

Dubai American Academy Primary School Family Handbook





Welcome to the Primary 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 100 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 primary 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.



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1. DAA MISSION/GUIDING STATEMENT & EARLY YEARS MISSION STATEMENT

Dubai American Academy Mission and Guiding Statements

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 <small>Make an active contribution to the community</small>	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 <small>Work to continually exceed expectations</small>	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 <small>Strive to develop your potential</small>	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 <small>Find the courage to challenge convention</small>	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.

EARLY YEARS MISSION STATEMENT



Our educators create a vibrant learning environment where students explore, inquire and make discoveries through trial and error.

Our students ask and answer questions, use deep thought to solve problems, and take responsibility to extend their learning.

DAA's Culture of Kindness

Kind Words
Kind Thoughts
Kind Actions



In the Early Years at Dubai American Academy we envision our students making an exceptional start to the rest of their learning lives. Our mission is to develop young learners who are enthusiastic, inquiring, persistent and compassionate.

Our parents engage and participate in their child's academic, social and emotional learning.

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 has 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 Primary building lock electronically and visitors must enter through the Main Foyer.

At DAA, all families are issued 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. PRIMARY SCHOOL PROGRAM

The Primary School Staff

The DAA Primary 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 Principal, the Early Years Coordinator, the Curriculum Coordinator, the IT Coordinator, the Guidance Counselors, the Resource Teachers (ELL and LS), the Teachers and the Educational Assistants.

Goals of the Primary 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 Primary School includes KG 1 – Grade 2.

Primary School Scheduling:

Scheduling for primary 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 Skills. An effort is made to arrange these so that some occur each day. The school follows a 10-day cycle of daily schedules. The benefits of this schedule ensure that:

- 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.
- In the event that the Primary School is closed for holidays, inclement weather or unscheduled publicly declared holidays, the day(s) missed will be skipped in the ten day cycle. E.g. September 12 (Day 5) is declared a public holiday and the school is closed; the students would return to school on September 13 (day 5).

A monthly schedule is electronically distributed via SPOTS, the school newsletter, and via individual classroom blogs.

School Timings:

Start Time: The school day begins for all students at 7:45 a.m.

Tardies: Students who arrive after 7:50 a.m. are considered tardy and are required to get a tardy slip from the PS Office.

Dismissals:

KG1:

- 11:55 Bus students are escorted to buses by bus conductors
- 12:00 Doors are opened for parent pick-up students to be dismissed
- 12:00 Parents are allowed into the halls
- 12:15 Students transition to Learn and Play
- 12:30-2:45 Learn and Play parents may come at any time during this timeframe to pick-up their child. They will need to have their Learn and Play pass with them before a child will be released.
- 2:45 Learn and Play bus students are escorted by the conductors to the bus.

KG2 - Gr. 2:

- 2:45 Student dismissal
- 2:45 Parents are allowed into hallways
- 3:00 Busses leave campus (never earlier)

Assemblies:

Primary 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 Primary School Curriculum:

The Primary School Division, KG1 through Grade 2, 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 various co-curricular subjects. At the same time they learn to work and play independently and within groups.

English Language Learners (ELL):

The DAA Primary 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 department, and/or school administration.

Learning Support (LS)

The DAA Primary School Division is committed to differentiated instruction to attend to the individual needs of all students. The Primary Learning Support Program (LS) is available for students who require additional support in literacy and math in Kg1 through grade 2. 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.

Core Subjects:

The Language Arts program in the Primary 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 *Eureka Math* program, supplemented by the use of manipulative materials, to provide concrete experiences that lead to conceptual understanding and higher order thinking.

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. Students study life, physical, earth and space sciences and DAA has adopted the Next Generation Science Standards which steer teaching and learning towards a more inquiry-based and innovative approach.

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 based on the C3 Framework and the UAE Social Studies Standards to support the program, and integrates Arabic and global studies. The Social Studies curriculum covers five strands: History, Geography, Civics, Culture and Economics; along with a focus on students thinking like social scientists.

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 Primary 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 a fully equipped computer lab.

Guidance and Counseling Services:

The Primary 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 Primary 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.

Each counselor utilizes an array of approaches to support students. They include, but are not limited to:

- 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
- Parent Education Seminars
- Individual Meetings With Parents/and or Staff
- Individual Counseling with Students
- Specialist Classroom Staff Support
- Curriculum promoting pro-social skills including interpersonal, intrapersonal and learning skills development; promoting non-impulsive and non-aggressive approaches to others and the development of problem solving skills along with anger management skills.
- Counselors identify tutors for Primary Students, recommend tutors to parents for students experiencing academic challenges, and maintain a list of tutors available to a DAA Student. They manage each classroom student who is actively tutored during the academic school year. Counselors monitor the focus of tutoring for the student and support coordination between teacher and tutor.
- 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 Primary 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 after the end of each of the three trimesters.

The reports include indicators of progress made by each student towards achieving the curriculum standards that are developmentally appropriate for each grade level. The 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.

Narrative comments are also a part of the Report Card.

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.

Promotion/Retention:

Students that successfully meet or exceed standards 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.

Non Continuance:

Students failing to meet the academic and/or behavior expectations of DAA may be required to leave at any time during the academic year as deemed appropriate by the Principal in consultation with the Superintendent.

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 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 primary, through elementary and 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.
2. EVERY STUDENT HAS A RESPONSIBILITY to:
 - take materials to class;
 - complete and turn in assignments on time;
 - give every task their best effort.
3. EVERY STUDENT HAS A RIGHT to be safe and secure in the school community.
4. EVERY STUDENT HAS A RESPONSIBILITY to respect the security of others and deal with conflict in an appropriate manner.
5. EVERY STUDENT HAS A RIGHT to expect reasonable and socially responsible behavior from others.
6. EVERY STUDENT HAS A RESPONSIBILITY to treat themselves, others and their surroundings, with respect by speaking and acting in a socially responsible manner.

7. EVERY STUDENT HAS A RIGHT to a positive learning environment.
8. 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.
9. EVERY STUDENT HAS A RIGHT to be part of a school of which they can be proud.
10. EVERY STUDENT HAS A RESPONSIBILITY to take pride in the school by helping maintain the campus, the buildings, and all materials and equipment.
11. EVERY STUDENT HAS A RIGHT to his/her good name.
12. EVERY STUDENT HAS A RESPONSIBILITY to respect the reputation of others.

Primary 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. New staff members are trained in the techniques of positive discipline each year.

Loss of Privileges/Suspension/Expulsion:

Disregard of classroom rules and/or handbook regulations may result in loss of privileges, suspension or expulsion. Loss of privileges may include but are not limited to:

- Time-out during recess and/or lunch
- Removal from extra-curricular activities
- Suspension can be in or out of school
- 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 Primary 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.

Books and Supplies:

Books 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 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 the 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 KG1 through grade 2 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

Mobile Phones may not be used during school hours. Mobile Phones heard and/or used during school hours will be confiscated and turned over to the Primary School Office.

1st Offense: The phone is kept until the end of the day.

2nd Offense: The phone is kept 24 hours.

3rd Offense: The phone is kept for parent pickup.

If parents need to contact their child during the school day they are advised to contact the Primary School Office. Equally, students have the option of using the Reception phone, with teacher permission, to contact their parent(s) during the school day.

In the reception area, a courtesy phone is available for student use with permission.

Bullying:

All cases of bullying will be promptly followed up on by teachers, administrators and counselors.

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 7:10. Students are then to wait in the lobby or on the playground until 7:30 before going to their classrooms. Families must provide supervision before students enter the classroom.

Afternoon:

KG1 students are dismissed at 12:00 p.m. Learn and Play and KG2 to Grade 2 students are dismissed from 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 designee 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 PS Office. 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 Primary School Secretary or the Primary 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.

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

- A. Upon receiving a network folder, students will be given a password. Under no circumstances should a password be given to another person.
- B. Do not violate copyright by distributing material owned by others over the Internet.
- C. Students are to report any threatening or abusive communications received 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. A student's right to free speech applies to communications on the Internet. However, a student 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. Students will not attempt to gain unauthorized access to the school Network or any other computer system.
- 2. Students will not attempt to compromise the system or destroy data by spreading computer viruses.
- 3. Students will not attempt to solicit funds for personal use, school use or otherwise using the school's technology resources.
- 4. Students will not send or display offensive messages or pictures or use obscene language using the school's technology resources.
- 5. Students 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. Students 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. Students will not add or alter any computer program nor will they 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.

Daily Uniform

Daily uniform:

1. Students in KG1 and KG2 are allowed to wear the appropriate P.E. wear daily.
2. Regulation Dubai American Academy red polo with logo;
3. Regulation blue shorts or slacks for boys;
4. Regulation blue skirts, slacks or culottes/skorts 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:

- Regulation cotton blue sweatshirt with school logo;
- Regulation cotton blue sweater with school logo;
- 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).

The Dubai American Academy uniform is available at Threads in Al Qouz Industrial Area. Limited amounts of used uniforms can be purchased at DAAPA's school store. (Leopard's Den in the High School Building)

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.

Please ensure that all of your child's clothing is clearly labeled with his/her first and last 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 1-2	7:45 a.m. - 2:45 p.m.

The hours for after school activities vary. Most activities start at 3:00 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 7:10 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. Students who are late should go to the PS office to obtain a tardy slip. 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 until the actual dismissal time to prevent disrupting student learning. KG1 – Grade 2 classes dismiss directly from the classroom.

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 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 PSES 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. Remember that records cannot be released until all outstanding fees are paid and books are returned.

5. STUDENT SERVICES

Library Media Center Services:

The Primary Library Media Center is located on the second floor directly above the reception area. The elementary library has over 21,000 items, including books, DVD's, 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 1-2 students receive instruction in library usage. 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. KG students are taught the difference between fiction and non-fiction, and a majority of the books we read to them match their classroom curriculum.

Students, parents and teachers are welcome to use the library from 7:30 a.m. – 3:30 p.m., Sunday to Thursday. Primary 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 and Media Center Expectations:

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—Primary:

1. KG1 students may check out one book at a time. Books are checked out for two weeks.
2. KG2-Grade 2 students may check out two library materials at a time. Items are checked-out for two weeks.
3. Parents are allowed to check out five library materials at a time. Parents can check out one DVD at a time. DVDs are due the next day, but other library materials are for two weeks.

4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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 Primary 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 or 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:

Your child's welcome package 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 Department of Health and Medical Services 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, within 7 days of your child commencing 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 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.

Many rashes are not contagious. 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. A continuous green discharge from the nose may be a sign of infection.

Sickness: If your child is sick and unable to attend school please inform the receptionist at 347-9222 before 8 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 30 mins, following a request call from a member of the nursing team.

School Medical Examinations:

The UAE Department of Health and Medical Services requires that all students in both private and public schools entering KG1, Grades 1, 5, 9 and 12, as well as any students new to the school, have a clear medical of health examination filed in the School Health Office. That examination can be 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.

Vaccinations:

Provided here is the recommended vaccination schedule of Dubai. 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.

Birth	2 months	4 months	6 months	12 months	18 months	5-6 years	10 years	15 years
BCG	DPT	DPT	DPT	MMR	DPT	MMR		Td
HEP B	OPV/IPV	OPV/IPV	OPV/IPV	Varicella	OPV/IPV	Varicella	Td	
	HIB	HIB	HIB		HIB	DaPT	OPV/IPV	
	HEP B		HEP B			Mantoux or PPD		

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.

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.

Guidelines for bringing food into school:

Students have a short break at mid-morning recess to enjoy a snack. This helps children to function at their optimum level throughout the day.

- 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.
- When parents bring food to school for activities, they are asked to make every effort to bring in healthy options. Excess sugar and sweets contributes negatively to both learning and behavior, and though they taste good in the moment, they often lead to students feeling unwell later. Also bear in mind that Primary School students are still small, so please serve food in small, age-appropriate portion sizes.

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, after school, or school-wide events.

Lost and Found Services:

Lost and found items are kept in the Lost and Found room on the ground floor and students are encouraged to check this frequently. Watches, jewelry and glasses are usually kept with the Principal's secretary or the receptionist 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:

Students must treat the school bus monitor and bus driver with the same respect as they would their teachers.

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

MAY NOT:

- Students may not throw objects, shout, or be responsible for verbal and/or physical abuse toward others.
- Students may not bring friends onto the bus without having written permission from the school office.
- Students may not place any object or body part outside the windows of the bus at any time.
- Students may 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 PS Administration in communication with parents.

6. ACTIVITIES

An After School Activities (ASA) Program is coordinated for primary 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 30 minutes in length

and usually meet once a week for 7-8 weeks. Parents are encouraged to participate by organizing an activity to expand the offerings. Fees for the activities will vary.

7. HOME/SCHOOL COMMUNICATION

Newsletter/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 blogs and post weekly updates. Information is also available on our website at www.gemsaa-dubai.com

Hopes and Dreams:

Within the first two weeks of school, a parent-teacher *Hopes and Dreams* meeting is held. This is an opportunity for parents to share information about their child with the class teacher. Parents are given individual appointments to share their hopes, dreams, goals and concerns about their child. *Hopes and Dreams* goals are discussed throughout the year with students and at least twice a year at Parent/Teacher/Student Conferences. *Hopes and Dreams* data is also used by the Admissions Team to complete student placements for the following year.

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.

Visits to the Classroom:

During the academic year, parents are welcome to visit the classroom "at work". Please contact both the Principal and the teacher in advance before making classroom visits. Appointments to discuss a student should be scheduled to avoid awkward times when teachers must be with the class. Please avoid discussing your child when other students are present.

If you must contact your child or classroom teacher and have not made prior arrangements, parents should contact the Primary Office for assistance. Do not go directly to the classroom during school hours as this disrupts the class.

Birthday Parties:

A child's birthday is a very special day. The school understands that parents may want to make it all the more special by having it celebrated with the child's classmates at school. If that is the case, we ask that you please recognize that the PS school emphasizes the importance of healthy treats. We also have many families who would like to, as parents, determine how much sugary foods their child eats. Thus, we ask for your help in doing the following if you want to host a celebration for your child's birthday:

- Speak with your child's teacher to coordinate the time of the event and what type of food or non-edible items you would like to bring in.
- Provide edible items that are healthy if you want it served in class
- Please confirm with the teacher if there are any students with food allergies
- Plates, napkins, eating/serving utensils should be provided by the parent

- Sugary treats must be individually wrapped portions that students will take home. Their parents will then make the decision as to whether they can be consumed.
- Think out of the box! Instead of food, how about a quick art activity or birthday game?

If you are planning a birthday party outside of school that may 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 Primary 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. 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 Winter Carnival and the Spring 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.

Homework:

DAA's Primary School strongly believes in developing the whole child as a person and a learner. Although students often need to practice academic skills at home to master them, the best "homework" for 4- to 8-year-olds is their active engagement in activities that help them develop socially, emotionally, and academically. Such engagement can involve play, socializing with friends and family, participating in sports or other physical activities, taking music lessons, etc. Moreover, the best learning for young children often involves visiting new and different places both in and out of Dubai. Such opportunities provide the contextual knowledge that allows them to understand and interpret the world around them. Below are a few specific guidelines for tasks assigned in the PS:

- There is no nightly homework for KG1 & KG2 students.
- As students learn to read, we ask them to read independently nightly to improve their fluency and comprehension.
- In Grades 1 and 2, homework is assigned, as needed, to provide specific and purposeful practice. Students should not require parental assistance when practicing and they should be able to complete their "homework" in 10 minutes or less. Parents can help by making sure there is a consistent work space and helping their child get started with their homework.
- At times teachers will provide extra practice to individual students (targeted intervention) to close a learning gap in foundational math and/or English skills such as phonics, working with base 10 numbers, etc.
- Periodically, to extend student thinking, students at any PS grade level will be asked to work on projects at home. In these cases there will be a minimum of one week's notice, a clear purpose and learning outcomes, and clarity about parents' and the child's roles and responsibilities will be communicated by the teacher.
- Each teacher and team will have more specific routines that will be clearly outlined at the beginning of the year.

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 in addition to emails and blogs. 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 consent agreement. We cannot accept phone or email permission.



PARENTAL CONSENT/AGREEMENT

I/We, _____ am/are the parent(s) or legal guardian(s) of _____,

in Grade: _____ who desires to participate in the school activity described below*.

While I understand that Dubai American Academy will take due skill and care with respect to my child's participation in the trip/event, I also acknowledge and accept that my child's participation in the trip/event is voluntary, and that not all risks attendant to such a trip/event can be fully eliminated by the skill and care of Dubai American Academy, and I hereby accept on behalf of my child/ward and myself such risks that cannot be eliminated by the skill and care of Dubai American Academy.

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 ("GEMS Group") liable for any loss, claim, or expense (including any claim involving personal injury to or death of my daughter/son/ward), **unless directly and solely attributed to the wilful 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.

Being on a school-sanctioned trip all rules, that apply, as laid down in the School Handbook will be in force. I understand that if I do not sign and return this consent form that my daughter/son/ward will not be able to participate in the school activity.

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.

To be completed by school:

Activity: _____ **Time:** _____

Location: _____

Field Trip Organizer: _____

Date: _____ **Cost:** _____

Trip Specific Information:

To be completed by parents:

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: _____

Relationship with Student: _____

Instructions:

- 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 explanation.
- Fill in all blanks.

9. Questions? Whom to Call First?

DAA Telephone: 971-4-347-9222

Administration:

Principal: Mrs. Nathalie Salameh

Assistant Principal: Mrs. Tooshna Gandhi

School Counselors: Ms. Cassandra Ford

Mr. Antonio Tyson