

# Education City High School (ECHS)

## Student-Parent Handbook



2024- 2025

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# INTRODUCTION

## Welcome

Welcome to Education City High School. The Student-Parent Handbook will help Students and Parents learn more about our school, its operations and outlines important information about who we are and what we strive to achieve as a community.

Education City High School consists of three affiliated schools within the Qatar Foundation family of schools: Qatar Academy Doha (Grades 11-12), Qatar Academy Sidra (Grades 11-12) and Qatar Academy of Science and Technology (Grades 9-12). We offer multiple pathways to higher education in a gender-mixed environment. Our open-campus model provides students with access to world-class educational and cultural institutions, enabling them to gain experiences and make connections that will serve their future goals.

## Guiding Statements

**Vision:** Leading *Personalized* Learning.

**Mission:** To be a learning environment that offers:

- **Multiple pathways** to higher education
- An **open campus** collaboration between EC schools, universities and research centers
- Fit for **purpose, holistic** and **culturally relevant** learning for character development

### Values

- **Integrity**
- **Ihsan**
- **Innovation**

# GENERAL SCHOOL INFORMATION

## Contact Details

Education City High School  
PO Box 1129  
Al Luqta Street, Education City, Doha, Qatar  
Telephone: +974 4454 2000  
Email: [qataracademy@qf.org.qa](mailto:qataracademy@qf.org.qa)

### Senior Leadership

Mr. Mehdi Benchaabane	<i>Director</i>	<a href="mailto:mbenchaabane@qf.org.qa">mbenchaabane@qf.org.qa</a>
Mr. Mark Schoemer	<i>Principal</i>	<a href="mailto:mschoemer@qf.org.qa">mschoemer@qf.org.qa</a>
Ms. Rana Al Naji	<i>Assistant Principal - School Life</i>	<a href="mailto:rnaji@qf.org.qa">rnaji@qf.org.qa</a>
Ms. Natalie Parker	<i>Assistant Principal - DP Coordinator</i>	<a href="mailto:nparker@qf.org.qa">nparker@qf.org.qa</a>
Mr. Fiesal Mahroof	<i>Assistant Principal - QAST</i>	<a href="mailto:fmahroof@qf.org.qa">fmahroof@qf.org.qa</a>

### Curricular Leadership

Ms. Heather Lang	<i>Academic &amp; CP Coordinator</i>	<a href="mailto:hschwaberow@qf.org.qa">hschwaberow@qf.org.qa</a>
Ms. Reham Barghouti	<i>Assistant DP Coordinator</i>	<a href="mailto:rbarghouti@qf.org.qa">rbarghouti@qf.org.qa</a>
Ms. Zeina Jawad	<i>Open Campus Coordinator</i>	<a href="mailto:zjawad@qf.org.qa">zjawad@qf.org.qa</a>
Mr. Saif Aftab	<i>STEM Coordinator</i>	<a href="mailto:saftab@qf.org.qa">saftab@qf.org.qa</a>
Mr. Shantanu Rajadhyaksha	<i>IB Core Coordinator</i>	<a href="mailto:srajadhyaksha@qf.org.qa">srajadhyaksha@qf.org.qa</a>
Mr. Yasser Ibrahim	<i>Islamic Studies Lead</i>	<a href="mailto:yibrahim@qf.org.qa">yibrahim@qf.org.qa</a>

### Student Support

Ms. Kamilah Achebe	<i>Counselor</i>	<a href="mailto:kachebe@qf.org.qa">kachebe@qf.org.qa</a>
Ms. Rivien Amobi	<i>Counselor</i>	<a href="mailto:ramobi@qf.org.qa">ramobi@qf.org.qa</a>
Ms. Daisy Bilan	<i>Counselor</i>	<a href="mailto:dbilan@qf.org.qa">dbilan@qf.org.qa</a>
Mr. Shweab Sadiq	<i>Grade Level Leader</i>	<a href="mailto:ssadiq@qf.org.qa">ssadiq@qf.org.qa</a>
Ms. Mary Marewflor	<i>School Nurse</i>	<a href="mailto:mjumawan@qf.org.qa">mjumawan@qf.org.qa</a>

### Administrative Support

Ms. Jeneveh Ramirez	<i>Administrative Assistant ECHS</i>	<a href="mailto:jramirez@qf.org.qa">jramirez@qf.org.qa</a>
Ms. Silvana Mitias	<i>Administrative Assistant QAST</i>	<a href="mailto:smitias@qf.org.qa">smitias@qf.org.qa</a>

## Calendars and Schedules

### Academic Calendar

[2024-2025 Academic Calendar](#)

### Daily Schedule

ECHS has a full-day schedule for Sun, Mon, Wed and Thurs and a shortened schedule for Tuesdays. See the table below for details:

	Sun, Mon, Wed & Thurs	Tues
<b>Period 1</b>	7:10 – 8:05	7:10 – 8:05
<b>Period 2</b>	8:15 – 9:10	8:15 – 9:10
Break		
<b>Period 3</b>	9:30 – 10:25	9:30 – 10:25
<b>Period 4</b>	10:35 – 11:30	10:35 – 11:30 (Advisory)
Lunch/Prayer		
<b>Period 5</b>	12:10 – 13:05	12:05 – 13:00
<b>Period 6</b>	13:15 – 14:10	

## Additional Scheduling Notes

### Morning Check-In

- Teachers will be on campus starting 6:50 each morning. Students are encouraged to reach out to their advisor or teacher for a short support meeting prior to the start of Period 1.

### Passing Time

- There are 10 minutes in between periods in order to give sufficient time for students to travel between classrooms or buildings between lessons.

### Class Scheduling

- Weekly classes are organized with a mix of single and double lessons. For example, a Higher Level IBDP class is organized with one double lesson and two single lessons each week.
- This scheduling allows for extended learning experiences and sufficient time to complete IB or AP-style assessments in class.

### Advisory

- Weekly advisory is scheduled on Period 4 on Tuesday. More details about the nature of the advisory program can be found in the Student Support Services section below.

## Study Hall

- Most students in Gr. 11 and 12 have at least one Study Hall period scheduled each week (could be more depending on the academic program a student is enrolled in).
- Study Hall is held in the Learning Hub area and is supervised by teachers, in addition to our Learning Resource staff, who are able to support students during this time. Students are expected to be working on learning tasks, homework or preparing for assessments during this time.
- If a teacher is absent for a lesson, students of that class will be sent to the Learning Hub to have their attendance taken and to work on the tasks assigned by their teacher.

# ECHS CAMPUS

## Overview

The Education City High School campus consists of three modern, purpose-built buildings, each designed to support learning - specifically at the high school level. Please note this overview of the ECHS campus and associated facilities:

### Liberal Arts Building

- The largest of the three buildings on campus, the LA building consists of 30 classrooms, including a large sports hall, open plaza with oversized HD screen, modern Arts studio and a double Science laboratory.
- Gender-segregated common rooms, multi-purpose rooms and student leadership area round out the rest of the 2-storey structure.
- The Liberal Arts building also houses a number of school administrative staff, in addition to the IT Help Desk and School Clinic.

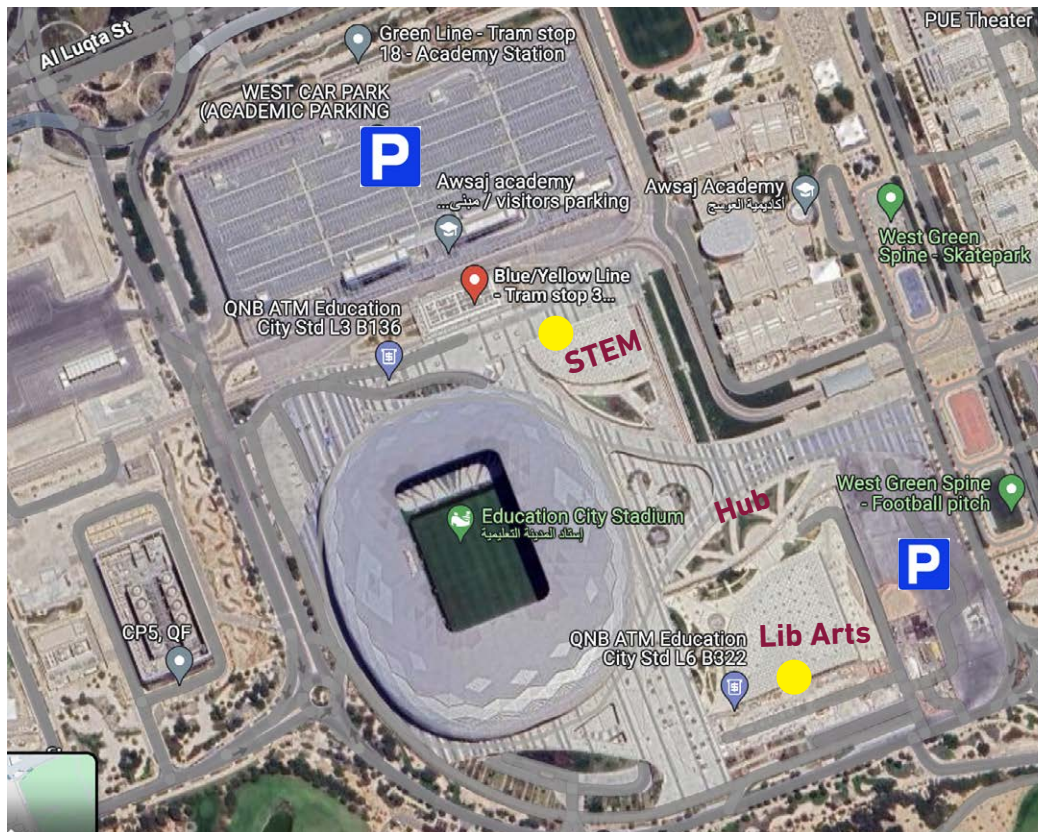
### STEM Building

- On the East side of the campus sits the STEM Building. This building houses several well-appointed Science laboratories, Math classrooms, and meeting rooms.
- The Plaza level is home to the ECHS Innovation Centre, which includes four open-concept design studios with full-scale robotics, design and production facilities, as well as learning pods to facilitate collaboration between students.

### Learning Hub

- The Learning Hub building sits in the center of the campus, connecting both the LA and STEM buildings. The Hub includes the school canteen and cafe (more information below), library, Counselor and Grade Level Leader offices, and robotics lab.

# Drop-off/ Pick-up



- Students can enter the ECHS campus through entrances in both the Liberal Arts and STEM buildings (highlighted in yellow above).
- Students who have their driving license and drive to school can park their vehicles in the West Car Park to access the campus through the STEM building entrance or in the temporary parking lot next to the Liberal Arts building.
- If students are being dropped off or picked up by drivers, this is to be done from either parking lot.
- A dedicated car park for ECHS is available for parents and visitors, with prior access provided by our administration team. The car park entrance is accessible from the street to the south of the LA building.

## Food Services

### Cafeteria

The ECHS Cafeteria is located in the Learning Hub building. The cafeteria serves hot buffet-style lunch every day, with at least two protein choices, vegetarian options, salad bar and fresh fruit.

### Cafes

There are three cafes at ECHS: The Hub Cafe, STEM Cafe and Liberal Arts Cafe, all which serve a selection of hot and cold drinks and take-away snacks.

### Food Delivery

Students have the option of bringing their lunch from home, but are not permitted to have food delivery services deliver food to the school.

## Campus Safety

### Emergency Response Plan

ECHS's Emergency Response Plan provides guidance in case of emergency situations. There are Evacuation practices every year. In the event of the school closing, for inclement weather as an example, a message will be sent by SMS as well as on the school's social media platforms.

### Evacuation and Containment Drills

Evacuation and containment drills are practiced during the school year. Signage is posted throughout our school for everyone to follow when a practice or actual emergency takes place. Students are made aware of the drill protocol through conversations with advisors and the Grade Level Leader.

### IDs and Inventory System

Students must display ID badges at all times while on campus. These badges will grant access to ECHS buildings through the Inventory system, as well as provide a visual confirmation of enrolment in the school. As parts of our campus are open to the public (i.e.: EC Stadium Plaza), it is critical that students can be easily identified from the general public.

### Campus Visitors

All non-Academy or Qatar Foundation affiliated staff or personnel visiting the school must register their name, time of visitation, and the person(s) being visited with the security staff at the main entrance at either the STEM or the Liberal Arts building.

For safeguarding reasons, parents must have an appointment in order to meet with teachers or members of the ECHS leadership team. Parents are kindly asked to make appointments through:

Mrs. Jeneveh Ramirez

*Administrative Assistant ECHS*

[jramirez@qf.org.qa](mailto:jramirez@qf.org.qa)

Mrs. Silvana Mitias

*Administrative Assistant STEM*

[smitias@qf.org.qa](mailto:smitias@qf.org.qa)

# STUDENT EXPECTATIONS

## Attendance and Punctuality

Consistent attendance and punctuality are critical for student success. These are expectations that require consistency and coherence across the learning community. Please note the general guidelines of the policy below:

### Absences

Students are expected to attend **90%** of their scheduled classes in order to receive credit for the school year while remaining eligible for promotion to the next grade level. Attendance is taken at the beginning of each lesson by the class teacher and recorded on Managebac.

#### Types of Absences:

- “Excused Absences”: absences due to illness, family emergencies, or other pre-approved reasons, with proper documentation / communication provided by parents or guardians. In special circumstances such as long-term illness, hospitalization, death in the immediate family, Hajj, etc., the parents must inform the school of the student’s absence. It is at the Director’s / School Academic Committee’s discretion whether this absence should be deemed authorized or excused or unauthorized.
- “Authorized Absences”: absences authorized by the school due to participation in recognized educational programmes / events, approved by school leadership.
- “Unexcused Absences”: absences that are neither excused nor authorized.
- “Period Absence”: Students with unauthorized absence from a class period or a student who misses 30% of a class period.

#### Consequences for poor attendance:

Schools will have consequences and procedures to correct lateness and re-engage the student in full punctuality at the school. Schools will take a multi-levelled approach to addressing absences, implementing four levels of absenteeism identification and communication with parents:

- **Level 1:** (*Attendance drops below 97%*) A written communication is sent to the parents.
- **Level 2:** (*Attendance drops below 95%*) A senior member of staff will call the parent and follow up with a formal communication.

- **Level 3:** (*Attendance drops below 93%*) A meeting is held with the Assistant Principal or Principal and the student is put on an attendance contract stipulating that no unauthorized absences will be tolerated for the remainder of the school year. Parents/guardians and the student must sign the contract. The school will follow up with a formal communication.
- **Level 4:** (*Attendance drops below 90% with additional unauthorized absences since the level 3 meeting*) The school Principal or Director will meet with the parents to inform them of the consequences of their child's excessive absence. The school will follow up with a formal communication.
- The School Academic Committee will determine the consequences of chronic student lateness or absenteeism. Excessive lateness or absenteeism which amounts to 10% of a school year, may jeopardise student promotion, continued enrolment, and in the case of Grade 12 Students, graduation.

## Code of Conduct

The ECHS Code of Conduct outlines, in detail, the expectations for all members of the school community. As a QF Pre-University institution focused on developing students into fully-independent learners and young adults, ECHS holds high expectations for student behavior and as such, implements appropriate consequences for repeated or serious breaches of this Code.

Please note the information below regarding mobile phone usage and leaving school grounds

### Lates

Arriving on time to lessons is critical for success and allows students to make the most of each learning experience with their teachers. Any tardiness (1-19 minutes late) is marked as "T" and considered a behavior incident. A student with extensive lateness will be deferred to the Student Support team and will face consequences as outlined in the Code of Conduct. Students who arrive more than 15 minutes are marked TA, and each TA counts as an absence.

### Mobile Phone Usage

Starting 1 September 2024, Qatar Foundation Schools will become Mobile-Free Schools. Therefore, ECHS students are NOT ALLOWED having mobile phones during school hours. This includes all school-related activities within the school day.

Consequences for students using their phone during the school day:

- Any student found in possession of a mobile phone during school hours will have their device confiscated in alignment with schools' policies and procedures.
- Possession of a mobile phone during the school day will be treated as a behavioral misconduct. Further disciplinary actions may be taken in accordance with the behavioral policies.

## Frequently Asked Questions:

- If a student brings his phone to school, is there somewhere safe and secure they can keep and collect it at the end of the school day?

Students should not bring their phones to school at all.

- Is the student allowed to use their phone only in case of emergencies and return it afterward?

The administrative staff will provide the necessary assistance to the student in emergency situations.

- If students require their phones to access apps, use e-scooters, etc... Will they be given access to their phones?

This option will not be available during the school day.

- Why has the use of mobile phones been banned in schools? How do these devices affect students?

This decision was made to reduce distractions and enhance an authentic learning environment. Recent studies show that mobile phones cause distractions, decrease focus and productivity, and contribute to social and emotional pressures from social media.

- What does the student need the phone at dismissal time to find their driver, etc.?

We will allocate specific offices around the school to help them.

### Leaving School Grounds

No student shall be allowed to leave the grounds of the school during the school day without the written or telephone permission of his/her parents/guardians. This permission to be sent to:

Mrs. Jeneveh Ramirez

*Administrative Assistant ECHS*

[jramirez@qf.org.qa](mailto:jramirez@qf.org.qa)

Mrs. Silvana Mitias

*Administrative Assistant QAST*

[smitias@qf.org.qa](mailto:smitias@qf.org.qa)

Leaving school without permission is a safety hazard and the consequences for doing so are outlined in detail in the Code of Conduct.

### Uniform

Student uniforms are dictated by our affiliate schools: QAD, QAS and QAST and differ for Qatari Nationals and non-Qatari nationals. Please consult with your affiliate school's admissions department for details and purchasing instructions.

"Details can be found in the [Qatar Academies Brochure](#), produced by our uniform provider, Noble House.

# HOME-SCHOOL PARTNERSHIP

Education is a shared partnership between parents, students and the school. In addition to formal meetings related to education, there are a number of activities in which parents are encouraged to take part such as orientation events.

## Accessing Academic Information

### Managebac

Managebac is an online learning platform used to communicate with parents and students regarding student academic achievement and attendance. It is critical that all parents and students have access to Managebac so that they can receive notifications and stay up to date with current student academic progress and access daily attendance records.

Parents and students should have received an email from Managebac with login information. The documents below provide information about the platform and how it is used. Please contact the ECHS administrative team if you have not received your login information or have difficulty accessing the site.

For parents: [Getting started as a parent](#)

For students: [Getting started as a student](#)

### Google Classroom

Many teachers will use Google Classroom to organize and share learning materials and resources for students. We encourage parents to explore their child(ren)'s GC sites to familiarize themselves with the learning activities for each subject.

## Communication Channels

ECHS welcomes open and frequent communication with parents about their child's education. Please note the following general guidelines to ensure communication is clear and consistent:

### Email

Email is the preferred method of communication for all inquiries, as it allows us to include all relevant staff members to help address questions and concerns in an accurate and timely

manner. All staff emails are included in the Contact section of this document and teacher emails are available on Managebac.

### Points of Contact

Please refer to the following table to understand who best to contact for general and specific inquiries:

Question/ Concern Type	Who to Contact
<b>General Inquiries</b> <ul style="list-style-type: none"> <li>• Making appointments</li> <li>• Parking passes</li> <li>• School schedule/academic calendar</li> <li>• Document requests</li> <li>• Submitting medical notes</li> </ul>	<b>Administrative Staff</b> <ul style="list-style-type: none"> <li>• Ms. Jeneveh Ramirez (ECHS) <a href="mailto:jramirez@qf.org.qa">jramirez@qf.org.qa</a></li> <li>• Ms. Silvana Mitias (QAST) <a href="mailto:smitias@qf.org.qa">smitias@qf.org.qa</a></li> </ul>
<b>Academic Inquiries - Subject Specific</b> <ul style="list-style-type: none"> <li>• Grades</li> <li>• Class assessments or tasks</li> </ul>	<b>Subject Teacher</b> <ul style="list-style-type: none"> <li>• Emails available in Managebac</li> </ul>
<b>Academic Inquiries - Program Specific</b> <ul style="list-style-type: none"> <li>• Subject choices/changes</li> <li>• Teacher concerns</li> <li>• Exam schedule</li> <li>• DP and CP Core</li> </ul>	<b>Program Coordinator</b> <ul style="list-style-type: none"> <li>• Ms. Natalie Parker (IBDP) <a href="mailto:nparker@qf.org.qa">nparker@qf.org.qa</a></li> <li>• Mr. Fiesal Mahroof (AP-QAST) <a href="mailto:fmahroof@qf.org.qa">fmahroof@qf.org.qa</a></li> <li>• Ms. Heather Lang (IBCP) <a href="mailto:hschwaberow@qf.org.qa">hschwaberow@qf.org.qa</a></li> <li>• Mr. Shantanu Rajadhyaksha (IB Core) <a href="mailto:srajadhyaksha@qf.org.qa">srajadhyaksha@qf.org.qa</a></li> </ul>
<b>Student Support Inquiries</b> <ul style="list-style-type: none"> <li>• Absences</li> <li>• Lates</li> <li>• Behavior</li> </ul>	<b>Student Support Leads</b> <ul style="list-style-type: none"> <li>• Mr. Shweab Sadiq <a href="mailto:ssadiq@qf.org.qa">ssadiq@qf.org.qa</a></li> <li>• Ms. Rana Naji <a href="mailto:rnaji@qf.org.qa">rnaji@qf.org.qa</a></li> </ul>
<b>Counseling Inquiries</b> <ul style="list-style-type: none"> <li>• Social-Emotional Concerns</li> <li>• University and career guidance</li> <li>• Transcripts</li> <li>• Ministry equivalence/ NSIS</li> </ul>	<b>Counseling Department</b> <ul style="list-style-type: none"> <li>• Ms. Kamilah Achebe <a href="mailto:kachebe@qf.org.qa">kachebe@qf.org.qa</a></li> <li>• Ms. Rivien Amobi <a href="mailto:ramobi@qf.org.qa">ramobi@qf.org.qa</a></li> <li>• Ms. Daisy Bilan <a href="mailto:dbilan@qf.org.qa">dbilan@qf.org.qa</a></li> </ul>
<b>Open-Campus Inquiries</b> <ul style="list-style-type: none"> <li>• University Credit-Programs</li> <li>• Internships</li> <li>• Excursions and Trips</li> </ul>	<b>Open-Campus Team</b> <ul style="list-style-type: none"> <li>• Ms. Zeina Jawad (OC Coordinator) <a href="mailto:zjawad@qf.org.qa">zjawad@qf.org.qa</a></li> <li>• Ms. Maha Al Mourtada (Internships) <a href="mailto:malmourtada@qf.org.qa">malmourtada@qf.org.qa</a></li> <li>• Ms. Melissa Woods (Life Skills/Trips) <a href="mailto:mwoods@qf.org.qa">mwoods@qf.org.qa</a></li> </ul>

### Student-Parent-Teacher Conferences

Conferences are an important opportunity for parents and their child(ren) to meet with subject teachers. Conferences are held twice a year and are for the express purpose of discussing a student's progress and academic attainment. Details on signing up for conferences will be sent through Managebac and by email to all parents at least two weeks' prior to the events.

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## Other Notes for Parents

### Gifts and Solicitations

In order to maintain a high degree of professionalism, parents should refrain from giving staff gifts of significant monetary value such as jewelry, clothing and prepaid activities. Students should also be aware that the school grounds and buildings cannot be used to solicit either for personal reasons or on behalf of other organizations.

### Complaints Procedure

If you wish to lodge a formal complaint about a staff member or school policy, please refer to [PUE's Complaints Policy and Procedures](#) for details on how to do so.

# STUDENT SUPPORT SERVICES

## Counseling

Our ECHS counselors are certified and trained to provide both social-emotional, academic and career guidance to students in all grades. Strategies used by our counselors include: early intervention counseling, crisis intervention, facilitating student groups, liaising with teachers, providing access to mental health professionals and community agencies and assisting with student transcripts.

## Advisory

Students attend Advisory class once per week and are assigned to an Advisory teacher for the duration of the school year. Advisory lessons serve multiple purposes and provide an important link between the school's academic and non-academic opportunities. Topics covered in Advisory include:

- Social-Emotional Learning (SEL)
- IBDP and IBCP Core
- University and Careers counseling
- School events and assemblies

## Inclusion at ECHS

ECHS adheres to the [Qatar Foundation Inclusion Policy](#), which provides further guidance for the Learning Support provisions available.

## Child Protection and Safeguarding

In keeping the safety and protection of children as our highest priority, we publicly communicate [QF's Child Protection Policy](#) to ensure awareness and understanding by all members of our school community. This policy affirms our belief in the right of all children to be protected from all forms of maltreatment, as set out in the [United Nations Convention on the Rights of the Child](#), to which Qatar is a signatory. ECHS strives toward a proactive environment that protects children by preventing child maltreatment before it occurs or by ensuring its earliest possible detection, reporting, and intervention. Our Child Protection Policy makes clear to all school personnel what is required in relation to the protection of students.

## Medical Services

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

ECHS students may only visit the Medical Room with a pass provided by a teacher. Any student visiting the Medical Room without this pass will not be seen unless it is an emergency.

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.

All details of administered medication must be documented in each student's medical file. Only medical personnel will have access to these files.

### 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 written permission on file in the nurse's office to carry their asthma inhalers or EpiPen 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 PROGRAMMING

As part of our school vision, ECHS offers multiple academic pathways and individualized learning opportunities to our students. Full details and guidance on the pathway selection process will be shared with students and parents starting in Grade 9 and will continue through to Grade 10.

## Pathway: AP-QAST

Students can join our STEM (Science, Technology, Engineering and Mathematics) pathway in Grade 9, 10 or 11. Classes are designed to offer a focus on hands-on, real-world use of STEM skills and knowledge.

The Advanced Placement (AP) pathway is designed to support students with a particular interest in STEM subjects. [AP courses](#) are offered starting in Gr. 11. They are internationally recognised and provided by the US based College Board. Many US universities give credit based on the results of AP examinations.

**The AP is a one year course** and our AP pathway offers AP courses and examinations in: Mathematics; Biology; Chemistry; Computer Science; Physics; and English. Self study AP courses in Environmental Science, Economics and Psychology are also available upon request.

## Pathway: IB Diploma Programme (IBDP)

The [International Baccalaureate Diploma Programme](#) (IBDP), for students aged sixteen to eighteen, is offered in the Grades 11 and 12 (DP1 and DP2). **This is a two-year course** of study recognized internationally as a qualification for university entrance, which also allows students to fulfill the requirements of their national education system. Students in the DP share an educational experience that emphasizes critical and complex thinking as well as intercultural understanding and respect for others in the global community. The DP offers a broad and balanced curriculum in which students are encouraged to question and apply what they learn to real world issues and problems. There are six curricular aspects to the Diploma Programme. They are: Language A (Literature or Language and Literature), Language

Acquisition, Individuals and Societies, Experimental Sciences, Mathematics, and the Arts. Students select 3 courses to study at Higher level (HL) and 3 courses at standard level (SL). The final grade is based on a 1 - 7 scale with 1 being the lowest and 7 the highest.

In addition, all students follow a Theory of Knowledge course, complete an Extended Essay in a subject of their choice and take part in CAS (Creativity-Activity-Service). This is a compulsory element in the Programme and involves the students obtaining credit for community service both in and out of school, as well as for sports activity, drama and arts. The full IB Diploma pathway is structured to satisfy Qatar MoEHE Equivalency requirements.

## Pathway: IB Diploma Courses

The IB Diploma Courses pathway allows students to achieve a high school diploma that will give them many options to pursue post-secondary educational programs and achieve Qatar MoEHE equivalency. Students select two DP courses to study at Higher Level and 4 at Standard Level. Students also complete the requirements of CAS (Creativity-Activity-Service) and Theory of Knowledge (TOK) and Extended Essay (EE), although in the case of DP Courses candidates, these components are internally moderated by the school and marked on a pass/fail basis.

## Pathway: IB Careers Related Programme (IBCP)

The IB Careers-Related Programme incorporates the values of the IB into a unique programme addressing the needs of students engaged in career-related education. The programme leads to further/higher education, apprenticeships or employment.

Students select three DP courses (Language A, Language B, Math) to study at either Higher Level or Standard Level along with a [BTEC](#) Career-related study in either Business or IT studies - which is equivalent to two DP courses. Students also must complete the CP Core, which includes Personal and Professional Skills, a Language Development portfolio, Service Learning and a Reflective Project.

## Course/Pathway Changes

It is important that students find the academic pathway that suits their needs and matches their aptitudes and skills. As such, students sometimes request changes to their courseload or their academic pathway. Please note the following guidelines regarding course and pathway changes:

- Any course or pathway changes must be discussed with the student's counselor before the request is made to the Program Coordinator.

- Following the counseling session, the student will be required to schedule a meeting with the applicable Program Coordinator to determine if the change is possible.
- The change deadline will be shared with students at the start of the academic year. This deadline is typically **one month from the first day** of school and cannot be extended for any reason.

## Pathway Entry Requirements:

	From MYP	From other curricula
<b>IBDP - Full Diploma Pathway (Grade 11)</b>	4+ in 7 or more MYP subjects No subject less than 3 4+ in 4 e-assessments	CEM Select 80% or more based on MoE equivalence
<b>IBDP - Courses Pathway (Grade 11)</b>	4+ in 4 or more MYP subjects 3+ in e-assessment	CEM Select 70% or more overall based on MoE equivalence
<b>IBCP with BTEC (Grade 11)</b>	3+ in Math, English, Arabic, Science	CEM Select 70% or more in Math, English, Arabic and Science, based on MoE equivalence
<b>IBDP Higher Level Mathematics or Science Course (Grade 11)</b>	5+ in subject AND 4+ in e-assessment in the subject	CEM select 90% or more based on MoE equivalence for the subject
<b>QAST- pre-AP (Grade 9 or 10)</b>	MAP entrance exam 6+ in mathematics and science	MAP entrance exam 90% or more in mathematics and science
<b>QAST- AP (Grade 11)</b>	4+ in 7 or more MYP subjects MAP entrance exam 6+ in mathematics and science	MAP entrance exam 90% or more in mathematics and science

## Graduation Requirements

In order to graduate from Education City High School, each student must meet the graduation requirements of their respective pathway. All students and parents will be provided with complete graduation requirements at the start of the academic year and information sessions will be held to provide specific information and answer frequently asked questions.

## Qatar Ministry of Education Equivalency

Students pursuing Ministry Equivalency after graduation from high school should always check with the Qatar Ministry of Education and Higher Education for the most current information and requirements regarding Ministry equivalency.

Starting August 2024, the Ministry of Education will provide the equivalency once the final external examination grades are awarded. The minimum requirements for each graduation path is as follows:

Pathway	Qatari students, Arab students	Required Subjects	Core Requirements	External Examinations
<b>IB DP</b>	Arabic A required Islamic studies	3 Higher Level 3 Standard Level	CAS, TOK, EE	24 total points
<b>High School Diploma with DP Courses</b>	24 credits from Grades 9-12 Arabic A required Islamic studies	At least two Higher Level	CAS, TOK, EE (internally moderated by school - pass/fail)	18 total points Minimum Grade of 3 in at least two externally examined IB subjects
<b>IB CP</b>	Arabic A required  Islamic studies	4 Standard Level 1 BTEC (2 courses)	CAS, TOK, EE (internally moderated by school - pass/fail)	18 total points (BTEC double pass)
<b>AP</b>	24 credits from Grades 9-12	Mathematics English Sciences Internship	Arabic A Islamic Studies A	Three AP examinations with grade of 3 or higher

Additionally, ECHS students who obtained the required course credits from Grade 9 to Grade 12 will be awarded a High School Diploma. More guidance on this will be shared with students and parents by the ECHS Counseling team.

# ACADEMIC POLICIES

## Assessment

Assessment at ECHS is rigorous, fair and consistent. Our pathway programs offer a mix of internal and external assessments, the policies of which are dictated by the governing bodies of the International Baccalaureate (DP and CP) and the College Board (AP).

Assessment differs by pathway and detailed information can be found in the individual pathway handbooks. Assessment calendars are shared with students at the beginning of the academic year.

## Reporting

Parents will receive reports on student progress each quarter on ManageBac. Report cards will show academic achievement levels, attendance and twice a year teacher comments will be given. Reports are produced electronically through Managebac and previous semester/ years' reports are available for download by logging into your dashboard.

## Homework

All students will receive regular homework from each of their classes. It is expected that all tasks are completed by the set deadline. Failure to keep up with in-class and home-based learning activities will negatively impact a student's chances of success in their program.

## Academic Support

After each quarter, each student's grades are reviewed. Those falling below the standard set by the school are placed on **Academic Contract**. The process takes a holistic view of a student's overall performance and is designed to refocus a student's attention on academic progress. The main elements of the process are outlined below:

1. Parents will be informed of the student's placement on Academic Contract and the student and parents will be required to meet with the school administration to discuss the conditions.
2. The student and his/her parent(s) will sign an academic contract with the administration

stating the expectations of the student, parent(s) and school for the duration of the support status.

3. Possible outcomes of remaining on Academic Contract include:
  - a. Attend after school support sessions in failing subjects
  - b. Repeating the year in an alternative pathway
  - c. Exiting the school

## Academic Integrity

ECHS follows the guidelines and procedures as set out in the [PUE Academic Integrity Policy](#). Details of the ECHS Policy will be shared with students at the start of the academic year.

# EXTRA CURRICULAR OPPORTUNITIES

## Open Campus

The Open Campus Model focuses on creating a wide range of opportunities for ECHS students within the Qatar Foundation “Multiversity” and within Qatar more broadly. An innovative, progressive and sustainable education model that opens up more personalized learning pathways and experiences for QA High School students by connecting them with meaningful learning opportunities at school and in the community.

### Objectives for the Open Campus

1. Identify students’ career aspirations and goals
2. Inspire & encourage students to connect their personal goals with Qatar’s vision.
3. Provide high quality personalized learning experiences that enhance academic achievement.
4. Offer valuable recruitment opportunities for QF higher education institutions.

## Talent Development- After-School Activities (ASA's)

Students will have the opportunity to join a variety of after-school activities, which are led by teachers and outside experts. The activities department will share sign-up sheets in the first week of each semester.

Students looking for leadership opportunities for their own personal development or to achieve outcomes relating to CAS (IBDP) or Service Learning (IBCP) are encouraged to liaise with the IB Core Coordinator, Mr. Shantanu Rajadhyaksha to explore the range of opportunities available.

Students with talent and passion for the disciplines in the following domains will receive support and guidance to participate and represent the school in school wide activities and events. Opportunities will be planned in collaboration with the ECHS student council.

<p><b>S- Sports &amp; Athletics Performance</b></p> <ol style="list-style-type: none"> <li>1. Falcon teams:               <ol style="list-style-type: none"> <li>a. Football</li> <li>b. Basketball</li> <li>c. Volleyball &amp; Netball</li> <li>d. Badminton</li> </ol> </li> <li>2. Swimming</li> <li>3. Track and Field &amp; Gymnastics</li> <li>4. Padel</li> <li>5. Archery</li> </ol>	<p><b>C- Computational &amp; system thinking</b></p> <ol style="list-style-type: none"> <li>1. Mathematics &amp; applications</li> <li>2. Coding &amp; Robotics</li> <li>3. Design for change               <ul style="list-style-type: none"> <li>• Product design</li> <li>• Environmental sustainability</li> </ul> </li> <li>4. Chess</li> <li>5. Logic-based cube games</li> </ol>
<p><b>A- Artistic Expression</b></p> <ol style="list-style-type: none"> <li>1. Visual arts               <ul style="list-style-type: none"> <li>• Drawing &amp; painting</li> <li>• Sculpture</li> <li>• Digital art</li> </ul> </li> <li>2. Poetry &amp; Slam</li> <li>3. Theater &amp; Folklore</li> <li>4. Music: Vocals/production</li> <li>5. Music: Instrument</li> </ol>	<p><b>L- Language &amp; Communication</b></p> <ol style="list-style-type: none"> <li>1. Debating &amp; MUN (E&amp;A)</li> <li>2. Public speaking (E&amp;A)</li> <li>3. Creative writing (E&amp;A)</li> <li>4. Quran recitation</li> <li>5. Foreign languages</li> <li>6. Spanish</li> <li>7. French</li> </ol>

## ECHS Life Skills Program

- Life Skills modules are a unique offering of Education City High School. The program is aimed at helping students develop the skills and aptitudes needed to be independent and responsible adults once they move onto the next stage of their life following high school.
- Student will participate in learning experiences in the following areas and earn badges for the successful completion of each one:
  - o Health/Nutrition
  - o Well-being/Wellness

- o Physical Activity
- o Personal Finance
- o Home Economics

ECHS students are encouraged to avail themselves of a wide variety of co-curricular activities, including academic clubs, intramural and varsity athletics, arts exhibitions, and theater and musical performances. Attendance and completion of these modules will be considered by universities and be considered as electives on final transcripts.

## Student Council

Education City High School recognizes that student voice and 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 High School student body.
- Participating in the planning and provision of student-focused social, recreational, and service-oriented projects.

## School Trips/ Activities

School trips and activities are an important part of our commitment to taking learning outside of the classroom and to having students connect their learning to the real world.

Participation in trips/ activities is subject to a student's academic attainment, attendance and behavior. Any student participating in school trips/ activities will need permission from their parents or legal guardians. Students must understand that on trips they are representing their school and that all school rules will be obeyed.

## Sports

The emphasis of the Athletics programme is on developing strong individual skills whilst building teamwork and an improved tactical understanding in order to prepare for success. Students have the opportunity to try out for competitive teams or participate in non-competitive sports. Full details and schedules will be shared with the Activities and Athletics department at the start of the academic year.

## Laptops, Books and Stationery

ECHS students have the option of using school issued laptops or they may choose to bring their own device. If choosing to bring a device from home the minimum requirements are:

Processor: Core i3  
RAM: 8GB  
Hard Disk: 256 GB SSD or HDD  
Battery Life: 7 hours  
Display: 13.3"  
OS: Chrome, Windows or MAC OS  
Computers must have a camera for video conferencing

Students are required to provide their own notebooks, paper, pens, pencils, mathematical instruments, graphing calculators and pencil cases. The items can be purchased at a number of different vendors in and around Doha. Please note that specific models of calculators are required by the math department and will be communicated by the math teacher.

## Lost and Found

All students are responsible for their own belongings. ECHS has a lost and found, but items are not kept indefinitely. Students are asked to label all textbooks, clothing and calculators to assist in the safe return of lost materials.