

**DUBAI AMERICAN ACADEMY
ELEMENTARY SCHOOL**

**FAMILY
HANDBOOK**





Welcome to Dubai American Academy A GEMS School

Welcome to the Elementary School of Dubai American Academy. This Family Handbook provides information that will help you become an active member of our DAA community. DAA provides a broad array of enriched opportunities to learn and grow. Our teachers are enthusiastic and caring professionals who are knowledgeable of successful practices in elementary education. Our students are members of one of the most diverse school communities found in international schools with more than 87 nationalities represented. We believe that advocating, teaching and respecting a diverse student body from cultures throughout the world fosters peace, justice and global understanding. Visitors and new families to our school immediately sense and comment on our *Culture of Kindness*, a signature of our school community that reflects our core values and philosophy.

In academics, we recognize that the elementary school years are crucial to laying the foundation for future success. Our teachers and administrators regularly collaborate to plan and present an enriched American curriculum that will be intellectually challenging to and socially rewarding for your child. We seek to create a climate that fosters self-esteem by celebrating the growth and development of each student. Additionally, we encourage an enthusiasm for life-long learning by making learning an enjoyable experience.

We warmly invite you and your child to acquaint yourselves with this Family Handbook to learn about our School's policies, procedures, expectations and opportunities. *Please take note of Letters of Agreement to be signed by you and returned to our Elementary School to help us provide a safe and secure school environment for your child.*





Table of Contents

1. DAA MISSION/GUIDING STATEMENTS/FACILITIES

- Mission and Guiding Statements
- Facilities

2. CAMPUS SECURITY

3. ELEMENTARY SCHOOL PROGRAM

- The Elementary School Staff
- Goals of the Elementary School
- Organization
- Elementary School Scheduling
- School Timings
- Assembly
- Curriculum
- The Elementary School Curriculum
- English Language Learners (ELL)
- Learning Support
- Core Subjects.....
- Specialist Subjects.
- Guidance and Counseling Services
- Assessment
- Report Cards
- Progress Reports
- Parent/Teacher Conferences.
- Externally Norm-Referenced Testing
- Promotion/Retention

4. BEHAVIORAL GUIDELINES

- Philosophy
- Rights and Responsibilities
- Elementary School Discipline
- Detention/Suspension/Expulsion
- School Rules
- Damage to School Property
- Textbooks and Supplies
- Physical Education (P.E.) Clothing
- Locker/Cubby
- Walkman/Disc Players/MP3 players/Skateboards
- Mobile Phones and Electronics
- Bullying
- Discriminations
- Candy, Chewing Gum and Carbonated Drinks
- Playground Guidelines
- Pool/Gymnasium Safety
- Supervision Before and After School.





- Morning
- Afternoon
- Academic Honesty
- Acceptable Use Policy for Network Resources
- Privileges, Rights, Responsibilities
- Acceptable Uses
- Unacceptable Uses
- Consequences of Violations
- DAA Web Page Guidelines for Grades 3-12
- Content Guidelines
- Disclaimer
- Copyright
- Student/Staff Safeguards
- Photo Usage/Identification
- Staff Safeguards
- Design Guidelines
- Acknowledgements
- Daily Uniform
- Seasonal Wear
- Physical Education (PE) Uniform
- Attendance/Withdrawal
- School Hours
- Absences
- Tardies
- Dismissal
- Planned Absences Other Than School Holidays
- Withdrawal Procedures

5. STUDENT SERVICES

- Library Media Center Services
- Library Media Center Expectations
- School Health Office
- Health Forms
- When To Keep Your Child at Home.....
- School Medical Examinations
- Medications
- Vaccinations
- Fun in the sun
- Cafeteria Services
 - Lost and Found Services
 - Bus Transportation Services
 - Bus Behavior Guidelines

6. ACTIVITIES.....

7. HOME/SCHOOL COMMUNICATION

- Newsletter
- Hopes and Dreams
- Back to School Night
- Visits to Classroom
- Celebrations/Birthday Parties.

8. PARENT SUPPORT AT HOME AND SCHOOL

- Appointments with Principal and Counselor
- Legal Status of Students
- Extended Parent Absences
- Dubai American Academy Parent Association (DAAPA)
- Sharing Expertise
- Homework.
- Daily Passports



Dubai American Academy

Field Trips

Field Trip Consent Form

Elementary Family Handbook

9. QUESTIONS? WHOM TO CALL FIRST?



1. DAA MISSION/PHILOSOPHY/GOALS/FACILITIES

MISSION: Dubai American Academy is a vibrant international community, deeply rooted in a culture of kindness, that creates and empowers leaders and independent thinkers with integrity, character, and drive.

IDENTITY STATEMENT: Dubai American Academy offers an enriched American curriculum to students of all nationalities culminating in the International Baccalaureate Diploma Programme and/or an American high school diploma. Beyond its rigorous academic program, DAA prepares students to lead successful lives through the exceptional diversity of its community and the extra-curricular experiences that contribute to the development of the whole person.

A skills-based education founded on the GEMS Core Values

GEMS Core Values	DAA prepares its students to be:	DAA's vision
 Global Citizenship Make an active contribution to the community	Engaged	Our students are active planners and participants in various school, community, and international initiatives.
	Empathetic	Our students care about their communities and the people within them, demonstrating compassion by helping others.
 Pursuing Excellence Work to continually exceed expectations	Reflective	Our students are independent, critical thinkers prepared to take on social, academic, and personal challenges.
	Multi-faceted	Our students thrive in varied domains, including athletics, fine arts, and academics.
 Growing by Learning Strive to develop your potential	Inquisitive	Our students are curious about the world around them, always questioning and seeking greater understanding.
	Adaptive	Our students have the ability to succeed in today's rapidly changing world and can adjust their thinking in different contexts.
 Leading Through Innovation Find the courage to challenge convention	Innovative	Our students apply new ideas, new ways of thinking, and new approaches to problems.
	Collaborative	Our students come together to share ideas and to build from others' strengths.



Facilities:

In 2005, DAA's Elementary division opened a new spacious, purpose-built facility on its campus which is located in the Al Barsha district of Dubai off Sheikh Zayed Road behind the Mall of the Emirates. The air-conditioned facility includes 75 classrooms, two computer labs, six Art and Music rooms, a Multi-Purpose Hall/gymnasium, swimming pool complex, cafeteria, indoor and shaded outdoor play areas, soccer field, multi-purpose court, and a Library Media Center.

2. CAMPUS SECURITY

DAA guidelines for safety and security are detailed in a Security Manual that is used by all DAA staff to ensure uniform, orderly and timely responses to emergencies. Advisors teach emergency procedures for building evacuation and relocation to a safer area of the school. Drills are practiced so that students know the appropriate responses in emergency scenarios such as a fire at school. While on school property, we encourage all parents to report any suspicious behavior or items to security.

DAA have taken steps to increase security measures which will result in a safer school for all. These measures include:

- All parents are required to register vehicles used to enter campus and display the DAA Registration sticker in the driver's side of the front windshield. ALL Vehicles entering the campus must have a vehicle decal or must check in with Security at the Side Gate.
- Access doors in the Elementary building lock electronically and visitors must enter through the Main Foyer.

In an effort to make this process easier for our community, all families are being issued with Family Passes. Wearing this pass in a visible location will allow you to enter campus without having to stop at Security to sign in. Please wear your pass at all times while on campus so that you can be easily recognized as an authorized visitor. Passes are issued based on the youngest sibling in each family. Should you require additional Family Passes for any reason please stop by the Reception Desk and complete a Request for Additional Family Pass Form.

3. ELEMENTARY SCHOOL PROGRAM

The Elementary School Staff

The DAA Elementary School faculty, administration and support staff serve the needs of the children and parents in all aspects of each child's education. This team is comprised of the Superintendent, the Assistant Superintendent, the Principal, the Assistant Principals, the Curriculum Coordinator, the IT Coordinator, the Guidance Counselors, the Resource Teachers (ELL, ELSP and LS), the Teachers, the Teaching Assistants and the Administrative Personnel.

Goals of the Elementary School:

Through an enriched American curriculum, DAA will:



- Establish a firm foundation in the core curricula of Language Arts, Mathematics, Social Studies, Science and Health;
- Enrich the curriculum through age-appropriate activities in classes such as Art, Music, Physical Education, Instructional Technology, Library, Arabic Language, Islamic Education, and Guidance;
- Enable students to gain an understanding of global issues;
- Provide an environment that celebrates and promotes maximum growth and development of children;
- Instill an interest in and an eagerness for learning that permits children to realize their fullest potential;
- Recognize and respond to the individual intellectual, physical, emotional and social developmental patterns of children;
- Provide a program of active, child-centered learning based on a progression from concrete to abstract thinking.

Organization

- The Elementary school includes Grade 3 - 5.

Elementary School Scheduling:

Scheduling for elementary students allows students to experience a rich curriculum including many specials such as Art, Music, Physical Education, Arabic Studies, Islamic Education for Muslim students, Information Technology and Library/Media. An effort is made to arrange these so that some occur each day. The school follows a 10-day cycle of daily schedules. The days of attendance will be numbered one through ten repeatedly.

The benefits of this schedule ensure that:

- No specials are missed due to holidays. Cycle days are only assigned to days of attendance.
- Specials will be distributed across the cycle as it allows more flexibility.
- Each special occurs on different days of the week increasing a student's planning and independence.

Teachers are encouraged to remind students and parents of schedules. Here is a sample:



Sept 17 Day 1	Sept 18 Day 2	Sept 19 No school	Sept 20 Day 3	Sept 21 Day 4
Sept 24 Day 5	Sept 25 Day 6	Sept 26 Day 7	Sept 27 Day 8	Sept 28 Day 9
Oct 1 Day 10	Oct 2 No school	Oct 3 Day 1	Oct 4 Day 2	Oct 5 Day 3
Oct 8 Day 4	Oct 9 Day 5	Oct 10 Day 6	Oct 11 Day 7	Oct 12 Day 8

School Timings:

The school day begins at 7:45 a.m., and ends at 2:45 p.m. Tuesdays are an Early Release day where school begins at 7:40 a.m., and ends at 1:45 p.m.

Assembly:

Elementary or Grade Level assemblies are held periodically. Assemblies allow us to celebrate our core values of world citizenship, universal values, leadership qualities, forward thinking and promote school spirit. Our students develop confidence and stage presence in addition to learning acceptable audience skills.

Curriculum

The Elementary School Curriculum:

The Elementary School Division, Grade 3 through Grade 5, seeks to create an atmosphere of respect and trust where learning is exciting and challenging, where self-confident and enthusiastic students productively use their time and where each child is valued as a unique individual.

The first years of formal schooling are critical. During this period, children develop life-long attitudes towards study and build a foundation in Language Arts, Math, Science, Social Studies and Health. At the same time they learn to work and play independently and within groups.

English Language Learners (ELL):

The DAA Elementary School Division is committed to differentiated instruction to attend to the individual needs of all students. In order to inspire excellence in academics for all students, we provide an English Language Learners (ELL) program that uses the *sheltered immersion* model to support ELL students in the mainstream classroom. This program follows specific guidelines; more information may be obtained from the ELL Team Leader, and/or school administration.



Learning Support (LS)

The DAA Elementary School Division is committed to differentiated instruction to attend to the individual needs of all students. The Elementary Learning Support Program (LS) is available for students who require additional support in literacy in Kg2 through to grade 2, and in literacy and math for students in grades 3 through 5. This support is designed to assist students to achieve grade-level equivalencies in the mainstream classroom. The program follows specific guidelines; more information may be obtained from the LS teachers, and/or school administration.

To attend to the needs of high ability learners, DAA provides opportunities for extension activities to challenge our students. In the mainstream classroom, high ability students are continuously challenged through the use of ability groupings and tiered assessment strategies.

Core Subjects:

The Language Arts program in the Elementary School integrates skills that include reading, writing, spelling, speaking and listening. The development of these skills is supported through the Readers & Writers Workshop approach and extended through appropriate fiction and non-fiction works to gain a rich understanding of language and communication.

The study of Mathematics includes basic computation, problem solving and real life applications with computers and calculators integrated appropriately. DAA uses the *Everyday Math* program, supplemented by the use of manipulative materials, to provide concrete experiences that lead to conceptual understanding.

In our Science program, students are encouraged to exhibit an understanding of key scientific concepts and principles and develop their capacity for scientific thinking and processing through inquiry. Students study life, physical, earth and space sciences. Health Education is also taught in tandem with the P.E. Program.

In Social Studies, students are prepared to become responsible and participating citizens in a global society. The program takes advantage of the international character of the school and its setting in Dubai. DAA uses instructional materials to support the program and integrates Arabic and global studies. The curriculum uses an inquiry model to approach four dimensions of social science: developing questions, applying discipline perspectives, evaluating evidence, and taking action.

Specialist Subjects:

In addition to the core curriculum, specialist programs for elementary students include Art, Arabic Language, Islamic Education (required for Muslim students) Music, Physical Education, Swimming, Information Technology, Library, and Guidance. Each special has a curriculum which supports the development of the child in their grade level.

The primary focus of the Information Technology program in the Elementary School is the use of IT by students and teachers in support of the curriculum. The program encourages the use of technology in writing, research, communication, artistic creativity,



data collection, analysis and presentation. Integration of technology into all curricular

areas enhances all learning. Promethean Boards are integrated into all mainstream classrooms and our core value of *Forward Thinking* skills is further supported by iPads and laptop carts, as well as having students bring their own personal devices from home periodically, upon request from the teacher.

Guidance and Counseling Services:

The Elementary Guidance Counselors assess each student applying for entry to Dubai American Academy so as to ensure appropriate grade level placement. This assessment/placement is the first step of support for the student's success. The counselor manages the progress of each DAA Elementary student by facilitating communication between student, parents, and staff. They support the classroom teacher in managing the student's integration and continued experience in the school environment. Counselors support teachers and administration to ensure academic and behavioral success of each student. Counselors work with students individually, in small groups, and at class level. Counselors initiate and respond to parental contact in order to congratulate students on exemplary progress as well as address challenges in student progress. Counselors prepare FOCUS REPORTS for each student experiencing significant challenges in academic, social or emotional areas. The Focus Reports are shared and signed by the classroom teacher, the grade level principal, the counsellor and the parent. The Focus Report states the challenges observed at school, and the recommendations for the school and for outside of school to address these concerns. Signature by a parent indicates receipt of the Focus Report, not necessarily agreement. A Focus Report is not forwarded to future schools.

The counselor utilizes an array of approaches to accomplish these goals. They include, but are not limited to:

- Monitor results of MAP Achievement assessment, and review trends of achievement of individual students, classes, and grade levels.
- New Student Assessment including review of past school records, an individual assessment, liaison with English Language Learning Staff in assessments of ELL Students, and Parent/Student Orientation.
- Character Education focusing on developing Self-Responsibility, Honesty, Fairness, Caring Behavior to Others, Respect for Self and Others, and Citizenship, in home country(ies), the UAE, and in the world.
- Core Value Education in World Citizenship, Universal Values, Leadership Qualities and Forward Thinking
- Small Group Counseling Focusing on Friendship Skills, Listening Skills, Study Skills or other areas identified by classroom teachers as beneficial to their students
- Grade Level Presentations/Class Level Presentations
- FOCUS REPORT preparation and management of Student Assessment Team meetings including grade level teachers, counselor and grade level principal.
- Parent Education Seminars
- Individual Meetings With Parents/and or Staff



- Individual Counseling with Students
- Specialist Classroom Staff Support
- Counselors identify tutors for Elementary Students, recommend tutors to parents for students experiencing academic challenges, maintain a list of tutors available to DAA Student.
- Counselors make referrals to parents for Educational Psychological Assessments with the combined recommendation of the Classroom Teacher, Counselor, and Grade Level Principal. Counselors maintain a list of professional referral sources.

The Elementary Guidance Program supports the academic, social and personal development of each student.

Assessment

Report Cards:

Student progress is reported to parents throughout the school year in many forms. Official reports are issued three times each year at the end of each trimester.

The Progress Reports from Grade 3 to grade 5 include indicators of progress made by each student towards achieving the curricular standards that are developmentally appropriate for each grade level. These indicators are:

- 1 - Beginner - Student is beginning to work towards standard for grade level. Student requires considerable assistance and/or redirecting.
- 2 - Developing – Student is working toward standard for grade level. Student requires moderate assistance and/or redirecting.
- 3 - Meets Standard – Student is working at standard for grade level. Student frequently meets expectations with minimal or no assistance.
- 4 - Exceeds Standard – Student is working above the standards for grade level. Student consistently and independently exceeds expectations.

Teacher Narrative comments are also a part of the reports.

Parent/Teacher/Student Conferences:

Parent/teacher/student conferences are held in October and March to discuss student's progress. Conferences may also be scheduled by request of either the teacher or the parents with Specialists.



Externally Norm-Referenced Testing:

DAA collects data on each child every year to determine grade level equivalencies and percentile rankings that support the design of differentiated instruction methods and challenge all students.

DAA also recognizes our high ability students in the Elementary School Division through annual talent identification for the Johns Hopkins Center for Talented Youth (CTY) nominations. Nominated students have the choice to continue with the eligibility process through standardized testing for admission to the CTY. Summer programs and online courses provide additional external enrichment opportunities for DAA students.

High ability students are identified using the following criteria:

- 95th percentile ranking in at least two core content areas on an externally norm-referenced test. At DAA we use the Measures of Academic Progress (MAP) testing program;
- Minimum grades of 3's and 4's in all sections of the current year's Progress Report;
- Recommendation of the classroom teacher.

Promotion/Retention:

Students that successfully complete the objectives for a grade level are promoted to the next grade level at the end of the year. Students that may need additional time to develop the skills needed for a grade level may be retained. Discussions will be held with the parents and the classroom teacher as soon as concerns about a student's success become apparent. The Counselor and Principal will also be involved in this decision where learning difficulties are indicated.

4. BEHAVIORAL GUIDELINES

Philosophy:

We believe that all students should have the opportunity to develop to their fullest potential. Our school commitment is to guide students to become progressively more self-disciplined, responsible learners, able to work independently and cooperatively. We will provide a positive learning environment that is developmentally responsive to the social and academic needs of students. This environment, both in and out of the classroom, encourages a wide range of learning experiences, while emphasizing basic skills. We encourage close collaboration and partnerships with students, parents, and faculty. These partnerships will facilitate successful transitions by students from elementary, through middle school to high school and beyond.



Rights and Responsibilities:

The following is a statement of rights and responsibilities. It is through mutual acceptance of responsibilities that rights exist.

1. EVERY STUDENT HAS A RIGHT to receive an education.
EVERY STUDENT HAS A RESPONSIBILITY to:
 - take materials to class;
 - complete and turn in assignments on time;
 - give every task their best effort.
2. EVERY STUDENT HAS A RIGHT to be safe and secure in the school community.
EVERY STUDENT HAS A RESPONSIBILITY to respect the security of others and deal with conflict in an appropriate manner.
3. EVERY STUDENT HAS A RIGHT to expect reasonable and socially responsible behavior from others.
EVERY STUDENT HAS A RESPONSIBILITY to treat themselves, others and their surroundings, with respect by speaking and acting in a socially responsible manner.
4. EVERY STUDENT HAS A RIGHT to a positive learning environment.
EVERY STUDENT HAS A RESPONSIBILITY to follow class rules by:
 - being seated by the time class starts;
 - listening attentively;
 - complying with the directions of staff;
 - giving others an opportunity to learn;
 - remaining in class until dismissed by the teacher;
 - moving through the buildings in an orderly manner.
5. EVERY STUDENT HAS A RIGHT to be part of a school of which they can be proud.
EVERY STUDENT HAS A RESPONSIBILITY to take pride in the school by helping maintain the campus, the buildings, and all materials and equipment.
6. EVERY STUDENT HAS A RIGHT to his/her good name.
EVERY STUDENT HAS A RESPONSIBILITY to respect the reputation of others.

Elementary School Discipline:

We believe that a positive academic and social climate is necessary for student success. The responsibility for establishing this climate is shared by each student, faculty member and parent.

We value having students follow reasonable expectations and guidelines and it is important for students to understand their purpose. Part of the learning process involves making decisions and mistakes. However, we do expect that students will learn from their mistakes and demonstrate growth. The DAA staff uses a *positive discipline* approach that is in line with our *Culture of Kindness* and is quite effective.

RESPECT SELF, RESPECT SCHOOL AND RESPECT OTHERS



Detention/Suspension/Expulsion:

Disregard of classroom rules and/or handbook regulations may result in detention, suspension or expulsion.

- **Detention** during recess and/or lunch. The location and time of the detention is at the discretion of the teacher or administration.
- **Suspension** can be in or out of school. The student is responsible for obtaining and completing the assignments given during the period of absence from classes.
- **Indefinite Suspension** may be used after limited suspension has not been effective in changing the behavior in question.
- **Expulsion** may be the consequence for serious and/or repeated infractions.

School Rules

Leaving Campus:

Students are to remain on campus at all times during the school day. If students must leave because of illness, the school nurse will call the parents. Students may not excuse themselves from campus. If a parent wishes to take their child out of school before the regular dismissal time, the parent must notify the Main Office and teacher as soon as possible. The Elementary Office will issue a 'release note' at the designated time/day, this will allow you to collect your child from the class. Please do not go directly to the classroom during instructional time.

Damage to School Property:

Students will be charged for all school property that is lost or damaged.

Textbooks and Supplies:

Textbooks are provided to all students on a loan basis. Students are responsible for books checked out by them and must pay for lost or damaged books. Students will also be charged for deliberate damage (including writing and graffiti) to books.

Lost text books should be reported to the Teacher and then to the Teacher Resource Center (TRC) clerk as soon as possible. The student will be charged the cost of the book plus 50% shipping, processing and handling costs. Once a receipt for payment from the accountant is handed to the TRC clerk, the book will be replaced.

Physical Education (P.E.) Clothing:

Each student must have appropriate uniform and shoes for P.E., including swimming, as per the uniform requirements. Please see Daily Uniform section for specific requirements.

Locker/Cubby:

Each student in Grade 3 through Grade 5 has a locker/cubby allocated to them upon arrival at DAA. Students are not allowed to use locks as younger students often find it difficult to manage keys or combinations. Students should not keep any valuable items in the locker as DAA will take no responsibility for any valuables, money, mobile phones, games, etc. that are lost at school.



Mobile Phones and other Electronics:

DAA assumes no responsibility if these items are broken, lost or stolen. If parents need to contact their child during the school day they are advised to contact the Elementary School Office. Equally, students have the option of using the Reception phone, with teacher permission, to contact their parent(s) during the school day.

Bullying:

DAA has a zero tolerance policy regarding bullying. Offences will be directed to the ES office for follow up and consequence.

Discrimination:

DAA has a zero tolerance policy for discrimination. All students will be treated respectfully regardless of (but not limited to) gender, ethnicity and abilities.

Candy, Chewing Gum and Carbonated Drinks:

In an effort to maintain our facilities, DAA is a gum free campus. Candy and carbonated drinks are not permitted for sale on campus as per UAE Law.

Playground Rules/Guidelines:

- All children are to share the playground and equipment fairly with one another.
- All Swings are to be pushed/propelled/moved only by those using them or an adult.
- Swings are to be used while in a sitting position, and in a back and forth motion only.
- Children not using the swings are to keep a safe distance at all times.
- Tag and other chase games may be played on the ground only.
- Monkey bars are for hanging and swinging only.
- Slide down slides in a sitting position facing forward. Only people go down the slide.
- Always get permission to enter the school for any reason.
- Children must be able to be seen by a staff member at all times.
- Sand, tree limbs and other things found in nature are to be left on the ground at all times.
- Use equipment for its designated purposes.
- Hands are to be kept to yourself.
- Respect other peoples' personal space.
- Language must be appropriate.
- During hot weather, water bottles, hats, sunscreen and reduced intensity of play are expected and encouraged.

**Pool/Gymnasium Safety:**

Students are expected to abide by all pool and gym safety procedures explained by adults and supervisors.

Supervision Before and After School**Morning:**

The school doors are opened to allow students to enter the building at 7:15. Students are then to wait in the entry areas or on the playground until 7:30 before going to their classrooms.

Afternoon:

Grades 3 to Grade 5 students are dismissed at 2:45 p.m. Students should be met promptly by their parents or other designated guardian or ride the bus. Parents and drivers should wait in the Foyer until classes are dismissed rather than waiting along the hallways. Waiting in halls distracts students and teachers, disrupting student learning.

Students dismissed at 2:45 p.m. should either be promptly picked up by the parents (or their designate) or proceed to their bus. If a child is involved in a school sponsored after-school activity, the student should be met promptly at the completion of the activity. In the event that further use of school facilities is necessary, a student must be supervised by a parent or obtain permission from the Principal. Parents will be contacted if late pick-up from school becomes habitual.

Students who are not met within 15 minutes of the dismissal times will wait in the reception area for their transport. Students and parents who stay after school may use outdoor playground facilities only and must be directly supervised by their parent/guardian. The playground is closed every Tuesday to allow staff to attend meetings and/or Professional Development.

Please send a note to the teacher if your child is going home in any way different from their routine. Students should make arrangements to go home with another student the day before and inform the school of the change in plans. If any change in plans occurs during the school day and a student is leaving with a different parent, please inform the Elementary School Secretary or the Elementary School Receptionist.

The campus is closed on Friday and Saturday except for special events.



Academic Honesty:

Honesty in schoolwork requires that students do their own work. Students are expected to give credit to ideas, language or thoughts which are not their own. To take ideas, writing or thoughts from someone else and pass them off as one's own is called PLAGIARISM and is a violation of academic honesty. This can occur with print or non-print sources such as the Internet. DAA regards acts of academic dishonesty as a serious violation of the community's trust. Students who commit academic dishonesty will face serious consequences. If the offense is repeated a student could be asked to leave the school. Any violation or suspicion of violation will be reported to the Principal immediately.

Plagiarism – submitting words or ideas that are not your own without acknowledging the original author. This includes copying another student's paper, report, lab book, or assignment in whole or in part and submitting it as your own to a teacher or examiner. A superficial change of wording, structure, or conclusion is not sufficient to turn aside the charge of plagiarism.

Acceptable Use Policy for Network Resources:

The intent of this policy is to give an overview of the acceptable and unacceptable use of these resources without exhaustively listing all possible uses and misuses. These guidelines are meant to define and enhance ethical, moral and educational uses of the school Network and the Internet and provide procedural information.

We believe our school's technology offers vast, diverse and unique resources to both students and staff. While our intent is to make Network and Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, vastly exceeds any disadvantages. Families should be warned that some materials accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Dubai American Academy and its staff will not be responsible for any damages suffered including but not limited to the loss of data or interruption of services, nor is the school responsible for the accuracy or quality of the information obtained through or stored on the system. In addition, no responsibility will be taken for any financial obligations that come from the unauthorized use of the system.

Privileges, Rights, Responsibilities:

Access to the school Network and the Internet is a privilege and vary according to the age/grade of the student.

All students will be required to complete a parental form prior to activation of the student's access privilege.

The generally accepted rules of Network Etiquette will be followed. In brief, they are:



- a. Upon receiving your network folder, you will be given a password. Under no circumstances should you provide your password to another person.
- b. Do not violate copyright by distributing material owned by others over the Internet.
- c. Report any threatening or abusive communications you receive to a faculty member or the IT specialists.

Acceptable Uses

1. All students will have access to the school Network and to the Internet through the labs, library and mini-labs.
2. The school Network is to be used only for educational and career development activities.
3. Your right to free speech applies to your communication on the Internet. However, you should expect only limited privacy since Internet traffic can be tracked on the school's server. Network administrators, your teachers and parents have the right at any time to request to see the content of your files or disks.

Unacceptable Uses:

1. You will not attempt to gain unauthorized access to the school Network or any other computer system.
2. You will not attempt to compromise the system or destroy data by spreading computer viruses.
3. You will not attempt to solicit funds for personal use, school use or otherwise using the school's technology resources.
4. You will not send or display offensive messages or pictures or use obscene language using the school's technology resources.
5. You will not access websites that contain materials which are considered pornographic, violent or insult/degrade the United Arab Emirates regarding religious and cultural beliefs.
6. You will not engage in political campaigning or lobbying using the school's technology resources.
7. Use of email and chat rooms is limited to educational projects only and under supervision of a staff member.
8. You will not add or alter any computer program nor will you download programs, games, audio or video files from the Internet.

Consequences of Violations:

First violation: (Minimum consequence)

Consultation with Principal and parents and denial of access to network for a week.

Second violation: (Minimum consequence)

Consultation with Principal and parents. Denial of access to network for 3 weeks plus possible suspension.

Third violation: (Minimum consequence)

Consultation with Principal and parents. Denial of access to network for a length of time to be determined and suspension or possible expulsion.



Some of the previous steps may be bypassed depending upon the severity of violation committed.

DAA Web Page Guidelines for Grades 3 – 12:

These guidelines apply to web pages hosted on the Dubai American Academy Web Server or any other DAA web server space.

Websites will not be used for commercial purposes. All commercials, commercial transactions or advertisements are prohibited on school pages.

Content Guidelines:

All subject matter and links on DAA web pages should relate to curriculum and instruction, school-authorized activities or general information about DAA. Student or staff work may be published only as it relates to a class project, course or other school-related activity.

All web pages should reflect positively on the school or department.

Each web page developer is responsible for posting information that is accurate and current. Web page content, including links to external sites, must be kept up-to-date and maintained regularly. Any questionable information or statistics should be verified prior to posting. The links should not contain information that is in violation of (or promotes the violation of) any UAE regulation or law.

Any email links on web pages must be “@daa.sch.ae” addresses. The use of any other email address must receive written permission from the Superintendent or Principal.

Space limitations prevent the hosting of media and document files for public download.

All web pages must have a title (that appears on the Web browser’s title bar).

Prohibited items include:

- Personal information about staff and parent volunteers;
- Student personal contact information of any kind;
- Links to staff, volunteer or student personal home pages;
- Links to non-official DAA related sites that are hosted on remote/external web servers;
- “Guest books,” “chat areas” and/or “discussion boards”.

Disclaimer:

In all cases where an “external link” (a link to a site or content that is not hosted on an official DAA web server) is used on a web page; the following disclaimer statement must be present on the main page:

The author provides links to other websites as a convenience for the students, staff and others who may visit these pages. The author does not sanction or guarantee the accuracy



or propriety of any information, offered services or products contained in any website linked directly or indirectly to this site.

Any links to external websites should contain appropriate educational materials and information and should be reviewed periodically. Broken links should be modified, updated or removed.

Copyright:

Copyright laws apply to electronic publishing (web pages) in addition to print publishing. Web page developers must have written permission to publish information, graphics or photographs on their pages when they are not the copyright owners.

Student/Staff Safeguards:

Any student information communicated via DAA web pages will comply with DAA policies on data privacy and public use of school records.

Web pages shall not include any student's surname, phone number, street address or email address; the names of any student's family members or friends; or any information that indicates the physical location of a student at a given time, other than attendance at a particular school or participation in school activities.

School maps may only identify venues used by the public, such as the main office, cafeteria, gym, athletic fields and parking lots.

Photo Usage/Identification:

Photographs published on web pages may not identify individual students by name without permission.

Staff Safeguards:

Photos of staff, names of staff members and staff personal email addresses may be placed on DAA web pages only after that individual has given written permission. When such permission is granted, staff photos will be identified with full names.

Design Guidelines:

There are very few design restrictions for creating your web pages. You should keep in mind, however, that many people accessing your web pages could be using a much slower internet connection speed than you have at school. Thus large pictures, music, multiple pictures per page or other bandwidth intensive items should be avoided whenever possible.

The main page of your website should include a link to an appropriate place on the DAA website. A system of navigation links (home, back, next, etc.) should be maintained within each website. Content from other websites may not be framed on web pages.

Acknowledgements:

Thanks to the following school/college sites for their assistance in producing this document:

Tempe Union High School District
Plano Independent School District
Medical College of Georgia
Guidelines for MIT Web Sites



Dubai American Academy

Elementary School Handbook



Daily Uniform

A uniform including a tie is required in all GEMS Schools.

Daily uniform:

1. Regulation Dubai American Academy blue shirt with logo;
2. Regulation blue shorts or slacks for boys;
3. Regulation blue skirts, slacks or culottes for girls;
4. Regulation elementary school tie (long ties for boys and collar ties for girls);
5. White, black or navy socks;
6. Black or White Activity shoes (trainers) with non-marking soles, dress shoes may be needed for school presentations. **For safety reasons, no sandals please;**
7. School caps for outside activities (optional)

Seasonal Wear:

1. Regulation cotton blue sweatshirt with school logo;
2. Regulation cotton blue sweater with school logo;
3. Other outerwear may be worn to and from school and kept in the student's locker/cubby. Students will not be allowed to wear non-uniform items during school hours.

Physical Education (PE) Uniform:

1. Regulation Dubai American Academy polo shirt (or Dubai American Academy t-shirt).
2. Regulation blue shorts (Solid navy blue cotton shorts may be purchased elsewhere; no logos or baggies permitted)
3. Regulation swimming suit (personal suits are fine – one piece tank type suit for girls).

Alternative dress is acceptable on designated Spirit Days and special occasions such as national celebrations. Details will be announced as they occur throughout the year with admin approval.

Please ensure that all of your child's clothing is clearly labeled with his/her name.





Attendance/Withdrawal

School Hours:

Kindergarten 1	7:45 a.m. - 12:00 p.m.
Kindergarten 2	7:45 a.m. - 2:45 p.m.
Grades 1-5	7:45 a.m. - 2:45 p.m.

The hours for after school activities vary. Most activities start at 2:45 p.m. and finish at 3:30 p.m., however, some activities begin at 3:00 p.m. and finish at 4:00 p.m.

Absences:

Children are encouraged to be present regularly throughout the year to fully participate in the academic program. Extended holidays and vacations do interrupt and impact the students' educational progress. If a child is absent for more than half of a school quarter a fully graded report will not be issued for that quarter.

Tardies:

The building doors are open at 7:00 a.m. and students can proceed to the classroom from 7:30 a.m. Students are expected to arrive at school by 7:40 a.m. and be in their classrooms by 7:45. Punctuality shows respect for others, classmates and teachers. Tardiness affects not only the student who is late, but disrupts the entire group. Tardiness is recorded and appears on the quarterly report. Parents are requested to emphasize the importance of being on time with their children.

When your child will be late or absent from school, please e-mail your child's teacher to notify him/her. All unexplained absences may result in a call home.

Dismissal:

As there are different dismissal times throughout the day, we request that parents who are picking up students from the class refrain from entering the hallways to prevent disrupting student learning. Grades 3-5 students can be met in the foyer.

Planned Absences Other Than School Holidays:

It is the school's philosophy that attendance in class is of primary importance. There are times, however, when an absence is unavoidable. In such cases, the parent is responsible for contacting the school. Assignments and examinations may not always be available in advance and may have to be completed upon the student's return.

Withdrawal Procedures:

Parents should notify the Principal, Registrar's office, and the teacher as far in advance as possible of the withdrawal date. Parents are responsible for completing a withdrawal form located in the Registrar's office; this will begin the clearing process and final paperwork. A two week notification is recommended.

The ES Registrar's office coordinates the gathering of appropriate records and ensures that the Principal, classroom teacher, library, business office, and counselors have



cleared the student's withdrawal. Parents will be notified in the case of outstanding books, fees and/or fines. Records are not released by the school until all items are cleared.

Parents who wish to hand carry their children's records may do so. If they are unable to collect the records prior to their departure, they should leave their forwarding address and a self-addressed, stamped envelope at the earliest possible date with the school's registrar office. Again, remember that records cannot be released until all outstanding fees are paid and books are returned.

5. STUDENT SERVICES

Library Media Center Services:

The Elementary Library Media Center is located on the second floor directly above the reception area. The elementary library has over 30,000 items, including books, audio-books, read-alongs, magazines and newspapers. The library also contains 18 computers with internet access, a Promethean Board and an OPAC (online catalog) so students, teachers and family can find books and other library materials. Parents are encouraged to visit the library to encourage lifelong learning and a love of reading.

The collection includes a wide variety of materials that is in keeping with our mission. Using the Destiny catalog, patrons can look for library materials using any computer in the school. Grades 1-5 students receive instruction in library usage, while the upper elementary students also learn research skills. For research, we have access to online databases for periodicals and online books. All students learn about the different genres in literature, including non-fiction, mysteries, tall tales, folk tales, science fiction, fantasy, adventure, etc. We also learn about and use the Dewey Decimal System.

Students, parents and teachers are welcome to use the library from 7:30 a.m. – 3:30 p.m., Sunday to Thursday. Elementary students and families also have access to the Secondary Library media Center located in the middle of the MS and HS on the second floor. This provides for high ability students to extend their learning with advanced reading material.

Library Media Center Expectations (for elementary and secondary):

Respect others by keeping noise to a minimum

Eat and drink in the cafeteria

Ask for help if you can't find what you need

Do be conscientious when using library materials



Library Administrative Guidelines—Elementary:

1. Grades 3-5 students may check out three library materials at a time. Items are checked-out for two weeks.
2. Students cannot check-out books or other library items on their parent's library account unless written instruction from the parent is given to the library.
3. If a student or parent has overdue items, library materials cannot be checked out until the overdue item/s are returned. Students can return library materials any time or any day during the library open hours: before or after school, during recess, etc.
4. Books and other library materials must be returned on time. Students or parents that have library materials that are long overdue will be sent reminders via their child's passport.
5. Library materials that are lost need to be either 1) replaced with the exact title, or 2) paid for so it can be reordered. The patron will be billed the cost of the book/s, plus 25% for processing, shipping and handling. If the book/s are found within six weeks of payment, the amount paid will be returned to the patron. The book/s could also be replaced with the *exact* title book that was damaged, or, with approval from the librarian, another brand new book may be used.
6. Damaged books that cannot be put back into the collection will need to be replaced. The patron will be billed the cost of the book/s, plus 25% for processing, shipping and handling. The book/s could also be replaced with the *exact* title book that was damaged, or, with approval from the librarian, another brand new book may be used.
7. Books and materials may be collected for inventory at various times during the year; usually before winter break and/or at the end of the academic year. Report cards and transfer certificates will not be issued unless and books or materials are cleared. Students who withdraw early must return library materials so their clearance form can be signed.

School Health Office

There are two School Health Offices at DAA. The Elementary School office is located across the Registrar's Office and to the left of reception as you come in through the main entrance. Our responsibilities include, administering first aid, treating minor ailments, health education, updating vaccinations and medical information, and liaising with the Department of Health and Medical Services.

We invite all new and returning families to drop into the Health Office and introduce themselves to our Health Office team. Should you have any questions, concerns, please feel free to contact us any time during school hours from 7:30 AM - 3:30 PM at 04 347-9222 Ext# 314, and we will do our best to assist you.



Health Forms:

Along with your child's application forms, your registration package also contains 2 Health Forms.

- Health Information Form
- Medical Consent Form
- Immunization Record – a copy is required

We would appreciate your help in getting your child's school health records completed. Kindly confirm with us any special medical concerns, conditions, and allergies, as well as any medication your child may be taking.

The Dubai Health Authority requires that these completed forms be kept on file to enable us to care for your child effectively. These forms must be completed and returned to the Health Office directly before your child begins school.

The school should be informed immediately of any change in telephone numbers to enable us to contact a parent or guardian in the event of sickness or accident. In the event of both parents being out of the country an alternative contact number must be left with the Health Office and with the Registrar.

When To Keep Your Child At Home:

A sick child cannot learn effectively and is unable to participate in classes in a meaningful way. Keeping a sick child home prevents the spread of illness in the school community and allows your child the opportunity to rest and recover.

It is recommended to keep your child at home for the following reasons:

Vomiting and/or diarrhea: A child with either of these problems should stay at home and return to school only after being symptom free for 24 hours.

A temperature of 37.8c/100f. and above: Even if the temperature has been reduced with medication please keep your child at home until they have been 24 hours without a fever.

Conjunctivitis: Following a diagnosis of conjunctivitis (also known as "pink eye"), a child may return to school **24 hours after** the first dose of prescribed medicine.

Rashes: Common infectious diseases with rashes are most contagious in the early stages. A child with a suspicious rash should return to school only after a doctor has made a diagnosis and the school nurse has seen your child before returning to the classroom. If you are in any doubt please take your child to see the school nurse before he/she attends class.

Colds: Consider keeping your child at home if he/she is experiencing discomfort from cold symptoms such as nasal congestion and/or cough.

Sickness: If your child is sick and unable to attend school please or inform the receptionist at 347-9222, or preferably email the teacher. Both should be done before 7:45 a.m. She will then pass on the message to the appropriate secretary and teacher.



Collection of a sick child: Please collect your child within **30mins**, following a request call from a member of the nursing team.

School Medical Examinations:

The Dubai Health Authority requires that all students in both private and public schools entering **Grades 1, 5, 9 and 12**, as well as any students new to the school to have a health examination filed in the School Health Office. That examination can be done by the doctor of your choice and a report provided for our Health Office.

School Medicals will also be conducted on both campuses throughout the year by our school doctor and nurses. These exams include a basic head to toe assessment, height and weight measurements, as well as distance and color vision checks. If you wish for your child’s medical exam to be conducted at the school, please ensure your consent form has been completed, signed and returned to the Health Office.

Medications:

If your child is taking any regular medications during school hours, either on a long or short term basis, it is necessary that these medications be given by our nursing staff for dispensing. All medications should be clearly labeled with your child’s name, medication name, dose and time to be given. Teachers are **not permitted** to administer medication to students except under special circumstances i.e. field trips, emergencies.

Students are **not permitted** to keep medications with them in the Elementary School campus with the **exception** of personal inhalers to prevent/treat asthma attacks and in some cases.

Vaccinations:

Provided here is the recommended vaccination schedule from the Dubai Health Authority. This schedule may vary from that in your own country. It is based upon recommendations for the region by the World Health Organization and Department of Health and Medical Services.

It is recommended that you discuss your child’s vaccination schedule with your doctor and arrange for your child to have any required vaccinations.

We require a photocopy of your child’s immunization record for our medical files and please inform us of any updates so that your child’s health records can be kept current.

National Immunization Program

Age Vaccine	Birth	2 Mos	4Mos	6 Mos	12 Mos	18 Mos	5 - 6 Years
BCG	BCG						
Diphtheria, Pertusis, Tetanus		Dtap	Dtap	Dtap		Dtap	DPT
Haemophilus Influenza Type b		Hib	Hib	Hib		Hib	
Hep. B	HBV	HBV	HBV	HBV			
Polio		IPV	OPV	OPV		OPV	OPV
Pneumococcal		PCV	PCV	PCV		PCV	
Measles, Mumps, Rubella					MMR		MMR
Varicella					Varicella		Varicella

■ Combined Dose ■ Single Dose



BCG – Tuberculosis

DPT/ DaPT– Diphtheria, Pertussis, (Whooping Cough), Tetanus

OPV/ IPV – Injectable/ Oral Polio Vaccine

HIB - Hemophilus influenza B

MMR – Measles, Mumps, Rubella

Varicella – Chicken Pox

Td – Tetanus, Diphtheria

HEP B – Hepatitis B

Mantoux – If child was not vaccinated against Tuberculosis, Mantoux or PPD skin test should be repeated every 2-3 years.

PVC Pneumococcal

Fun In The Sun:

The sun and heat in Dubai are intense. Soaring temperatures can cause rapid dehydration and sunburns. Please provide a hat that can be kept in your child's locker to cover their heads when out in the sun and apply a high factor sunscreen every morning before coming to school to prevent sunburns and skin damage.

To prevent dehydration and overheating, please provide your child with a water bottle that can be refilled at one of our many water coolers and reinforce that your child continues to drink, drink, and drink water throughout the day. Help us to educate your child about the potential dangers of exposure to the elements in Dubai.

Cafeteria Services:

An external vendor provides the food service program at DAA. The school has worked closely with the vendor to establish a program that meets the needs of the students and employees. Standards for these services are in compliance with Dubai Municipality guidelines.

Warning for student with allergies. Please bring food from home if you have concerns regarding the food provided in the cafeteria. There is no guarantee that the food provided by the external vendor is nut free. A copy of the menu and ingredient list will be available from the Health Office.

Students have a short break at mid-morning recess to enjoy a snack. This helps children to function at their optimum level throughout the morning. Students may bring a drink and a light snack of nourishing food (fruit, crackers). Eating will be restricted to the cafeteria, classrooms and designated outdoor areas only. Students are not permitted to bring carbonated drinks and candy to school. Student nutrition and positive academic/social success are very closely linked so parents are encouraged to send their children to school with healthy food options.

Out of respect for the religious and cultural values of our host nation, and in compliance with UAE law, pork products are not allowed at any in-class, or school-wide events.

Lost and Found Services:

Lost and found items are kept near reception on the ground floor and students are encouraged to check this frequently. Watches, jewelry and glasses are usually kept with the



Principal's secretary for the first week. Any unclaimed items are donated to charity at the end of the school year.

Bus Transportation Services:

Limited bus transportation to Dubai American Academy is available via STS. Information on their services is available on our website: www.gemsaa-dubai.com under the heading of Admissions/Transport or at the ES Reception Desk. Other bus services are independent contractors and are not associated with DAA. Parents are in no way restricted to the use of DAA service and are welcome to investigate alternative bus transport services should they desire at their own expense and risk.

Bus Behavior Guidelines:

All Bus services used by DAA students, including those that are independent of DAA, have established rules to ensure safety on the buses. Parents are advised to review these rules with the child.

Student Responsibilities:

MUST:

- Y Students **MUST** treat the school bus monitor and bus driver with the same respect as they would their teachers.
- Y Students **MUST** remain seated and wear their seatbelts throughout the bus journey, regardless of whether the bus is moving or still.
- Y Students **MUST** be sitting forward on their seats at all times.
- Y Students **MUST** keep the aisles and walkway clear at all times.
- Y Students **MUST** report problems to the monitor and/or bus driver.
- Y Students **MUST** be courteous when getting on and off the bus.
- Y Students **MUST** only travel on their designated bus. If a temporary change is required, you **MUST** inform those involved (parents/school).
- Y Students **MUST** be ready and on time for both departure and pickup.
- Y Students **MUST** keep window curtains closed at all times.

MUST NOT:

- Students **MUST NOT** throw objects, shout, or be responsible for verbal and/or physical abuse toward others.
- Students **MUST NOT** bring friends onto the bus without having written permission from the school office.
- Students **MUST NOT** place any object or body part outside the windows of the bus at any time.
- Students **MUST NOT** eat or drink on the bus.

SHOULD:

- Students should speak quietly throughout the bus journey.
- Students should wait for the sign from the bus monitor to leave or enter the bus.
- Students should report problems to the monitor and/or bus driver.

DAA does expect students to behave in a manner that is in line with school rules when riding on any bus. Infractions are dealt with by ES Administration in communication with parents.



6. ACTIVITIES

An After School Activities (ASA) Program is coordinated for elementary students. An effort is made to accommodate each student's first choice of activity with other choices being offered based upon availability.

DAA has dozens of options for students. Some activities that have been offered in the past include soccer, cooking, arts and crafts, dance class, IT, Drama, *Mad Science*, karate, yo-yo, horse-back riding, skiing, world languages, mask making, Student Council, Yearbook, creative writing and musical productions. This program is designed as a service to our students. Sessions are generally 45 minutes in length and usually meet once a week for 8 weeks. Parents are encouraged to participate by organizing an activity to expand the offerings. Community members may also be invited to provide sessions after approval of the elementary office. Fees for the activities will vary.

7. HOME/SCHOOL COMMUNICATION

Blogs:

Communication between parents and school is a high priority at DAA. Parents receive notices throughout the year about school events as well as the *Spots*, a school-wide weekly newsletter. Classroom teachers typically create their own weekly blog. Information is also available on our website at www.gemsaa-dubai.com

Back-to-School Night:

Early in the year, a Back-to-School Night is held to introduce parents to classroom expectations, a description of the year's curriculum, grade-level policies on homework and other details related to the functioning of each class.

Celebrations/Birthday Parties:

We encourage sharing special celebrations such as national holidays and birthdays with your child's classmates at school. Parents should discuss, in advance, the upcoming event with your child's teacher. For a party that will not include all classmates, invitations must be distributed outside of school. The classroom teacher should not be asked to distribute the invitations.



8. PARENT SUPPORT AT HOME AND SCHOOL

There are many ways in which parents can support the school program and their children both at home and in school.

Appointments with the Principal and Counselor:

While you are always welcome in the Elementary School, if you would like to discuss a specific issue, we strongly encourage you to contact the appropriate secretary to schedule appointments with the Principal, Assistant Principal or Counselor(s). If the issue concerns a particular staff member, the parent should make an appointment to discuss their concerns with that person directly via email, phone and/or message left with the school secretary or receptionist. If after meeting with the staff member directly there is still a concern, only then should the office be contacted.

Legal Status of Students:

All students attending DAA are required by the UAE Law and DAA Policy to live with their parent/s or legal guardian throughout the school year.

Extended Parent Absences:

DAA students should always have proper home supervision by a parent. If, due to an emergency, you will be out of town and your child will not be under your direct supervision, please send a formal letter to let us know who will have guardianship responsibilities.

Dubai American Academy Parent Association (DAAPA):

DAAPA supports the development of a sense of unity and community among parents, faculty, administration, students and staff by cooperating in different capacities to enrich the lives of the students and guide parents toward a better understanding of the aims, policies and philosophy of Dubai American Academy. The achievement of these aims relies upon the cooperation of every parent. All parents of students enrolled in Dubai American Academy are automatically members of the Parent Association. DAAPA is an important part of our school community and we encourage all parents to get involved and/or support Association activities throughout the year, i.e. the Santa's Workshop and the International Food Fair.

Sharing Expertise:

Teachers welcome parental expertise on topics related to the curriculum. Parents willing to be guest speakers or to share collections and artifacts should inform the classroom teacher of their areas of interest. Parent presentations at assemblies are also greatly appreciated.



Homework:

Philosophy: When homework is an engaging and relevant learning activity that is purposefully designed and connected to learning expectations, it can positively influence student learning. High quality homework assignments can (a) improve speed and accuracy with important skills and processes, (b) activate prior knowledge, and/or (c) introduce, extend, or elaborate on new learning. Such assignments provide students with deliberate practice, which can be tailored to the needs of individual students. Effective homework assignments cultivate positive, open school-home partnerships between teachers and parents, while providing students with opportunities to create authentic products and rehearse important academic skills. Finally, time spent on homework should be appropriately balanced with the importance of personal and family wellness.

Responsibilities & Expectations

Teachers are responsible for:

- designing homework assignments that clearly articulate their purpose and expected outcome;
- sharing expectations for homework with students and parents early in the school year;
- timely regular communication that shares practices that will help families support their children;
- providing meaningful feedback;
- depending on the subject and the developmental needs, assigning homework that is appropriate to the student's age, learning style, skills and individual needs;
- teaching the skills necessary for the student to complete the homework independently and successfully; and
- choosing activities that promote a discussion between students and parents, when appropriate.

Students are responsible for:

- ensuring they clearly understand homework, including assignments, criteria, and timelines;
- asking for clarification and/or help when homework assignments or the expectations are unclear; and
- regularly completing assigned homework in a timely manner to the best of their abilities.

The family is responsible for:

- providing an environment, including uninterrupted time and a workplace, for homework to be done;
- providing encouragement and appropriate support without doing the homework for their child;
- providing a healthy balance between homework, co-curricular activities and family commitments;
- using discretion to determine appropriate amount of time spent on homework (based on grade level guidelines);
- contacting the classroom teacher if their child is not consistently able to do the homework by him/herself or in a reasonable amount of time; and
- encouraging their child to develop a positive work ethic and a sense of responsibility.



List of Sources:

- Alleman, J., R. Ley, B. Knighton, B. Botwinski, and S. Middlestead (2010). [Homework Done Right](#). *Educational Leadership*, 68 (1).
- Dean, C.B., E. Ross Hubbell, H. Pilter, and BJ Stone (2012). [“Assigning Homework and Providing Practice.”](#) *Classroom Instruction that Works* (2nd Edition). Alexandria, VA: Association for Supervision & Curriculum Development.
- Toronto District School Board (2008). [Homework Policy](#). Retrieved from TDSB website.
- Marzano, R.J. (2007). [The Art and Science of Teaching](#). Alexandria, VA: Association for Supervision & Curriculum Development.
- Marzano, R.J. & D. Pickering (2007). [The Case For and Against Homework](#). *Educational Leadership*, 64(6), 74-79.
- Vatterot, C. (2010). [Five Hallmarks of Good Homework](#). *Educational Leadership*. 68 (1) 10-15.

Parental involvement and supervision helps to ensure that correct learning is taking place. The Elementary School strongly suggests that parents set up a regular, designated time and place for children to do their homework. Such procedures reinforce study habits learned in school and promote concentration. Encourage your child to be responsible about completing assignments and bringing them to school when they are due. The school encourages students to read every evening and for parents to read to their children regularly.

Daily Passports:

Developing study habits and managing time and materials are important life long skills. Each student is responsible for a Daily Passport. In the early years, this is generally used to communicate between home and school. It has an additional role for older students as a record of daily assignments. Parents should review the Passport daily with their child as comments and concerns may also be noted as an additional form of parent/teacher communication.

Field Trips:

Field trips are activities that are designated to enhance student learning. Students are expected to give the teacher in charge and all chaperones full cooperation. All school rules apply. No student is allowed to go on a field trip without a signed permission slip. We cannot accept phone permission.



FIELD TRIP CONSENT AGREEMENT

I/We, _____ am/are the parent(s) or guardian(s) of _____, in GR: _____ who desires to participate in the school activity described below.*

I acknowledge and accept that my child’s participation in the trip/event is voluntary and all risks attendant to such a trip/event are freely and voluntarily assumed by my daughter/son/ward and me.

I have ensured that my daughter/son/ward understands that it remains important for his/her safety, and for the safety of the group, that they agree and follow all rules and instructions given by the trip/event teachers/organizers during the event.

I hereby agree NOT to hold Dubai American Academy or its teachers/staff/organizers or GEMS Education, Premier Schools International LLC, or their affiliates or any persons connected with any of them liable for any loss, claim, or expense, unless directly and solely attributed to the willful default of any member of the GEMS Group.

I undertake to indemnify Dubai American Academy and the GEMS Group from and against any and all loss, claim, expense, or damage resulting from any negligent, wrongful, or reckless act of, or willful default by, my daughter/son/ward, and to reimburse Dubai American Academy or any member of the GEMS Group on first written demand in respect of the same.

Finally, I agree that in relation to any legal action or proceedings arising out of or in connection with the trip/event, the governing law shall be the laws of the United Arab Emirates and that the courts of the United Arab Emirates shall have exclusive jurisdiction to hear, try and finally dispose of the matter.

◆-----

Activity: _____ **Location:** _____

Date: _____ **Time:** _____

Field Trip Organizer: _____ **Cost:** _____

Trip Specific Information:

Is there any medical condition that your child has that we need to be aware of on this trip?

Parent(s) Signature(s): _____ Date: _____

Emergency Telephone, Call First: _____ Call second: _____

Other contact if above numbers do not work, Name: _____ Telephone Number: _____

Instructions:

- 1. Please read entire form. If there is anything about this form or the described activity that you do not understand, do not sign the form until you are satisfied that you have obtained a complete



Dubai American Academy
explanation.

Elementary School Handbook

2. Fill in all blanks.
3. If you have more than one child participating, complete one form per child.



9. QUESTIONS? WHOM TO CALL FIRST?

DAA Telephone: 971-4-347-9222
DAA Fax Number: 971-4-341-1048

Administration: Principal
Assistant Principals
School Counselors
Health Office
Library Media Center Team Leader
Registrar
Receptionist
Accountant
Administration Officer
Curriculum Coordinator
IT Director

School Related Issues: After School Activities Program ASA Coordinator
Curriculum/Accreditation Curriculum Coordinator
Finance/Tuition Accountant
Health Office
Bus Transport STS Officer
Food Services Parent Relations Executive
Classroom teacher Via e-mail to the teacher

Communication Activities/Calendar Secretary to Principal
Spots Newsletter Publications/
Parent Association (DAAPA) Communications Officer
DAAPA representatives