



2020-2021

Parent & Student Handbook

MICHAEL E. DEBAKEY HIGH SCHOOL

For Health Professions - Qatar

STUDENT NAME:

GRADE LEVEL:

This handbook is designed to help you to achieve the below goals:

- Manage your time
- Review your progress
- Set targets for improvement
- Adhere to school policies

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Mission

We provide academic excellence and character development that prepares students to compete, lead, and succeed in a global society through a rigorous American curriculum focused on medical sciences, technology, engineering, and business administration.

Vision

Michael E. DeBakey High School for Health Professions at Qatar will be an exceptional multicultural institution **challenging** every student to develop skills and **inspiring** outstanding character while **empowering** teachers and students to lead and transform the global landscape.

Core Values

Respect: A commitment to have respect for everyone's ideas, thoughts and practices, as well as respect for individual and school property.

Responsibility: A commitment to hold yourself accountable for your actions and resolving challenges without blaming others.

Compassion: A commitment to having genuine concern for others.

Trust: A commitment to be a loyal and reliable individual always.

School Pride

Michael E. DeBakey High School for Health Professions - Qatar, is a community of academic excellence and leadership development. Students are expected to honor the following commitments in all their actions:

SCHOOL PRIDE - A cooperative attitude and positive degree of effort that a student MUST exhibit for learning to occur. The above statement defines the atmosphere desired at Michael E. DeBakey High School for Health Professions at Qatar. We expect our students to exhibit certain behaviors, which are necessary for quality learning to take place. Attitude and effort are key components of SCHOOL PRIDE. When a cooperative attitude and positive effort are present from the student, teacher, and parents, then the process of learning becomes unlimited. When students can function in a lesser environment, learning becomes stale and fragile for the entire school.

SCHOOL PRIDE is a process by which the student, teachers, and parents are working cooperatively to ensure student success. Education is a day-to-day process, which employs a progression of learning. We are not promising all students “A’s” but through the cooperative efforts of everyone, our students at Michael E. DeBakey High School for Health Professions at Qatar, will achieve their personal best.

We further believe that the implementation of citizenship and good character into our curriculum and extracurricular activities is vital to the desired atmosphere at Michael E. DeBakey High School for Health Professions at Qatar.

Dear Parents,

I am really excited to welcome you to the 2020-2021 school year at DeBakey!

Please note this document is more than required reading, it is your contract with the school that commits you to ensure that your children will adhere to the rules and regulations of the school. Please review this policy manual in its entirety and sign the acknowledgement on last page. This affirms that you understand our requirements and concur with them, which is part of the agreement for admission and attendance of your children at DeBakey.

Last year we faced perhaps the most challenging issue in the history of our school – the Corona 19 pandemic. For many of us it totally disrupted and changed our way of life. As we start this year, we are still faced with the continuing effects of this pandemic, but we are better prepared and have made the necessary changes to keep our DeBakey family safe while providing the best academic and skills preparation for your children. We are following and exceeding the guidelines from the Ministry of Education and Higher Education and Ministry of Health. This year will be the year of innovation!

During the pandemic we proved that online education was viable, and our students benefited from the excellent work that our teachers provided through E-Learning. This year we will continue to use this remarkable tool to enhance the learning process. We have expanded our library resources to include over 1500 virtual reality videos on health science, chemistry and physics to aid and reinforce the learning process. Our Simulation Lab is now open! We have integrated health science and engineering and our English program is more robust.

Our outstanding teachers and staff continue to inspire your children to excel academically, socially, and individually using the merits of our DeBakey values of Respect, Responsibility, Compassion, and Trust. We will build upon these values and integrate knowledge, comprehension, and character as our student follow in the footsteps of Dr. Michael E. DeBakey to become the next generation of innovators, entrepreneurs, scientists, health professionals, and leaders. Last year DeBakey students ranked Number #1 academically in Doha based on the PISA test scores for English and Math. With your support and encouragement, I know we can repeat this outstanding accomplishment.

We are the Home of the Eagles! Our student Eagles will soar to new heights in academics, debate, and sports. This year's juniors will be allowed to join the seniors in ordering their class rings. Seniors may wear them at the beginning of the school year and juniors may wear them starting after Spring Break. I encourage you to take the opportunity to purchase class rings for your junior and senior children!

I know this is going to be another exciting and wonderful year for our DeBakey family.

Again, thank you.

Sincerely,



Dr. Virginia Parras
President

Academic Calendar 2020-2021

Although DeBakey School-Qatar develops its own academic calendar, it does so in coordination and following the calendar of the Ministry of Education and Higher Education in Qatar as much as possible.

AUGUST						
S	M	T	W	T	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
DECEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
JANUARY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
FEBRUARY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						
MARCH						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
APRIL						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
MAY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
JUNE						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
JULY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Index	Standardized Tests Dates	School Events Dates	School Holidays Dates
Staff and Faculty In-service	Fall MAP Test: Oct. 4-8	Parents Meet & Greet: Aug 30-31	End of Cycle 1 Day Off: Oct.18
Last Day for Faculty	Winter MAP Test: Feb 21-25	International Edu. Day: Nov 5	Winter Break: Dec. 18-Dec. 31
First/Last Day for Students	Spring MAP Test: May 23-27	PTC (1): Nov. 19 and Nov. 21	Qatar National Day: Dec. 18
Standardized Tests		Qatar National Day: Dec 3	National Sports Day: Feb. 9
Semester/Cycle Exams	SAT: Aug 29, Sept. 26, Oct 3	Family Fun Day: Jan 23	Spring Break: Mar 28- April 8
End of Grading Cycle	SAT: Nov 7, Dec. 5	Staff & Faculty PD: Jan 27-28	Eid al-Fitr: May 11-13
School Holidays	SAT: Mar 13	DeBakey Sports Day: Feb 4	
School Events	SAT: May 8, Jun 5	SciTech Fair: Feb. 25	
Parent Teacher Conference		PTC (2): March 18 and March 20	
First/Last Day of Ramadan	PSAT Grade 9: Jan 26	DeBakey Book Fair: March 22-24	
	PSAT Grade 10: March 25	Graduation-Grade 8: May 29	
	AP Exams: May 3-14	Graduation-Learn to Lead: June 3	
	Stanford 10: June 6-10	Graduation-Senior Class: June 12	

School Bell Schedules

Bell Schedule for Wednesday and Thursday (September 1, 2020 and September 2, 2020)

LOWER SCHOOL (Grades 5-8)				UPPER SCHOOL (Grades 9-12)			
	From	To			From	To	
TEACHERS SIGN-IN	6:30			TEACHERS SIGN-IN	6:30		
STUDENTS ARRIVAL	6:45			STUDENTS ARRIVAL	6:45		
Extended Homeroom	7:00	8:00	60 min	Extended Homeroom	7:00	8:00	60 min
BLOCK 1 (A-Day)	8:05	8:35	30 min	BLOCK 1 (A-Day)	8:05	8:35	30 min
BLOCK 2 (A-Day)	8:40	9:10	30 min	BLOCK 2 (A-Day)	8:40	9:10	30 min
BLOCK 3 (A-Day)	9:15	9:45	30 min	BLOCK 3 (A-Day)	9:15	9:45	30 min
LUNCH	9:45	10:10	25 min	BLOCK 4 (A-Day)	9:50	10:20	30 min
BLOCK 4 (A-Day)	10:15	10:45	30 min	LUNCH-B	10:20	10:45	25 min
BLOCK 1 (B-Day)	10:50	11:20	30 min	BLOCK 1 (B-Day)	10:50	11:20	30 min
BLOCK 2 (B-Day)	11:25	11:55	30 min	BLOCK 1 (B-Day)	11:25	11:55	30 min
BLOCK 3 (B-Day)	12:00	12:30	30 min	PRAYER BREAK	11:55	12:10	15 min
PRAYER BREAK	12:30	12:45	15 min	BLOCK 3 (B-Day)	12:15	12:45	30 min
BLOCK 4 (B-Day)	12:50	1:20	30 min	BLOCK 4 (B-Day)	12:50	1:20	30 min
STUDENTS DISMISSAL	1:20			STUDENTS DISMISSAL	1:20		
Week A-Days: Sunday, Tuesday, Thursday-A Week B-Days: Monday, Wednesday, Thursday-B *Alternate Thursdays (A & B)							

Bell Schedule for Thursday (September 3, 2020)

LOWER SCHOOL (Grades 5-8)				UPPER SCHOOL (Grades 9-12)			
	From	To			From	To	
TEACHERS SIGN-IN	6:30			TEACHERS SIGN-IN	6:30		
STUDENTS ARRIVAL	6:45			STUDENTS ARRIVAL	6:45		
BLOCK 1 (A-Day)	7:00	7:40	40 min	BLOCK 1 (A-Day)	7:00	7:40	40 min
BLOCK 2 (A-Day)	7:45	8:25	40 min	BLOCK 2 (A-Day)	7:45	8:25	40 min
BLOCK 3 (A-Day)	8:30	9:10	40 min	BLOCK 3 (A-Day)	8:30	9:10	40 min
LUNCH	9:10	9:30	20 min	BLOCK 4 (A-Day)	9:15	9:50	35 min
BLOCK 4 (A-Day)	9:35	10:10	35 min	LUNCH-B	9:50	10:10	20 min
BLOCK 1 (B-Day)	10:15	10:55	40 min	BLOCK 1 (B-Day)	10:15	10:55	40 min
BLOCK 2 (B-Day)	11:00	11:40	40 min	BLOCK 1 (B-Day)	11:00	11:40	40 min
BLOCK 3 (B-Day)	11:45	12:25	40 min	PRAYER BREAK	11:40	11:55	15 min
PRAYER BREAK	12:25	12:40	15 min	BLOCK 3 (B-Day)	12:00	12:40	40 min
BLOCK 4 (B-Day)	12:45	1:20	35 min	BLOCK 4 (B-Day)	12:45	1:20	35 min
STUDENTS DISMISSAL	1:20			STUDENTS DISMISSAL	1:20		
Week A-Days: Sunday, Tuesday, Thursday-A Week B-Days: Monday, Wednesday, Thursday-B *Alternate Thursdays (A & B)							

Regular Bell Schedule for Lower School for Sundays to Wednesdays (From September 6, 2020)

Block/Break	From	To	Notes
Teachers Sign-In	6:30		
Students Arrival	6:45		
Homeroom	6:45	7:10	
Block 1	7:15	8:45	90 min
Block 2-A	8:50	9:35	45 min
Lunch Break	9:35	9:55	20 min
Block 2-B	10:00	10:45	45 min
Block 3 (includes a 15-minute snack break)	10:50	12:20	90 min
Block 4-A	12:25	1:10	45 min
Prayer Break	1:10	1:25	15 min
Block 4-B	1:30	2:15	45 min
Students Dismissal	2:15		

Bell Schedule for Lower School for Thursdays

Block/Break	From	To	Notes
Teachers Sign-In	6:30		
Students Arrival	6:45		
Block 1	7:00	8:25	85 min
Block 2-A	8:30	9:10	40 min
Lunch-A	9:10	9:35	25 min
Block 2-B	9:40	10:20	40 min
Block 3	10:25	11:45	80 min
Block 4-A	11:50	12:25	35 min
Prayer Break	12:25	12:40	15 min
Block 4-B	12:45	1:20	35 min
Students Dismissal	1:20		

Regular Bell Schedule for Upper School for Sundays to Wednesdays (From September 6, 2020)

Block/Break	From	To	Notes
Teachers Sign-In	6:30		
Students Arrival	6:45		
Homeroom	6:45	7:10	
Block 1	7:15	8:45	90 min
Block 2	8:50	10:20	90 min
Lunch Break	10:20	10:45	25 min
Block 3	10:50	12:20	90 min
Prayer Break	12:20	12:40	20 min
Block 4	12:45	2:15	90 min
Students Dismissal	2:15		

Bell Schedule for Upper School for Thursdays

Block/Break	From	To	Notes
Teachers Sign-In	6:30		
Student Arrival	6:45		
Block 1	7:00	8:25	85 min
Block 2	8:30	9:55	85 min
Lunch-B	9:55	10:20	25 min
Block 3	10:25	11:45	80 min
Prayer Break	11:45	12:00	15 min
Block 4	12:05	1:20	75 min
Students Dismissal	1:20		

EXAM DAYS			
LOWER SCHOOL		UPPER SCHOOL	
Exam Type	Date	Exam Type	Date
Cycle 1	October 18 – October 22	Cycle 1	October 18 – October 22
Cycle 2	December 13 – December 17	Semester 1	December 13 – December 17
Cycle 3	March 7 – March 11	Cycle 3	March 7 – March 11
Cycle 4	June 13 – June 17	Semester 2	June 13 – June 17

Introduction

This handbook contains guidelines for students to follow to be successful at DeBakey High School for Health Professions, Qatar. It outlines expectations and consequences that we expect from our students, parents, and educators. Please refer to the handbook as needed to answer questions relative to the lower/upper school. The administration will provide greater detail or information upon request. Please do not hesitate to contact us for we further assistance. We expect a great year and will do our part to see that every student is successful and meets or exceeds their personal best.

Absences

Extended vacations are not excused absences; such absences will be recorded as unexcused absences unless prior written approval is granted by school administration. Prior approval will be granted on a case-by-case basis only when extenuating circumstances or academic justification is provided.

The maximum grade a student will be assigned for any missing assessments due to an **unexcused** extended vacation absence will be 70. Truancy from school is considered an unexcused absence and will result in disciplinary action. If a student misses school or leaves school early due to illness, he/she may not attend afterschool activities or practices.

Students who do not attend any portion of a class shall be marked as AE (Absence Excused) or AU (Absence Unexcused).

Lower School student's total number of unexcused absences must not exceed 5 (five) days per semester. More than 10 (ten) unexcused absences per year will result in the failure of the subject.

Upper School student's total number of unexcused absences must not exceed 5 (five) days per semester. More than 5 (five) unexcused absences per semester will result in the student not being allowed to sit for the semester exams. If this results in a student failing, they will have to repeat the subject the following year.

If absence is due to a medical reason, a medical certificate must be submitted directly to the school nurse within two days of student's return otherwise the absence will remain as Unexcused.

Any absences must be reported to the school by sending an email to attendance@debakeyatqatar.org

School Hours

From Sunday through Wednesday, school begins at 6:55 a.m. and ends at 2:15 p.m. Thursday from 6:55 a.m. and ends at 1:20 p.m. should a student arrive after 6:55 a.m. please refer to the tardy procedure.

Class Tardies

Students are given five minutes between classes. An unexcused tardy is when you arrive to class after the second bell; this will be counted as tardy unexcused.

As a result, any student who has “unexcused tardies” will receive the following interventions:

- Unexcused tardies in a class will result in the reduction of classroom preparedness grade for that subject.
- On receiving three (3) tardies in a specific subject, the student will receive a teacher break-time detention.

Tardy-Late Arrival

The start of the school day is 6:55 a.m. A student is considered “tardy” if s/he arrives in the building after 6:55 a.m. and must sign with the duty staff member. High school students will enter school from the gym entrance and middle school students from the side door.

The below procedure will be followed:

- 1st Tardy: Student will receive a verbal warning.
- 2nd Tardy: Student will receive a written warning via email to his/her parents.
- 3rd Tardy: Parent will be communicated to issue an additional review of tardy policy and student will receive a break-time detention.
- 4th Tardy: Parents will be called for meeting; student will be placed on weekly behavior report and he/she will receive an after-school detention. Students also will not be permitted to participate in school activities.

School Rules

Restrooms: Students who have a requirement to frequently use the restroom must have a medical note from a doctor. Students who need to use the restroom must receive a permission hall pass from the teacher.

Class Preparedness: Students are to report to classes on time with their, assignments, textbooks, and necessary materials, and are expected to complete all work in every class.

If entering a class after it has started, do so in a quiet manner so not to disturb the other students.

Lunch Rules: Eating or drinking is **ONLY** allowed in the canteen. Teachers may request exceptions for activities they conduct within their own classrooms that is related to the lesson objectives.

*EXCEPTION: Water in clear bottles with lids is permissible **except in all school labs**.

Personal Property: Students are responsible for all items brought to school. Items should not be left unattended. Valuables, cameras, large sums of cash, etc., are not to be brought to school. Book bags, backpacks, purses, and coats are not allowed in the classrooms, gym, or cafeteria. These items must be kept in lockers.

Students are to use their assigned lockers only and must not to give their locker keys to friends.

Note: *The school does not assume responsibility or liability for lost, stolen, or confiscated items.*

Lost and Found: Students are responsible for collecting their lost items from the lost and found station located in the assembly area. Lost items that are not claimed will be donated the last Thursday of every month.

Grading Procedures and Testing

The school year has two semesters; semester one has two cycles (C1-C2); semester two also has two cycles (C3, C4). Each cycle has 9 weeks during which the student will have two major assessments including the cycle test. Students will be notified a week in advance of their test day and will take no more than two tests per day.

Assessment Percentage Breakdown

Activity	Percent of Final Average
Major Assessments	35%
Minor Assessments	25%
Classwork Assignment	20%
Homework	10%
Class Preparedness/Online Participation	10%
TOTAL	100%

Class Preparedness Grading Rubric

Weekly Grade

	10-9	8.5-8	7.5	7-6.5	6-0
PUNCTUALITY	Present (Always on-time; Reaches to the classroom within 2-3 minutes of the first bell.)	Present (Always on-time; Reaches to the classroom within 3-5 minutes of the first bell.)	Present (On-time; Usually reaches to the classroom before the second bell.)	Present (Tardy unexcused; At times reaches to the classroom after the second bell.)	Present (Tardy unexcused; Mostly reaches to the classroom after the second bell.)
PREPARATION	Fully prepared for the Class (Brings needed materials to class and is always ready to work.)	Prepared for the class (Almost always brings needed material to class and is ready to work.)	Somewhat prepared for the class (Often brings materials but sometimes needs to borrow.)	Not prepared for the class (Seldom brings materials and/or is rarely ready to get to work.)	Not prepared for the class (Never brings materials and/or is never ready to get to work.)
WORK HABITS / ATTITUDE	Always respectful of his or her self, others, and teacher, has a positive attitude, and does not criticize anyone else's ideas or work.	Rarely is critical of ideas or work of others. Often has a positive attitude about the task(s). Usually treats others and self with respect.	Often or occasionally has a positive attitude about the task(s) and behaves in a respectful manner.	Often is critical of the work or ideas of others. Rarely behaves in a respectful manner.	Always is critical of the work or ideas of others. Don't behaves in a respectful manner.
	Always maintains the work area clean and organized.	Mostly maintains the work area clean and organized.	Often maintains the work area clean and organized.	Seldom maintains the work area clean and organized.	Never maintains the work area clean and organized.
TIME MANAGEMENT	Routinely uses time well to	Usually uses time well,	Tends to procrastinate, does not use	Rarely gets work done by deadlines,	Never gets work done by deadlines,

	ensure things get done on time. Student never asks to adjust deadlines.	rarely misses deadlines.	school time or schedule provided to get work completed.	always asks for extensions or does not submit work despite time in school.	mostly does not submit work despite the given extensions.
PROPER ATTIRE	Always In-Proper School uniform.	Usually In-Proper School Uniform.	At times not wearing Proper School Uniform.	Mostly not wearing Proper School Uniform.	

Online Classroom Participation Grading Rubric

	10-9	8.5-8	7.5	7-6.5	6-0
PUNCTUALITY	Present (on-time)	Present and/or up to 4 minutes late	Arrived 5-9 minutes late	Arrived 10-14 minutes late	Not present or late more than 15 minutes
PARTICIPATION	Actively participate at appropriate time.	Participating and/or occasionally disruptive	Not participating or repeatedly disruptive	Not participating or repeatedly disruptive	Disruptive or improper written or verbal language
PROPER ATTIRE	In uniform /appropriate clothing	In uniform /appropriate clothing	Not wearing appropriate clothing	Not wearing appropriate clothing	Not wearing appropriate clothing
PREPARATION	Fully prepared for the online session	Prepared for the class	Somewhat prepared for the class	Not prepared for the class	Not prepared for the class
VISIBILITY (UNLESS PERMISSION GRANTED BY THE SCHOOL ADMINISTRATION)	Camera On – throughout the session	Camera On – throughout the session	Camera on only part of the class session	Camera not on or using mobile phone during class session	Camera not on or using mobile phone during class session

Advance Placement (AP) Courses

Major Assessments	40%
Minor Assessments	25%
Classwork/Homework/Participation	15%
Lab/Projects	20%

Behavior/Conduct

Excellent	E
Satisfactory	S
Unsatisfactory	U
Poor	P

Grading Scale

Letter Grade	Numerical Grade	Grade Point
A	90-100	4.00
B	80-89	3.00
C	75-79	2.00
D	70-74	1.00
F	0-69	0.00

Table 1 shows the percentage breakdown for core and elective subjects for the upper school.

Table 1

Core Subjects	SEMESTER 1			SEMESTER 2		
	C1	C2	E	C3	C4	E
	45%	45%	10%	45%	45%	10%
Electives	SEMESTER 1			SEMESTER 2		
	C1	C2	C3	C4		
	50%	50%	50%	50%		

Table 2 shows the percentage breakdown for subjects for the lower school.

Table 2

Core Subjects and Electives	SEMESTER 1		SEMESTER 2	
	C1	C2	C3	C4
	50%	50%	50%	50%

Late Work Policy

Students can make-up missed assessments only if the absence has been considered excused (medical certificate/documentation of family emergency). The maximum grade a student will be assigned for missing assessment(s) due to an **unexcused** absence will be 70. Students are responsible for making-up the assessments within one week of their return.

Late homework/classwork: Any work past the due date will have a 20% deduction. Student MUST stay after school to complete and submit the missing homework/classwork. Late work will not be accepted after the second lesson.

If the homework/classwork is not presented during class, it will be considered late. Students will not be allowed to leave the classroom to collect their homework/classwork from their lockers.

Internet/Digital Resources Acceptable Use Policy: All students will follow the acceptable use policies while utilizing digital resources. Students will read the policy and sign an agreement to adhere to the policies. Violation of the agreement will result in disciplinary action.

Electronic Devices Policy: Cellular phones, smart watches and all electronic devices are strictly prohibited in school premises during school hours from 6:55 a.m. – 2:15 p.m.

Should a student have a cell phone or electronic device that are seen or heard by any DeBakey faculty or staff member, it will be confiscated and turned into the Assistant Principals for further disciplinary actions.

Refusing to turn over a cellular phone/electronic device to a faculty or staff member will result in suspension following the school's disciplinary procedure.

If a student needs to make an emergency call during the day, they will be sent to the receptionist by the teacher.

Academic Dishonesty: is defined as a behavior that results in, or may result in, the student or any other student gaining an unfair advantage in one or more assessment components including the following:

Cheating: Using resources not allowed on the test, looking on or in the possession of notes, papers, books, or other information not allowed by the teacher during any type of examination, test, quiz, and/or activity. **Note:** Student shall receive a grade of zero (0) if caught cheating.

Plagiarism: The representation of the ideas or work of another person as a person's own.

Collusion: Passing questions/notes to friends about the test, project, etc., or allowing one's work to be copied or submitted for assessment by another student.

Duplication of work: Presentation of the same work for different assessment components.

Misconduct: Any behavior that gains an unfair advantage for a student or that affects the results of another student. *Students found with a cellular phone, smart watch, headphones or any electronic communication device during any assessments (cycle tests, chapter tests, exams, etc.) at the school will result in a grade of zero (0).*

Fair Use: Limitation and exception to the exclusive right granted by copyright law to the author of a creative work.

Copyright: Legal rights created by the law of a country, which grants the creator of original work exclusive rights to its use and distribution, usually for a limited time, with the intention of enabling the creator to receive compensation for their intellectual effort.

Conduct Grades: Conduct grades reflect DeBakey's Core Values of Respect, Responsibility, Compassion, and Trust. The criteria for conduct grades are as follows:

Conduct Grades	
E – Excellent	Consistently exhibits DeBakey's Core Values.
S – Satisfactory	Usually exhibits DeBakey's Core Values.
U – Unsatisfactory	Does not exhibit DeBakey's Core Values to an acceptable degree.
P – Poor	Does not abide to DeBakey's Core Values and requires constant reminders and warnings.

Extracurricular Activities

Extracurricular activities are provided as a regular part of the total educational program and are meant to enhance the overall educational experience. These activities help students broaden their interests and talents, learning teamwork and leadership, and develop school spirit. Students have an opportunity to participate in a wide variety of social, service, and athletic programs. To assist the student in being most successful in the academic program, while enjoying extracurricular programs, there are guidelines for eligibility that must be followed.

Student Eligibility for Activities/Athletics: Students are must be on their best behavior and in complete uniform for any school sponsored activity. Students who are Conduct Ineligible, or on a Behavioral Contract, may not attend any school sponsored activity or participate in extracurricular activities.

Physical Requirements: No student can participate in a sport unless a physical report is submitted

Academic Eligibility: Students must be academically eligible to represent a school in any activity. Students receiving any failing grades on a report card will be academically ineligible to participate in activities

Attendance Eligibility: Students must be present the entire school day to participate in or attend any after-school activities, including any sports activities.

Conduct Eligibility: A student who receives a “Poor or unsatisfactory” conduct grade or is on a **Behavioral Contract**, will be **Conduct Ineligible**. *Please see the Merit and Demerit Procedure for specific details of this criteria.*

Parents/Teachers’ Consent: Students need permission from their teacher/s and parents to be eligible to participate in activities/athletics during the school day. Students must turn in all Consent Forms by the due date. Failure to do so will result in the student not being able to participate.

School Honors: At the end of each grading cycle, students who have earned All A’s (Honor Roll) or All A’s and 1 B (High Achiever) in their subjects will be celebrated during Cycle Awards.

Student Officers: Student Officers include, but are not limited to, positions voted on by the student body, such as class representatives, senior class office and positions appointed by the administration.

Eligibility for Honor Roll and Student Officers

In accordance with school policy, for a student to be eligible for school honors and student officer, students must fulfill the following requirements:

Student’s **Conduct Grade** must not be lower than “**Satisfactory**.” (Homeroom conduct will affect eligibility to receive honors or run for office).

Attendance policy must be met.

WIN (What I Need) Program Guidelines: If a student is enrolled in the WIN after school program, the student must report to the subject class immediately after dismissed from their last period. Two unexcused absences will result in the student being removed from the program.

Parent Communications

Parent involvement and communication is important to foster excellence and growth in our students. It is important to check RenWeb on a regular basis to monitor your child’s progress. Should issues or concerns arise, and conferences are necessary, the following procedure should be followed to help promote a positive resolution:

- Email the subject teacher with your concern , if the concern is not resolved;
- Email the Assistant Principal

If the concern has not been resolved, please contact the Chief Teaching and Learning Officer.

Staff and Teacher Office Hours: For easy access to our staff and teachers, for the 2020-21 school year, a set of office hours will be posted on the school website at the beginning of the school year. **Parents will be able to schedule a meeting with teachers and staff using the link on the website:** <http://debakeyatqatar.org/schedule-appointment/>

Media Usage

It is prohibited to share photographs and video clips of students, teachers or administrators, or any of the school events or occasions on social media sites such as Facebook, Twitter, Instagram, Telegram or on electronic newsletters, chat rooms or WhatsApp groups, YouTube, (including online forums and platforms that permit users to share information with others in a contemporaneous manner) unless a written permission is obtained from the school management.

Qatar has strict laws prohibiting the use of social media for defamation, liable, and derogatory information. Any violator would be subject to legal liability.

Entering and Exiting the School for Parents and Visitors

Thank you in advance for assisting us in improving all stakeholders' safety. We will continue to monitor all new safety measure at the start of the school year and adjust as needed.

Parents and Visitors

No visitors/parents will be allowed into the school without an appointment. All visitors/parents must schedule appointments through the link below:

<http://debakeyatqatar.org/schedule-appointment/>

- Prior to the start of each day, security will pick up a printout of appointments for that day, from the receptionist desk. Security will only allow visitors to enter who are on the list for that particular day.
- Screening (Checking EHTERAZ APP and Measuring Temperature) at the gate. The health code color on the EHTERAZAPP must be green and temperature within normal range. If any parent/visitor does not pass the screening, they will not be allowed to pass through the gate
- Parents and visitors who are scheduled for appointments must follow the same screening procedures prior to registering at the reception desk.
- Masks are mandatory for all visitors and parents.

Drop-off and Pick-up Procedures for Students

Drop Off – Upper/Lower School

- **Lower School Students** will be utilizing Side Entrance (between both schools). Ten vehicles will be allowed in at one time to drop off students
- **Upper School Students** will be utilizing Main Entrance. Twenty vehicles, (ten in each lane) will be allowed in at one time to drop off students
- The entrance gate will open at 6:40 a.m. for students. **Parents/drivers CANNOT drop off students outside the gate.** All students must stay in their vehicles until security gives the approval to exit the vehicle.
- Students must not congregate and proceed directly to the entrance to follow all screening procedures (sanitizing tunnels).
- Students will report immediately to their homeroom classes after their entrance screening procedures.
- **Students MUST have their masks covering nose and mouth.**
- Each student must have his/her own sanitizer, stationary (including lab coat, goggles, safety gloves, etc.)

For Families that have children in both Upper and Lower Schools, drop off will be done through the Side Entrance (same screening procedures apply).

Pick Up – Upper/Lower School

- Prior to the beginning of the school year, all parents must complete a **Dismissal Form**, which will indicate the method of transport for each student. Should there be a change, parents must inform the receptionist in advance.
- Parents/drivers of Lower School Students will be utilizing Side Entrance (between both schools). Ten vehicles will be allowed in at one time for the student's dismissal process
- Parents/drivers of Upper School Students will be utilizing the Main Entrance. Twenty vehicles, (ten in each lane) will be allowed in at one time to ensure a smooth dismissal process
- Parents/drivers **MUST** remain in their vehicles at all times during the dismissal process.
- As each vehicle enters the gate, the driver will display a DeBaKey Dismissal Card with a number. This number will be communicated with the staff in the school, so that the student may be released to the parent/driver. Parents will pick up textbooks and the laminated dismissal cards prior to school starting

- A staff member/Security guard will communicate each student dismissal number electronically. Students will remain in their last period class until their dismissal number is announced.
- **Students MUST have their masks covering nose and mouth at all times**

For Families that have children in both Upper and Lower Schools, dismissal will be done through the Side Entrance.

Early Pickup Procedure– Upper/Lower School

In an effort to maintain an appropriate closure to the instructional day, early dismissal of students the following procedure must be followed:

- To change a student's regular daily dismissal routine, the parent/guardian must contact the Reception before 12:00 p.m. **(4499 9851)** and office staff will verify student information, and communicate the routine change to the homeroom teacher
- The Receptionist will communicate the information to the security at the gate
- Parents/drivers picking up a student prior to 1:30 p.m. must park in the designated parking area
- Any pickup after 1:30 p.m. will follow the regular dismissal protocol
- Parents/guardians are required to leave their QID at the gate
- The security will give them a visitor badge to enter the school
- Office staff will contact the teacher to dismiss the student to the Reception Area, prepared to go home
- Parents/drivers will remain in their vehicles, and the security guard will escort the student(s) to their transport with the necessary documentation
- Parents/guardians must sign out their student(s)
- Students will be released to authorized people only (the name that was provided and confirmed by the parent/guardian)
- Parents/drivers will receive their QID upon leaving
- Parents/drivers **MUST** have their masks covering nose and mouth at all times

Late Arrivals: Any student arriving after 6:55 a.m. is tardy. The **Side Entrance** will be closed at 6:55 a.m.

After 6:55 a.m., the child must come through the **Main Entrance** and then go to the Receptionists to get a tardy slip.

Fire Drills and Evacuation Procedures

An emergency evacuation map is posted in each classroom and all our school facilities. Teachers will review the plan with students at the beginning of each school year. When the fire alarm sounds, students walk silently and quickly in a single file to the nearest exit next to the class and proceed to the assembly point. Students must stay with their class and await further instructions. If a student is separated from his/her class, he/she must immediately notify the nearest faculty member and exit the building to join their class at the assembly point. Students will not return to the building until they are instructed to do so by their teachers. Upon entering the building, students will report to their scheduled class. Students are to be silent during the entire process of the fire drills. Disciplinary action will be taken against any student not following the evacuation procedure.

Student Dress and Grooming Code

A student's dress and grooming influence his/her attitude, behavior, and academic achievement. In keeping with this philosophy, the guidelines and rules listed below will be fully implemented during the school year.

Student Dress Code

The following is the Dress Code for the 2020-2021 school year and must be adhered to:

Lower School	
Boys	Girls
Mandatory <ul style="list-style-type: none">• Shirt – Blue color, long or short sleeves with School logo• Trouser – Navy Blue (Jeans NOT allowed)• Face Mask• Tie – Gold with blue strips will be worn for certain events• Closed toed shoes• White under shirt ONLY• NO HOODIES• Required attire for P.E.• Blue and yellow Polo T Shirt with School Logo	Mandatory <ul style="list-style-type: none">• Shirt – Blue color, long or short sleeves with School logo• Trouser/ Skirt (to the Ankle) – Navy Blue Slacks (Jeans NOT allowed)• Face Mask• Closed toed shoes• White under shirt ONLY• NO HOODIES• Required attire for P.E.• Blue and yellow Polo T Shirt with School Logo• Sports Trouser (Tracksuit Pants) with Piping

<ul style="list-style-type: none"> • Sports Trouser (Tracksuit Pants)/Shorts with Piping • Athletic shoes. 	<ul style="list-style-type: none"> • Athletic shoes.
Optional <ul style="list-style-type: none"> • Blazer • Short /Long Sleeve Pullover • School Tracksuit Jacket can replace a blazer or a pullover during normal school days 	Optional <ul style="list-style-type: none"> • Blazer • Short /Long Sleeve Pullover • School Tracksuit Jacket can replace a blazer or a pullover during normal school days • Hijab - Only colors allowed for hijabs: Plain Navy, Plain White, and Plain Black
Dress-up Day (Once a Week) <ul style="list-style-type: none"> • Blue Shirt tucked in • Navy Blue Slacks • Tie • Blazer/Pullover/Tracksuit Jacket (Optional) 	Dress-up Day (Once a Week) <ul style="list-style-type: none"> • Blue Shirt • Trouser/ Skirt (to the Ankle) - Navy Blue Slacks • Blazer/Pullover/Tracksuit Jacket (Optional)
Upper School	
Boys	Girls
Mandatory <ul style="list-style-type: none"> • Blazer • Shirt – White color, long or short sleeves with School logo • Trouser – Navy Blue (Jeans NOT allowed) • Tie – Blue with gold strips • Closed toed shoes • White under shirt ONLY • NO HOODIES • Required attire for P.E. • Blue and yellow Polo T Shirt with School Logo • Sports Trouser (Tracksuit Pants)/Shorts with Piping • Athletic shoes 	Mandatory <ul style="list-style-type: none"> • Blazer • Shirt – White color, long or short sleeves with School logo • Trouser/ Skirt (to the Ankle) – Navy Blue (Jeans NOT allowed) • Closed toed shoes • White under shirt ONLY • NO HOODIES • Required attire for P.E. • Blue and yellow Polo T Shirt with School Logo • Sports Trouser (Tracksuit Pants) with Piping • Athletic shoes

Optional <ul style="list-style-type: none"> • Short /Long Sleeve Pullover • School Tracksuit Jacket can replace a blazer or a pullover during normal school days 	Optional <ul style="list-style-type: none"> • Short /Long Sleeve Pullover • School Tracksuit Jacket can replace a blazer or a pullover during normal school days • Hijab - Only colors allowed for hijabs: Plain Navy, Plain White, and Plain Black
Dress-up Day (Once a Week) <ul style="list-style-type: none"> • Blazer • White Shirt tucked in • Navy Blue Trouser • Tie 	Dress-up Day (Once a Week) <ul style="list-style-type: none"> • Blazer • Blue Shirt • Trouser/ Skirt (to the Ankle) - Navy Blue Slacks • Blazer/Pullover/Tracksuit Jacket (Optional)

Non-Uniform Day Dress Code

Non-Uniform is a great way to express yourself. However, students must abide to the following school dress code. **Students may not wear apparel that depicts:**

- **Inappropriate slogans,**
- **Alcohol or tobacco products,**
- **Drugs,**
- **Gore,**
- **Death,**
- **Obscene language**
- **Themes that promote hate and/or violence.**

Students must not wear the following:

- Sloppy or torn clothing
- Spandex pants and/or sagging pants
- Tank tops, knotted shirts, or and/or tops that expose the midriff shirts
- Pants with loops without a belt not tucked in
- Gang related clothing
- Shorts, dresses or skirts should be below the knee
- Muscle shirts without a sleeved shirt
- Undergarments as outerwear/undergarments that can be seen
- Provocative/revealing shirts, halter tops, jersey dresses, “spaghetti-strap” tops, fish-net, or see-through clothing and bedtime attire

- Extremely tight clothing (tight leggings)
- Short Pants/Walking shorts
- High heel shoes – flip flop shoes – crocs
- No hoodies. No onesie.

No cultural attire allowed unless identified permissible by the Non-Uniform Day Theme of the day.

The Following Accessories Are Not Permissible:

- Hats, caps, hair rollers, hair curlers, plastic hair bags, hair nets
- Bandanas, sweat bands, skull caps, dew rags, etc. (head coverings with the exception of hijabs)
- Sunglasses
- Towels (or rags) hanging from pockets or shoulders or neck
- Earrings on boys
- Visible body piercing, visible tattoos, nose rings, tongue rings, studs or piercing on school campus or at school-sponsored activities
- Jewelry or artifacts that are distracting
- Spiked bracelets or belts or any attire that could be used as a weapon
- Heavy makeup-colored eye shadow-long nails
- Girls are not to wear any nail polish on their nails
- No more than 1-piece earring - long dangling earring
- No ankle bracelets
- No make-up

Grooming Code

A student's hair must always be kept clean and tidy.

For boys who have beards and mustaches they must be neatly groomed.

Students will not be allowed to attend class wearing a hair style that is distracting to the learning environment such as (but not limited to):

- The style of the hair should not be extreme including but not limited to Mohawk, large afro, shaved styles and/or patterns, hair tied up and braided.
- The hair color must be the student's own natural color; no dye nor highlights are allowed. Non-standard hair colors, bright colored hair (red, purple, blue, yellow, etc.)
- Spiked hair higher than one inches

- No ponytails or buns. (applies only to boys)
- No asymmetrical hairstyles; such as bald shave on one side and hair on other side
- Hair length not exceed one inch (applies only to boys)
- For all male students, hair should be kept clean, out of the eyes, and above the collar. The length of the hair should not be longer than 1 inch.
- The fringe/bangs when straightened or combed down must not hang in the eyes.

Note: The determination of the appropriateness of the student dress and grooming shall rest with the administration. This dress and grooming code is subject to change as styles and fads change, which depict the inappropriateness in the school setting.

Disciplinary Offences and Consequences

The disciplinary program is designed to further develop a positive learning environment for students by clarifying consistent standards and disciplinary consequences.

The school reserves the right to adjust this program, as needed, to better facilitate the school's goals for student safety and achievement.

In addition to the consequences outlined, the administration may also utilize other corrective actions, including, but not limited to, written assignments, community service, counseling, and exclusion from classes/activities.

Students who violate school rules and procedures will receive disciplinary action from their teachers and/or the administration. Disciplinary action can be in the form of (but not limited to) a warning, lunch/after school detention, conference with parents, weekly behavior report, in/out-of-school suspension, and behavioral contract.

In severe and/or repeated cases of disruptive or dangerous behavior, a recommendation for alternative school placement, long-term suspension or expulsion may be made.

Student Behavioral Contracts

Students placed on a behavioral contract by the administration will become ineligible for certain privileges and extracurricular activities. Once placed on a behavioral contract, future misconducts may result in a recommendation to alternative school, long-term suspension or expulsion.

After School Detention

Student's assigned detention will report to the designated staff member/assigned classroom after school where they will work with their subject teachers. Specific detention work relating to the misbehavior may also be assigned. Students are responsible to be on-time in order to avoid any further sanctions.

Student Disciplinary Procedures

Offences and Consequences: The offences are divided into three phases.

Phase 1 offences

Phase 1 offences include minor incidents that occur during the school day. All incidents will be recorded in RenWeb.

OFFENCES	CONSEQUENCES
Students will receive a verbal warning for the first occurrence in Phase 1. After that they will begin to receive demerits.	<ul style="list-style-type: none">• Upon receiving 1 Demerit: A first written <u>warning</u> to the student in RenWeb• Upon receiving a total of 2 Demerits:<ol style="list-style-type: none">1. A second written <u>warning</u> to the student in RenWeb• Upon receiving a total of 3 Demerits:<ol style="list-style-type: none">1. Assistant Principal inform parents via email.2. After school detention (1) on a weekday by the Assistant Principal.• Upon receiving a total of 6 Demerits:<ol style="list-style-type: none">1. Refer for counseling session2. After school detention(2) on a weekday by the Assistant Principal
<ul style="list-style-type: none">• Unprepared for class (1 Demerit)	
<ul style="list-style-type: none">• Chewing gum, eating in class (1 Demerit)	
<ul style="list-style-type: none">• Dress code violations (1 Demerit)	
<ul style="list-style-type: none">• Mild horseplay (fooling around in or outside the class)(1 Demerit)	
<ul style="list-style-type: none">• Minor Class disruptions (2 Demerits)<ul style="list-style-type: none">○ Talking without permission○ Shouting○ Irrelevant remarks○ Walking around without permission○ Throwing papers○ Making inappropriate noises○ Not following instructions	
<ul style="list-style-type: none">• Not following instructions while using school transportation or during school hours (2 Demerits)	
Mobile Phones (3 Demerits) <ul style="list-style-type: none">• Students are not allowed to have mobile phones on the campus.	

Phase 2 Offences

Phase 2 offences will be referred to the Administration. Students that receive more than 40 Demerits may result in loss of enrollment from the school depending upon the severity of the offence. All incidents will be recorded by the teachers and school staff.

OFFENCES	CONSEQUENCES
Improper language/profanity (7 Demerits)	<p>Upon receiving 7-11 Demerits:</p> <ol style="list-style-type: none">1. Weekly Behavior Report2. 1 day in-school suspension by the Assistant Principal. <p>Upon receiving 12-20 Demerits:</p> <ol style="list-style-type: none">1. Student and parents must sign a <u>behavioral contract</u> which will be reviewed at the end of each semester.2. Refer for counseling session with counselor.3. 1-3 days out-of-school suspension by the Assistant Principal. <p>Upon receiving 21-30 Demerits:</p> <ol style="list-style-type: none">1. Student and parents must sign a <u>behavioral contract</u> which will be reviewed at the end of each semester.2. Refer for counseling session3. 3 days out of school suspension. <p>Upon receiving 31-40 Demerits:</p> <ol style="list-style-type: none">1. Student and parents must sign a <u>behavioral contract</u> which will be reviewed at the end of each semester.2. Refer for counseling session with counselor.3. 3 days out of school suspension. <p>Upon receiving more than 40 Demerits: Will result in loss of enrollment.</p>
Skiping Class (7 Demerits)	
Horseplay in the School laboratories, Library, and Auditorium (7 demerits)	
Stealing/Theft (12 Demerits)	
Fights (12 Demerits)	

Phase 3 Offences

Phase 3 offences are considered serious offences by the administration. Phase 3 offences are not limited to the offences mentioned below. Students that receive more than 40 Demerits may result in loss of enrollment from the school depending upon the severity of the offence. All incidents will be recorded by the teachers and school staff.

OFFENCES	CONSEQUENCES
<p>Disrespect (12 Demerits)</p> <p>To those in authority on the campus (All adults – Admin, teachers, cleaning staff, security, visitors etc.)</p> <p>Destruction of property (12 Demerits)</p> <ul style="list-style-type: none"> • School • Faculty • Student 	<p>Upon receiving 12 Demerits:</p> <ol style="list-style-type: none"> 1. A first behavioral contract to the student and signed by the parents. 2. Refer for counseling session 3. 1-3 days in-school suspension. <p>Upon receiving 13-24 Phase 3 Offences Demerits:</p> <ol style="list-style-type: none"> 1. A second behavioral contract to the student and signed by the parents. 2. 3 days out of school suspension.
<p>Tobacco (including electronic cigarettes) (20 Demerits)</p> <ul style="list-style-type: none"> • Being in the possession of • Using on school premises • Smell like • Sell or distributing 	<p>Upon receiving 25-40 Phase 3 Offences Demerits:</p> <ol style="list-style-type: none"> 1. Will result in loss of enrollment from the school.
<p>Bullying Offence (12 Demerits)</p> <ul style="list-style-type: none"> • Verbal bullying (teasing, name calling, taunting, threatening, inappropriate comments) • Social Bullying (embarrassing someone in public, spreading rumors, aggressively ignoring someone) • Cyber bullying (Using social media to attack someone's character and integrity by spreading rumors and inappropriate pictures and language, racist remarks etc.) <p>Physical bullying (Hurting someone by punching, kicking, spitting, pushing, tripping, inappropriate gestures, birthday punches, pinching, throwing objects at others etc.)</p>	

Drugs or alcohol (20 Demerits) <ul style="list-style-type: none"> • Being in the possession of • Using on school premises • Smell like • Sell or distributing 		First Offence <ol style="list-style-type: none"> 1. 20 Demerits 2. Refer for counseling session with counselor. 3. May report to authority 4. May result in loss of enrollment Second Offence <ol style="list-style-type: none"> 1. 20 Demerits 2. Will report to authority 3. Will result in loss of enrollment
Committing Arson	(20 Demerits)	First Offence <ol style="list-style-type: none"> 1. 20 Demerits 2. Refer for counseling session with counselor. 3. May report to authority 4. May result in loss of enrollment Second Offence <ol style="list-style-type: none"> 1. 20 Demerits 2. Will report to government authorities for possible criminal charges 3. Will result in loss of enrollment
Fighting with malicious intent		
Robbery (physical force to take something)		
Extortion, coercion or blackmail		
Indecent exposure		
Retaliation against school employee		
Terrorist threats, bomb threats		
Setting off the fire alarm		
Unwelcome physical or verbal advances		
Weapons <ul style="list-style-type: none"> • Possession, exhibits threatening behavior, use of any type 	(40 Demerits)	First Offence <ol style="list-style-type: none"> 1. 40 Demerits 2. Will report to government authorities for possible criminal charges 3. Will result in immediate loss of enrollment

Student E-Learning Disciplinary Policy

OFFENCES	CONSEQUENCES
<p>➤ Inappropriate profile photo: (1 Demerit)</p> <ul style="list-style-type: none"> • Not following DeBakey's profile photo guidelines and requirements* • Sending messages to other students through private chat. • Creating new Teams or joining irrelevant teams without teacher's permission. • Joining/leaving a lesson without teacher's permission. 	<p>First occurrence:</p> <ol style="list-style-type: none"> 1. A written warning including the time-limit to fix the problem via RenWeb. 2. After the time-limit 1-3 Demerits (Email to Parents). <p>Second Occurrence:</p> <ol style="list-style-type: none"> 1. Refer to the Assistant Principal 2. Suspension from a specific class(es) or from all the classes for that school-day
<p>➤ Eating (1 Demerit)</p>	<p>Upon receiving 1-2 Demerits</p> <ol style="list-style-type: none"> 1. A First written warning to the student in (RenWeb) so parent can view. <p>Upon receiving a total of 3 Demerits:</p> <ol style="list-style-type: none"> 1. A second written warning to the student in (RenWeb) <p>Upon receiving a total of 6 Demerits:</p> <ol style="list-style-type: none"> 1. Refer to the Assistant Principal 2. Suspension from a specific class(es) or from all the classes for that school-day. <p>Upon receiving 7-11 Demerits: Refer for counseling Weekly Behavior Report</p> <p>Upon receiving 12-20 Demerits:</p> <ol style="list-style-type: none"> 1. Refer for counseling session 2. 1-3-day(s) suspension from the School (including E-classroom(s)) by the Assistant Principal. <p>Upon receiving 21-30 Demerits:</p> <ol style="list-style-type: none"> 1. Refer for counseling
<p>➤ Dress code violations (1 Demerit)</p>	
<p>➤ Minor Class disruptions (2 Demerits)</p> <ul style="list-style-type: none"> • Talking without permission/ Making inappropriate noises • Inappropriate/Irrelevant remarks on meeting chat • Walking away from camera without permission • Not following teachers' instructions 	
<p>➤ Mobile Phones (3 Demerits)</p> <ul style="list-style-type: none"> • Students are not allowed to use their mobile phones during the online session. (Students can access the session through their phones.) 	
<p>➤ Improper language/profanity (7 Demerits)</p>	
<p>➤ Breaching Privacy (12 Demerits)</p> <ul style="list-style-type: none"> • Sharing school or individual (s) picture or videos on social media without permission 	

<p>➤ Bullying Offences: (12 Demerits)</p> <ul style="list-style-type: none">• Verbal bullying (teasing, name calling, taunting, threatening, inappropriate comments)• Social Bullying (embarrassing someone in public, spreading rumors, aggressively ignoring someone).• Cyber bullying (Using social media to attack someone’s character and integrity by spreading rumors and inappropriate pictures and language, racist remarks etc.)	<p>2. 2-3 days’ suspension from the School (including E-classroom(s)) by the Assistant Principal.</p> <p>Upon receiving 31-40 Demerits:</p> <p>1. Student and parents must sign a behavioral contract which will be reviewed at the end of each semester.</p> <p>2. Refer for counseling session</p> <p>3 days’ suspension from (including E-classroom(s)).</p>
<p>➤ Disrespect (Verbal or Written) (12 Demerits)</p> <ul style="list-style-type: none">• Shown to those in authority in School (All adults – Admin, teachers, cleaning staff, security, Official visitors/guests etc.)	
<p>*DeBakey’s profile photo guidelines and requirements:</p>	
<p>Profile Pictures that do not follow these guidelines will result in disciplinary action.</p> <p>Remember that, once uploaded, your profile picture will be circular.</p> <p>1. JPG, GIF, or PNG format; maximum size of 2MB / Ideal size: at least 200 x 200 pixels (Preferred)</p> <p>2. The picture must show your face clearly and be a truthful representation of you.</p> <p>Pictures must not:</p> <ul style="list-style-type: none">a. contain other people.b. have a busy background that detracts from you.c. display personal contact information.d. edit pictures in a way that is misleading or obstructs your face.	

Positive Behavior Rewards

It is our goal to reward positive behavior. Students shall earn merits throughout the year that would LEAD TO DIFFERENT REWARDS.

ACTIONS	MERITS	REWARDS (without any Demerits)
1-3 Merits Random acts of kindness, being helpful, being respectful, reporting an incident, etc. Weekly Positive Behavior Review: Being on time to class, proper uniform, turning assignments on time, etc. Every good/positive act if reported will earn the student 1-3 merits. These merits could hugely contribute to a student receiving a citizenship award at the end of the school year.	10-17	Non-uniform day Voucher
	18-24	Canteen Voucher
	25+	End-of-cycle Merit Trip
Every Three (3) merits earned by a student will cancel 1 demerit for him/her upon the approval of the relevant teacher. Although the behavior event will stay in the RenWeb for the future reference.		
Every Five (5) merits earned by a student will privilege him/her to re-do a classwork or homework upon the approval of the relevant teacher		

Student/Parent Acknowledgement Form

Dear Parent,

Effective School research informs us that a safe, orderly school is essential to student learning. The importance of that kind of an environment has been a long-standing value of this school. That environment promotes a positive school climate and high expectations for both behavior and learning.

This handbook is published to outline these expectations. We want to assure and protect the rights of all students to ensure a safe, orderly and educationally efficient environment. Following these guidelines promote an effective teaching and learning environment where students, teachers, and staff can perform at their best. We must work together to ensure that the school is free from disruptive behavior and promote disciplinary actions that enhance the individual to excel.

We solicit your commitment to these guidelines that support learning excellence and create cooperation in a partnership, which provides the best possible learning environment for your child.

Your signature is required to acknowledge that you have read and understand the Student & Parent Handbook.

Sincerely,

Dr. Virginia Parras
President and CEO

My signature indicates that I will abide by the School's Discipline Management Policies, Student Code of Conduct, Attendance Policy, Arrival/Dismissal Policy, Tardy Policy, Students Dress & Grooming Code, Cellular Phones and Electronic Devices Policy and all the School Policies listed in the Student/Parent Handbook.

Student Name

Student Signature

Date

Parent/Guardian Name

Parent/Guardian Signature

Date

Phone # (974) 44-999-851 • Fax # (974) 44-999-852