

مدرسة قطر للعلوم و التكنولوجيا الثانوية للبنين
Qatar Science & Technology Secondary School for Boys



2020/2021

QSTSS Parents' & Students' Handbook



Version 2: July 2020

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School Profile

QSTSS Purpose

- Provide learning outcomes that possess 21st century skills to build a knowledge-based national economy
- Deliver a high-quality educational level in science, technology, engineering and mathematics
- Prepare students to join the most prestigious universities that qualify them to become distinguished scientists, researchers and inventors.
- Reinforce Islamic values as well as the national and ethical values among students

QSTSS Vision

Empowering students to develop the 21st century skills and preparing them to contribute effectively to building a national economy that relies on knowledge along with scientific and technological advancements.

QSTSS Mission

To provide innovative, engaging and challenging learning experiences in science, technology, engineering and mathematics in an interdisciplinary way that enables students to develop their skills in research, design, critical thinking and problem solving, and contributes to building their creativity and competitive capabilities globally.

QSTSS Values

Innovation	Excellence	Collaboration	Transparency
Accountability			

QSTSS Learner Profile

QSTSS is a STEM-focused school that aims to empower Qatari students and foster their aspiration toward STEM disciplines, prepare them to join elite universities and become distinguished scientists, researchers and inventors contributing to the development of Knowledge-based economy in Qatar. Therefore, as QSTSS learners, our students strive to be:

1. **Critical & Creative Thinkers:** use critical and creative thinking skills to analyze and take action on complex real-life problems.
2. **Communicators & Collaborators:** express themselves confidently and creatively in many ways, and collaborate effectively with others to achieve desired results.
3. **Problem solvers:** see problems as challenges and life experiences and try to stand above them, objectively.
4. **Inquirers:** be curious and develop skills for inquiry and research. Know how to become enthusiastic, life-long & independent learners,
5. **Innovators:** use STEM design thinking to create new ideas and solve problems in new ways.
6. **STEM literate:** able to use concepts from science, technology, engineering and mathematics to understand complex problems and to innovate with others to solve them.
7. **Digitally Literate:** able to find, evaluate, and compose clear information through writing and other mediums on various digital platforms.
8. **Disciplined & Responsible:** act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. Take responsibility for his actions and their consequences.
9. **Ethical & Caring:** exemplify the Islamic and human moral values, show compassion and respect for others and constantly work to make a positive impact on their lives.



School Contact Information

School Information:

Qatar Science & Technology Secondary School for Boys (QSTSS), PO Box 82035
Um Alsanaim Area, Zone: 56, Street: 868, Building: 83, Doha, Qatar

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School Website: <http://www.qstssboys.qa/>

Email: qsst.boys@edu.gov.qa

Administrative Questions:

Mr. Fahed Al-Ali

Vice Principal for the Administrative Affairs (AMP)

Email: f.ali1401@education.qa

Administrative Questions:

Mr. Rani Altoum

Vice Principal for the Academic Affairs (AVP)

Email: r.altoum1512@education.qa

Student Support & Attendance issues:

Mr. Sayed Haggag

Social Worker

Email: e.haggag0203@education.qa

Mr. Hamad Altaie

Supervisor

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Parents are also welcome to communicate with the school using the social media accounts

https://twitter.com/qsst_boys

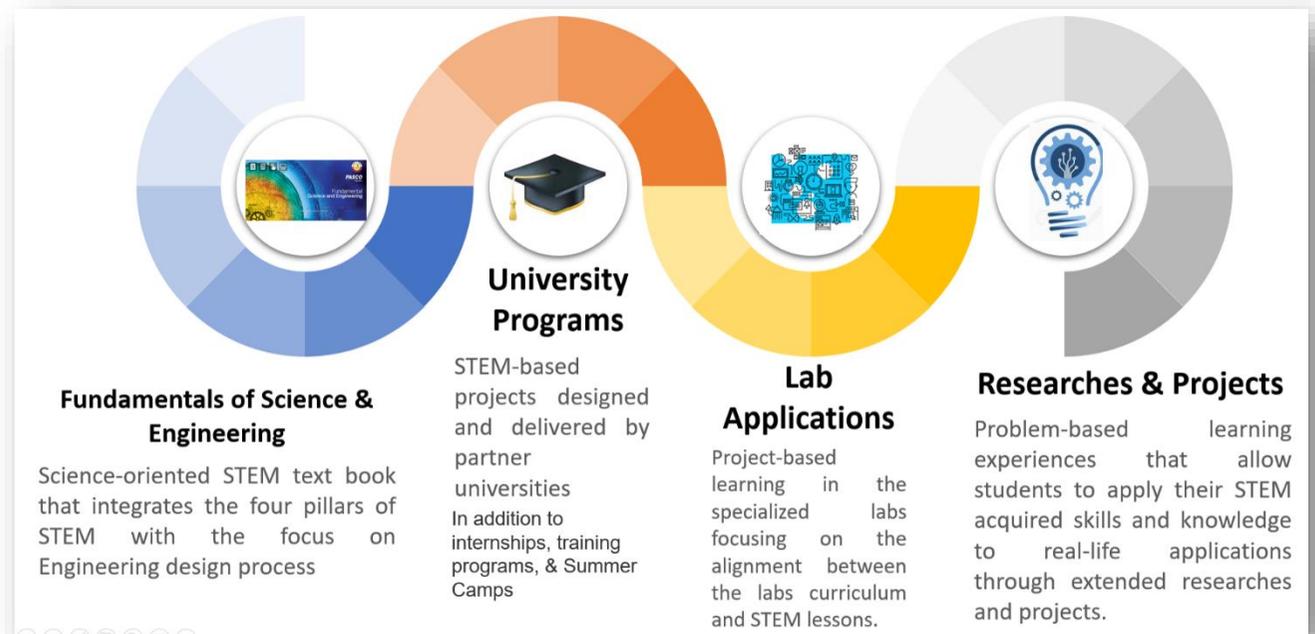
<https://www.facebook.com/qsst.boys/>

QSTSS Mobile App on Google Play & App Store

Background & STEM Curriculum

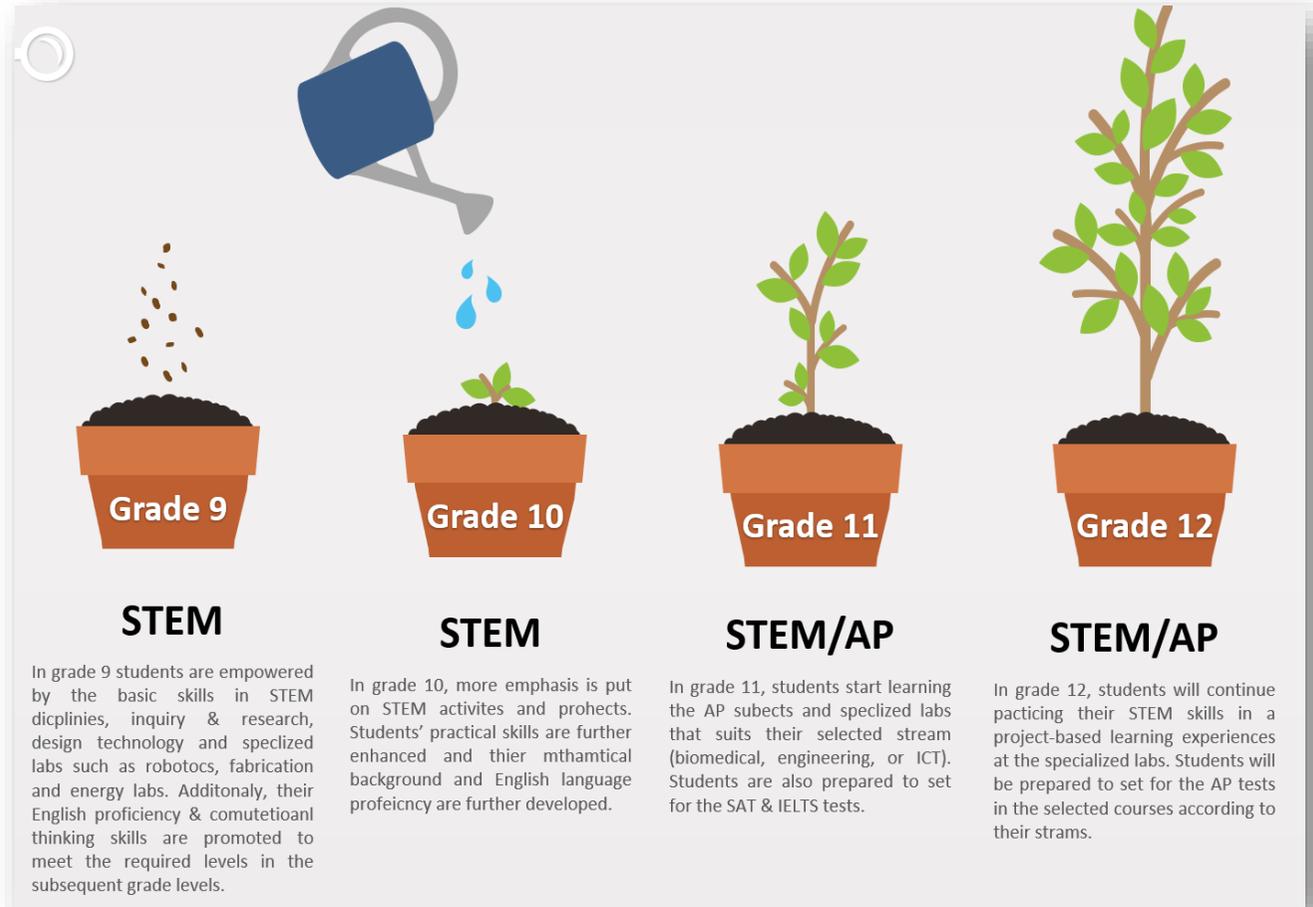
Qatar Science & Technology Secondary School for Boys (QSTSS), is a one-of-a-kind specialized STEM governmental school in Qatar that runs under the umbrella of Ministry of Education & Higher Education (MOEHE). QSTSS was launched in August 2018 and it offers a trans-disciplinary STEM program that focuses on hands-on science-based activities, creativity and innovative thinking, which will allow students to apply their knowledge to real-world challenges using cutting edge technologies. By offering a specialized laboratories, led by highly-qualified STEM teachers and Engineers and Experienced Educators. QSTSS school was purpose-built to address one important success path - that of preparing students for careers in engineering, technology, medicine, and other STEM fields.

At QSTSS, Integrated STEM education occupies a multidimensional space in school academic program: Rather than a single, well-defined experience, it involves a range of experiences with some degree of connection. The experiences may occur in one or several class periods, or throughout a curriculum; they may be reflected in the organization of a single course or an entire school, or they may be presented in an after- or out-of-school activities.



Academic Program

Students join QSTSS in grade 9 after a process of selection, and graduate at grade 12 with Special Secondary School Certificate authorized and attested from the MOEHE. Additionally, students will be prepared to set for the Advanced Placement tests provided by the College Board. The curriculum is focused on STEM education in grades 9 & 10, and a mixture of STEM and AP courses in grade 11 & 12. The AP courses are college-level courses that prepare students to excel at universities, and many universities grant credit hours for students who perform high in the AP tests.

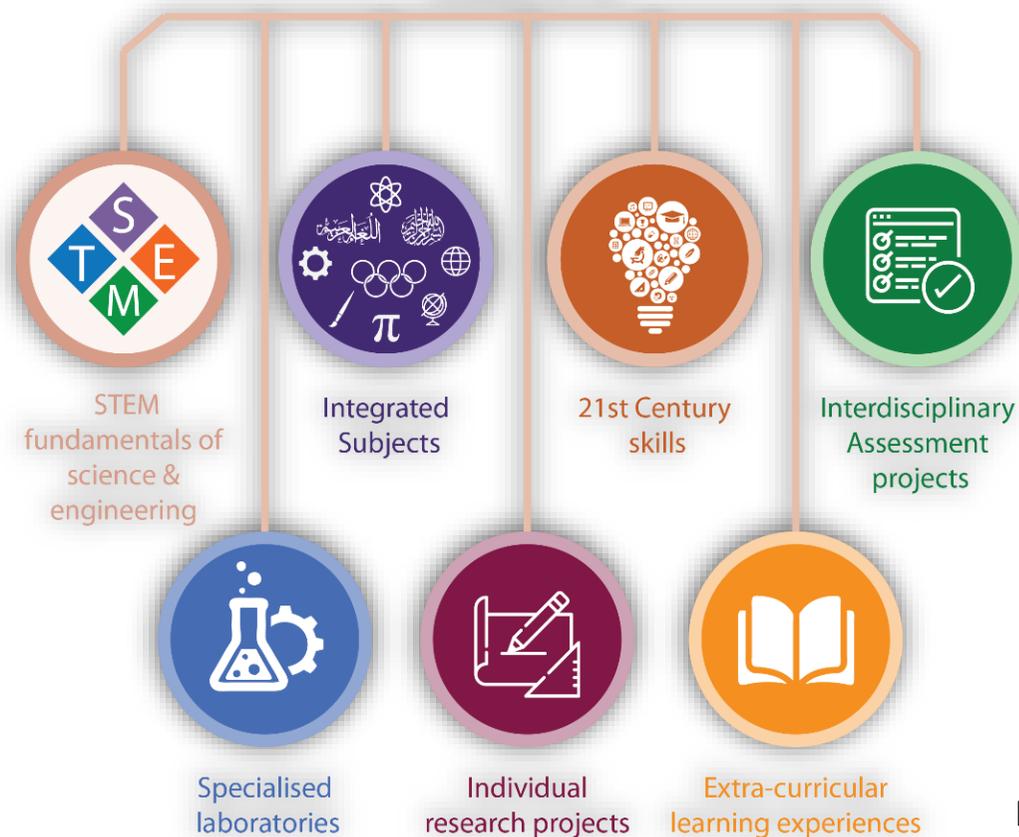


Grades 9 & 10 Curriculum

In order to achieve the school's aims and objectives, the QSTSS curriculum framework comprises eight main aspects in grades 9-10.

1. **STEM:** The fundamentals of science and engineering
2. **Integrated Subjects:** Mathematics, ICT, DT, Arabic, English, Islamic Studies, Social Studies, P.E. (integrated & aligned with STEM through the development of specific projects)
3. **Integrated 21st Century skills**
4. **Interdisciplinary assessment projects.**
5. Learning experiences in specialist laboratories (Energy, Robotics, Digital Fabrication, & Biomedical Sciences)
6. **Individual research projects**, supported by a supervisor
7. **Extra-curricular learning experiences**, including university programs, STEM-related competitions and projects.

Curriculum architecture and content Grades 9-10

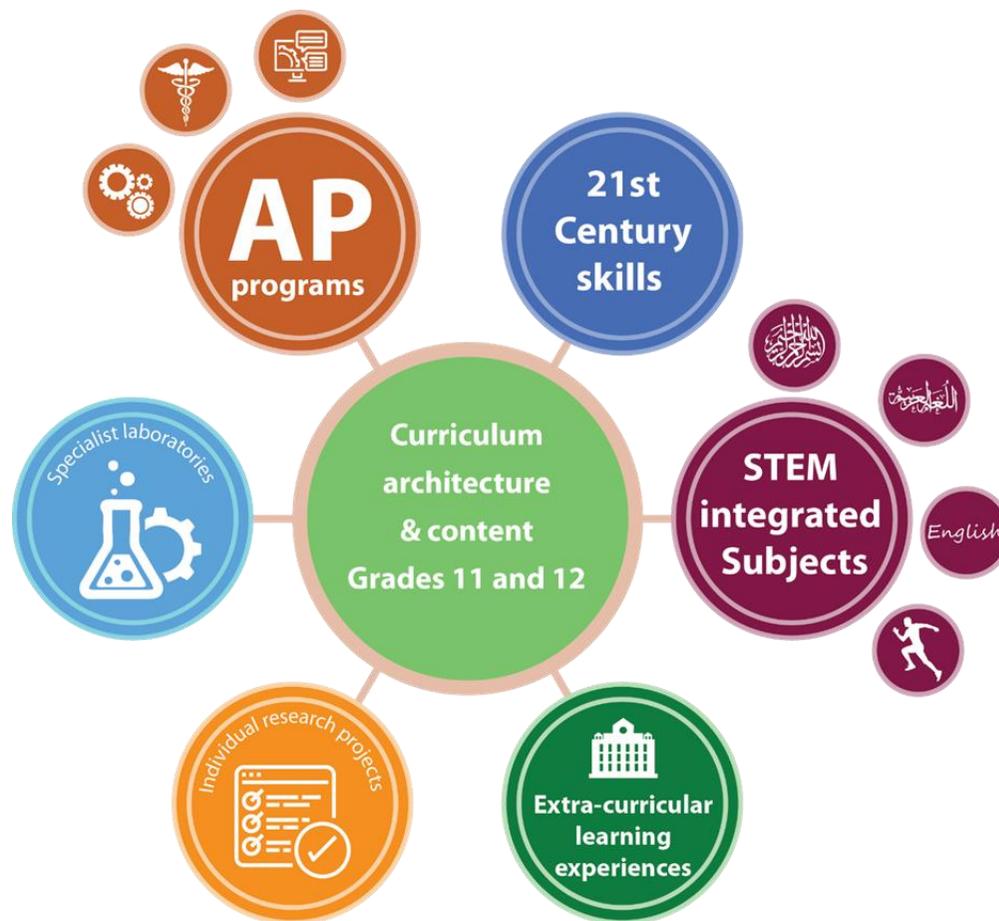


Grades 11 & 12 Curriculum

In grades 11 and 12, greater emphasis is placed on preparing students for university entrance, with relevant Advanced Placement programs providing the main curriculum. The further development of STEM related knowledge, skills and experiences will continue via dedicated time spent in specialist laboratories, researches & projects, and the university programs. The content and skills required in AP courses will have a direct influence on the laboratory-based STEM program.

Starting from grade 11, students will be offered 3 streams as follows:

Engineering Track	Medical Track	Technology Track
AP Calculus	AP Calculus	AP Calculus
AP Chemistry	AP Chemistry	AP Chemistry
AP Physics I	AP Biology	AP Computer Science
AP Physics II	AP Physic 1	AP Physic 1
AP Computer Science Principals		AP Design Technology



School Timing

The school day begins at 7:00 a.m. An “alert” bell is rung at 6:55 a.m. and all students must move quickly to their first period class. There will be a general assembly for all students every Sunday and when required.

Period	Sunday - Wednesday		Thursday	
	Time	Duration	Time	Duration
Assembly	7:00-7:10	10 Minutes	7:00-7:10	10 Minutes
1	7:10-7:55	45 Minutes	7:10-7:55	45 Minutes
2	8:00-8:45	45 Minutes	8:00-8:45	45 Minutes
3	8:50-9:40	50 Minutes	8:50-9:40	50 Minutes
Main Break	9:40-10:15	35 Minutes	9:40-10:10	30 Minutes
4	10:20-11:10	50 Minutes	10:15-11:00	45 Minutes
5	11:15-12:00	45 Minutes	11:05-11:45	40 Minutes
Prayers Break	12:00-12:15	15 Minutes	11:45-12:00	15 Minutes
6	12:15-13:00	45 Minutes	12:00-12:45	45 Minutes
7	13:05-13:45	40 Minutes	12:50-13:30	40 Minutes
8	13:50-14:30	40 Minutes		

Students’ timetable is always reachable at: <https://qsst.edupage.org/timetable>

Daily Procedures

Attendance:

Students are expected to achieve a 100% attendance rate to best benefit from the academic program and build their knowledge and skills. Absences are dealt with in accordance with the behavioral evaluation policy adopted by the Ministry of Education and Higher Education.

Types of absence

1. **Excused absence:** The following conditions are to be considered as excused absence
 - 1.1 Sickness proven by a sick leave.
 - 1.2 Delegation to participate in out-of-school activities and competitions with previous approval from the MOEHE or the school
2. **Non-excused absence:** any kind of absence that is not approved by a sick leave or a prior approval from the school is considered a non-excused absence and students will be penalized for it according to the MOEHE policies which may reach the deprivation from attending the end of year exams and cause student failure.

For more details about the attendance policies, please check the MOEHE policy ([click here](#))

Arrival to the Class

All students are expected to arrive at school and to classes on time. The first bell rings at 6:55 a.m. and the school day begins with first period at 7:10 a.m. Attendance is taken by the class teacher during each class period and submitted at the start of each lesson. This information is kept electronically in the National Students Information System (NSIS) and reviewed by the MOE. This is especially important as attendance and punctuality are considered for allowing or preventing students from attending the midsemester and end-of-semester tests. If a student arrives late and the teacher has already submitted the attendance, the register must be changed to indicate tardy rather than absent and the register re-submitted. This occurs for each period including period 1.

Students who are not present when the teacher has started the class will be marked as absent. If this student then arrives to the class the teacher will change the attendance status to tardy. Students who arrive after 7:15 a.m. must report to the Students' Affairs Coordinator or the AMP upon arrival in order to receive a 'Late Pass'. No student will be allowed to enter class after 7:15 a.m. without a 'Late Pass'.

Hall Passes & Students ID Cards

All students will receive a school ID card and they have to put it on all the time inside the school. All students may be issued a hall pass when leaving the classroom. Students are expected to carry a hall pass with them and return it to the teacher upon re-entry to the classroom. Students are expected to show the hall pass to other teachers and staff in the school who request to see it.

Leaving the School Ground

No student shall be allowed to leave the grounds of the school during the school day without the written or confirmed telephone permission of his parents/guardians. The telephone permission must be made with a school administrator or his designate. The vice principal for administrative affairs or his designee shall make reasonable efforts to contact the parents/guardians in order to verify all written or telephone permissions. Students may be released early only if an administrator speaks directly with the parents making the request. Requests for early dismissal are discouraged and excessive requests may result in a parent meeting.

Early Dismissal from School

Students may be released early only if an administrator speaks directly with the parents making the request. Requests for early dismissal are discouraged and excessive requests may result in a parent meeting. Students leaving the school should receive the dismissal form from the section supervisor and submit it to the receptionist before leaving the school.

Permission to Leave Class

Students who wish to see the counselor or nurse must report to their class first and obtain their teacher's permission. Teachers/ section supervisors send a note with the student indicating the time the student was sent. The nurse or counselor signs this note and indicates the time when the student was sent back to class.

Medical Appointments

Permission is not given to students to keep appointments at dentists, opticians or doctors during the school day. Such appointments should be arranged after 2:30 p.m. on school days. For emergency appointments students must bring a note that should be given to the section supervisors before 7:15 a.m.

Prayers

All students should be ready to the prayers during the prayers break. Late students who could not pray with the group can pray -with permission from section supervisors- in the prayers room in “ Al-Bayroni” section at the ground floor.

Dress Code

All students should wear the national Qatari dress (Thoub) with the white head cover (Gottra). The P.E. uniform consist of a plain white shirt and a black trousers and a suitable sports boot.

Lost & Found Procedures

Lost And Found looks after lost property for QSTSS students. If students lose their properties they must refer to the section supervisor during the break.

Food and Drink

QSTSS has a school cafeteria which provides healthy lunches and snacks. Students are encouraged to eat a nutritious lunch so they are better able to concentrate and learn. Therefore, the following items must **not** be brought into school:

- Carbonated drinks of any kind. i.e. Coca Cola, Pepsi, & Sparkling water.
- Energy drinks i.e. Red Bull, Power Horse, etc.
- Caffeinated drinks - hot or cold
- Crisps/Chips: large bags and party packs
- Sweets (i.e. lollipops, chocolate, candy and chewing gum)
- Ice-cream
- Sunflower seeds
- Birthday cakes/cup cakes
- Any other item deemed to be unhealthy by the administration or the school nurse.

The delivery of fast food is not allowed within the QSTSS campus (*except for late after school clubs & activities and under the supervision of the responsible teacher/admittatur*). This includes students bringing fast food to school and the delivery of fast food by drivers. If a student has forgotten their lunch it should be brought to the School Reception where it can be collected by the student. Food may only be consumed in the cafeteria or other designated areas in the school

building. Any student found to be receiving fast food in school will receive an immediate penalization.

Personal Items

All students are allocated a locker in which to store their books and any personal requirements for school. These lockers are fitted with an electronic lock that allows students to secure their personal. We do not encourage students to bring valuable items to school, but those students who choose to bring them must be aware that they are responsible for them.

Electronic Devices Policy

A. Laptops

Students will receive personal laptops from the school with a school generated accounts to be used in all subjects and labs. Students are not allowed to download any program that is not authorized by the school and the IT administrators. Students should bring the fully charged laptops to the school daily, and they are hold responsible for their laptops.

B. Mobile Phones:

Students are not allowed to bring mobile phones to school unless authorized by the administration for the use in some activities or classes. Mobile devises brought to the school without permission will be taken and kept in the school until the end of the year. If a phone call needs to be made during the school day students should go to the section supervisor who will help them to make the call.

Money & Valuable Items

While every effort is made to ensure the provision of a safe school environment for students, students are not to bring an excess of money or valuables to school. The school cannot assume responsibility for lost or stolen items. Students are expected to respect the property of others. All items, including school uniform, should be clearly marked with the student's name. Students are not permitted to leave personal items in the hallways. Students should utilize their allocated locker to store personal items during the school day.

Student Gifts

In order to maintain a high degree of professionalism, parents should refrain from giving staff gifts of significant monetary value such as mobiles, clothing and prepaid activities.

Communication

QSTSS believes that ongoing communication between the school and home is critical to student success. Should both parents be away from Qatar, they must contact the AMP & the social worker and inform them of the guardian of their child(ren) and how the parents can be contacted in case of an emergency.

Channels of Communication

The first person a parent should call if they have any concern about their child's academics or behavior in a specific subject is the Social Worker. Who will contact the subject(s) teachers to check for the academic/behavior concerns. Often, a simple conversation with the teacher can alleviate a perceived problem or clarify a misconception. If the problem is not resolved, parents are advised to contact the school vice principals (AMP for behavior/ AVP for academics) and a meeting can be arranged. Any parents who have not had a resolution to their inquiry after speaking with the AMP/AVP, should then contact the school principal.

School website & Social Media

Parents are encouraged to regularly check the school website and the social media platforms to know about school activities and accomplishments. Parents are welcome to contact the school administration by email, social media sites and over the phone.

The weekly letter

Parents and students will receive a weekly study list showing what topics to be taught and the activities to be held in each subject a week ahead.

The monthly newsletter

The school produces a monthly e-newsletter that is embedded in the school websites. Parents are encouraged to review the newsletter to learn more about the school activities.

SMS

The school uses the SMS service on regular basis to communicate important information such as invitation to meetings, school activities, calling parents for meetings, informing parents about absence cases, etc.

It is the parent's responsibility to make sure that the school has the latest and active parent's phone numbers.

WhatsApp

The school administration might use the WhatsApp broadcasts to share important information & circulars with parents.

Parents who do not wish to be contacted by WhatsApp should declare that to the school administration. In all cases, parents are kindly requested not directly contact teachers on their mobile phones or WhatsApp.

Medical Services

Medical Services

QSTSS has a full time nurse who work with teachers and students. The nurse is available to deal with any general ailments the students may have, and to provide first aid treatment when necessary. The School Nurse is in the Medical Room from 7.00 a.m. to 3.00 p.m. Sunday through Thursday.

The nurse makes an initial assessment and then advises the section supervisor/coordinator of students' affairs should further medical attention be required. The School Nurse will treat minor injuries; however, in the event of an emergency any competent member of staff may provide assistance. When a student is injured at school parents are notified as soon as possible.

Medical Records

All medical records for each student are kept in the Medical Room and are handled with utmost confidentiality. Medical Conditions Lists are distributed to all Senior School Staff & Teachers to help make them aware of students requiring special medications/medical treatment, and as a helpful guide for emergencies.

All details of administered medication must be documented in each student's medical file. Only medical personnel will have access to these files, unless authorized by the School Principal.

Medication

Parental consent is required for any medication to be administered at school. Students should not be in the possession of, or self-administer any medication. Some students, however, may have permission to carry their asthma inhalers or medicines for allergic reactions.

Special Dietary Needs

Parents should notify the school nurse should their child have any special dietary requirements or allergies that she can in turn alert the cafeteria and/or appropriate staff

Academic Assessment & Grading

Qatar Science & Technology Secondary School for Boys (QSTSS) utilizes a range of both internal and external assessments to track students' progress. In order to maintain unbiased measures, NWEA MAP and CAT4 tests are both administered during the school year. Internally, every grading cycle has a range of formative, short-summative test and a cumulative summative exam is also given for each course. In addition to this, the school also administers some external exams that serve as enrolment exams including the APTIS test for the English language and a mathematics screening test.

CAT4, APTIS & Maths screening test results are used to inform students acceptance and placement decisions. And since September 2019, QSTSS started providing NWEA MAP to monitor student growth. NWEA MAP will be administered twice a year, once in the fall and once in the spring. MAP will be utilized both by teachers to differentiate their classroom and by the school as a whole to measure general growth in core areas. Since a 9th grader to an 11th grader, both are taking the same MAP test, through its adaptive features, the comparisons across grades and by norms will provide excellent, reliable non-biased data.

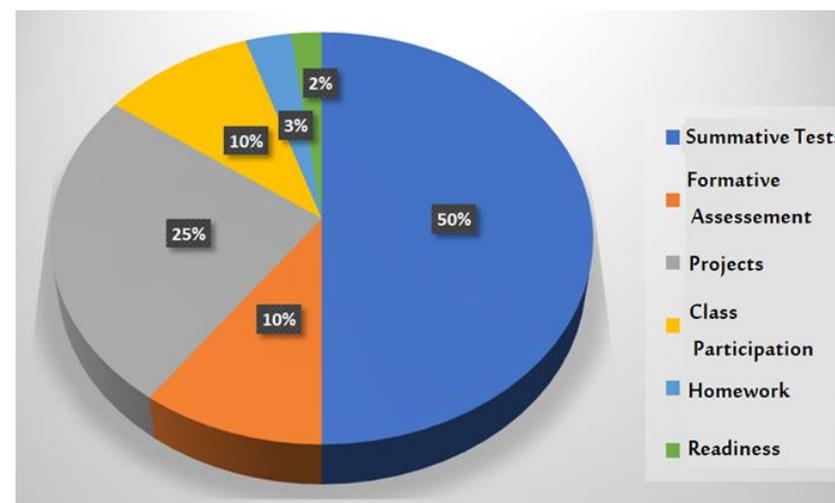
QSTSS, as part of a college-prep program, will maintain a rigorous internal assessment system across grades and subjects. In terms of summative assessments, cycle tests at the end of each grading term are given and final exams at the end of each semester are also given. These assessments include multiple choice, short response questions, essay writing and open-ended questions. They are created collaboratively by department and then analyzed within each department's professional learning community. Action plans that specify research-based instructional strategies are formed on the basis of areas of student weakness within departments.

Assessment is an integral part of the educational process, providing feedback to ensure continuity and progression in students' learning. Assessment is the process which evaluates each student's achievement, identifying what they know, understand and can do. The assessment, recording and reporting policy is designed to reflect and support the overall vision and mission of the school to pursue a practical and interactive approach in our teaching which encourages students to be rigorous in their work habits and to take responsibility for their own learning. Assessment practices are key in establishing an environment where are students know what is expected of them academically and how to reach their goals.

GRADING PROCEDURES AND TESTING

The school year is divided to two semesters. In each semester students set for two summative assessment (midterm & end-of-term) paper-based tests in accordance with the MOE policies and procedures. In addition to midterm and end-of-term tests, students are continually assessed by teachers both formatively and summatively through homework assignments, quizzes, chapter tests, projects, presentations, as well as the continuous appraisal of their behavioral performance. As shown in figure 1.

According to the MOE policy and to align with the length of each semester, the first semester weighs 40%, while the second semester weighs 60% of students' marks. Students are notified a week in advance of their test day and will take no more one tests per day.



General Assessment Procedures

MARK SCHEMES

Different subjects has different mark schemes that suit the nature of the subject (theoretical vs practical) as follows:

1. STEM, Physics, Chemistry & Biology

First Semester (40%)					
Midterm (15)		End of Semester (20)			Course work (5)
Quizzes & Unit tests (Theory/Practical)	Midterm summative test	Quizzes & Unit tests (Theory/Practical)	Project	End of term summative test	Homework/ Behavior/ Readiness
5	10	5	5	10	5

Second Semester (60%)					
Midterm (15)		End of Semester (40)			Course work (5)
Quizzes & Unit tests (Theory/Practical)	Midterm summative test	Quizzes & Unit tests (Theory/Practical)	Project	End of term summative test	Homework/ Behavior/ Readiness
5	10	10	10	20	5

2. Mathematics

First Semester (40%)					
Midterm (15)		End of Semester (20)			Course work (5)
Quizzes & Unit tests (paper/electronic)	Midterm summative test	Quizzes & Unit tests (paper/electronic)	Project	End of term summative test	Homework/ Behavior/ Readiness
5	10	5	5	10	5

Second Semester (60%)					
Midterm (15)		End of Semester (40)			Course work (5)
Quizzes & Unit tests (paper/electronic)	Midterm summative test	Quizzes & Unit tests (paper/electronic)	Project	End of term summative test	Homework/ Behavior/ Readiness
5	10	10	10	20	5

3. English Language, Arabic Language, Islamic Studies

First Semester (40%)					
Midterm (15)		End of Semester (20)			Course work (5)
Quizzes & Unit tests (paper/electronic)	Midterm summative test*	Quizzes & Unit tests (paper/electronic)	Project	End of term summative test*	Homework/ Behavior/ Readiness
5	10	5	5	10	5

Second Semester (60%)					
Midterm (15)		End of Semester (40)			Course work (5)
Quizzes & Unit tests (paper/electronic)	Midterm summative test*	Quizzes & Unit tests (paper/electronic)	Project	End of term summative test*	Homework/ Behavior/ Readiness
5	10	10	10	20	5

* This test include reading, writing, oral, & listening sections.

4. Social Studies

First Semester (40%)					
Midterm (15)		End of Semester (20)			Course work (5)
Quizzes & Unit tests (paper/electronic)	Midterm summative test	Quizzes & Unit tests (paper/electronic)	Project	End of term summative test	Homework/ Behavior/ Readiness
5	10	5	5	10	5

Second Semester (60%)					
Midterm (15)		End of Semester (40)			Course work (5)
Quizzes & Unit tests (paper/electronic)	Midterm summative test	Quizzes & Unit tests (paper/electronic)	Project	End of term summative test	Homework/ Behavior/ Readiness
5	10	10	10	20	5

5. Computer Science (ICT):

First Semester (40%)					
Midterm (15)		End of Semester (20)			Course work (5)
Quizzes & Unit tests (Practical)	Midterm summative test*	Quizzes & Unit tests (Practical)	Project	End of term summative test*	Homework/ Behavior/ Readiness
5	10	5	5	10	5

Second Semester (60%)					
Midterm (15)		End of Semester (40)			Course work (5)
Quizzes & Unit tests (Practical)	Midterm summative test*	Quizzes & Unit tests (Practical)	Project	End of term summative test*	Homework/ Behavior/ Readiness
5	10	10	10	20	5

* This test include a practical section (80%) and a theoretical section (20%).

6. Lab applications & Design technology:

These subject are of a purely practical nature and their marks will only appear in the end of term reports in the first semester and the second semester. i.e. no midterm assessments are recorded or reported.

First Semester (40%)		Second Semester (60%)	
Ongoing assessment	Project	Ongoing assessment	Project
30	10	40	20

The ongoing assessment criteria might vary from one lab to another or from one task to another, but in general, in each lab/lesson students are assessed against:

Technical skills	Commitment to safety procedures	Teamwork	Worksheet & File	Discipline & Workspace organization	Total
<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>10</u>

Or

Discipline	Quickly complete the task	Precision	Innovation	W.S & portfolio	Total
<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>10</u>

7. Research & Projects:

This subject is assessed formatively and summatively based on the beforehand criteria, but only recorded once in the students' report cards at the end of the year.

Discipline and perseverance	10%
Cumulative project portfolio including: - Answered worksheets. - Reports for all research phases. - Research/project journal	20%
Final Report	40%

Presentation and discussion	30%
Total	100

Examinations offered at our school (internal, external and international Exams)

1- Internal Exams:

Chapter Test

Midterm exam

End-of-term exam.

2- External/International Exams:

- MAP tests (academic progress meter)

AP Exams (to be introduced in 2021/2022)

Awarding Body of examinations offered at our school

1- Internal: Subject Teacher -Head of Department moderated and monitored by educational supervisors from the MOE

2- External:

- **MAP tests:** NWEA, Northwest Evaluation Association -Oregon, USA <https://www.nwea.org/>
- **AP Exams (to be introduced in 2021/2022) College board - New York, USA**
<https://www.collegeboard.org/>

 LATE WORK/MAKE-UP POLICY

Students can make-up minor assessments (quizzes, HW, chapter tests) /major assessments (midterm & end-of-term) 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 able to making-up the tests within the time designated by their teachers for the minor assessments. However, major assessments make-up exams are delivered according to the MOE examination calendar and procedures.

The school will follow the MOE examination calendar and will follow or the guidelines and procedures required by the MOE when it comes to exams administration, schedules and absence policies.

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.

PROMOTION

Students are promoted from one grade level to another when they meet they meet the following requirements:

1. Attendance of all midterm & end-of-term exams or the makeup exams in case of missing the regular ones.
2. Achieving 50% of the subject overall mark in all subjects.
3. Not being absent for 15 days or more of unauthorized absence from the school.

Students are eligible of a second examination session if they achieved less than 50% at the end of the year in a maximum of 3 subject. Failing to achieve 50% of the end of year cumulative attainment in 4 or more subject is considered a failure condition and students will have to stay in the same grade level for the next academic year.

Homework

Philosophy

At QSTSS we believe any work completed at home should support successful student learning from a holistic perspective that encourages a **balanced lifestyle**. As such, in the year of 2019/2020 the homework focus will be supporting numeracy and literacy.

Homework is not set unless meaningful and necessary. Any homework set should be able to be completed within the allocated time and day allocation for the subject. Understanding that students have responsibilities outside of school, we support when possible students being given a week to complete the assigned homework.

Students should be able to successfully complete homework without additional support, and homework should become more complex as a student moves up through the grades.

All subject teachers can set one homework per week. English, Maths and STEM teachers can set up to two homework tasks weekly when need.

In all cases, the homework will not be more than one page long.

QSTSS encourages students to maintain a healthy and balanced life, therefore a homework timetable is arranged weekly by the homeroom teacher to ensure that teachers are not giving too much or overwhelming homework assignments during the week.

Expectations

Students

- Students will use class time appropriately and understand the need to complete class work at home if time is poorly managed in class.
- Catch-up missed work

Teaching Staff

- Staff will clearly post homework in the home work registry sheet fixed in each class room and in the weekly study list sent to parents, and should announce the homework on the class Team.
- Ensure assessment dates and rubrics are available for students through the class Team.
- Give a reasonable time period for students to complete the work.
- Ensure the work set is age appropriate - use of readability.
- Suitable reference sites are given to save students wasting study time finding information.
- Instructions will be clear and easily accessible. Simple clear guidelines that non-teacher parents can understand.
- Appropriate and timely feedback is given after any homework assignment. Examples: Allowing students to check answers for accuracy, giving additional support if students have not understood a concept.
- If homework is project based, students must still be able to complete this during the designated time not as additional work.

Subject Coordinator/Lead Teacher

- Ensure all members of their department adhere to the days and times allocated for homework.
- Provide exemplar homework for department and discuss the philosophy of homework within the department.

Parents

- Facilitate students completing homework by giving students a suitable work space, time and resources.
- Parents are not expected to teach or lead the homework activity.
- Contact class teacher with concerns about individual subject homework (appropriateness, level, amount).

- Contact the school administration/social worker if the student is struggling with large volumes of homework, coping with scheduling and organization of homework.
- Contact the school administration/social worker if concerns raised with classroom teacher have not been resolved.

Reporting & Conferences

3 Way Conferences (Student/Parent/Teacher) Conferences

These are held four times a year and are for the express purpose of discussing a student's academic achievement. However, any student needing extra support will be closely monitored and frequent communication with the parent will be maintained through the Social Worker and the Academic Advisor.

Monthly Reports

The school issues a descriptive monthly report explaining the overall performance of students on homework, quizzes, classwork, overall academic activities, and performance on chapter tests. A hard copy of this report is sent home with students and a text message is sent to parents informing them about it. Parents are invited to visit the school and coordinate with the Social worker if they wish to discuss the report with teachers.

Quarter Reports --Updated

Following each examination cycle (quarter), the school will issue a report card containing the student marks on each subject. A progress report showing student performance compared to the school and class averages is also provided each quarter. In each semester the Quarterly Reports are closely followed by 3 Way Conferences giving parents and students the opportunity to receive more detailed oral communication about the progress made.

Special Meetings

The school may contact the parents and arrange for a special meeting to discuss the student's academic or behavioral performance and to set the plans needed to enhance that performance.

Campus Safety

Campus Visitors

All non-QSTSS affiliated staff or personnel visiting the school must register their name, time of visitation, and the person(s) being visited with the receptionist at the main entrance. Students who wish to bring visitors must obtain written approval prior to the day of the visit, minimum of 48 hours in advance of the visit, from the appropriate Assistant Principal or Principal. The student must gain permission from each subject teacher prior to the attendance of their guest to lessons.

Parents are unlikely to be able to meet with teachers or administrators without an appointment. Parents are kindly asked to make appointments through the Social Worker - (+974) 40362887 or by emailing: e.haggag0203@education.qa

Evacuation and Containment Drills

Evacuation and containment drills are carried out regularly during the school year. Each teacher and student will become aware of the drill protocol. Any student found interfering with fire/safety equipment will be referred to the Head of School and appropriate action will be taken

Student Safety

For safety, students should be collected at the end of the school day, which is 2:30pm (Sunday – Wednesday), and 1:30 pm on Thursdays. Please be aware that supervision is not provided beyond this time unless the student is attending an organized school activity or club.

Students Rights

Student Searches

Senior administrative staff may, with good reason and cause, search the person or personal property of a student if it is felt that the student is withholding something which is banned or may have been stolen. The search will be conducted in private.

Procedures for Student Complaints and Grievances

Students who feel that an action taken against them does not fall within the parameters set within the policies and procedures of the school may register a complaint or grievance with the official supervising the person stated in the complaint; and who, in turn, investigates the complaint and takes the action he deems appropriate based on the evidence presented. If the judgment made by the official to whom the complaint was presented is perceived as unjust, the student may register a grievance to the Principal who will investigate the matter and issue a ruling. The ruling of the Principal shall be binding to both student and staff member stated in the complaint. A student may request that the school counselor act on his behalf when the complaint or grievance is registered.

Procedures for Complaints About School Staff and the Curriculum

Parents who have a complaint or grievance in regards to a member of the school staff should first arrange a meeting with the staff member through the social worker and seek reconcile the matter with the staff member concerned. If this fails to solve the matter, parents may register verbal or written complaints about school staff to the respective Vice Principal or the Principal. All serious complaints must be in written form and signed by the parent. All parental complaints and grievances will be taken seriously by the school administration, who will then take the following course of action:

- Investigate the complaint or grievance with the respective staff member.
- Take appropriate action against the staff member if the investigation shows that the staff member violated the policies, rules or regulations of the School/MOE, or he did not practice appropriate professional conduct or good judgment.
- Inform the parent of the steps taken.

In cases where the complaint is of a sensitive and severe nature, the Principal shall refer the matter to the MOE immediately. All complaints and grievances and the manner in which

they were disposed of should be treated with great care and confidentiality.

Behavioral Procedures and Consequences

QSTSS is a safe school which promotes student academic and personal growth. QSTSS is a tobacco, narcotic and weapon free school.

Every student and member of staff at QSTSS has the right to be treated with respect, dignity, and courtesy by every other student or member of staff.

Each individual in the school has the right to know what the rules are and to know the basic standards of expected conduct. By accepting these, we will have a school community of individuals who live and interact based on commonly shared rules, rights, and expectations.

It is the expectation that once students move into the school they are able to monitor their own behavior and act within the parameters set by the school. However, the school realizes that there will be some who choose to deter from what is acceptable. Therefore, the school has adopted the MOE behavior and discipline policies that will act as a Disciplinary Safety Net, which delineates offences, and natural and logical consequences for those offences.

All parents and students will receive a soft copy of the behavior and discipline policies and sign consent forms indicating that they carefully read the policy and committed to it. The behavior and discipline policies and procedures will be always accessible on the school website at: www.qstssboys.qa within the “About us – School Policies” tabs.

Activities, Events, & Trips

Athletics & Activities

QSTSS believes that a well-rounded educational program includes teams, clubs and after school activities. Students are encouraged to practice different sports and physical activities both inside and outside the school. The school offers many opportunities for the students to practice different sports through the physical education curriculum, school competitions & tournaments, school-based facilities, and the Schools Olympic Program. Any student with special or medical conditions that prevent him from practicing physical activities or sports is kindly requested to report that to the P.E. teachers.

Trips and External visits

Trips are of educational value and are linked to the student’s class work. Any student participating in school trips will need a written permission from their parent or legal guardian. Teachers are required to follow the QSTSS/MOE trips procedure when organizing trips, whether local or overseas. Advance notice is always provided for trips. Students must understand that on trips they are representing their school and that all school rules will be obeyed. Students will be expected to wear full school uniform unless there are special circumstances. All students return to school at the conclusion of the school trip.

For each trip, parents will be informed with the trip goals, place and timing, and they will receive the trip supervisor’s number for emergencies.

Student Council

Student Council at QSTSS recognizes that student decision making is an important component of the educational program. It encourages students to become more involved in the life of their school community by:

- Providing a forum to express opinions relating to issues that directly impact students.
- Enabling students to participate in the process of democratically selecting leaders and accepting responsibility for providing leadership.
- Participating in the consultation and decision making processes related to the Senior School student body.
- Participating in the planning and provision of student-focused social, recreational, and service-oriented projects.

Student Council functions directly under the student body constitution which provides direction for the Student Council. The Executive Council is composed of eight elected officers: President, Vice-President, Secretary, Treasurer, Activities Coordinator, Public Relations, Historian and Whip. The elections for Executive Council officers are school-wide. The Student Council further has two elected officials from each grade level (Grade Representatives). These Grade Representatives are elected from within their respective grades.

2020-2021 QSTSS Event Calendar

August 2020						
F	Sa	Su	M	Tu	W	Th
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August
19 Start day for staff

September 2020						
F	Sa	Su	M	Tu	W	Th
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

September
1 Start day for students

October 2020						
F	Sa	Su	M	Tu	W	Th
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

October
20-29 Mid-term exams for semester 1

November 2020						
F	Sa	Su	M	Tu	W	Th
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

November

December 2020						
F	Sa	Su	M	Tu	W	Th
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

December
2-13 End of the 1st semester exams
20-31 Mid Year Vacation

January 2021						
F	Sa	Su	M	Tu	W	Th
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January
3 Start date for the 2nd semester
19-28 1st semester make-up exams

February 2021						
F	Sa	Su	M	Tu	W	Th
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

February

March 2021						
F	Sa	Su	M	Tu	W	Th
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

March
2-11 Mid-term exams for semester 2
14-18 Mid of semester 2 vacation
21 Back to school

April 2021						
F	Sa	Su	M	Tu	W	Th
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

April

May 2021						
F	Sa	Su	M	Tu	W	Th
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

May
30-31 End of the 2nd semester exams

June 2021						
F	Sa	Su	M	Tu	W	Th
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

June
1-9 End of the 2nd semester exams
20 Start of the summer vacation for staff

July 2021						
F	Sa	Su	M	Tu	W	Th
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

July
6-14 Make up exams

August 2021						
F	Sa	Su	M	Tu	W	Th
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August
22 2021/2022 Start date for staff
24 2021/2022 Start date for students

School Calendar for the Academic Year 2020/2021

الخطوة الثانية: التركيز أثناء شرح الدرس في الحصة، وحل الأنشطة والتدريبات التي يقدمها المعلم، وتشجيع الطالب على طرح الأسئلة للاستفسار و الاستيضاح في الحصة ، كما نشجع الطلبة على مراجعة المعلمين باستمرار خلال أوقات الفسحة في حال كان لديهم استفسارات حول بعض المسائل أو الدروس.



الخطوة الثالثة: مراجعة الدرس في المنزل.

لتأكيد معلومات الدرس فإننا ننصح بأن يقوم الطالب بما يلي لتثبيت المعلومات بعد عودته للمنزل وبصورة يومية (لا تتجاوز ساعة):

1. إعادة قراءة الدرس من الكتاب أو مشاهدة الفيديوهات حوله كما تم توضيحه مسبقاً.
2. قراءة وتنظيم الملاحظات التي كتبها الطالب في دفتره.
3. رسم خارطة ذهنية في الدفتر لتلخيص المفاهيم الأساسية للدرس.
4. كتابة المصطلحات الرئيسية للدرس وتكرارها وحفظها.

الخطوة الرابعة: المذاكرة المستمرة

في كل أسبوع تقريباً يتم تغطية وحدة دراسية Chapter في مادة STEM وعليه يجب على الطالب أن يذاكر الوحدة بالكامل في نهاية كل أسبوع من خلال قراءة ملخصات الدروس في دفتره، ومراجعة المفاهيم الأساسية، ثم حل أسئلة نهاية الوحدة Chapter Review.

وفي حالة عدم فهم الطالب لكيفية الحل أو عدم استيعابه لموضوع محدد، فإننا نوصي بأن يقوم بمراجعة المعلم خلال وقت الفسحة ليساعده في شرح ذلك المفهوم أو حل الأسئلة.

الخطوة الخامسة: الاختبار الذاتي

لتحقيق العمق المعرفي وفهم واستيعاب الدروس، يجب أن يقوم الطالب باختبار معلوماته ، وذلك من خلال حل أسئلة نهاية الوحدة، وأسئلة الواجبات والتقييمات المستمرة، ومن خلال محاولته شرح ما يفهمه للآخرين.

ملاحظة: يمكن للطلبة الحصول على العروض التقديمية وحلول أسئلة نهاية الوحدة Chapter Review إلكترونياً من خلال "Microsoft Teams" على أجهزة الطلاب.

ثانياً. مادة الرياضيات:

تقدم المدرسة منهجاً متميزاً في مادة الرياضيات يسعى من خلاله المعلمون لتمكين الطلبة من المهارات الحسابية اللازمة لمادة STEM وإعدادهم في نفس الوقت للتقدم للاختبارات الدولية اللازمة للالتحاق بالجامعات مثل اختبارات SAT. وللإستعداد الجيد في مادة الرياضيات وصقل قدرات الطلبة ومهاراتهم، فإننا ننصح بما يلي لدراسة مادة الرياضيات:

1. التحضير المسبق للدرس حسب الرسالة الأسبوعية للمادة الدراسية التي تصلكم.
2. حل الأمثلة في الواردة في كتاب الطالب أثناء التحضير والمراجعة للدرس.
3. حل الواجبات المستمرة والتدريب على المهارات التي يوفرها موقع <https://www.aleks.com> والذي نوصي بما يلي بشأنه:

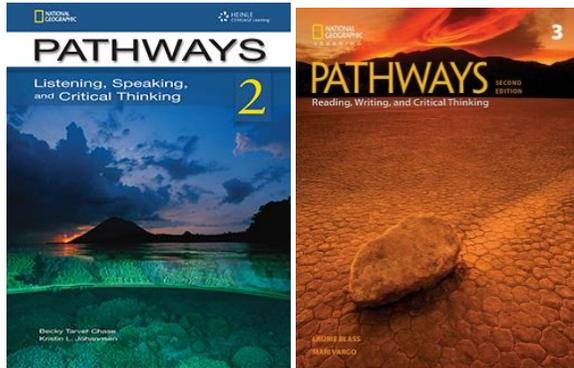
- تمضية الطالب لنصف ساعة على الأقل يومياً للتدريب على مسائل الرياضيات التي يوفرها الموقع.
- يوفر الموقع تدريبات لجميع المراحل التعليمية من الروضة وحتى الصف الثاني عشر؛ مما يُمكن الطلبة من العودة للمهارات السابقة في المراحل الدراسية الأقل والتدريب الذاتي على المسائل الرياضية، الأمر الذي يساعد الطالب على تطوير المهارات الحسابية بشكل مستمر.

4. متابعة الطالب للعروض التقديمية والتدريبات التي يرفعها المعلمون على برنامج Microsoft Teams.
5. مراجعة المدرسين في حال الحاجة لمزيد من التوضيح والشرح.

ثالثاً. مادة اللغة الإنجليزية:

تهدف مادة اللغة الإنجليزية إلى تنمية المهارات الأساسية للطلاب في القراءة والكتابة والمحادثة والاستماع، كما يني مهارات التفكير الإبداعي و التفكير الناقد ؛ لذا فقد اختارت المدرسة منهجاً متميزاً لتقديم هذه المادة يساهم في تنمية المهارات المستهدفة ويحقق التكامل مع مادة STEM ويني اللغة الإنجليزية العلمية لدى الطلبة ويُعدُّهم لاختبارات القبول الجامعي IELTS و SAT ، ولمزيد من الفائدة من هذا المنهج فإننا نوصي بما يلي:

1. القراءة المسبقة للدروس من الكتاب بحسب المعلومات الواردة في الرسالة الأسبوعية.
2. التفاعل الصفي مع الشرح والمشاركة الفعالة في الأنشطة الصفية.



3. حل الواجبات والتدريبات المتاحة لمادة اللغة الإنجليزية على موقع <https://www.ixl.com/> ، وعلى موقع <https://www.readworks.org> بصورة يومية، وتخصيص ما لا يقل عن نصف ساعة لكل منهما.

4. القراءة الحرة في القصص والروايات التي يوفرها المعلمون من خلال برنامج القراءة في اللغة الإنجليزية، أو اختيار ما يناسب الطلبة من مكتبة المدرسة وأركان القراءة، وتخصيص نصف ساعة على الأقل يومياً للقراءة باللغة الإنجليزية.

تنمية مهارات الاستماع من خلال الاستفادة من الموقع الإلكتروني لكتاب الطالب <https://myelt.heinle.com/ilrn/authentication/signIn.do?inst=MYELT> والذي يقوم المعلمون من خلاله بتوجيه الطلبة للاستماع لمقاطع محددة مسبقاً (علماً بأن لدى الطلبة اسما مستخدما وكلمة مرور خاصة بهم للدخول لهذا الموقع) ، أو من خلال الموقع الإلكتروني للمركز الثقافي البريطاني <http://learnenglishteens.britishcouncil.org/skills/listening>

ملاحظة: يمكن تطبيق مهارات دورة التعلم Study Cycle على جميع المواد الدراسية الأخرى التي لم يتم ذكرها هنا، حيث تطرقنا فقط لبعض الأمثلة من المواد الدراسية فقط.