



CROWN AMERICAN PRIVATE SCHOOL
مدرسة كراون الأمريكية الخاصة

High School Exit Qualification Policy

A/Y 2023-2024

POLICY INTENT

This policy intends to guide students and staff in determining eligible students for graduation.

POLICY IMPLEMENTATION

This policy is implemented along with the assessment and grading policies of the school. All stakeholders must adhere to this policy with complete fidelity.

POLICY REVIEW

This policy will be reviewed periodically and not less frequently than once a year.

Date of Completion:	10 September 2023
Date of Next Review:	25 June 2024

Section A. Responsibilities

The graduation requirements are monitored by the following staff with specific responsibilities stated herein:

1. **Head of Curriculum and Assessment.** This staff oversee the implementation of the graduation policy. Likewise, she/he arranges meetings for development and evaluation of this policy ensuring that they meet the international and local requirements. Also, this staff review the summary of the grade reports of the high school students and report to the career counselor anyone who did not meet the credit requirements.
2. **Career Counselor.** This staff orients the students of the requirements for graduation in coordination with the other staff of the school, provides counselling session to students related to graduation and ensures that high school students graduating in the current academic year have met the requirements for graduation as stipulated herein.
3. **Head of Inclusion.** This staff ensures that student of determination and his/her parents are aware of the graduation requirements and provides the accommodation needed to meet the requirements stated herein.
4. **Ministry Secretary.** This staff ensures that any students registering in 10th to 12th grade levels have met the credit hours requirements from their previous school prior to acceptance.

Section B. General High School Graduation Policy

1. Graduating students must show proficiency in the learning domains by meeting the grade requirements of not less than 60 and has met the minimum of 30 credit hours with the breakdown below:

Table: High School Credit Hours

	SUBJECTS	Total Credit Hours Accomplished (grade 9 to 12)
1	Arabic Language	4
2	Islamic Education	2
3	Social Studies / History	3
4	English	4
5	Mathematics (including AP Calculus AB)	4
6	Biology (Including AP Biology)	2
7	Chemistry (including AP Chemistry)	2
8	Physics (including AP Physics C: Mechanics and AP Physics C: Electricity and Magnetism)	2
9	ICT	1
10	Activities	1
11	FOR ELITE ONLY: AP Elective (AP English Language and Composition (or) AP Statistics (or) AP Macroeconomics (or) AP Computer Science Principles)	2
	TOTAL	25 27 (for Elite)

2. A student who obtained an overall average grade lower than 60 in any of the subject mentioned will obtain a zero credit. In order to offset the credit needed, students should:
 - a. Take a re-sit examination in the same subject where the students obtain the failing mark and must meet the criterion reference of 60% or
 - b. Submit an extended / research paper based on one's deficiency submitted to and approved by the subject teacher. This paper should have authenticity proof of not less than 90% and an authenticity waiver signed by the student and his/her legal guardian indicating that the work is completed by the student himself/herself.
3. Graduating students should pass EmSAT tests with a minimum 500 points in Mathematics and a minimum of 1100 points in English language. Required EmSATs are English, Arabic, Physics and Maths. (This requirement is for

equivalency. However, the score obtained is not a requirement for graduation at school)

4. Students of Determination will require the successful report of progress in its IEP. It is the responsibility of the student's IEP team to ensure that the IEP is implemented as written, including the point 3 of section B of this policy. However, the student's IEP team may decide of the content of the portfolio and the research/extended essay expectations whatever is possible within the framework of the students' capabilities. Moreover, the student's IEP team has the right to provide alternatives to these additional requirements.
5. The requirements stated herein must be submitted to the Career Counselor not later than two weeks prior to the graduation rites. Career Counselor reserves the right to report and recommend to the Principal any students who may be at risk. The school reserves the right to deny the attendance of the students at risk to the graduation rites.

Section C. Equivalency Requirements

Requirements and conditions for completing the high school in the American curriculum for grades 9-12 which will be applied starting from the academic year 2023/2022 based on the Ministry circular No. (883) of 2019.

a. General Path

Subject	Minimum of
English	4 hours
Math	4 hours
Science subjects including Physics	4 hours
Social Studies or Humanitarian Sciences	3 hours
Hours completed for grades (9,10,11,12)	15 hours
Total certified / equivalent completed hours for grades 9-12	18 hours
The minimum passing grade of the subject and high school level.	%60 /D
EmSAT	

b. Advanced Path

Subject	Minimum of
English	4 hours
Math including AP Calculus AB	4 hours
Science subjects including Physics calculus based, one of the two subjects (Chemistry, Biology) one of the two subjects must be in the AP level.	4 hours
Social studies or humanitarian sciences	3 hours

Hours completed for grades (9,10,11,12)	15 hours
Total certified / equivalent completed hours for grades 9-12	18 hours
The minimum passing grade of the subject and high school level.	%60 /D
EmSAT	

c. Elite Path

Subject	Minimum of
English	4 hours
Math including AP Calculus AB	4 hours
*Physics including: -AP Physics C: Electricity and Magnetism -AP Physics C: Mechanics *Biology or Chemistry at AP level * Another subject in AP level *The two subjects Islamic and Arabic are not included	4 hours
Hours completed for grades (9,10,11,12)	15 hours
Total certified / equivalent completed hours for grades 9-12	18 hours
The minimum passing grade of the subject and high school level.	%60 /D
EmSAT	

Section D. The Advanced Placement (AP) Pathway Program at CAPS

As mentioned in Section D, American curriculum schools are required to offer Advanced Placement (AP) courses to all enrolled high school students. With this new mandate, CAPS plans on offering AP courses to students of grades 10 to 12; the way this will be done so is detailed below.

The AP courses offered to students at CAPS are dependent on which cluster the student chooses to pursue. Please note that this decision must be made in grade 9, and that students are expected to stick to their chosen cluster for the entire duration of their high school career.

As per the guidelines from the Ministry of Education, it is mandatory for schools to offer the following AP subjects:

- AP Calculus AB
- A choice between AP Biology and AP Chemistry
- AP Physics C: Electricity and Magnetism
- AP Physics C: Mechanics.
- One elective AP subject

The elective AP subjects offered by CAPS will be:

- AP English Language and Composition
- AP Macroeconomics
- AP Statistics
- AP Computer Science Principles

As directed by MOE, CAPS will offer AP courses in one of the three following ways; students will have the choice to pick which option is most suited to their plans for university.

Table 1: MOE Mandated High School Requirements (Effective from AY 2023 – 2024)			
	General	Advanced	Elite
Mandatory High School Subjects	<ul style="list-style-type: none"> • English • Maths • Physics • Chemistry • Biology 	<ul style="list-style-type: none"> • English • Maths • Physics (Calculus Based) • Chemistry • Biology 	<ul style="list-style-type: none"> • English • Maths • Physics • Chemistry • Biology
Mandatory AP Subjects		<ul style="list-style-type: none"> • AP Calculus AB • AP Biology (OR) AP Chemistry 	<ul style="list-style-type: none"> • AP Calculus AB • AP Biology (OR) AP Chemistry • AP Physics C: Electricity and Magnetism • AP Physics C: Mechanics
Elective AP Subjects			<ul style="list-style-type: none"> • AP Statistics • AP Macroeconomics • AP Computer Science Principles • AP English Language and Composition