1-5

Homeroom Period	7:00-7:30
Period 1	7:30-8:15
Period 2	8:15 – 9:00
Break	9:00- 9:25
Period 3	9:25 – 10:10
Period 4	10:10-10:55
Break	10:55-11:15
Period 5	11:15 – 12:00
Period 6	12:00 -12:45
Period 7	12:45 – 1:30

Grades 6-9 Boys and Girls

Homeroom Period	7:05-7:30
Period 1	7:30-8:15
Period 2	8:15-9:00
Period 3	9:00-9:45
Break	9:45-10:10
Period 4	10:10-10:55
Period 5	10:55-11:40
Break	11:40-12:00
Period 6	12:00 -12:45
Period 7	12:45-1:30

This schedule represents regular school timings, different schedule will be applied for Ramadan timing and incase of online learning.

Counseling Services

Counseling services are available to help students enjoy a successful Al Manar International School experience both in and out of the classroom.

In addition to speaking with your form teacher or dean, a student may request an appointment with the school counselor to discuss personal, social or academic concerns. This is done through the form teacher. Staff members may also refer students. Counseling may be conducted on an individual or group basis and consultation is also accessible to parents/guardians, as indicated, on a limited basis.

Medical Emergencies

A qualified nurse is on staff to assist with the emergency medical needs of staff and students. Parents must furnish the school with all pertinent medical history that will enable the nurse to assist their child if the need arises.

The information required includes any medication that the student may be taking, the dosage, the prescribing doctor and any known allergic reactions.

A network of medical support including that accessed through your school insurance coverage is available to support the nurse in the event of a major incident.

Telephone Calls

The use of cellular phones, pagers and other communication devices by students is NOT PERMITTED during school hours.

If a student needs to make an urgent call, he/she needs to call from the school after taking permission from the principal. In case of illness or other emergencies, the Nurse will contact the parent/guardian directly.

Evacuation Drills

The safety of students and staff is of great importance to us. Orderly evacuation of the premises in the event of an emergency will minimize injury. Evacuation drills will be conducted throughout the school year.

When the alarm sounds, students are to leave the building in a swift but orderly manner as directed by their teacher. Do not run!

Once outside of the building, go to the area designated for your Form and stay with the teacher who will take roll. You are to remain outside until you are instructed to return.

Students are reminded that it is illegal to falsely activate the fire alarm.



We look forward to a fantastic and learning filled school year.