



GEMS

أكاديمية جيمس دبي الأمريكية

Dubai American
Academy



ELEMENTARY SCHOOL

FAMILY HANDBOOK

2024-2025



GEMS

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Dubai American
Academy



Welcome to Dubai American Academy

Welcome to the Elementary School of Dubai American Academy (DAA). 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 best practices in early learning and elementary education.

Our students represent more than 100 nationalities which proudly makes DAA a truly international school. 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 innovative approaches to learning and the warm and welcoming feel of our school community.

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 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 for all.

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.

Kind regards

The Elementary Leadership Team



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1.0 DAA MISSION/PHILOSOPHY/GOALS

1.1 MISSION

Dubai American Academy (DAA) 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.

1.2 OUR VISION

Dubai American Academy will be recognized as the model for international enriched American education in the world. We will develop the innovators of the future in all fields by understanding their individual learning and social/emotional needs and building their critical learning skills, competencies, and international mindedness through inquiry and real-world problem solving.

1.3 GEMS CORE EDUCATION VALUES

DAA is a GEMS Education school. Academic performance is important for many reasons. It can open the door to opportunity and pave the way for future success, both in higher education and professionally; however, we believe a values-based, international education is of equal importance.

Our values-driven international education is expressed through core values which are woven into every academic and extracurricular activity at GEMS schools. We live and breathe four values that form the basis of everything we do. They include:

- Leading Through Innovation
- Pursuing Excellence
- Growing by Learning
- Global Citizenship

With these values at our core, we encourage independent learning and empower students to embrace responsibility. Students at our top private schools learn to celebrate diversity in a spirit of understanding and tolerance that helps them become citizens of the world.

Commitment to the core educational values of world citizenship, universal values, leadership qualities and forward thinking is aimed at helping students realize their full, all-round potential.

How we live our Core Values everyday:

1. **Leading Through Innovation** - Find the courage to challenge convention.

- We dare to dream of the possibilities.
- No idea is too small or too large if it makes things better for our learners and our people.

2. **Pursuing Excellence** - Work to continually exceed expectations.

- Just as we set educational standards for our schools, we ensure that everything we do is delivered to a high standard.
- We go the extra mile for our students and our colleagues.

3. **Growing by Learning** - Strive to develop your potential.

- Along with our students, we never stop learning.
- Each and every one of us has the capacity for leadership.



4. **Global Citizenship** - Making an active contribution to your local and global community.

- We respect and celebrate our diversity and recognize that there are many things that unite us all.
- We make a difference in our local communities so that we can build a sustainable planet to share.
- We build bridges of knowledge, push boundaries and unite young people.
- We aim to produce not just great students, but great people who live with honesty, confidence and integrity.

2.0 THE ELEMENTARY SCHOOL STAFF

The Elementary School consists of the Early Years Program (KG1, KG2 and Grade1), and Grades 2-5. As a KG to Grade 12 school, we have a wide variety of faculty, administration, and support staff to serve the needs of the children and parents in all aspects of each child's education. This team is comprised of the Superintendent, Deputy Superintendent, Head of Teaching, Learning, and Innovation, Principal, Assistant Principals, Divisional Secretaries, Counselors, Heads of Grade/Department, Instructional Coach, Innovation Coach, G&T Coordinator, Inclusion Team Teachers (EAL and SEND), Homeroom Teachers, Educational Assistants, Learning Support Assistants, and the Administrative and Support Personnel.

Tooshna Gandhi

Principal

Nathalie Salameh

Grade 4-5 Administrator (Assistant Principal)

Noha Bishara

Grade 2-3 Administrator (Assistant Principal)

Annalise McNeill

KG1 - Grade 1 Administrator (Assistant Principal)

Juliana Dias

Divisional Secretary (Grade 3-5)

Shirley Vas

Divisional Secretary (KG1 - Grade 2)

GENERAL INFORMATION

2.1 ELEMENTARY SCHOOL SCHEDULING

Scheduling for elementary students allows students to experience a rich curriculum including many specialist classes such as Art, Music, Physical Education, Swimming, Arabic Studies, Islamic Education (for Muslim students), Library, Counseling and Innovation. The schedule is the same each week.

2.2 ELEMENTARY SCHOOL HOURS

School day begins at 7:40 a.m. and ends at 2:45 p.m.
Classrooms are open to receive students at 7:25 am.



Students will be marked late/tardy after 7:40 am.

Fridays are an Early Release day where school ends at **11:45 a.m.**

While the hours for after-school activities vary, most activities start at 3:00pm and finish at 4:00pm.

2.3 ASSEMBLIES

Division or grade-level assemblies will be held monthly. Assemblies allow us to connect our learning community, celebrate student success and promote school spirit. Through these events, our students develop confidence and competence sharing with others, in addition to learning appropriate audience skills.

2.4 DAILY UNIFORM

A uniform is required in all GEMS Schools.

Daily Uniform

1. Regulation Dubai American Academy red polo for KG1 to Grade 2 students, and blue polo for students in Grades 3-5;
2. Regulation blue shorts or slacks for boys;
3. Regulation blue skirts, slacks or skorts for girls;
4. White, black or navy socks;
5. Black or white activity shoes (trainers) with non-marking soles.
6. School caps for outdoor activities. These can be purchased either through Threads or at the School Spirit store - The Leopard's Den.

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, except on special event/spirit days.

Physical Education (PE) Uniform and Swim Wear

1. KG1 - Grade 2 students do not have a separate PE uniform.
2. Grade 3 - Grade 5 students do have a separate PE uniform.
3. KG2 - Grade 5 students engage in scheduled swim lessons. School swim wear can be purchased from the off-campus uniform store, 'Threads'.



As mentioned, 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.

2.5 ABSENCES

As an inquiry-based learning school, everyday is an important learning day as our teachers create authentic and meaningful learning opportunities for their students. As such, it is important that children are present regularly throughout the year. While extended days off, holidays and vacations are sometimes needed for various reasons, they do interrupt and impact students' educational progress, and are as such, not encouraged. If a child is absent for 20 school days or more, a fully-graded report will not be issued for that quarter/semester.

Please note: If a student has an unexcused absence for 20 consecutive days or 25 non-consecutive days, the student may face retention in the same grade, as per the KHDA-Parent contract.

2.6 LATE/ TARDIES

The building doors are open at 7:15 a.m. and classroom doors open at 7:25 a.m. Students are marked tardy after 7:40 a.m. Punctuality shows respect for others, classmates, and teachers. Late arrivals affect not only the student who is late but disrupts the entire group. Parents are requested to emphasize the importance of being on time with their children.

When your child is going to be late or absent from school, please email your child's teacher and divisional secretary well in advance to notify them. All unexplained absences will result in an email home confirming the absence and safety of your child.

Students who arrive late will be admitted to class. However, students arriving after 7:40 am will be marked late and this will reflect on their school report card.

2.7 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. KG1 - Grade 2 students will be dismissed directly from the classroom and should be collected by 2:50pm. Parents who have not picked up their child by 3:00pm, will receive a phone call and their child will wait in their classroom with a member of staff until 3:10pm. Students who have not been collected by 3:10pm will be walked to the Divisional Secretary on the ground floor to wait for their parents/guardians.

Students in Grade 3 - 5 should be met by their parents/guardians at the front of the school (Gate 1) at their class's designated collection spot. All students should be collected by 2:50pm. If students have not been picked up by 3:00pm, parents/guardians will be contacted. Parents who have not picked up their child by this time, will receive a phone call and their child will wait in the First Floor Library with their class teacher. Students who have still not been collected by 3:10pm will be taken to the Elementary Office on the first floor to wait for collection.

Please note the protocols below if you need to take your child from school early or there are changes to your pick-up arrangements:

1. Notify your child's class teacher by email the night before (or no later than noon of the day you will pick-up early) with your intended pick-up time.
2. Please copy the respective elementary secretary (Ms. Juliana or Ms. Shirley) in your email.
3. No early release will be allowed after 2:00pm Monday to Thursday or 11:00am on Fridays in order to reduce disruptions to other students' learning. When students come to school, they are expected to be here for the entire day.
4. All early releases must be pre-arranged and prior to the above times.

All bus students will be walked to their designated busses by the class Educational Assistant. Students participating in the After School Activities Program will also be walked to their designated location by an Educational Assistant. Parents are to pick up their children from the After-School Activity location.

2.8 PLANNED ABSENCES OUTSIDE 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.

2.9 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 Transfer Certificate form which is available on the DAA Parent Portal; 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 have a hardcopy of 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 with the school's Registrar's office at the earliest possible date. Again, remember that records cannot be released until all outstanding fees are paid and books are returned.

2.10 CAMPUS SECURITY

DAA guidelines for safety and security are detailed in a Security/Emergency 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 wear their ID cards with the yellow lanyard.
- Parent parking is not allowed on campus due to the limited number of parking spaces available at the school. Street parking is available for parents wishing to visit the school.

3.0 ELEMENTARY SCHOOL CURRICULUM

The Elementary School Division, KG1 through Grade 5, seeks to create an atmosphere of respect and trust where learning is exciting and challenging, where self-confident and enthusiastic students take initiative and productively use their time, and where each child is valued as a unique individual.

The first seven years of formal schooling are critical. During this period, children develop life-long attitudes towards learning and build a foundation in Literacy, Numeracy, Science, Social Studies



and Health. At the same time, they learn to work and play independently, in addition to working effectively within groups.

Through an inquiry-based, process driven learning experience, our students' learning experiences are relevant, meaningful and authentic. Our students delve into conceptual understandings and through the challenge and support provided by formative feedback, our students rise to the high expectations of learning at DAA.

Our vast array of educational technology tools allow our teachers to embed drones, hands-on coding, trips around the world with VR and so much more into learning. Innovation at DAA is a mindset and our Ed-Tech allows us to fully engage our students in the joy of being future focussed.

Leopard P.R.I.D.E (Perseverance, Respect, Integrity, Drive, Empathy)

Through positive reinforcement, explicit expectations and logical consequences we foster integrity in our students. Pride in school and themselves, a positive attitude in all they do, responsibility for their actions and acting respectfully at school and at home are our expectations of a Leopard.

FAQs

What standards are used to shape learning at DAA?

We utilize the Connecticut Common Core Standards in our unit and lesson planning. In addition, we use Next Generation Science Standards (NGSS); Connecticut Core and UAE Social Studies Standards; and UAE Moral Education Standards.

How do we teach Literacy?

At our elementary school, we have implemented a comprehensive literacy program that draws from a rich tapestry of educational resources, including the Connecticut Core Standards, TC Reading and Writing Project, UFLI, Heggerty, and the Grammar Project. This multifaceted approach ensures that our students receive a well-rounded and research-based education in Literacy. We align our curriculum with the Connecticut Core Standards to provide clear learning objectives, while the TC Reading and Writing Project offers best practices in literacy instruction, fostering a love for reading and writing. UFLI supports early literacy skills, Heggerty strengthens phonemic awareness, and the Grammar Project enhances language structure proficiency. Together, these resources create a dynamic and holistic literacy program that empowers our students with the skills and knowledge needed for lifelong success in reading and writing.

How do we teach Numeracy?

Numeracy learning is guided by the Common Core standards. Through our K-5 scope and sequence, our Numeracy learning is scaffolded across the grades to ensure age appropriate learning that challenges and supports our students in their learning. Our Numeracy program is a balance of foundational skills and conceptual understandings. Illustrative Maths is our main educational resource for Numeracy.

How do you teach Applied Sciences?

Through our inquiry approach to learning, students investigate essential & guiding questions linked to our cross curricular Applied Sciences units of inquiry primarily focussing on Science and Social Studies. Guided by the Next Generation Science Standards and the Common Core standards, students dive into deep conceptual and experiential learning experiences driven by answering questions or solving relevant real life problems. This is done by utilizing various resources, innovative technologies as well as the phases of the Inquiry Cycle (Tuning in, Finding out, Sorting out, Going Further, Making Conclusion, Taking Action). Through their investigations, children develop an appreciation for the process of learning, construct knowledge and apply their own understanding within school and beyond.

Do you have specialist subjects?

The Specialist areas in the Elementary School are PE, Swimming, Art, Music, Arabic and Islamic Education (Where Applicable). Our students engage in Art exhibitions, drama showcases, music concerts, sports days, track & field events, swim competitions, as they represent pivotal components of our excellent specialist subject areas program.

How are students with special educational needs supported?

At our elementary school, we are committed to providing unwavering support for students with special educational needs through a robust and inclusive framework. Our approach begins with in-class accommodations, where teachers work closely with our well-established Inclusion team to ensure that every student's unique needs are met within the regular classroom setting. This includes personalized accommodations to curriculum materials and teaching methods as required, so that students can access the curriculum at their own pace and in a manner that suits their particular learning style. We also employ a flexible approach with push-in support, where our Inclusion Team collaborates with classroom teachers to provide on-the-spot assistance, adapting lessons as necessary to address individual needs. Additionally, when a more intensive level of support is required, we offer pull-out sessions, allowing students to work in smaller, specialized groups with our dedicated Inclusion teachers, educational assistants, and learning support assistants. Our Inclusion Team, consisting of experienced specialists, works tirelessly to identify and address the unique challenges of each student, ensuring they receive the tailored support they need to thrive academically and socially. Together, these strategies create an inclusive and nurturing environment where all students can reach their full potential. At all times, parents are part of this inclusive approach, and updated on a regular basis.

How are English (as an Additional) Language Learners (ELL) supported?

At our elementary school, we prioritize comprehensive support for English Language Learner (ELL) students. In KG1 and KG2, students are expected to learn from exposure to, and immersion in the English language environment. In Grades 1 to 5, through WIDA assessments, we gauge each student's language proficiency level, enabling us to tailor instruction to their specific needs. Our English as Additional Language (EAL) teachers undergo specialized training to implement WIDA-based curriculum and teaching methods, ensuring ELL students receive appropriate challenges and support for language development. We offer targeted interventions and culturally inclusive materials, fostering an environment where ELL students feel valued and understood. Regular progress monitoring with WIDA assessments allows us to track language growth and adjust support plans as needed, ultimately empowering ELL students to excel academically and become proficient English speakers. Teachers and parents continually collaborate to support their students.

How are Gifted and Talented students supported at DAA?

In our elementary school, we are committed to nurturing the potential of our Gifted and Talented (GT) students through a thoughtful and systematic process of identification. We employ a rigorous protocol to identify these students, ensuring that their unique talents and abilities are recognized and cultivated. Within the regular classroom, our teachers provide in-class extensions, tailoring instruction to challenge and engage GT students, fostering an environment where they can thrive academically. Beyond the classroom, we offer an exclusive after-school club 'by invitation only,' providing a platform for GT students to collaborate, explore their interests, and engage in enrichment activities. In addition, we extend opportunities for these students to enroll in programs such as the Johns Hopkins Center for Talented Youth, offering them access to advanced

coursework and resources that further stimulate their intellectual growth. In this way, we are dedicated to providing a well-rounded and supportive environment that helps our GT students reach their fullest potential.

Beginning this year, 2024-2025, we have a dedicated Gifted and Talented teacher for identified students from Grades 2 to 5.

Goals of the Elementary School:

Through an enriched American curriculum, DAA will:

- Establish a firm foundation in the core curricula of Literacy, Numeracy, Social Studies, Science and Health, through an inquiry-based pedagogy;
- Enrich the curriculum through age-appropriate activities in classes such as Art, Music, Physical Education, Library Media, Robotics and Coding, Arabic Language, Islamic Education, and Counseling;
- 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.

3.1 FOUNDATIONAL SKILLS

The teaching and learning of foundational skills in the Elementary School is delivered through a combination of stand-alone and integrated cross-curricular units, anchored by the Connecticut Core Standards, Next Generation Science Standards, as well as the UAE Moral Social and Cultural Studies Standards. Students explore various concepts, skills and topics, and engage in learning opportunities tailored to their interests, utilizing the various processes and the Inquiry Cycle for acquiring and demonstrating new knowledge. Our one-to-one iPad program facilitates effective utilization of technology for creativity and research.

The Literacy program in the Elementary School integrates skills that include reading, writing, word study, speaking, listening and language usage. The development of these skills is supported through Columbia University's *Readers & Writers Workshop* approach, as well as through instruction using well-researched programs such as Heggerty, Handwriting Without Tears (KG1), the University of Florida Literacy Institute (UFLI) phonics program and the *Grammar Project*. In addition, students are introduced to many developmentally appropriate opportunities that encourage them to build their speaking, listening, communication and presentation skills.

The study of Numeracy includes foundational computation, problem solving and real-life applications, using various tools and strategies inclusive of technology. DAA utilizes **Illustrative Math** as a component of our math program, as well as other resources to provide concrete experiences that lead to conceptual understanding.

Our 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 where they apply their knowledge and understanding via identifying and working towards solving real-world problems. The engineering and design cycle is an integral aspect of the problem-solving process.

In Social Studies, students are prepared to become responsible and active citizens in a global society. They inquire into topics and engage in projects linked to relevant global issues. DAA uses a variety of instructional materials to support the program and integrates Arabic and global studies. The curriculum uses an inquiry model to teach all the Social Studies standards.

3.2 SPECIALIST SUBJECTS

In addition to the core curriculum, specialist programs (specials) for elementary students include Art, Arabic Language, Islamic Education (required for Muslim students), Music, Physical Education, Swimming and Library. Each special has a curriculum which supports the development of the child in their grade level. Health Education is also taught in tandem within the Physical Education (P.E.) Program.

3.3 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 each child, we provide an English Language Learners (ELL) program that uses the *sheltered immersion* model and WIDA program, as applicable, to support ELL students in the mainstream classroom.

3.4 INCLUSION (SEND)

In DAA's continued commitment to the Dubai Inclusive Education Policy Framework, the Inclusion Program (SEND) is available for students who require additional support in all grades. This support is designed to assist students to achieve grade-level standards, as well as challenge and extend students who are achieving above grade level in the mainstream classroom. The ES Inclusion Team provides planned accommodations, modifications, and teacher training and guidance.

3.5 COUNSELING SERVICES

Counselors support teachers and administration to ensure academic and behavioral success of each student. Counselors work with students individually, in small groups, and at the class level.

Counselors play an important role as part of the Inclusion Team, with SEND teachers and administrators, to help identify and monitor students who may have additional learning and/or social, emotional, or behavioral needs.

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

- Monitor results of MAP (Gr. 1 - 5) achievement assessment, and review achievement trends of individual students, classes, and grade levels;
- Proactively create a safe and positive school environment;
- Support implementation of Moral Education, while also facilitating the development of 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;

- Support core value education in world citizenship, universal values, leadership qualities and forward thinking;
- Facilitate small group counseling focused on friendship, listening, and study skills, or other areas identified by classroom teachers as beneficial to their students.
- Provide grade-level Guidance Counseling lessons which support Moral Education, presentations/classroom presentations;
- Organize and provide parent education sessions;
- Host individual meetings with parents/and or staff;
- Facilitate EA education seminars in conjunction with the Inclusion Department;
- Provide individual counseling with students;
- Support specialist classroom staff;
- Along with the ES Inclusion Team, make referrals to parents for educational psychological assessments and services.

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

3.6 ASSESSMENT

Student progress is reported to parents throughout the school year, as outlined below.

3.6.1 REPORT CARDS & PROGRESS REPORTS

Official **Report Cards** are issued twice a year, at the end of each semester. These reports included proficiency descriptors and teacher narratives which are an important part of Report Cards as our teachers ensure personal narratives with specific examples are part of the reports.

Official **Progress Reports** are issued twice a year, at the end of Quarter 1 and Quarter 3. These reports include indicators of progress made by each student towards achieving the curricular standards that are developmentally appropriate for each grade level. Teacher narratives are not included in these reports.

PROFICIENCY DESCRIPTORS

MASTERING (MST) Learner provides compelling evidence demonstrating the transfer of concepts, knowledge and skills as indicated by the stated learning outcome (standard). Observable evidence of this level will include skills such as evaluating, justifying, synthesizing, proposing, and defending.

ACHIEVING (ACH) Learner provides sufficient evidence to securely demonstrate the concepts, knowledge, and skills as indicated by the stated learning outcome (standard). Observable evidence of this level will include skills such as applying, analyzing, explaining, comparing, contrasting, organizing, and connecting.

APPROACHING (APP) Learner provides partial evidence to demonstrate the concepts, knowledge, and skills as indicated by the stated learning outcome (standard). Additional focus and practice are needed to develop and solidify the learning outcome. Observable evidence of this level will include skills such as identifying, using/employing, classifying, completing, re-phrasing, summarizing, and describing.

DEVELOPING (DEV) Evidence provided by the learner has just begun to demonstrate the concepts, knowledge, and skills as indicated by the stated learning outcome (standard). Observable evidence of this level will include skills such as recalling, identifying and repeating.

NOT ASSESSED (NTA) Learner was not assessed on a particular learning outcome (standard).

3.6.2 PARENT/TEACHER/STUDENT CONFERENCES

Parent/Teacher/Student Conferences are held in both semesters. The first conference is designed for teachers and parents to share information that will ensure their child has a successful year. In Semester 2, the school holds Student Led Conferences which are an opportunity for the students to share their work and set goals with their parents. Conferences may also be scheduled by request of either the teacher or the parents with Specialists. In addition, all teachers are available to meet with parents throughout the year, with prior appointments.

3.6.3 PROMOTION/RETENTION

Students that successfully complete the educational requirement of each 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.

4.0 BEHAVIORAL GUIDELINES

4.1 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 throughout their lives.

Our learners are encouraged to demonstrate the Leopard PRIDE attributes of Perseverance, Respect, Integrity, Drive and Empathy in all that they do at school and beyond. Their efforts are often recognized through receiving Leopard Pride Certificates based on the Behavior Matrix below.



ELEMENTARY BEHAVIOR EXPECTATIONS MATRIX

EXPECTATIONS					
	RESPECT for Self	RESPECT for Others	RESPECT for the Environment	RESPECT for Learning	
S E T T I N G S	All Settings	<ul style="list-style-type: none"> -Give your best effort -Dress, speak and act appropriately -Persevere, even when things seem challenging - Demonstrate integrity at all times 	<ul style="list-style-type: none"> -Be kind -Use good manners and appropriate language -Empathize with others feelings 	<ul style="list-style-type: none"> -Recycle -Keep your school clean -Treat school property with respect 	<ul style="list-style-type: none"> -Be prepared with resources and supplies -Respect what others say and do -Be a good listener
	Hallways	<ul style="list-style-type: none"> -Walk to the right in single file -Use indoor behavior and voice 	<ul style="list-style-type: none"> -Use an indoor voice level -Respect others personal space 	<ul style="list-style-type: none"> -Keep your school clean -Enjoy others displays and space 	<ul style="list-style-type: none"> -Remember to walk without disturbing other classes
	All Learning Spaces	<ul style="list-style-type: none"> -Work quietly -Make good choices 	<ul style="list-style-type: none"> -Respect equipment - Wait your turn - Leave things in their proper places 	<ul style="list-style-type: none"> -Keep area tidy - Replace the things you use - Eat and drink elsewhere 	<ul style="list-style-type: none"> - Share with others - Use appropriate sites - Use equipment appropriately
	Gym	<ul style="list-style-type: none"> - Use appropriate dress/footwear - Use an indoor voice - Focus on the speaker - Participate 	<ul style="list-style-type: none"> - Encourage others to do their best - Follow the expectations 	<ul style="list-style-type: none"> - Respect equipment - Keep it clean - Food/drink free area 	<ul style="list-style-type: none"> - Use your listening skills - Know and practice expectations - Pay attention
	Outside	<ul style="list-style-type: none"> -Play safe -Follow instructions and rules 	<ul style="list-style-type: none"> -Respect others personal space -Use good manners and appropriate language -Be a good sport 	<ul style="list-style-type: none"> -Place litter in the garbage -Respect school property -Recycle 	<ul style="list-style-type: none"> -Follow instructions and expectations -Be kind to classmates
	All Eating Areas	<ul style="list-style-type: none"> -Put your things away - Make healthy food choices -Use proper manners 	<ul style="list-style-type: none"> -Speak in an appropriate voice and only to the people at your table. -Keep your space clean 	<ul style="list-style-type: none"> -Treat furniture appropriately -Inside behavior 	<ul style="list-style-type: none"> -Use listening skills -Use your good manners.
	Assemblies and Presentations	<ul style="list-style-type: none"> -Be a good listener -Keep your eyes on the speaker 	<ul style="list-style-type: none"> - Respect the speaker - Be a good listener 	<ul style="list-style-type: none"> - Food/drink free area - Respect property 	<ul style="list-style-type: none"> - Sit appropriately with your group
	Field Trips	<ul style="list-style-type: none"> -Dress, speak and act appropriately -Be curious 	<ul style="list-style-type: none"> -Use good manners and appropriate language 	<ul style="list-style-type: none"> -Place litter in the garbage -Recycle -Respect property 	<ul style="list-style-type: none"> -Follow instructions and expectations -Be kind to classmates -Be a good listener
	On the Bus	<ul style="list-style-type: none"> - Travel safely - Sit appropriately - Follow bus expectations - Follow indoor behavior expectations 	<ul style="list-style-type: none"> - Be polite - Use an indoor voice level - Demonstrate courteous behavior - Follow the bus expectations 	<ul style="list-style-type: none"> - Care for the bus - Wait in designated areas - Food/drink free area - Respect property 	<ul style="list-style-type: none"> - Inside behavior

4.2 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 parents.

We value having students follow agreed upon 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 and a valuing of strong student integrity that focuses on looking at misbehavior as an opportunity for learning and takes a restorative rather than punitive approach.

Our Discipline Philosophy:

When a child is struggling with reading, we teach strategies to read.

When a child is struggling with math, we teach strategies to solve problems.

When a child is struggling with behavior, we teach strategies to solve problems.

4.2.1 Expectations and Process

To ensure our school is a safe and respectful learning environment, we will undertake the following with staff and students;

- School leadership will review behavioral expectations with the school.
- Teachers will review the behavior expectations with their students.
- Teachers will build positive relationships with students and parents to proactively ensure integrity is demonstrated by all their students.
- Staff will ensure they reinforce and recognize positive behavior.
- Grade administrators and counselors will work with teachers in support of behavioral issues.
- Teachers will ensure follow-up by email and/or phone call (when appropriate) with parents regarding inappropriate behavior.
- When student safety and/or continuous disruptive misbehavior occurs, the grade level administrator will become involved.
- For behavior that involves safety issues or egregious disrespect, an in-school suspension, out-of-school suspension and/or expulsion are consequences at the avail of grade level administrators.

4.3 SCHOOL EXPECTATIONS

4.3.1 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 Elementary Office/s and teacher as soon as possible. The Office/s will issue a 'release note' at the designated time/day; this will allow the parent to collect their child from the class. Parents may not go directly to the classroom during instructional time. No early dismissal shall be permitted within the final 45 minutes of the school day.

4.3.2 DAMAGE TO SCHOOL PROPERTY

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

4.3.5 IPADS

iPads are provided by the school for students from K-5, for the purpose of creation and active engagement in learning activities. The iPads remain the property of DAA and are provided to students as a loan. Students are responsible for caring for the iPads at all times while in use. Parents sign an iPad Acceptable Use Policy, which highlights procedures in case of loss or damages to the iPads caused by negligence. Students are to receive the iPads only after the Acceptable Use Policy has been signed and returned to the classroom teacher. Students have access to a wide array of apps. Periodical review of the list of apps is conducted, to ensure alignment with curricular goals.. Students and teachers are expected to establish essential agreements with regards to the use and care of the iPads at the beginning of the year.

K-5 students do not take their iPads home, unless it is for a specific learning objective. In the event that the iPads will be sent home, parents will be informed ahead of time.

4.3.6 PHYSICAL EDUCATION (P.E.) CLOTHING

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

4.3.7 LOCKER/CUBBY

Each student in Grade KG1 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.

4.3.8 NUTS, CANDY, CHEWING GUM AND CARBONATED DRINKS

As students at this age are less able to manage their health conditions without the support of adults, the Elementary School has been designated as a no-nut environment. DAA does not serve any nuts in our cafeteria through our caterer, Slices. The school has installed Epipen cases to ensure that they are in close proximity to classrooms, as well as any key areas of activity.

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.

4.3.9 POOL/GYMNASIUM SAFETY

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

4.3.10 SUPERVISION BEFORE AND AFTER SCHOOL

Morning

The school doors are opened to allow students to enter the building at 7:15 a.m. Students are then to wait before going to their classrooms at 7:25 a.m. Whilst students are waiting for classroom

doors to open, KG1-Grade 2 students are required to be supervised by their adult guardian. Grade 3-5 students, however, are permitted to wait independently in the designated spaces provided on the First Floor.

Afternoon

KG1 to Grade 2 students are dismissed from the classrooms at 2:45 p.m. Students are escorted by an adult to the buses, or should be collected promptly from their classroom by their parent/s or a designated guardian. Grades 3 to Grade 5 students are dismissed at 2:45 p.m., and should be met promptly by their parent/s or other designated guardian at the pick-up points as shared by their homeroom teacher. Students riding the school buses are escorted by an adult to the buses. Waiting in halls or in direct eyesight of students distracts them and the teachers, hence disrupting student learning. So, parents, guardians and drivers are kindly asked to wait in the Foyer/Atrium, or other common reception area spaces, and not in the hallways or in front of classroom windows.

If a child is involved in a school-sponsored, after-school activity, the student should be met promptly at the completion of the activity at the designated meeting point. All students will be escorted by an adult to their after-school activities.

KG1 - Grade 2 students will be dismissed directly from the classroom and should be collected by 2:50pm. Parents who have not picked up their child by 3:00pm, will receive a phone call and their child will wait in their classroom with a member of staff until 3:10pm. Students who have not been collected by 3:10pm will be walked to the Divisional Secretary on the ground floor to wait for their parents/guardians.

Students in Grade 3 - 5 should be met by their parents/guardians at the front of the school (Gate 1) at their class's designated collection spot. All students should be collected by 2:50pm. If students have not been picked up by 3:00pm, parents/guardians will be contacted. Parents who have not picked up their child by this time, will receive a phone call and their child will wait in the First Floor Library with their class teacher. Students who have still not been collected by 3:10pm will be taken to the Elementary Office on the first floor to wait for collection.

Elementary School 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 an email 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 School Receptionist or the Elementary School Secretary as appropriate.

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

4.3.11 ACADEMIC HONESTY

Honesty in school work 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.

5.0 RESPONSIBLE USE AND POLICY GUIDELINES

5.1 TECHNOLOGY - ACCEPTABLE USE POLICY

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.

Revisions to the Social Media Policy are anticipated and will be communicated as soon as they are available.

5.2 PRIVILEGES, RIGHTS, RESPONSIBILITIES

1. Access to the school Network and the Internet is a privilege and vary according to the age/grade of the student.
2. All students will be required to submit a parental consent form prior to activation of the student's access privilege.
3. The generally accepted rules of Network Etiquette will be followed. In brief, they are:
 - Upon receiving your network folder, you will be given a password. Under no circumstances should you provide your password to another person.
 - Do not violate copyright by distributing material owned by others over the Internet.
 - Report any threatening or abusive communications you receive to a faculty member or the Director of IT.

5.3 ACCEPTABLE USE

1. All students will have access to the school Network and to the Internet.
2. The students' right to free speech applies to their communication on the Internet. However, they should expect only limited privacy since Internet traffic can be tracked on the school's server. **Network administrators, teachers, and parents have the right at any time to request to see the content of their files.**

5.4 UNACCEPTABLE USE

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.

AUP Students

AUP Parents

5.5 CONSEQUENCES OF VIOLATIONS BY STUDENTS

- First violation: device taken by the teacher for the remainder of the day.
- Second violation: device taken for a time determined by the teacher (greater than one day). Parents called..
- Third violation: device taken away by the teacher. Student will meet with the grade level administrator and parents will be called in to meet with student, teacher and grade level administrator. Denial of access to the network for a length of time will be determined and suspension or possible expulsion will be determined after this meeting.

Please note that the level of discipline issued may vary from the above outline, based on the severity of the incident; specifically, some of the previous steps may be bypassed depending on the situation.

5.6 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.

5.7 STUDENT 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.

5.7.1 PHOTO USAGE/IDENTIFICATION

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

6.0 STUDENT SERVICES

6.1 LIBRARY AND MAKERSPACE SERVICES

The Libraries are located on the ground floor next to the cafeteria, and on the first floor.. Both libraries have over 15,000 items, including print books, e-books, audio-books, read-alongs, and magazines. The libraries also contain computers with Internet access, a Clever-Touch board, and the Follett Destiny system (online catalog). Destiny allows students, teachers, and family to find books and other library materials via the Destiny app and can be utilized on any computer, iPad, or mobile phone at any time.

Students receive direct instruction in age-appropriate material search and location, database usage, and general research skills during their library visits. They also learn about the different literature genres along with skills and techniques that directly relate to Literacy learning in their classroom.

In the Makerspace areas, Leopard Lab and Cub Lab, students are able to explore using inquiry learning, while sharpening their problem solving and innovation skills. They accomplish this by utilizing a host of robotic, coding, Lego, and creative materials that will change periodically. Students are able to work individually or collaboratively, as required.

DAA elementary students may also have access to the other divisional libraries, at the discretion of their teacher, in order to meet their individual needs.

6.1.1 LIBRARY ADMINISTRATIVE GUIDELINES - ELEMENTARY

1. Grades KG1-5 students may check out five library resources at a time. Items are checked-out for ten days.
2. Students cannot check-out books or other library items on their parent's library account unless written instructions from the parent are given to the library.

3. If a student or parent has overdue items, library materials cannot be checked out until the overdue items are returned. Students can return library materials anytime 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 email.
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 parent 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 parent.
6. Damaged books that cannot be put back into the collection will need to be replaced. The parent 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 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 all books or materials are cleared.
8. Students who withdraw early must return library materials so their clearance form can be signed.

6.2 SCHOOL HEALTH OFFICE

There is one School Health Office at DAA. Health Office 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.

From the Health Office:

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 7:25 AM - 3:30 PM at 0543077458 and we will do our best to assist you.

6.2.1 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.

Kindly Note: If a student does not have their Health Forms updated and submitted to the Health Office, they will not be allowed to participate in any Field Trips.

6.2.2 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 37.5c/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 s/he attends class.
- **Colds:** Consider keeping your child at home if s/he 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 call or inform the receptionist at 0543077458 or preferably email the teacher. Both should be done before 7:40 a.m.. They 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.

6.2.3 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 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.

6.2.4 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 and Educational Assistants 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 in some cases.

6.2.5 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.

BCG – Tuberculosis

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

OPV/ IPV – Injectable/ Oral Polio Vaccine

HIB - Haemophilus influenza B

MMR – Measles, Mumps, Rubella

Varicella – Chicken Pox

Td – Tetanus, Diphtheria

HEP B – Hepatitis B

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

PVC Pneumococcal

6.2.6 FUN IN THE SUN

The sun and heat in Dubai are intense. Soaring temperatures can cause rapid dehydration and sunburns. Please purchase a DAA 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 sunburn and skin damage. School Spirit Hats are available at the Leopards' Den.

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. Please label the bottle with a permanent marker to ensure that it is returned to your child, in case it is lost or misplaced.

National Immunization Program

Age Vaccine	Birth	2 Mos	4Mos	6 Mos	12 Mos	18 Mos	5 - 6 Years
BCG	BCG						
Diphtheria, Pertussis, 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

6.3 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, sugary treats, chocolate 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.

6.4 LOST AND FOUND SERVICES

Lost and found items are kept in a cabinet by the ES reception on the ground floor and a cupboard outside the first floor office. Students are encouraged to check these areas frequently. Watches, jewelry, and glasses are usually kept with the Principal's secretary for the first week, and then handed over to the Security Office. Any unclaimed items are donated to charity before each long holiday.

6.5 BUS TRANSPORTATION SERVICES

Bus transportation to Dubai American Academy is available via STS. Information on their services is available on our website: www.gemsaadubai.com under the heading of Admissions/Transport or with the division secretaries. 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.

6.5.1 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 their child.

STUDENT RESPONSIBILITIES

1. Students **MUST** treat the school bus monitor and bus driver with the same respect as they would their teachers.
2. Students **MUST** remain seated and wear their seatbelts throughout the bus journey, regardless of whether the bus is moving or still.
3. Students **MUST** be respectful at all times.



4. Students **MUST** speak quietly throughout the bus journey.
5. Students **MUST** be sitting forward on their seats at all times.
6. Students **MUST** keep the aisles and walkway clear at all times.
7. Students **MUST** report problems to the monitor and/or bus driver.
8. Students **MUST** be courteous when getting on and off the bus.
9. Students **MUST** only travel on their designated bus. If a temporary change is required, students **MUST** inform those involved (parents/school).
10. Students **MUST** be ready and on time for both departure and pickup.
11. Students **MUST** keep window curtains closed at all times.

DAA expects students to behave in a manner that is in line with the school's Behavior for Learning Guidelines when riding on any bus.

Any incidents that occur on the bus should be reported to the bus driver and STS Manager for immediate follow-up in consultation with Elementary School Administration.

6.6 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 various options for students. Some activities that have been offered in the past include soccer, cooking, arts and crafts, dance class, coding, Drama, Mad Science, karate, yo-yo, horseback 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 - 1hr in length and usually meet once a week for 8-12 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.

7.0 HOME/SCHOOL COMMUNICATION

Communication between parents and school is a high priority at DAA. Parents receive notices throughout the year about school events. Classroom teachers send weekly updates via Seesaw every Friday.

Seesaw is a platform we use to welcome parents into the life of the classroom and share student experiences, learning & successes. Once registered, parents will receive regular updates of their child's learning experiences while at school. We encourage parents to use Seesaw as an easy and quick communication tool with their child's class teacher.

Information is also available on our website at www.gemsaa-dubai.com.

7.1 BI-WEEKLY UPDATE

A bi-weekly newsletter with Elementary School news will be sent out from the Principal's office. This newsletter highlights important information, school events, and student and divisional achievements.

7.2 SPOTS NEWSLETTER

Parents will receive bi-weekly notices and important information throughout the year via our whole-school newsletter, **SPOTS**.

7.3 BACK TO SCHOOL NIGHT

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

7.4 POWER SCHOOL

PowerSchool is DAA's electronic student management system where student information will be collected and stored. The parent portal will be a gateway into the system giving parents access to real-time information that will include attendance in elementary school. Everyone stays connected.

7.5 CELEBRATIONS/BIRTHDAY PARTIES

We celebrate each student's birthday within the classroom. Please contact your child's class teacher ahead of time regarding food and celebratory items appropriate for the occasion.

Guidelines:

- Duration should be about 20 minutes at the end of the day.
- Should parents choose to share edible Birthday treats, these treats will have to be purchased from the pre-approved list of treats shared by homeroom teachers at the start of the year. These treats will need to be individually wrapped and produced in a commercial vendor.

7.6 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.

7.7 APPOINTMENTS WITH SCHOOL LEADERSHIP AND COUNSELORS

While you are always welcome in the Elementary School, we strongly encourage you to contact the appropriate secretary to schedule appointments with the Elementary Leadership Team 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, please contact the divisional secretary to set up a meeting with a member of the leadership team..

7.8 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.



7.9 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 or email to let us know who will have guardianship responsibilities.

7.10 DAA 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 Spring Family Festival.

7.11 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.

7.12 HOME LEARNING

Our elementary school's home learning policy is designed to promote a balanced approach to learning outside the classroom.

We believe in fostering a love for reading, and to that end, students are encouraged to spend at least 15 minutes each evening engaged in independent or shared reading. They are asked to record their reading time in a reading log, which not only helps them track their progress but also serves as a valuable tool for teachers to assess their reading habits and offer support as needed. Additionally, from time to time, students may also be assigned phonics and word work to build on their foundational reading skills.

A portion of home learning also includes practicing numeracy skills to reinforce concepts covered in class, and build on number fluency, recall and automaticity.

This approach allows our students to develop strong literacy skills, a lifelong love for reading, and solid foundational numeracy skills while still having ample time for other activities and family engagement.

7.13 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, a completed health declaration form and vaccination certificate. We cannot accept phone permission.

8.0 ELEMENTARY TRIBES



Tribes is our house system in the elementary school which was inspired by the UAE cultural history & tribal value system which enabled the UAE to become a transformational leader in the realms of innovation, tolerance and global welfare. This initiative is intended to help bring our community closer, by availing more connection opportunities for our staff, students as well as parents, and to highlight the value of diversity. Tribes will be used as part of our revised elementary behavior support & motivation system.

Every student and staff member will be assigned a tribe. All members of our community will wear their Tribes T-shirts every Friday and will engage in Tribes events. Student Tribes T-shirts will be available for purchasing at the Leopard's Den.