Parent & Student Handbook
Dear DeBakey Parents and Students,

As we embark on another fantastic school year, I encourage you to read the “DEBAKEY PARENT AND STUDENT HANDBOOK” in its entirety. This handbook was designed as a guide to answer many of the questions concerning school policies. Please take an evening to read this handbook with your child to become familiar with all of the rules and regulations of the school.

We must work as a team and become educational partners in order to create a safe and healthy learning environment for all students at DeBakey High School.

With Warm Regards,

Linda Mabrie, Executive Director
Michael E. DeBakey, M.D.
Pioneer, Innovator, Miracle Maker, Samaritan

Michael Ellis DeBakey was an internationally recognized and respected physician and surgeon, noted for his pioneering work in the field of cardiovascular surgery, as well as for his innovative research into this and other fields of medicine. He is credited with inventing and perfecting scores of medical devices, techniques and procedures which have led to healthy hearts and productive lives for millions throughout the world. Dacron arteries, arterial bypass operations, artificial hearts, heart pumps and heart transplants are common procedures in today’s medicine, thanks to Dr. DeBakey.

Additionally, Michael DeBakey is credited with developing the Mobile Army Surgical Hospitals (M.A.S.H.) concepts for the military, which has led to saving thousands during the Korean and Vietnam conflicts. As well, the development of specialized medical and surgical center systems, in order to treat returning military personnel, subsequently became the Veterans Administration Medical Center System, saving many more lives.

Dr. DeBakey earned an enviable reputation as a medical statesman. He served as advisor to almost every President in the past fifty years, as well as to heads of state throughout the world. He led the movement to establish the National Library of Medicine, which is now the world’s largest and most prestigious repository of medical archives. Dr. DeBakey continued to devote considerable time to national advisory committees and to consultant ships in Europe and the Middle and Far East, where he helped to establish health care systems.

As a lifelong scholar, Dr. DeBakey’s writings are reflected in more than 1,300 published medical articles, chapters and books on various aspects of surgery, medicine, health, medical research and medical education, as well as ethical, socio-economic and philosophic discussion in these fields. Many of these are now considered classics. In addition to his scholarly writings, he was a bestselling author, having co-authored such popular works as, The Living Heart, The Living Heart Shopper’s Guide and The Living Heart Guide to Eating Out.

This prolific humanitarian performed more than 60,000 cardiovascular procedures and trained thousands of surgeons who practice through the world. He operated on heads of state, princes and celebrities, as well as paupers, with the same exacting surgical technique and compassion to all. In 1976, his students from throughout the world founded the Michael E. DeBakey International Surgical Society. In appreciation of his untiring pedagogic and investigative efforts, the Trustees of Baylor University, where Dr. DeBakey was Chancellor of Baylor College of Medicine, established the Michael E. DeBakey Center for Biomedical Education, as well as the DeBakey Lectureship. One of his proudest moments was in 1997, when the High School for Health Professions, which he helped to establish in 1972, was renamed in his honor: Michael E. DeBakey High School. Dr. DeBakey endorsed the establishment of a branch campus in Qatar in 2008.

Dr. DeBakey received numerous honorary degrees from prestigious colleges and universities as well as innumerable awards from educational institutions, professional and civic organizations, and governments worldwide. In 1969, he received the highest honor a United States citizen can receive, the Presidential Medal of Freedom with Distinction. In 1987, President Ronald Reagan awarded him the National Medal of Science. In 2008, he received the Congressional Gold Medal, presented by President Bush.

With his keen intellect, professional ingenuity, personal integrity and selfless devotion to humanity, Women’s International Center was so proud to present the International Samaritan Living Legacy Award to a living legend and a genuine healer of the human heart.

“An Outstanding American School”
# Table of Contents

## I. GENERAL SCHOOL INFORMATION

- Regular Bell Schedule ........................................... 1  
- Early Dismissal Bell Schedule ............................... 2  
- Morning Assembly Bell Schedule .......................... 3  
- Afternoon Assembly Bell Schedule ........................ 4  
- Mid-Day Assembly Bell Schedule ........................... 5  
- Morning Event Bell Schedule ................................. 6  
- Afternoon Event Bell Schedule .............................. 7  
- Ramadan Bell Schedule ......................................... 8  
- Standardized Testing Schedules ............................ 9  
- Final Exams Schedule ......................................... 10  
- Foreword, Welcome, DeBakey Vision & Mission ........ 12  
- DeBakey Pride, Philosophy & Values ...................... 13  

## II. STUDENT GUIDELINES

- Academic Requirements ....................................... 15  
- Achievement Incentives ..................................... 15  
- Advanced Placement ......................................... 16  
- Community Service and Volunteer Hours ............... 16  
- Grading Procedures and Testing ........................... 17  
- Promotion Standards ......................................... 19  
- Attendance ....................................................... 20  
- Arrival / Dismissal ............................................ 21  
- Procedures for Leaving Campus ............................ 22  
- Tardy Policy ..................................................... 24  
- Absence Policy ................................................ 24  
- Standard Preparation in school/classroom .......... 25  
- Hall and classroom procedures ............................ 25  
- Textbooks / Backpacks ....................................... 26  
- School Activities/Events ................................... 26  
- Student Organizations ....................................... 26  

"An Outstanding American School"
III. STUDENT SERVICES

Library-Media Center  28
Lockers  29
Health Services  29
Guidance and Counseling Services  32
Parent/Teacher Conferences  32
Security Officers  33
PTA  33
Gymnasium  33
Cafeteria  33

IV. STUDENT RULES AND REGULATIONS

Language Policy  34
Cellular Phones and Electronic Devices  34
Technology  34
Student Personal Property  35
Auditorium Procedures  35
Fire and Disasters Drills  35
Hall Passes and Permits  35
Change of Address/ Telephone Number  36
Messages/Deliveries/Phone Use  36
Visitors in The Building  36
Schedule Changes  36
Withdrawal From School  36
Student Dress and Grooming Code  36
Violation Consequences  39
Cheating Policy  39
V. CODE OF CONDUCT VIOLATION

- Bullying
- Tobacco, Drugs and Alcohol
- Bomb Threats
- Death Threats
- Disruptive Activity
- Gang Activity
- Inappropriate Physical Conduct
- Persistent Misbehavior
- Public Display of Affection
- School Bus Conduct
- Self Defense
- Harassment

VI. ADMINISTRATIVE DISCIPLINARY ACTIONS

- Due Process
- Detention
- In-School Suspension
- Out of School Suspension
- Jurisdiction
- Personal Search of Students
- Physical Restraint of Students
- Police Questioning of Students
- Offences & Consequences
- Positive Behavior & Rewards

VII. ACKNOWLEDGEMENT OF GENERAL RULES & GUIDELINES

- Parent Participation Policy
- Student/Parent Acknowledgment Form
I. GENERAL SCHOOL INFORMATION

REGULAR BELL SCHEDULE 17/18

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:30</td>
<td>STUDENT ARRIVAL</td>
</tr>
<tr>
<td>6:45</td>
<td>TEACHERS SIGN-IN</td>
</tr>
<tr>
<td>6:55</td>
<td>STUDENTS REPORT TO FIRST PERIOD</td>
</tr>
<tr>
<td>7:00 – 8:10</td>
<td>FIRST PERIOD</td>
</tr>
<tr>
<td>8:15 – 9:25</td>
<td>SECOND PERIOD</td>
</tr>
<tr>
<td>9:30 - 11:20</td>
<td>THIRD PERIOD &amp; LUNCH</td>
</tr>
<tr>
<td>9:30 - 10:05</td>
<td>MS LUNCH (Grades 7, 8 &amp; 9)</td>
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<tr>
<td>10:10 - 11:20</td>
<td>MS THIRD PERIOD (Grades 7, 8 &amp; 9)</td>
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<tr>
<td>9:30 - 10:40</td>
<td>HS THIRD PERIOD (Grades 10, 11 &amp; 12)</td>
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<tr>
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<td>HS LUNCH (Grades 10, 11 &amp; 12)</td>
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<tr>
<td>11:25 - 12:35</td>
<td>FOURTH PERIOD</td>
</tr>
<tr>
<td>12:35 – 12:45</td>
<td>BREAK</td>
</tr>
<tr>
<td>12:50 – 2:00</td>
<td>FIFTH PERIOD</td>
</tr>
<tr>
<td>2:00</td>
<td>STUDENT DISMISSAL</td>
</tr>
<tr>
<td>3:00</td>
<td>TEACHERS SIGN-OUT</td>
</tr>
</tbody>
</table>
EARLY DISMISSAL BELL SCHEDULE 17/18

6:30    STUDENT ARRIVAL
6:45    TEACHERS SIGN-IN
6:55    STUDENTS REPORT TO FIRST PERIOD
7:00 – 7:55    FIRST PERIOD
8:00 – 8:30    HOMEROOM
8:35 – 9:30    SECOND PERIOD
9:30 - 11:05    THIRD PERIOD & LUNCH
9:30 – 10:05    MS LUNCH (Grades 7, 8 & 9)
10:10 - 11:05    MS THIRD PERIOD (Grades 7, 8 & 9)
9:35 - 10:30    HS THIRD PERIOD (Grades 10, 11 & 12)
10:35 – 11:05    HS LUNCH (Grades 10, 11 & 12)
11:10 – 12:05    FOURTH PERIOD
12:05 – 12:15    BREAK
12:20 – 1:15    FIFTH PERIOD
1:15    STUDENT DISMISSAL
3:00    TEACHERS SIGN-OUT
MORNING ASSEMBLY BELL SCHEDULE 17/18

6:30    STUDENT ARRIVAL
6:45    TEACHERS SIGN-IN
6:55    STUDENTS REPORT TO HOMEROOM
7:00 – 7:05  HOMEROOM
7:05 – 7:55  SCHOOL-WIDE ASSEMBLY
8:00 – 9:00  FIRST PERIOD
9:05 – 10:05  SECOND PERIOD
10:05 - 11:40  THIRD PERIOD & LUNCH
10:05 - 10:35  MS LUNCH    (Grades 7, 8 & 9)
10:40 - 11:40  MS THIRD PERIOD  (Grades 7, 8 & 9)
10:10 - 11:10  HS THIRD PERIOD  (Grades 10, 11 & 12)
11:10 - 11:40  HS LUNCH    (Grades 10, 11 & 12)
11:45 - 12:45  FOURTH PERIOD
12:45 - 12:55  BREAK
1:00 – 2:00  FIFTH PERIOD
2:00    STUDENT DISMISSAL
3:00    TEACHERS SIGN-OUT
<table>
<thead>
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<tbody>
<tr>
<td>6:30</td>
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<td>STUDENTS REPORT TO FIRST PERIOD</td>
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<td>7:00 – 8:00</td>
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<tr>
<td>8:05 - 9:05</td>
<td>SECOND PERIOD</td>
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<tr>
<td>9:05 - 10:40</td>
<td>THIRD PERIOD &amp; LUNCH</td>
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<tr>
<td>9:05 - 9:35</td>
<td>MS LUNCH (Grades 7, 8 &amp; 9)</td>
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<tr>
<td>9:40 - 10:40</td>
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<td>9:10 - 10:10</td>
<td>HS THIRD PERIOD (Grades 10, 11 &amp; 12)</td>
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<tr>
<td>10:10 - 10:40</td>
<td>HS LUNCH (Grades 10, 11 &amp; 12)</td>
</tr>
<tr>
<td>10:45 - 11:45</td>
<td>FOURTH PERIOD</td>
</tr>
<tr>
<td>11:45 - 11:55</td>
<td>BREAK</td>
</tr>
<tr>
<td>12:00 – 1:00</td>
<td>FIFTH PERIOD</td>
</tr>
<tr>
<td>1:05 – 2:00</td>
<td>SCHOOL-WIDE ASSEMBLY</td>
</tr>
<tr>
<td>2:00</td>
<td>STUDENT DISMISSAL</td>
</tr>
<tr>
<td>3:00</td>
<td>TEACHERS SIGN-OUT</td>
</tr>
</tbody>
</table>
MID-DAY ASSEMBLY BELL SCHEDULE 17/18

6:30    STUDENT ARRIVAL

6:45    TEACHERS SIGN-IN

6:55    STUDENTS REPORT TO FIRST PERIOD

7:00 - 7:50   FIRST PERIOD

7:55 - 8:45   SECOND PERIOD

8:45 - 12:00  THIRD PERIOD, ASSEMBLY & LUNCH

8:50 - 9:40   MS LUNCH      (Grades 7, 8 & 9)

8:50 - 9:40   HS THIRD PERIOD (Grades 10, 11 & 12)

9:45 - 11:05  MID DAY ASSEMBLY

11:10 - 12:00 MS THIRD PERIOD  (Grades 7, 8 & 9)

11:10 - 12:00 HS LUNCH       (Grades 10, 11 & 12)

12:05 - 12:55 FOURTH PERIOD

12:55 – 1:05  BREAK

1:10 – 2:00   FIFTH PERIOD

2:00         STUDENT DISMISSAL

3:00         TEACHERS SIGN-OUT
MORNING EVENT BELL SCHEDULE 17/18

6:30  STUDENT ARRIVAL

6:45  TEACHERS SIGN-IN

6:55  STUDENTS REPORT TO HOMEROOM

7:00 – 7:05  HOMEROOM

7:05 - 8:45  MORNING EVENT

8:50 - 9:40  FIRST PERIOD

9:45 - 10:35  SECOND PERIOD

10:35 - 12:00  THIRD PERIOD & LUNCH

10:35 - 11:05  MS LUNCH  (Grades 7, 8 & 9)

11:10 - 12:00  MS THIRD PERIOD  (Grades 7, 8 & 9)

10:40 - 11:30  HS THIRD PERIOD  (Grades 10, 11 & 12)

11:30 - 12:00  HS LUNCH  (Grades 10, 11 & 12)

12:05 - 12:55  FOURTH PERIOD

12:55 – 1:05  BREAK

1:10 – 2:00  FIFTH PERIOD

2:00  STUDENT DISMISSAL

3:00  TEACHERS SIGN-OUT
### AFTERNOON EVENT BELL SCHEDULE 17/18

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:30</td>
<td>STUDENT ARRIVAL</td>
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<td>6:45</td>
<td>TEACHERS SIGN-IN</td>
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<tr>
<td>6:55</td>
<td>STUDENTS REPORT TO FIRST PERIOD</td>
</tr>
<tr>
<td>7:00 - 7:50</td>
<td>FIRST PERIOD</td>
</tr>
<tr>
<td>7:55 - 8:45</td>
<td>SECOND PERIOD</td>
</tr>
<tr>
<td>8:45 - 10:00</td>
<td>THIRD PERIOD &amp; LUNCH</td>
</tr>
<tr>
<td>8:45 - 9:05</td>
<td>MS BEAK (Grades 7, 8 &amp; 9)</td>
</tr>
<tr>
<td>9:10 - 10:00</td>
<td>MS THIRD PERIOD (Grades 7, 8 &amp; 9)</td>
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<tr>
<td>8:50 – 9:40</td>
<td>HS THIRD PERIOD (Grades 10, 11 &amp; 12)</td>
</tr>
<tr>
<td>9:40 – 10:00</td>
<td>HS BREAK (Grades 10, 11 &amp; 12)</td>
</tr>
<tr>
<td>10:05 – 10:55</td>
<td>FOURTH PERIOD</td>
</tr>
<tr>
<td>11:00 – 11:50</td>
<td>FIFTH PERIOD</td>
</tr>
<tr>
<td>11:50-12:00</td>
<td>BREAK</td>
</tr>
<tr>
<td>12:00 – 2:00</td>
<td>AFTERNOON EVENT</td>
</tr>
<tr>
<td>2:00</td>
<td>STUDENT DISMISSAL</td>
</tr>
<tr>
<td>3:00</td>
<td>TEACHERS SIGN-OUT</td>
</tr>
<tr>
<td>3:00 – 5:00</td>
<td>AFTER SCHOOL PROGRAM</td>
</tr>
</tbody>
</table>
RAMADAN BELL SCHEDULE 17/18

7:45          STUDENT ARRIVAL
7:45          TEACHERS SIGN-IN
8:00 – 8:45   FIRST PERIOD
8:50 - 9:35   SECOND PERIOD
9:35 - 10:55  THIRD PERIOD & LUNCH
9:35 - 10:05  MS LUNCH          (Grades 7, 8 & 9)
10:10 - 10:55 MS THIRD PERIOD   (Grades 7, 8 & 9)
9:40 - 10:25  HS THIRD PERIOD   (Grades 10, 11 & 12)
10:25 - 10:55 HS LUNCH          (Grades 10, 11 & 12)
11:00 - 11:45 FOURTH PERIOD
11:45 - 11:55 BREAK
12:00 – 12:45 FIFTH PERIOD
12:45         STUDENT DISMISSAL
1:00          TEACHERS SIGN-OUT
### STANDERDIZED TESTING CALENDAR FOR 2017 – 2018 (Tentative)

<table>
<thead>
<tr>
<th>Test</th>
<th>Period</th>
<th>Grades</th>
<th>Description</th>
<th>Instructions</th>
</tr>
</thead>
</table>
| NWEA MAP Test Fall  | Oct 15-Oct 19  | G7–G12 | The Measure of Academic Progress (MAP) is a complete set of assessments aligned to national and state curricula and standards that narrows in on a student’s learning level, engaging them with content that allows them to succeed. NWEA MAP assessments provide detailed, actionable data about where each child is on their unique learning path. Because student engagement is essential to any testing experience, NWEA works with educators to create test items that interest children and help to capture detail about what they know and what they’re ready to learn. It’s information teachers can use in the classroom to help every child, every day.  
- MAP: Reading and language  
- MAP: Mathematics  
- MAP: General Science | 4 tests to be taken in 4 different test locations:  
- Library  
- Computer Lab 1  
- Computer Lab 2  
- Robotics Lab  
Students will take 2 tests per day and one day will be left for making up the tests for absent students. |
| PSAT-G10            | Wed October 11 | G10    | The Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) is a program cosponsored by the College Board and National Merit Scholarship Corporation (NMSC). It's a standardized test that provides firsthand practice for the SAT®. It also gives the student a chance to enter NMSC scholarship programs and gain access to college and career planning tools. The PSAT/NMSQT measures:  
- Critical reading skills  
- Math problem-solving skills  
- Writing skills | 1 Day for the test.  
All grade 10 students will take this test and have to pay a fee (17$-20$).  
PSAT will take place from 7:15 am till 12:00 pm in the school auditorium |
| PSAT 8/9            | Tues April 17  | G8-G9  | The PSAT 8/9 is the first in the College Board’s “SAT Suite of Assessments” and is offered to eighth and ninth graders. The purpose of the PSAT 8/9 is to establish a starting point in terms of college and career readiness as students transition to high school. It’s a way for students to practice for the PSAT 10, the PSAT/NMSQT, and the SAT. | 1 Day for the test.  
All grade 8 &9 students will take this test and have to pay a fee (10$).  
PSAT 8/9 will take place from 7:15 am till 12:00 pm in the school auditorium |
<table>
<thead>
<tr>
<th>Test</th>
<th>Dates</th>
<th>Grades</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP Test</td>
<td>May 7 till May 18</td>
<td>G11,G12</td>
<td>Advanced Placement: Program in the United States and Canada, created by the College Board, which offers college-level curricula and examinations to high school students. American colleges and universities often grant placement and course credit to students who obtain high scores on the examinations.</td>
</tr>
<tr>
<td>NWEA MAP Test</td>
<td>May 6 – May 10</td>
<td>G7 – G10</td>
<td>The Measure of Academic Progress (MAP) is a complete set of assessments aligned to national and state curricula and standards that narrows in on a student’s learning level, engaging them with content that allows them to succeed. NWEA MAP assessments provide detailed, actionable data about where each child is on their unique learning path. Because student engagement is essential to any testing experience, NWEA works with educators to create test items that interest children and help to capture detail about what they know and what they’re ready to learn. It’s information teachers can use in the classroom to help every child, every day.</td>
</tr>
<tr>
<td>Stanford 10</td>
<td>May 8 – May 9</td>
<td>G11,G12</td>
<td>The Stanford-10 test measure student performance compared to the performance of similar students throughout the nation. Stanford 10 Online is a multiple-choice assessment that helps educators determine student achievement in real time for all grades levels. Online assessments allow for automated capture, real-time reporting and scoring, and immediate normative analysis.</td>
</tr>
</tbody>
</table>

Test Schedule as per Attachment A

4 tests to be taken in 4 different test locations:
- Library
- Computer Lab1
- Computer Lab2
- Robotics Lab

Students will take 2 tests per day and one day will be left for making up the tests for absent students.
### Attachment A - AP Exam Schedule 2018

The 2018 AP Exams will be administered over two weeks in May: May 7 through 11 and May 14 through 18. Coordinators are responsible for notifying students when and where to report for the exams. Early testing or testing at times other than those published by the College Board is not permitted under any circumstances.

<table>
<thead>
<tr>
<th>Week 1</th>
<th>Morning 8 a.m.</th>
<th>Afternoon 12 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, May 7, 2018</td>
<td>Chemistry, Spanish Literature and Culture</td>
<td>Psychology</td>
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<tr>
<td>Tuesday, May 8, 2018</td>
<td>Seminar, Spanish Language and Culture</td>
<td>Art History, Physics 1: Algebra-Based</td>
</tr>
<tr>
<td>Wednesday, May 9, 2018</td>
<td>English Literature and Composition</td>
<td>Japanese Language and Culture, Physics 2: Algebra-Based</td>
</tr>
<tr>
<td>Thursday, May 10, 2018</td>
<td>United States Government and Politics</td>
<td>Chinese Language and Culture, Environmental Science</td>
</tr>
<tr>
<td>Friday, May 11, 2018</td>
<td>German Language and Culture, United States History</td>
<td>Computer Science Principles</td>
</tr>
</tbody>
</table>

*Studio Art — last day for coordinators to submit digital portfolios (by 8 p.m. EDT) and to gather 2-D Design and Drawing students for physical portfolio assembly.*

*Teachers should have forwarded students’ completed digital portfolios to Coordinators before this date.*
<table>
<thead>
<tr>
<th>Week 1</th>
<th>Morning 8 a.m.</th>
<th>Afternoon 12 p.m.</th>
<th>Afternoon 2 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, May 14, 2018</td>
<td>Biology</td>
<td>Physics C: Mechanics</td>
<td>Physics C: Electricity and Magnetism</td>
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<td></td>
<td>Music Theory</td>
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<tr>
<td>Tuesday, May 15, 2018</td>
<td>Calculus AB</td>
<td>French Language and Culture</td>
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<td></td>
<td>Calculus BC</td>
<td>Computer Science A</td>
<td></td>
</tr>
<tr>
<td>Wednesday, May 16, 2018</td>
<td>English Language and Composition</td>
<td>Italian Language and Culture</td>
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<tr>
<td></td>
<td></td>
<td>Macroeconomics</td>
<td></td>
</tr>
<tr>
<td>Thursday, May 17, 2018</td>
<td>Comparative Government and Politics</td>
<td>Statistics</td>
<td></td>
</tr>
<tr>
<td></td>
<td>World History</td>
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<tr>
<td>Friday, May 18, 2018</td>
<td>Human Geography</td>
<td>European History</td>
<td></td>
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<tr>
<td></td>
<td>Microeconomics</td>
<td>Latin</td>
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</tbody>
</table>

**Please note:**

Coordinators are responsible for notifying students when and where to report for the exams. Early testing or testing at times other than those published by the College Board is not permitted under any circumstances.
Attachment B - Stanford 10 Achievement Test Schedule

The testing times are based on average results. Some students will test at different rates. Do not expect all students to stay within these times.

<table>
<thead>
<tr>
<th>TASK 1 – TASK 3 (G11-G12)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Day 1</strong></td>
</tr>
<tr>
<td>Reading Vocabulary</td>
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<tr>
<td>Reading comprehension</td>
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<tr>
<td>Mathematics</td>
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<tr>
<td><strong>Estimated Time Day 1</strong></td>
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<tr>
<td><strong>Day 2</strong></td>
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<tr>
<td>Spelling</td>
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<tr>
<td>Language</td>
</tr>
<tr>
<td>Science</td>
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<tr>
<td>Social Science</td>
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<tr>
<td><strong>Estimated Time Day 2</strong></td>
</tr>
</tbody>
</table>
## FINAL EXAMS SCHEDULE (Middle & High School)

### Semester 1

#### January 21, 2018
- **6:55 a.m. – 7:00 a.m.** Report to Exam Location (Tardy after 7:10 a.m.)
- **7:10 a.m. – 8:40 a.m.** *English*
- **8:40 a.m. – 8:55 a.m.** *Break*
- **8:55 a.m. – 9:00 a.m.** Passing (Tardy after 9:00 a.m.)
- **9:00 a.m. – 10:30 a.m.** *Math*
- **10:30 a.m.** Dismissal

#### January 22, 2018
- **6:55 a.m. – 7:00 a.m.** Report to Exam Location (Tardy after 7:10 a.m.)
- **7:10 a.m. – 8:40 a.m.** *Science*
- **8:40 a.m. – 8:55 a.m.** *Break*
- **8:55 a.m. – 9:00 a.m.** Passing (Tardy after 9:00 a.m.)
- **9:00 a.m. – 10:30 a.m.** *Social Studies*
- **10:30 a.m.** Dismissal

#### January 23, 2018
- **6:55 a.m. – 7:00 a.m.** Report to Exam Location (Tardy after 7:10 a.m.)
- **7:10 a.m. – 8:40 a.m.** *HST*
- **8:40 a.m. – 8:55 a.m.** *Break*
- **8:55 a.m. – 9:00 a.m.** Passing (Tardy after 9:00 a.m.)
- **9:00 a.m. – 10:30 a.m.** *Arabic*
- **10:30 a.m.** Dismissal

#### January 24, 2018
- **6:55 a.m. – 7:00 a.m.** Report to Exam Location (Tardy after 7:10 a.m.)
- **7:10 a.m. – 8:40 a.m.** *2nd Science*
- **8:40 a.m. – 8:55 a.m.** *Break*
- **8:55 a.m. – 9:00 a.m.** Passing (Tardy after 9:00 a.m.)
- **9:00 a.m. – 10:30 a.m.** *2nd Social Studies*
- **10:30 a.m.** Dismissal

#### January 25, 2018
- **6:55 a.m. – 7:00 a.m.** Report to Exam Location (Tardy after 7:10 a.m.)
- **7:10 a.m. – 8:40 a.m.** *2nd Math*
- **8:40 a.m. – 8:55 a.m.** *Break*
- **8:55 a.m. – 9:00 a.m.** Passing (Tardy after 9:00 a.m.)
- **9:00 a.m. – 10:30 a.m.** *Make-up & 3rd of any subject*
- **10:30 a.m.** Dismissal
FINAL EXAMS SCHEDULE (Middle & High School)

Semester 2

**June 3, 2018**
6:55 a.m. – 7:00 a.m. Report to Exam Location (Tardy after 7:10 a.m.)
7:10 a.m. – 8:10 a.m. **English**
8:10 a.m. – 8:15 a.m. Passing (Tardy after 8:15 a.m.)
8:15 a.m. – 9:15 a.m. **Math**
9:15 a.m. Dismissal

**June 4, 2018**
OFF

**June 5, 2018**
6:55 a.m. – 7:00 a.m. Report to Exam Location (Tardy after 7:10 a.m.)
7:10 a.m. – 8:10 a.m. **Social Studies**
8:10 a.m. – 8:15 a.m. Passing (Tardy after 8:15 a.m.)
8:15 a.m. – 9:15 a.m. **Science**
9:15 a.m. Dismissal

**June 6, 2018**
OFF

**June 7, 2018**
6:55 a.m. – 7:00 a.m. Report to Exam Location (Tardy after 7:10 a.m.)
7:10 a.m. – 8:10 a.m. **Arabic & Foreign Language**
8:10 a.m. – 8:15 a.m. Passing (Tardy after 8:15 a.m.)
8:15 a.m. – 9:15 a.m. **Health**
9:15 a.m. Dismissal

**June 8, 2018**
OFF

**June 9, 2018**
6:55 a.m. – 7:00 a.m. Report to Exam Location (Tardy after 7:10 a.m.)
7:10 a.m. – 8:10 a.m. **2nd Science**
8:10 a.m. – 8:15 a.m. Passing (Tardy after 8:15 a.m.)
8:15 a.m. – 9:15 a.m. **2nd Social Studies**
9:15 a.m. Dismissal

**June 10, 2018**
6:55 a.m. – 7:00 a.m. Report to Exam Location (Tardy after 7:10 a.m.)
7:10 a.m. – 8:10 a.m. **2nd Math**
8:10 a.m. – 8:15 a.m. Passing (Tardy after 8:15 a.m.)
8:15 a.m. – 9:15 a.m. **Make up of any 3rd subject**
9:15 a.m. Dismissal
FOREWORD

This student handbook has been prepared to help you benefit most while at DeBakey High School. Please read it carefully so you as a student will know what is expected of you. The basic procedures, rules and practices are also included in the handbook so for awareness and understanding.

DeBakey High School-Qatar has as its main objective, the desire to make our school the best learning environment where students feel safe and nurtured. The philosophies that “Everybody is Somebody” and “I Care” are characterized by a genuine partnership between staff and students devoted to common aims and objectives, mutual respect for each other, and an acceptance of each other’s contributions, responsibilities and problems. This is your school, have pride in it, take care of it, make yourself a winner here.

WELCOME

Welcome to DeBakey High School! The school Administration has published this guide to help you understand the way our school functions. While at DeBakey High School, you will be given many opportunities to become involved in the activities of our school. It is our desire that every student achieve their personal best in academics and extracurricular activities.

We have established high expectations and encourage each of you to take pride in our school. As a student, you have a great responsibility to insure that cleanliness and orderliness prevail at our school. It is our hope that your experience at DeBakey High School will be rewarding. The staff at DeBakey High School cares about you and is dedicated to providing you the best education possible. We encourage you to do your best. Have a great year!

DEBAKEY VISION STATEMENT

To provide a challenging and well-balanced college preparatory program focused on academic excellence and character development, while empowering students to lead productive and fulfilling lives.

DEBAKEY MISSION STATEMENT

Michael E. DeBakey High School for Health Professions at Qatar, an outstanding multicultural institution, provides a well-rounded program dedicated to academic excellence and character development. Our exceptional faculty prepares students to compete in a global society through a rigorous American curriculum focused on science, mathematics, technology, and health science. The DeBakey community works together to create a collaborative and mutually supportive family atmosphere in which every student succeeds.
DEBAKEY PRIDE

DEBAKEY PRIDE is designed to accompany the Student-Parent Policy Guide, which provides information regarding the rules and policies of the DeBakey-Qatar. The discipline information outlined in this section clearly identifies the specific expectations of students’ behavior at DeBakey High School. The formation and purpose of DEBAKEY PRIDE is to build a positive level of understanding and cooperation among all members of the DeBakey community and establish a foundation for a dynamic year of growth and learning.

DEBAKEY PRIDE - A cooperative attitude and positive degree of effort that a student MUST exhibit in order for learning to occur.

The above statement defines the atmosphere desired at DeBakey High School. We expect our students to exhibit certain behaviors, which are necessary for quality learning to take place. The terms attitude and effort are key components of DEBAKEY 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 are allowed to function in a lesser environment, learning becomes stale and fragile for the entire school.

DEBAKEY 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 DeBakey High School 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 DeBakey.

DEBAKEY PHILOSOPHY

Built from the legacy established by Dr. DeBakey, renowned heart surgeon, we at Michael E. DeBakey High School for Health Professions at Qatar believe that students can only achieve their fullest potential by taking a whole-child approach to education, where every student succeeds. Without respect and responsibility, knowledge and scholarship are nurtured in vain. To ensure success in the classroom, we focus on engaging student-centered instruction, rigorous and consistent assessment, and a collaborative approach to continuous improvement. This focus is then combined with an emphasis on character development and social responsibility, all of which results in students who are prepared and inspired to compete in a global world.

Teaching

We believe teaching should inspire and engage. Relying on a standards-based curriculum aligned to the Texas Essential Knowledge and Skills (TEKS), DeBakey-Qatar values and implements engaging instruction that is differentiated by student readiness, ability, and interest. Each class includes a balanced blend of carefully scaffolded lessons that include direct instruction, modeling, guided practice, and
independent practice and are centered around students engaging directly with the content and with each other.

**Collaboration**

Just as we believe that students can learn from each other, we also believe that, as educators, we can all learn from one another. As professional learning communities, teachers and administrators meet regularly to analyze student work, research best practices, and follow through with implementing instructional strategies aligned to the needs of our students.

**Measuring Learning**

To ensure DeBakey students are prepared academically for post-secondary education, we rigorously assess for success. In addition to administering school-wide semester exams that mirror the scope and tone of college assessments, our courses also include a range of summative and formative assessments to help students and teachers measure learning progress. These are all balanced by a set of external assessments that are both norm referenced and college-preparatory.

**Character Development**

While respect and responsibility are weaved into regular classroom practice, we also explicitly focus on creating a safe, caring environment through character development and responsibility. We believe in positive reinforcement, rather than punitive measures, and practice a proactive approach to teaching responsibility. All students are required to complete 100 hours of community service and are encouraged to participate in extracurricular activities. Students in health science classes are also required to complete “practicals” in clinical settings and advanced health science students must further get hands-on clinical experience through 6-week “rotations”.

**DEBAKEY VALUES**

Dr. DeBakey exemplified the characteristics of hard-work, responsibility and innovation that we also expect our students to have. At DeBakey-Qatar, we strive to grow both the brain and the heart by embodying the DeBakey values that include:

- **TRUSTWORTHINESS**
- **RESPECT**
- **RESPONSIBILITY**
- **COMPASSION**
- **CITIZENSHIP**
- **HONESTY**
- **SCHOLARSHIP**
- **COOPERATION**

Through this, we expect all students can reach their fullest potential to succeed in a 21st century, global world.
II. **STUDENT GUIDELINES**

**ACADEMIC REQUIREMENTS**

DHSHP@Qatar students entering 9th grade are required to take and complete 4 years of English, Mathematics, Science, and Health Science, and 2 years of a Foreign Language. All DHSHP@Qatar students **MUST** maintain a minimum average of 70 in each class. The culminating mathematics course, for all students, is AP calculus. All students are urged to take an AP science course in their senior year.

100 hours of community service is required prior to graduation. All students in grades 9, 10, and 11 must submit, each year, documentation of earned community service hours. This documentation must be submitted no later than the last school day in June. Students in the 12th grade must submit the documentation for the **required** 100 community service hours no later than the last day in May of their senior year.

**ACHEIVEMENT INCENTIVES**

- **HONOR ROLL**
- **PRINCIPAL AWARDS DAY**
- **HONORS AND HIGH ACHIEVERS**
- **STUDENT OFFICES**

**Honor Roll and High Achiever**

The Honor Roll and High Achiever lists are calculated at the end of each grading cycle. A student is considered on Honor Roll list if s/he receives all A’s in their courses and on High Achiever list if s/he receives all A’s and one B in their courses, as well as good conduct behavior in class (nothing lower than an ‘S’). Students have the opportunity to be on the Honor Roll and High Achiever lists six times throughout the year. Students will be awarded and recognized at the beginning of each cycle.

**Principal Awards Ceremony**

The Principal Awards Ceremony recognizes students who exceed beyond the minimum requirements. Awards are granted for academic excellence (average above 90 in all cycles) with All A’s, subject area high achievement, perfect attendance, citizenship, leadership and outstanding students of the year awards as well as exemplary conduct behavior in class (‘E’) in each cycle.

**Honors and Student Offices**

In accordance with school policy, in order for a student to be eligible for school honors and student offices, they must **not** have a grade lower than a “C”, nor a conduct grade lower than an “S.” Additionally, the student must meet the requirements of the DHSHP attendance policy. This includes the current and preceding semester. School Honors include, but are not limited to, positions voted on by the student body, such as class representatives, senior class office, student council, student ambassador and positions appointed by the Director. For School Honors, the preceding semester will be checked if the honor is being given in the spring semester.

All students should refer to the individual clubs or organizations for specific guidelines and membership requirements.
ADVANCED PLACEMENT

Advanced Placement is a cooperative endeavor between secondary schools and colleges and universities. This program, sponsored by the College Board, is designed to enable students to have the opportunity to take college level courses while still in high school. At the end of the AP class, the student sits for the AP Exam – potentially earning college credit. Tests are administered at school and registration typically takes place in late January or early February.

AP Exams are given once a year in May. These exams provide students with a standardized measure of what they’ve accomplished in the AP classroom. Colleges and universities will use these AP Exam grades to possibly award the student credit, placement or both. In addition to the intellectual rewards listed above, AP and PAP students are also rewarded with an extra point on their GPA.

Additional AP information and testing schedule can be found on the College Board website: [www.collegeboard.com](http://www.collegeboard.com).

**DeBakey High School AP Prerequisites**

*(Adopted from College Board) 2017-2018*

The following are the required prerequisites and criteria adopted from the College Board. Students must have successfully completed the prerequisite(s) courses prior to applying for an AP course and have met the selection criteria:

- Conduct grade
  - No less than ‘S’
- High achievement data
  - ‘High’ NWEA scores and Post High School Stanford 10 results
- High academic ability in relevant course(s)
  - 90% and above
- Strong recommendations from relevant course teachers

<table>
<thead>
<tr>
<th>Course</th>
<th>Prerequisites</th>
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<tbody>
<tr>
<td>AP Biology</td>
<td>Biology Chemistry</td>
</tr>
<tr>
<td>AP Chemistry</td>
<td>Chemistry, Algebra II, Algebra I</td>
</tr>
<tr>
<td>AP Physics I</td>
<td>Physics, Algebra II, Geometry, Algebra I</td>
</tr>
<tr>
<td>AP Calculus</td>
<td>Pre-Cal, Algebra II, Algebra I</td>
</tr>
</tbody>
</table>
COMMUNITY SERVICE AND VOLUNTEER HOURS/ MINIMUM OF 100 HOURS REQUIRED

When hours served are not with an organization or club at DHSHP@Qatar you have two options for reporting hours:

1. An official stamped & signed letter / certificate from the location where you served, documenting the dates and total hours served. This letter must be signed by the person overseeing your volunteer hours.

2. A DHSHP@Qatar verification form, stamped & signed by the person overseeing your volunteer hours, documenting where the volunteer hours were served.

- If you receive a certificate for your service, make sure it has the above information as well as the physical address and phone number of the location. If the certificate does not contain this information, the student must include a DHSHP@Qatar verification form with the certificate.
- Every student is responsible for his/her own hours even when serving with a group or club from DHSHP@Qatar. It is the responsibility of each student to turn in the verification forms.
- Students should make copies of all verification forms that are turned in for credit.
- Please write your year of graduation at the top of every verification form that you submit.
- If you have questions about what is acceptable types of service, contact Mr. Justin Mabrie.
- All DHSHP@Qatar school volunteer hours must be approved by the administration.
GRADING PROCEDURES AND TESTING

During the first week of school, students will receive a syllabus for every course they are scheduled for during the academic year. Students have to sign the last paper of the syllabus by their parents and themselves and return it back to the teacher.

CATEGORIES AND PERCENTAGES:

- Major Assessments: 35%
- Minor Assessments: 25%
- Classwork/Participation: 25%
- Homework: 15%

GRADING SCALE:

BEHAVIOR/CONDUCT:

- 90-100 = A Excellent = E
- 80-89 = B Satisfactory = S
- 75-79 = C Poor = P
- 70-74 = D Unsatisfactory = U
- 0 – 69 = Failure*(Course will be repeated)

TESTING:

The school year has two semesters; semester one has two cycles (C1 & C2) and a semester exam; semester two has two cycles (C3 & C4) and a semester exam. All cycles have 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 core tests per day or three elective tests per day.

LATE WORK POLICY:

Students can make-up minor assessments/major assessments ONLY if the absence has been considered excused (medical certificate/documentation of family emergency). Missed minor/major assessment due to an unexcused absence will result in a zero. Students are responsible for making-up the tests within the time designated by the curriculum department and the teacher. It is the student’s responsibility to arrange the make-up time with the teacher.

Late homework/classwork will have a 20% deduction and it is to be submitted the following lesson. Late work will not be accepted after the second lesson. Students will not be permitted to leave the classroom to collect their homework/classwork. If the homework/classwork is not presented during class, it will be considered late.

ADD/DROPP COURSE POLICY:

- Regular Courses:

Students who wish to drop/add a course, the course must be added/dropped within the first two days of semester one if it is a full year course (one full credit). If the course is half a credit (one semester), the course must be dropped/added within the first two days of semester one or first two weeks of semester two.
For transfer students and online courses, the policy is effective first day of enrollment.

- **Dropping AP Courses Policy**

If a student drops an AP course at any given time, the transcript will reflect: ‘course dropped with a passing grade’ or ‘course dropped with a failing grade.’ This policy also applies to students who are enrolled in an AP course on probation and online.

### PROMOTION STANDARDS

In order for DeBakey students to move to the next grade level, they must show that they have reached DeBakey’s Promotion Standards.

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Promotion Standards</th>
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| 7           | All students in grade 7 must meet the DeBakey requirement of sufficient attendance* and a 70 percent yearly average in the core courses*. A student must pass both English and Mathematics and either Science or Social Studies to be promoted to grade 8.  
- If a student fails English AND Mathematics with another core course, he/she will not be promoted to grade 8 and will have to repeat the three core courses he/she did not pass; however, they can take the electives of grade 8 and any core course the student passed.  
- If a student fails Science, Social Studies, and Mathematics, the student will be promoted to grade 8 and will be required to take grade 8 Remedial Mathematics.  
- If a student fails Science, Social Studies, and English, the student will be promoted to grade 8 and will be required to take grade 8 ESL English.  
- If a student fails Science or Social Studies ONLY, he/she will not have to repeat the course. |
| 8           | All students in grade 8 must meet the DeBakey requirement of sufficient attendance* and a 70 percent yearly average in the core courses*. A student must pass both English and Mathematics and either Science or Social Studies to be promoted to grade 9.  
- If a student fails English AND Mathematics with another core course, he/she will not be promoted to grade 9 and will have to repeat the three core courses he/she did not pass; however, they can take the electives of grade 9.  
- If a student fails Science, Social Studies, and Mathematics, the student will be promoted to grade 9 and will be required to take grade 8 Remedial Mathematics.  
- If a student fails Science, Social Studies, and English, the student will be
promoted to grade 9 and will be required to take ESOL I along with English I.

- If a student fails Science or Social Studies ONLY, he/she will not have to repeat the course.

9 – 12

- Individual course credit is earned through a passing grade of 70% or above and sufficient attendance*
- All students must earn a minimum of 26 credits to graduate from high school.
- If students fail 3 out of 5 core classes*, they will remain in the same grade level for the following year; however, they can continue to take courses from the proceeding grade level.
- Students must pass semester one of the course to proceed semester two.
- Students must pass all courses to graduate.

*Sufficient attendance: A student’s total number of unexcused absences cannot exceed 10% of class meetings (Middle school calculation is based on a full academic year. High school calculations is based on a semester).

*Middle school core courses: English, Mathematics, Science and Social Studies.

*High School core courses: English, Mathematics, Science, Health Science and Technology and Social Studies.

**ATTENDANCE**

Excellent school attendance is necessary to excel with course performance. Unless your health forbids or unless some serious emergency arises at home, you should be in school. Responsibility for making up work lies entirely with you. You should make appointments with your teachers to ascertain just what you are to make up. You assume the entire responsibility of completing the work and handing in to your teacher. Punctuality and regular attendance are essential to success in school. **BE ON TIME AND IN YOUR CLASSES EACH DAY.**

**STUDENT ABSENCES**

Regular attendance is a responsibility that should be shared by students and parents. Acceptable absences include those where a student is temporarily not in proper physical or mental condition to attend his/her educational program, but who can be expected to return to the program upon termination of the condition. Other absences may be acceptable if previously approved by the Administration. If you are absent, ask your parent or guardian to CALL THE ADMINISTRATION OFFICE, and give the reason for your absence. The call is to be made between 7:00 A.M. and 7:30 A.M. on the day of the absence. An email may also be sent prior to the absence.
Written notes must be turned in to the Registrar the day you return back to school. Subsequently, your absence will updated in the RenWeb attendance portal. You are urged to make up any missed assignments immediately upon return to school. Upon return to school after an absence, it is the student’s responsibility to obtain a readmit slip and be in class by 1st period.

**Excused / Unexcused Absence**

Students must bring a note/medical certificate to the Registrar the day that they return to school containing the following information: student name, reason for absence, date of absence, phone number where parent can be reached during the day, a parent name and signature.

The Registrar will give the student a permit marked "excused" or “unexcused”. If a student is absent for more than 5 consecutive days, a detailed medical report from a doctor/attending physician is needed.

Once an absence has been approved as an **Excused Absence**, the student may make up his/her work without penalty.

**Criteria for Excused Absence:** Medical reason (validated by a doctor’s note) or religious obligation; any other circumstances must be pre-approved by administration. If absence is due to a medical reason, the medical certificates must be submitted directly to the nurse within two days of student’s return. Otherwise, the absence will remain as Unexcused.

If a student’s absence remains as an **Unexcused Absence**, the student will receive deductions in their grade for late assignments. If the student received an **Unexcused Absence** for a quiz or test, she/he will receive a zero for the respective quiz or test. Extended vacation/holiday times will be considered an **Unexcused Absence**. The same Unexcused Absence policy is applicable for students placed on out-of-school suspension.

**Parents are urged to schedule medical appointments after school.** In case a medical appointment is scheduled within school hours, parents should notify the administration at least 1 day before the appointment. The student should make appointments with the teachers to determine what make-up assignments are required.

**ARRIVAL/DISMISSAL**

Students are not allowed in the building before 6:30 am. Students must exit the building by 2:00 p.m. unless they are involved in a school activity with staff supervision. If a student must be in the building prior to 6:30 am he must have a pass signed by the instructor he intends to see.

**ENTRY INTO THE BUILDING**

All students must enter the building through the doors accessing the side doors nearby the gym unless otherwise instructed of a new entry location.

After 7:00 AM students are considered tardy.
EXITING THE BUILDING
Once a student has entered the building, he/she may only exit the building with the permission of the administration.

WHAT TO DO IF YOU COME TO SCHOOL LATE?
After 7:00 AM students are considered late.
First period begins at 7:00 AM. After 7:15 AM, students will not be permitted to enter into the first period class. He/she will be allowed to enter the second period class as they will be marked absent unexcused for the first period.
Second period begins at 8:30 AM. After 8:30 AM, students will not be permitted to enter into the second period class. He/she will be allowed to enter the third period class as they will be marked absent unexcused for the second period.
After 9:30 AM, students will not be allowed to attend class for that day without a medical note from the doctor.

Excellent school attendance is required of each student. Excessive unexcused absences in a class will result in failure of the course. A 90% attendance rate is required in order to receive credit for each course. As such, a student may not accumulate more than five Unexcused Absences in a particular course. If a student accumulates more than five Unexcused Absence, the student will fail the particular course. Parents are strongly urged not to schedule family holidays, during the year, that would cause a student to miss instructional days. Please note that tardiness is a conduct issue.

It is imperative that a student sign in and out at the front desk any time that a student arrives late to school or leaves (A parent/guardian is required to sign the student out to leave school) campus during the day. A note from a parent stating why the student is late or the reason that the student must leave during the day must be given to the registrar in the morning. The school registrar will confirm the information with the parent/guardian and provide a permit (excused/unexcused) for the student.

PROCEDURES FOR LEAVING CAMPUS:

**Emergency (excluding illness) & Non-Emergency (excluding illness or doctor's appointment):**
1. Report to the front desk.
2. The secretary at the front desk will contact your parent and/or guardian.
3. Obtain a permission slip from Mrs. Rim Kabbara, Director of Student Affairs.
4. Sign out at the front desk before leaving (by a parent/guardian).
5. Show permission slip to the security at the gate.

**Leaving School without Permission**
"Skipping" school is considered a serious offense. "Skipping" is defined as: (a) failure to attend all or part of an assigned class while being present on the school campus, (b) leaving the school campus (for any reason) without officially signing out and obtaining a permit from the administration. A note from a parent the day after
leaving campus will be considered a “skip” if there is no official sign-out record. The
first incidence of “skipping” will result in after school detention, an office “P” in
conduct and probationary contract. Two instances of "skipping" will result in an
office “U” in conduct and an in-school suspension and probationary contract. Any
infraction of rules committed while on probation will result in exit from the school.

General Rules about Leaving Campus:

Unless it is an emergency, students will not be allowed to use office phones in order
to receive permission to check out of school.

Parents only are allowed to call to check out students. Students caught using
another person(s) other than their parent or guardian or an approved person to call
and check them out will face severe disciplinary action.

Persons that are not listed on RenWeb (the school’s main communication portal)
may not check a student out by phone nor in person. A parent must give permission,
in writing, for someone other than themselves to pick up their children.

Students who leave campus for any reason without officially signing out in the office
will receive two days of in-school suspension. There are no legitimate reasons for
leaving campus without officially checking out of school. Returning to school with a
note the following day or receiving permission from your parents without the office
confirming the call, are not substitutes for officially checking out.

The administrative office must receive written permission from a parent before the
student is allowed to leave the campus, which includes the parking lot. Once you
arrive on the parking lot, you are considered to be in attendance at school. If you
are absent at school but show up later in the school day you will be required to
report to your assigned class. Once a student steps foot on school property he/she is
officially at school and must go through the procedure listed in this handbook in
order to check out.

Students are not allowed to leave school to go to the parking lot or anywhere out of
the building unless they have officially checked out of school through the main
office, have completed their last class for the day, or have permission from the
administration to go to their vehicle. Finally, the Exit Permission Slip to leave the
school must be presented to the security officer at the front gate prior to leaving
the parking lot.

Procedures for Receiving an Excused Absence for a College Visit:

1. Students should bring documentation from the college and a note from one
   parent to the Registrar at least one day before the scheduled absence.
2. The Director will attach all documentation and approve the college visit.
3. The student will take the documentation to the main office before the student
goes on the college visit to get the excused absence approved. If you are absent
at school but show up later in the school day you will be required to report to
your assigned class.
Extracurricular Absences:

Students may have up to 5 absences per semester for extracurricular activities in each class or subject. The school shall NOT approve a request for a student to miss class for an extracurricular activity if that student has already accumulated 5 absences for that semester. If for some reason the student does miss class a 6th time for extracurricular activities, the absence is to be considered UNEXCUSED and the Policy (Attendance Requirements for Promotion and Course Credit) shall apply. The student will also be INELIGIBLE for all extracurricular activities for the remainder of the semester.

The counting of absences for extracurricular activities begins with the day a student is ENROLLED in school for the 1st time for that school year.

TARDY POLICY

Students who are late to any class will be marked Unexcused Tardy. Only an administrator can provide an Excused Tardy.

Three Unexcused Tardies will result in afterschool detention. This is calculated on a weekly basis, Tuesday to Monday. The accumulation resets to zero every week.

After a student has attended an afterschool detention, he/she will be placed on a behavioral report.

FAILURE TO ATTEND DETENTION WILL RESULT IN THE DETENTION TIME BEING EXTENDED AND SERVED AT A LATER DATE DETERMINED BY THE ADMINISTRATION.

ABSENCE POLICY

Five Unexcused Absences will result in failure of the course. The Absence accumulations reset to zero at the beginning of each semester. Parents will receive a letter when the accumulation reaches 3 unexcused absences. This letter must be signed, returned and placed in the student’s file.

DeBakey will enforce the following policy regarding minimum attendance requirements for course credit/completion:

After accruing five (5) days unexcused absences per course per semester, the student will not receive credit for the course. And he/she will have to repeat the course for that semester. This policy is predicated on the course requirement that each student must be in attendance 90% of the time during a semester.
STANDARD PREPARATION IN SCHOOL/CLASSROOM

All students are expected to report to school each day and be prepared to participate fully in the educational process. Each student is required to:

- Have 2 pens (black or blue) and 2 pencils.
- Have a notebook and loose-leaf paper with section dividers for each subject. Keep a neat orderly notebook (Subject to teacher requirement per course).
- All students should have books in their possession when needed. Students are responsible for the safekeeping of all textbooks. A lost or damage textbook must be replaced.
- Complete all class work and special assignments. Homework must be made-up upon returning to school.
- Be prepared for gym with the required gym attire. Unprepared students will not be allowed to participate and risk receiving a failing grade.
- Students must be in their classroom and in their seats at the beginning of the period. (Before the second bell)
- Use courteous and cooperative behavior at all times.
- Obtain a hall pass to leave the classroom during class period. Only in case of an emergency should students request a hall pass. There are no passes to the bathroom during period 1, before lunch, after lunch, or period 5 unless there is a student emergency or medical situation (parents are required to provide a medical certificate to the school the day after).
- Students are not allowed to call their parents/drivers to ask them to bring their project/homework/gym attire to school.

HALL AND CLASSROOM PROCEDURES

Be prompt to class. Students must be in his/her seat or in the room, as each individual teacher wishes, when the bell rings. Students are tardy when he/she is not in the classroom by the time the bell stops ringing. (If the bell stops ringing and you are outside the classroom, then you are tardy).

The teacher, not the bell, dismisses the class. If the teacher keeps you late after class, you are to obtain a pass from that teacher and have an administrator sign the pass before going to your next class. Teachers may not accept late passes without administrator’s signature.

All non-essential materials should be left in your locker.

Students are not to leave the classroom without a standard pass from the teacher. There shall be no running, horseplay, or distractions in the halls or restrooms.
TEXTBOOKS

All basic textbooks are purchased by the students for their use during the school year.

- A classroom set of textbooks are provided for the student to use in the classroom. The classroom set of textbooks are to be kept clean and handled carefully. Students will be required to pay for any damages (scribbling, drawings, torn pages, etc.) done to classroom set of textbooks.
- Payment will include the current replacement cost plus shipping charges for each textbook.

BACKPACKS

- Backpacks are to be put in the student’s lockers. No backpacks in the classroom, outside the classroom or in the hallways. Any backpack left outside of the classroom will be taken to a holding room and can be picked up afterschool.
- No items are to be stored on top of the lockers. If items are not picked up within a week, they will be donated to charity.
- Classrooms now have class sets of books so students do not have to bring their books to school unless it is their preference.

SCHOOL ACTIVITIES/EVENTS

DHSHP has scheduled several activities for the 2017-2018 school year. The main objective of these activities is to provide an appropriate and safe social setting for students. The activities are scheduled as follows:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Day</td>
<td>November 9</td>
</tr>
<tr>
<td>Qatar National Day</td>
<td>December 7</td>
</tr>
<tr>
<td>DeBakey Sports Day</td>
<td>February 22</td>
</tr>
<tr>
<td>DeBakey Book Fair</td>
<td>March 5-7</td>
</tr>
<tr>
<td>Science Fair</td>
<td>April 25</td>
</tr>
<tr>
<td>Principal’s Award Day</td>
<td>May 3</td>
</tr>
<tr>
<td>Graduation Ceremony</td>
<td>May 11</td>
</tr>
</tbody>
</table>

STUDENT ORGANIZATIONS

CLUBS

- MUN Club
- Debate Club
- Public Speaking Club
- Lend a Hand Club
- Recycling Club
- Chess Club
- Book Club
- Technology Club
- ROTA Club
- Table Tennis Club
- Soccer/Football (Boys) Club
- Basketball (Boys) Club
- Soccer/Football (Girls) Club
- Basketball (Girls) Club
- Gymnastics (Girls) Club
- Arts & School Decorations Club
A proposal for a new club may be submitted to the Student Affairs office. The proposal should include the objective of the club, name and signature of sponsoring teacher (all clubs should be sponsored by one or more faculty member), membership requirements, signatures of students interested in joining, and proposed activities for the year, including meeting dates. All clubs should plan at least one volunteer activity per year.

**STUDENT COUNCIL and CLASS REPRESENTATIVES**

Student Council is elected to represent the entire student body at DeBakey High School. Student Council is a representative structure for students only, through which they can become involved in the affairs of the school, working in partnership with school management, staff and parents for the benefit of the school and its students. The student council helps share students’ ideas, interests, and concerns with teachers and administration. The structure of the student council includes a president, a vice president, secretary, treasurer and parliamentarian. The student council is sponsored by a faculty member.

One student per grade level (G7-G8) will be elected by his peers at the same grade to serve in the capacity of a class/grade level representative in order to lend the needed support for the student council.

**SENIOR OFFICE**

Senior office is elected by senior students only to represent the G12 students’ body. Senior office work closely with G12 teachers/the counselor and the administration in order to plan for graduation and organize events throughout the year to fund activities. The senior office major role is to assist senior students with the college application/college enrollment process in coordination with the counselor. Senior office structure includes a president, a vice president, secretary, treasurer and parliamentarian. The Senior Office is sponsored by a faculty member.

**STUDENT AMBASSADOR**

One student per grade level will be elected by DeBakey Faculty to serve in the capacity of student ambassador. Nominated students must be well spoken, self-confident, with excellent behavior (conduct not below ‘S’) and good academics (average above 80). Student Ambassador tasks will be, not limited to, welcoming visitors, giving school tours, assisting in advertisement roles in-house/outside the school.

**ACADEMIC & BEHAVIOR PROBATION**

All students must maintain a 70 average in every class. A Summary Progress Report is a form that includes academic, behavioral or disciplinary suggestions for the improvement of a failure or low performance in a particular class. The Director/Teacher initiates this form for students failing or
performing below expectations in one or more subjects in a grading cycle. The teacher will list areas to be improved on the form and return it to the Director. The Director will then set up a parent conference to explain the student’s progress and the student's impending probationary status. The student will be monitored throughout the following grading cycle and remain on probation for the rest of the semester.

If a student fails one or more classes in one semester, the academic review committee will review all documentation (Summary Progress Report, report card, tutorial record, etc.) at the end of the semester and determine the status of the student for the next semester.

**Academic Improvement Plan Policy and Procedure**

*DeBakey’s Individualized Academic Improvement Plan* is to ensure students who are failing (below 70) or at risk of failing (below 75) are provided the necessary support during school and at home. It requires differentiated instruction and close attention from the subject teacher, HOD and parents to enable the student to improve in the subject. The plan is also a tool that ensures accountability for students’ success from all stakeholders. Students at risk of failing (below 75) or failing (below 70) will be placed on this plan for an entire cycle after having met with the subject teacher, HOD and parents. At the end of every cycle, the plans are reviewed by the teacher, HOD and parents to measure growth/lack of growth. In the case the student did not improve, the plan will be adjusted for another cycle.

**DISCIPLINARY PROBATION**

Students, who have been on disciplinary probation for one full year and believe that their conduct during that period was exemplary, will be taken off probation. Remember that if another act of misbehavior occurs after being taken off probation, the result will be an office conduct and exit from DHSHP@Q. The application request to be removed from disciplinary probation can be submitted in writing to the Director.

### III. STUDENT SERVICES

**LIBRARY-MEDIA CENTER**

The library contains books and AV materials which may be checked out. Computers are available for student use. The DHSHP@Qatar library is located on the ground floor of the school. Students may check out books from the DHSHP collection. All books checked out of the library must be returned before the start of final exams. Students will be responsible for payment of all non-returned books. Students may not use another student’s name to check out textbooks or library books. Students must make copies of their work at home. School copy machines and printers are not allowed for student usage. Students have to online resources at school through EBSCO databases.
LOCKERS
Lockers are the property of DeBakey and, as such, are **subject to search at any time**. A locker will be issued to each student at the beginning of the school year once student has paid QR 50 issuance fee. Each student should use the locker assigned by the office. Security is breached when students share lockers or let others borrow their locker key. Students are responsible for all books, supplies, or equipment checked out to them. The school is not responsible for lost or stolen items. It is strongly suggested that money or valuables not be left in lockers at any time. Report all locker problems to Ms. Alma Paragas, the Resource Coordinator. Lockers are assigned for the storage of books and other personal property. One student will be assigned to each locker. Students are not allowed to keep food/beverages/perfume in the locker for sanitary and safety reasons. In case of damaged locker or key loss, students will have to pay QR 50 to get access to another locker.

HEALTH SERVICES
The clinic is located in the front office and is staffed by a nurse who is available in case of illness or accident. The clinic is not designed nor intended for use by a student for extended period of time. It is to serve only as an area of comfort for students to wait until such time as the student can be taken home or returned to class (**No medication is administered to a student, unless the nurse receives a note from a licensed physician**). The nurse does not keep over the counter medications to be issued to students, such as Panadol, aspirin, etc.. If a student has a pre-existing medical condition, the school nurse should be notified with relevant medical certificates from the doctor. When parents are traveling, parents should inform the school of the emergency contact person.

**Medical Information**

Clinic:

It is open from 6:45 a.m. to 2:30 p.m. daily.

If a student becomes ill while at school, he/she should get permission from his/her teacher to report to the nurse or see the nurse with clinic referral form. The nurse will assess the student's condition and determine the appropriate course of action(s). If it is necessary for a student to go home, the nurse will contact the parents and make the necessary arrangements.

Students are not allowed to keep any medicines with them. All medicines must be stored in the clinic with a doctor’s note. For instance, if the student is Asthmatic, the inhaler should be stored with the school nurse.

Students must check out through the nurse before leaving the school campus. Leaving without permission is a serious offense. The nurse will make a decision after that time for the student to either report back to class or check out of school.

Student immunization records must be presented to the nurse when a student enrolls in DHSHP@Qatar. The nurse will notify a student if additional immunizations are needed.
Parents should send doctor’s note if the student has an injury that requires a wheelchair/crutches, elevator access or excuse from Physical Education (PE).

The school nurse maintains student school health records. The nurse performs vision, hearing and scoliosis screening for all students, as well as for students who are referred or who are new. The nurse performs vision acuity tests, height/weight and BMI screening for students.

**Medical Absences:**

Students must bring a medical certificate to the clinic the day that they return to school containing the following information: student’s name, reason for absence, date of absence. This medical certificate should be brought to the clinic no later than 7:00 a.m. After careful review by the school nurse, the absence will be considered excused or unexcused and documented accordingly on Renweb. Absence remains as unexcused until a medical note is received and approved; medical certificate will not be accepted after two days of student’s return.

► **Administration of Medication at School:**

The school policy prohibits school personnel from administering any medication at school. The only exception is long-term preventive medication which cannot be administered other than during school hours. Long-term preventive medication can be administered under the following restrictions:

1. A physician must state, in writing, that a pupil should have a certain medication during school hours. The doctor should describe the type of preparation, color, quantity, and time of administration. A medication authorization form must be signed by the physician and be on file before any medication can be given. This form must be renewed at the beginning of each year.
2. Parental consent must appear on medication authorization form.
3. School personnel may not alter physician’s orders in any way without written permission of the doctor. Discontinuation of the medication is permissible upon verbal order of the doctor.
4. The Director will designate the nurse as the person to administer medication. The school nurse must in-service those persons as to the specific mode of administration and toxicity of the drug.
5. A record of administration of each dose by school personnel must be documented and on file.

► **Doctor’s Appointments before School:**

If a student goes to the doctor before coming to school, a note from the Doctor/Attending Physician must be presented to the attendance office upon arrival to school. If a student arrives after 7:00 a.m., the student should sign in with the nurse upon arriving on campus. Student’s will be given a permit showing the time of arrival and sent to class.

► **Leaving Campus for Illness:**

1. The student must obtain a permit from the classroom teacher to report to the nurse.
2. The student **must** report to the clinic for assessment.

3. The school nurse will contact the parent(s).

4. The student **must** receive a permit from the nurse, and show the permit to the classroom teacher.

5. The student **must** sign out in the clinic and then his parent/guardian must sign him out at the front desk before leaving the campus.

6. The student **must** collect the gate pass from the front desk before leaving the campus.

**Leaving Campus for a Doctor’s Appointment:**

1. Bring a note from the parents concerning the appointment to the nurse one day before the scheduled appointment. The note should include: the student’s name, name of the doctor/attending physician, the doctor/attending physician’s phone number, date and time of the appointment, parent’s phone number, and parent’s signature. If someone other than parent will be picking up the student, provide that person’s name. The nurse will call the parents to verify the appointment.

2. Show the permit to the classroom teacher and ask to leave the classroom at the appropriate time. It is the student’s responsibility to report to the clinic at the appropriate time.

3. Sign out at the front office/reception before leaving campus.

**NOTE:** If your parent or driver is picking you up and signing you out for an appointment, you must follow the procedures listed above. A note must be submitted to the office from the parent before a student will be released to a driver.

**Asthmatic & Diabetic Students:**

The recent changes in law allow a student with asthma to possess and self-administer prescription asthma medicine while on school property or at school-related events provided the following guidelines are met:

A. **PROOF** - The prescription asthma/diabetes medicine has been prescribed for the student as indicated by the prescription label on the medicine.

B. **ADMINISTRATION** – The self-administration is done in compliance with prescription or written instructions form the student’s physician.

C. **PARENTAL AUTHORIZATION** – A parent of the student provides the school with written authorization for the student to self-administer prescription asthma/diabetes medicine.

D. **PHYSICIAN** – A parent of the student provides the school with a written statement from the student’s physician, signed by the physician. The physician’s note should clearly indicate the information.
GUIDANCE AND COUNSELING SERVICES

The guidance and counseling services at DeBakey High School are designed to help students experience an effective educational program. The Counselor is available to assist in students’ academic development and help them function more effectively in their present setting with an aim for holistic development in the DeBakey school environment. Specific services include personal counseling, parent and teacher consultation, checking academic credits, standardized testing, and Senior / Career counseling. The Guidance and Counseling Center is located on the ground floor.

COLLEGES ORIENTATION

In an effort to guide the students and assist them with choosing the best educational college path, DeBakey High School invites the most prestigious universities in town (Qatar Foundation-HBKU and partners) and worldwide (US colleges through the American Embassy) to explain to DeBakey students about their campuses, majors and to guide them through the application process and different requirements.

COLLEGE CENTER

Information is available in the counselor’s office for the following: SAT, PSAT, Stanford 10, Naviance program, college catalogs and applications, summer enrichment programs, transcripts, scholarships and applications, and graduation requirements. The Guidance and College Center is located on the ground floor and managed by our school counselor.

PARENT/TEACHER CONFERENCES

In an effort to service the needs and concerns of our parents the following procedures have been established for parent / teacher conferences:

1. Parents are requested to email the student’s teacher directly to inform the teacher of their concern. The teacher will respond within 24 hours.

2. If necessary, parents may request a phone conversation with the teacher. A phone conversation will be arranged through email exchange.

3. If the above attempts have proven not to be sufficient, parents may request an in-person conference. To coordinate an in-person conference, parents must contact the school Secretary, and a meeting will be arranged. Upon arriving at the school, check-in at the front desk; and the Secretary will notify the teacher.

Two school-wide Parents/Teacher Conferences will be scheduled throughout the year to give the opportunity to parents to meet all the teachers to discuss the progress or lack of progress of their children.
SECURITY OFFICERS
DeBakey provides security officers on campus during school hours daily. The primary goal of the security officers is to ensure a safe and orderly environment for all students and staff. Students must show respect to all security officers.

PTA
Parents and guardians are encouraged to join the Parent Teacher Association (PTA). Parental involvement is a significant factor in a student’s success at school. We encourage parents to volunteer and become actively involved at DeBakey High School - Qatar. The aim of PTA is facilitate programs and events that allow DeBakey parents to be involved with school activities.

GYMNASIUM
The gymnasium is available for recreational only when supervision is available. Only tennis shoes may be worn on the gym floor. No food or drinks are allowed in the gym. Failure to keep the gym clean will result in it being closed for recreational use. In order for students, clubs, or organizations to reserve and use the gym, or play court after school they must receive approval from the Director.

CAFETERIA
The cafeteria/canteen serves a variety of lunch items provided by a selected vendor. Lunch menus are available in the cafeteria. The school cafeteria is available to students from 7:00 AM – 2:15 PM. Students may access the cafeteria during their allocated lunch break and after school (2:00 PM – 2:15 PM). Students may also bring food from home. Students may not order food from McDonalds, Burger King, Subway, KFC, or other outside restaurants. Food delivered by a restaurant or driver will be held in the office until the end of the school day. Carbonated drinks (Coke, Pepsi, etc.), energy drinks (Red Bull, Monster, Power Horse, etc.), and coffee are strictly prohibited on campus.

Students are not allowed in the hallway or at lockers during lunchtime. Eating is not permitted in the main hall, classrooms, or stairwells. No food or drinks, with the exception of water, may be taken out of the cafeteria.

CAFETERIA RULES
- Students must come into the cafeteria, get in line, or go outside if monitored by teachers.
- Students are responsible for putting their trash in the trash can as soon as they have finished eating. They may then go to the assembly hall or outside.
- Students are not allowed to carry food or drinks out of the cafeteria. All food and drink must be consumed in the cafeteria or outside in designated areas.
- Students are to follow all the cafeteria rules and obey the personnel on duty.
Visitors are not allowed in the cafeteria without a visitor’s pass from the main office and they must check in with the personnel that are on duty in the cafeteria.

Students must receive approval from administration one day prior to a birthday celebration during school in the cafeteria (plates, forks cups, napkins, etc. must be brought by the students for the celebration – the knife for cutting the cake will be provided by the school under school supervision) and students are responsible for cleaning after themselves.

Students are not allowed to bring containers with coffee or tea, energy drinks, soda, or gum.

Students of opposite gender must sit across from each other when seated at canteen table

IV. STUDENTS RULES & REGULATIONS

LANGUAGE POLICY

English will be used as the language of communication even during breaks. Arabic will only be used in the Arabic and Islamic classes. Using of the improper language would lead to disciplinary actions against the student.

CELLULAR PHONES AND ELECTRONIC DEVICES

Cellular phones and all electronic devices are strictly prohibited in school premises during school days, 7:00 a.m. – 3:00 p.m. Use of such devices are only allowed if requested by the teacher and approved by administration. Cellular phones are handed in at own risk every morning. Cellular phones or electronic devices that are seen or heard by any DeBakey faculty or staff member will be confiscated and turned into the Main Office. Refusing to turn over a cellular phone/electronic device to a faculty or staff member will result in immediate suspension. When a student’s cellular phone/electronic device has been confiscated for the first time, the student will be receive 3 demerits (which equal to an afterschool detention). If any cellular phones/electronic devices are confiscated a second time, the student’s device will be only released to the parents/guardian and at that time a phone contract will be signed. If a phone is confiscated a third time, the phone will be held till the end of the semester and it will only be released to the parents/guardian. When a phone is confiscated, the sim card and SD-card remains in the phone.

TECHNOLOGY

All students are expected to use computers, computer networks and all other technology in a responsible, ethical and polite manner, adhering to establish ethics, procedures and acceptable use guidelines. Any student who violates technology operations shall be subject to disciplinary action as stated in the School-wide Discipline Management Plan. This includes misconduct involving any related DeBakey technology use, regardless of time or location.
Students are restricted from visiting inappropriate websites as stated in the computer usage form signed by students and parents when enrolled at DeBakey. Students will not be given their computer login ID and password until the student signed the computer usage form. Students will be held liable for any damage or misuse of technology at the school.

**STUDENT PERSONAL PROPERTY**

Students need to have all necessary materials at the start of each lesson. No student will be allowed to get equipment from lockers or bags during lesson time. Corridors must be clear for safety reasons.

No wallet chains, radios, laser pointers, CD players, electronic games, or tape players are allowed on campus. Any such items found on campus will be confiscated.

**BACK PACKS, BOOKS, BAGS, AND ATHLETIC BAGS OF ANY TYPE MUST BE IN LOCKERS DURING THE ENTIRE SCHOOL DAY.** Bags outside of classroom and lockers will be removed.

**AUDITORIUM PROCEDURES**

On the day of an assembly, students are to be escorted their class, in line, to the auditorium. Students are expected to remain in the auditorium with their teachers during the entire assembly unless they are directed to do otherwise.

Teachers should remain standing in the aisle near their students to manage student behavior, in order to insure a safe and orderly environment until they are directed to do otherwise. Students are expected to be attentive, in school uniform and respectful to speakers in the auditorium.

After the assembly, students are expected to escorted by their back to the classroom in an orderly/quite fashion.

**FIRE AND DISASTER DRILLS**

The school has a fire committee that appoints officers and fire marshals, clarifies the roles and responsibilities, addresses the students in more than one occasion (power points, assemblies…) in order to better execute the Fire Drill.

The school is committed to conduct as much fire drills as needed (approximately 6 per year) to train the students and faculty for the period of real crisis.

A Fire evacuation map is posted in each classroom to ensure that all the students are aware of the nearest exits.

A Fire folder is posted in each classroom containing the student’s roaster, evacuation map and major guidelines to guide the teacher to properly evacuate the building.

Full cooperation from students is expected. Failure to do so can place others in danger and will be dealt with as an extremely serious offense.
HALL PASSES AND PERMITS

Students are required to have a standard hall pass to be in the halls during class time. This pass must have the name of the student, teacher, time and destination on it to be valid. **Make this your responsibility.** You will not be permitted to return to class unless you receive a hall pass from the clinic, front office or the administration.

CHANGE OF ADDRESS/TELEPHONE NUMBER

Students who change their residence mailing/email address or telephone number should promptly report such changes to the IT department. School records may then be kept current for both accuracy and cases of emergency.

MESSAGES/DELIVERIES/PHONE USE

The office staff will NOT be able to deliver any messages or items to students during the school day. Because school policy prohibits interruptions of classes, no students’ names will be announced over the PA system during class time. No flowers, balloons, gifts, food, etc., will be accepted in the office during the school day. Food will not be delivered to students unless prior approval has been obtained the day before delivery. Please note parties and celebrations require prior approval from an administrator.

Students will not be allowed to use the office phones unless an emergency arises and after getting the approval from the administration.

VISITORS IN THE BUILDING

DeBakey High School welcomes visitors to the school who are visiting for an acceptable reason. Visitors must enter through the front doors to be cleared to go to the Director’s office. A visitor’s pass will be issued to a visitor at the front desk. No visitors are allowed in the building without a visitor’s pass. All meetings should be conducted in the administrative block. Head of Security must be informed about any known visits in advance. All weekend events / visits require advance notification to the Head of Security as well.

SCHEDULE CHANGES

Schedule changes will not be made until approved by administration in writing. Upon approval, the change will be submitted to IT to be updated in the system (All high school students are required to follow the four year course sequence for graduation). All students are to remain in assigned classes until they are notified of a change by administration.

WITHDRAWAL FROM SCHOOL

A student who withdraws from school must pick up a withdrawal/Exit form in the main office. Parent permission to withdraw is a prerequisite to picking up the form. The parent initiates the procedure by:

1. Presenting themselves to the Registrar.

2. The Registrar will have the parent complete an official check out form and inform the parent and student of items that must be turned in. After the parent completes
the form, it should be turned in to the Admission’s office. The Admission’s office will notify the teachers.

3. All financial records should be cleared.

4. Parent will be given a stamped/seal copy of the student’s academic transcript.

**STUDENT DRESS AND GROOMING CODE**

The administration, teachers, and staff of DeBakey High School believe that the student’s dress and grooming have an effect upon his/her attitude, behavior, and academic achievement. Inappropriate dress and grooming can cause a disruption of the learning environment. In keeping with this philosophy, the guidelines and rules listed below will be fully implemented during the 2017-2018 school year. These will be enforced during the school day and at all after school events. Failure to adhere to established dress and grooming codes may result in disciplinary action. The final determination of appropriate student dress and grooming shall rest with the Administration.

**STUDENT DRESS CODE**

This Dress Code has incorporated the “mandated” dress and grooming standards of DeBakey at Qatar.

**Required attire:**

- Shirt – Blue (Grade 7&8) White (Grades 9-12) long or short sleeve with DHSHP@Q logo
- Pants – Navy slacks (jeans are not allowed)
- Ties – Navy & White (Grades 9-12 boys only); QR 20 purchase from school
- Skirt – Navy – length: below the knee or to the ankle
- Closed toed shoes
- Blazer, Jacket or Sweater – Plain Navy or Plain Black (with or without DHSHP logo) and with no designs and big logos.
- White under shirt only.
- Wearing a hijab is optional for girls. Only colors allowed for hijabs: Plain Navy, Plain White, and Plain Black.
- No Hoodies

**Required attire for Physical Education:**

- White polo or T-Shirt with DHSHP@Q logo – long or short sleeve
- Plain navy blue shorts or jogging pants
- Athletic shoes

**Abayas** may not be worn by students inside the school building.

**Lab coats** may only be worn in the Health Science classes or Science lab classes.

Names and locations of approved venders for the uniforms are available on the website.
NON UNIFORM DAY:

Students may not wear apparel that depicts:
1) Inappropriate slogans  
2) Alcohol or Tobacco products  
3) Drugs  
4) Gore  
5) Death  
6) Obscene language or themes that promotes hate/and or violence

Students may not wear the following:

1) Sloppy or torn clothing  
2) Spandex pants and/or sagging pants  
3) Tank tops, knotted shirts, or and/or tops that expose the midriff  
4) Pants with loops without a belt shirts not tucked in  
5) Gang related clothing  
6) Shorts, dresses or skirts should be below the knee  
7) Muscle shirts without a sleeved shirt  
8) Undergarments as outerwear, or undergarments that can be seen  
9) Provocative/revealing shirts, halter tops, jersey dresses, “spaghetti-strap” tops, fish-net, or see-through clothing and bedtime attire  
10) Extremely tight clothing (tight leggings)  
11) Short Pants / Walking shorts  
12) High heel shoes – flip flop shoes – crocs  
13) No hoodies. No onesie.  
14) 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
- Head coverings (bandanas, sweat bands, skull caps, dew rags)
- 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 dandling earring
- No ankle bracelets

GROOMING CODE

- A student’s hair must be kept clean and tidy at all times.
- Hair, beards and mustaches 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 high pony tails or buns. (applies to boys)
- No asymmetrical hairstyles; such as bald shave on one side and hair on other side
- Hair length not exceed one inch (applies to boys)
- All male students should have a school boy haircut. 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. Hair should not be touching the shirt collar and should be off the face.
- The fringe/bangs when straightened or combed down must not hang in the eyes.

SPECIAL NOTE:

THE DETERMINATION OF THE APPROPRIATENESS OF STUDENT DRESS AND GROOMING SHALL REST WITH ADMINISTRATION. THIS DRESS CODE IS SUBJECT TO CHANGE AS STYLES AND FADS CHANGE, WHICH DEPICT INAPPROPRIATENESS IN THE SCHOOL SETTING.

VIOLATION CONSEQUENCES:

- If the Administrator determines that a student’s grooming and/or dress violate the School’s Dress and Grooming Code, the student shall be given an opportunity to immediately correct the problem at school and parents will be contacted to bring appropriate clothing.
- If the problem is not corrected, the student shall be assigned to On Campus in school suspension (ISS) for the remainder of that school day or until the problem is corrected.
- Repeated offenses may result in more serious disciplinary action as indicated in the School-wide Discipline Plan or Student Code of Conduct.

CHEATING POLICY

Cheating encompasses, but is not limited to, the behaviors listed below:

- 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/activity.
- Looking at another student’s work during any type of examination.
- Copying another student’s work.
Allowing another student to look upon or use your information for any type of examination/quiz or activity.

Talking about the test or test related information during any type of examination/quiz or activity.

Plagiarism during the writing of a research paper or other technical paper(s) that is an obvious attempt to use somebody else's work. (without proper citation)

Using a mobile phone or is an attempt to cheat and considered a double offense (refer to Technology section)

**HOMEWORK/QUIZ/CLASSWORK**

The teacher will take action.

**First Offense**

- **Zero** on the assignment
- Class “P” in conduct
- Parent/Guardian notified by telephone, progress report, or letter.
- Report sent to the Curriculum indicating the offense.

**Second Offense**

- **Zero** on the assignment
- Report sent to the Curriculum indicating the offense
- Parent/Guardian notified by telephone, progress report, or letter.
- Class and office “U” in conduct

**TESTS AND RESEARCH PAPERS**

**First Offense**

- **Zero** on the test/paper.
- Class and office "P" in conduct.
- Parent/guardian notification of cheating

**Second Offense**

- **Zero** on the test/paper.
- Class and office "U" in conduct.
- The student and parent will appear before the Administration

**FINAL EXAM**

**First Offense**

- Zero on the final exam
- Parents notified by telephone, progress report, or letter
- Class and office “U” in conduct

**Second Offense**

- Zero on the final exam
- Class and office “U” in conduct
• The student and parent will appear before the Administration.

V. CODE OF CONDUCT VIOLATION

   BULLYING

Bullying of any kind, by any student will not be tolerated at DeBakey High School. Bullying can come in different types, but not limited to the list below:

- Verbal bullying - saying or writing mean things:
  - Teasing
  - Name-calling
  - Inappropriate sexual comments
  - Taunting
  - Threatening to cause harm

- Social bullying, sometimes referred to as relational bullying, involves hurting someone’s reputation or relationships:
  - Leaving someone out on purpose
  - Telling other children not to be friends with someone
  - Spreading rumors about someone
  - Embarrassing someone in public
  - Cyber Bullying – rumors on Facebook, Twitter, Instagram, Viber, WhatsApp or other social website

- Physical bullying involves hurting a person’s body or possessions:
  - Hitting/kicking/pinching
  - Spitting
  - Tripping/pushing
  - Taking or breaking someone’s things
  - Making mean or rude hand gestures
  - Birthday punches

Refer to the Offences and Consequences section for further explanation.

TOBACCO, DRUGS, AND ALCOHOL

Students shall not possess or use tobacco products, including but not limited to cigarettes, cigars, pipes, snuff, chewing tobacco, or lighters on school premises or adjacent areas. Tobacco products are also prohibited at any school-related or sanctioned activity, on or off school property. Students also may not use, possess, distribute, or be under the influence of any prohibited substance on school grounds or at a school-related or sanctioned activity on or off campus. The substances covered and prohibited include all those substances considered to be dangerous drugs, depressant or stimulant substances, controlled substances and simulated controlled substances listed in the state of Qatar codes covering the possession, sale, and use of such Controlled Substances, Drugs, etc. Information regarding drug and alcohol rehabilitation or counseling services is available through school nurses and counselors.

Students, Cars and lockers may be searched for alcohol, narcotics, or other potentially dangerous drugs/substances. Any student in violation of this policy shall
be subject to disciplinary action, and consequences could lead to being permanently removed from the school.

**DRUGS and ALCOHOLIC BEVERAGES**

Any student found to have sold, given, delivered, been in possession of, or is under the influence of any alcoholic beverage while in school or while a participant in or spectator of a school-sponsored event, shall be placed on a Mandatory Removal hearing to be removed from the school. An "alcoholic beverage" means, any beverage containing alcohol. The smell of alcohol detectable on one's breath is sufficient evidence to indicate being "under the influence."

Any student found to have had a controlled substance, depressant or stimulant substances, dangerous drugs in his/her possession, or found to have been under the influence thereof while in school or while a participant in or spectator at a school-sponsored event shall be guilty; and subject to a Mandatory Removal hearing to be removed from the school.

**BOMB THREATS**

Any threat of this type will not be tolerated. A student making a bomb threat will be subject to a risk assessment and placed on a Discretionary Removal.

**DEATH THREATS**

Threats to an individual of this nature, whether written or oral, will not be tolerated or ignored and may result in an administrative action (Not limited to removal from school).

**DISRUPTIVE ACTIVITY**

Any student acting independently or with others, who shall willfully engage in a disruptive activity or disrupt a lawful assembly authorized by the administration on any school property or at any school sponsored function, whether on private or public property.

For the purposes of this policy, "Disruptive Activity" means one or more of the following activities that are performed without the authorization of the administration of the school:

1. Obstructing or restraining the passage of persons in exit, entrance, or hallway of any building.
2. Seizing control of any building or portion of a building for the purpose of interfering with any administrative, educational, research or other authorized activity.
3. Preventing or attempting to prevent by force or violence or the threat of force or violence any lawful assembly.
4. Disrupting by force or violence or the threat of force or violence any lawful assembly.
5. Obstructing or restraining the passage of any person at any exit or entrance to school-owned property or at any location either public or private where school-sponsored functions are taking place.
6. Preventing school personnel from carrying out authorized duties through overt action or refusal to disperse. A lawful assembly is disrupted when any person or persons acting individually or in concert perform such acts as to cause another person to be rendered incapable of participating in the assembly due to the use of force or violence or due to a reasonable fear that force or violence is likely to occur.

**GANG ACTIVITY**
This includes, but is not limited to: articles of clothing, hand signs, graffiti, and any other behaviors considered by the administration to interfere with the educational program of the school.

**INAPPROPRIATE PHYSICAL CONDUCT**
Inappropriate physical conduct encompasses any inappropriate, indecent or offensive public act that implies or involves contact of an inappropriate nature.

**PERSISTENT MISBEHAVIOR**
In determining the class of misconduct, the school defines persistent misbehavior as three or more demerits of the Code of Conduct within a six weeks period. At this point a student will be set up for a Discretionary Removal Hearing.

**PUBLIC DISPLAY OF AFFECTION**
Inappropriate public display of affection (male/female students sitting closely; hugging each other; Holding hands; kissing each other) will result in disciplinary action.

**SCHOOL BUS CONDUCT**
Student Affairs shall take steps to maintain acceptable pupil conduct while riding school buses. Pupils who fail to follow the School Bus Rider Safety Regulations may be denied the privilege of school bus transportation.

**SELF DEFENSE**
A claim of self-defense in the use of physical force will not exempt a student from disciplinary action.

**HARASSMENT**
Unwelcome physical advances, requests for favors or other verbal or physical conduct of an unwanted physical nature will not be tolerated at school or at any school-related activity.

**VI. ADMINISTRATIVE DISCIPLINARY ACTIONS**
DUE PROCESS
Due process of law/policy/procedures will be accorded in the handling of discipline cases at DeBakey. The teacher is vested with the responsibility for control of the pupils assigned to his/her supervision. Students deemed by a teacher to require disciplinary treatment will be sent to the Pastoral Department. When assigned the responsibility for student discipline, another administrator may act in the place of the Pastoral Department. The Pastoral Department will have the authority to determine appropriate disciplinary measures. Before determining whether any disciplinary measures are appropriate, Pastoral Department will have a conference with the student, at which time the student will be told what his/her conduct infraction is and the basis for the infraction.

Students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from school. In such cases, the necessary notice and conference will follow as soon as practical.

Refer to the Offences and Consequences section for further explanation.

DETENTION
After school detention will be held on a Thursday from 1:15 PM – 2:15 PM. Preceding the assignment of detentions, a student shall be afforded the opportunity to explain or defend the actions being questioned. Detentions normally are scheduled for subsequent days so that a student may make arrangements for transportation, if necessary. Each teacher has the discretion to assign his/her detention for Phase I/Level I infractions as outlined in the school-wide discipline handbook. Students need to follow the below rules while in detention:

1. Be present and in dress code.
2. Be on time.
3. Remain absolutely quiet and stay in your seat.
4. Bring a textbook to read or an assignment to complete.

Return the detention form, signed by a parent, to the Administration when you enter detention.

IN-SCHOOL SUSPENSION (ISS)
In-school suspension involves the assignment of a student to a specific room on campus for a period of time, during the school day, to be determined by campus administration. A student placed in ISS will receive assignments from each classroom teacher and will be expected to complete all work assigned. Students placed in ISS will not be eligible to participate in extracurricular activities until the ISS placement is complete.

OUT OF SCHOOL SUSPENSION
A student may be suspended for a period not to exceed three school days when that student’s presence in the regular classroom program, recess or after school activity
presents a danger of physical harm, or the student has engaged in serious or persistent misbehavior that violates the school’s standards of student conduct.

Before suspending a student, other reasonable alternatives will be given consideration; however, it is not necessary that other disciplinary action precede the use of suspension.

During a suspension, the student’s absence will be considered excused and the late policy for handing in work will apply. **NOTE: Students who have been suspended are not permitted to participate in extracurricular activities nor attend school related activities.**

**JURISDICTION**

The School has authority over its students during the regular school day and at any school-related activity held before, during or after the regular school day, regardless of time or locations.

**PERSONAL SEARCH OF STUDENTS**

Any article or material of a non-school nature should not be kept, maintained, transported or produced on or about any school-owned property or any school-sponsored activity. Any student may be searched if, in the opinion of the administration, reasonable suspicion exists to determine if such a violation of this policy exists. Unannounced routine checks will be conducted to ensure a safe and orderly environment for our children at DeBakey.

School lockers, personal effects of suspected students, as well as vehicles on school property are also subject to being searched. A student driving any vehicle onto school grounds is responsible for all the contents of that vehicle. Any student who shall have on or about his/her person any article that materially and substantially interferes or that the administration has reasonable cause to believe would materially and substantially interfere with school activities or school-sponsored activities or with the rights of teachers or other students, shall be subject to the provisions of the Student Code of Conduct. Any student who shall refuse to allow such searches shall be subject to a Phase III disciplinary action. All the searches will be done in the presence of an administrator.

**PHYSICAL RESTRAINT OF STUDENTS**

Any school employee may, within the scope of the employee’s duties, use physical restraint in a situation in which a student’s behavior poses a threat of imminent, serious physical harm to himself or others, or imminent, serious destruction of property.

**POLICE QUESTIONING OF STUDENTS**

School officials will cooperate with law enforcement agencies in regard to questioning students at school. If questioning occurs:

- The Director/ Head of Campus Security and Safety will verify the identity of the officer and ask for an explanation of the need to question the student.
The Director/Head of Campus Security and Safety will make a reasonable effort to notify parents, as a courtesy rather than to seek permission, unless asked not to do so by the officer.

The Director/Head of Campus Security and Safety will ordinarily be present unless the officer asks the Director not to be present. The law also requires schools to permit students to be taken into custody to comply with court orders, laws of arrest, etc. If a student is taken into custody, the officer will sign a release form and an effort will be made to contact the parents by either the officer or school personnel.

Offences and Consequences

Phase 1 offences

Phase 1 offences include minor incidents in class where the teacher deals with it and do not need assistance from the Admin. Students will not be referred for minor incidents e.g. not having a pen. Students will be sent back to class if the procedures for behavior management has not been followed. Make sure to record all incidents.

<table>
<thead>
<tr>
<th>Offence</th>
<th>Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unprepared for class (1 Demerit)</td>
<td>First time a written warning in their agenda(signed by parents) and a demerit.</td>
</tr>
<tr>
<td>Chewing gum, Eating in class (1 Demerit)</td>
<td>Second time- A call home about the behavior by the teacher and a demerit.</td>
</tr>
<tr>
<td>Dress code violations (1 Demerit)</td>
<td>Third time- will be a demerit and referral to the Pastoral team.</td>
</tr>
<tr>
<td>Improper language/ profanity (Accidental) (1 Demerit)</td>
<td></td>
</tr>
<tr>
<td>Mild horseplay (fooling around during lesson time, but with no intent of hurting anybody) (1 Demerit)</td>
<td></td>
</tr>
<tr>
<td>Minor Class disruptions (1 Demerit)</td>
<td></td>
</tr>
<tr>
<td>Talking without permission</td>
<td></td>
</tr>
<tr>
<td>Shouting out</td>
<td></td>
</tr>
<tr>
<td>Inappropriate remarks</td>
<td></td>
</tr>
<tr>
<td>Walking around without permission</td>
<td></td>
</tr>
<tr>
<td>throwing papers</td>
<td></td>
</tr>
<tr>
<td>Making inappropriate noises</td>
<td></td>
</tr>
<tr>
<td>Not following instructions while using school transport (2 Demerits)</td>
<td></td>
</tr>
</tbody>
</table>
Phase 2 offences

Phase 2 offences will be referred to the Administration.

<table>
<thead>
<tr>
<th>Offences</th>
<th>Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Referral from class teacher (3 Demerits)</td>
<td></td>
</tr>
</tbody>
</table>
  - Persistent phase 1 offences  

| Fights (7-9 Demerits)            |  
  - Fighting games  
  - pushing  

| Bullying (7-9 Demerits)          |  
  - 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.)  
  - Physical (Hurting someone by punching, kicking, spitting, pushing, tripping, inappropriate gestures, birthday punches, pinching, throwing objects at others etc.)  

| Mobile phones (3 Demerits)       |  
Students are not allowed to have mobile phones on the campus unless it is handed to the admin in the morning and collected in the afternoon.  

| Cheating (7 Demerits)            |  
  - Mobile phones  
  - Smart watches  
  - Passing questions/notes to friends about the test project etc.  
  - Communicating during a test, looking around, hand gestures, etc.  

| Skipping class (3 Demerits)      |  
Not following instructions while using school transport. (3 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.

<table>
<thead>
<tr>
<th>Offences</th>
<th>Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Drugs, tobacco or alcohol (12 Demerits)</strong></td>
<td>12+ Demerits</td>
</tr>
<tr>
<td>• Being in the possession of</td>
<td>• 1-3 Days out of school suspension</td>
</tr>
<tr>
<td>• Using on school premises</td>
<td>• Possible loss of enrolment</td>
</tr>
<tr>
<td>• Smell like</td>
<td>• Student will study from home until a new school has been found for the student</td>
</tr>
<tr>
<td>• Sell</td>
<td>• Possible criminal charges</td>
</tr>
<tr>
<td><strong>Destruction of property (12 Demerits)</strong></td>
<td></td>
</tr>
<tr>
<td>• School</td>
<td></td>
</tr>
<tr>
<td>• Faculty</td>
<td></td>
</tr>
<tr>
<td>• Student</td>
<td></td>
</tr>
<tr>
<td><strong>Bullying (12 Demerits)</strong></td>
<td></td>
</tr>
<tr>
<td>• Second bullying offence</td>
<td></td>
</tr>
<tr>
<td>• First offence with any sexual, racial</td>
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</tr>
<tr>
<td>remarks gestures etc.</td>
<td></td>
</tr>
<tr>
<td><strong>Weapons (12 Demerits)</strong></td>
<td></td>
</tr>
<tr>
<td>• Possession, exhibits threatening behavior,</td>
<td></td>
</tr>
<tr>
<td>use of any type</td>
<td></td>
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<tr>
<td><strong>Comming Arson (12 Demerits)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Fighting with malicious intent (12 Demerits)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Robbery or theft (12 Demerits)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Extortion, coercion or blackmail (12 Demerits)</strong></td>
<td></td>
</tr>
<tr>
<td>**Disrespect shown to those in authority on</td>
<td></td>
</tr>
<tr>
<td>the campus (All adults – Admin, teachers,</td>
<td></td>
</tr>
<tr>
<td>cleaning staff, security, visitors etc.)</td>
<td></td>
</tr>
<tr>
<td>(12 Demerits)</td>
<td></td>
</tr>
<tr>
<td><strong>Indecent exposure (12 Demerits)</strong></td>
<td></td>
</tr>
<tr>
<td>**Retaliation against school employee (12</td>
<td></td>
</tr>
<tr>
<td>Demerits)**</td>
<td></td>
</tr>
<tr>
<td>**Terrorist threats, bomb threats (12</td>
<td></td>
</tr>
<tr>
<td>Demerits)**</td>
<td></td>
</tr>
<tr>
<td><strong>Setting off the fire alarm (12 Demerits)</strong></td>
<td></td>
</tr>
<tr>
<td>**Unwelcome physical or verbal advances (12</td>
<td></td>
</tr>
<tr>
<td>Demerits)**</td>
<td></td>
</tr>
</tbody>
</table>

At any stage, without prior notification, the administration can and will conduct searches on bags, lockers, or vehicles parked on DeBakey property. Only Administration will conduct this procedure.
Positive Behavior and Rewards

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

<table>
<thead>
<tr>
<th>ACTIONS</th>
<th>MERITS</th>
<th>REWARDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>\textit{Random acts of kindness, being helpful, being respectful etc.} Every good/positive act if reported will earn the student a merit. These merits could hugely contribute to a student receiving a citizenship award at the end of the school year. \textbf{ALL MERITS WILL BE ADDED TO THE SCHOOL HOUSE COLOUR THE STUDENT BELONGS TO.}</td>
<td>5</td>
<td>Mini Certificate</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>Non uniform voucher</td>
</tr>
<tr>
<td></td>
<td>15 \textit{without any Demerits}</td>
<td>End of Semester rewards trip</td>
</tr>
</tbody>
</table>

All the merits will be added to the group total. The group with the highest amount of merits will earn...
Parent Participation Policy

DeBakey High School – Qatar believes that parent involvement with school events and procedures is vital to a healthy school environment.

Our Parent Participation Policy reads: *Parent involvement is encouraged and initiated throughout the school. As parents are willing and available to participate, pre-approval of designated involvement must be achieved before proceeding with engagement of activities. Suggestions and insight must be first be communicated in writing and school administration will address accordingly.*

With this policy set forth, we will provide consistent ways for families to stay engaged in their children’s learning process through several modes of communication. Understanding that the learning process is inclusive of academic and extracurricular activities, parent involvement is offered in both aspects.
Student/Parent Acknowledgement Form

Dear Parent,

The effective schools research tells 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 booklet is published to outline those expectations. We want to assure and protect the rights of all students to a safe, orderly and educationally efficient environment. If we can free the school from disruptions that result from inappropriate behavior and appearance, we seek to do so.

We solicit your support and cooperation in a partnership, which provides the best possible learning environment for your child.

Your signature is requested to acknowledge that you have read the Student/Parent Handbook.

Sincerely,

Mrs. Linda Mabrie, Director

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