



ELEMENTARY SCHOOL
PARENT STUDENT
HANDBOOK
2018/2019

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OUR MISSION

AT UNIVERSAL AMERICAN SCHOOL WE PROVIDE A

CHALLENGING

INQUIRY-BASED AMERICAN AND INTERNATIONAL EDUCATION

THAT **EMPOWERS** STUDENTS TO BE
CARING INDIVIDUALS
CRITICAL THINKERS
RESPONSIBLE GLOBAL CITIZENS

OUR BELIEFS

WE BELIEVE THE UNIVERSAL AMERICAN SCHOOL
COMMUNITY SHOULD:

- Challenge themselves academically, artistically and athletically
- Think and act critically, creatively and independently
- Communicate proficiently in English and at least one other language
- Be internationally-minded leaders who participate in local and international projects that better humanity and contribute to a sustainable and peaceful world
- Conduct themselves in a principled manner
- Enjoy positive self-esteem and a healthy lifestyle

IB PYP LEARNER PROFILE

The UAS Elementary School's PYP program promotes the following attributes for all students:

- Inquirers
- Knowledgeable
- Thinkers
- Communicators
- Principled
- Open-minded
- Caring
- Risk-takers
- Balanced
- Reflective

UAS AMERICAN & INTERNATIONAL EDUCATIONAL PROGRAMS

Students at the Universal American School (UAS) are empowered and nurtured to be caring, critical-thinking, responsible, open-minded global citizens. Much of what has been developed and implemented in American education systems relates to the aspiration that all children can learn, thrive, and be successful. American schools are known for the openness to creativity and holistic educational approaches, individuality, and open-mindedness among educators and students alike. This educational paradigm is a reflection of the American ideals of freedom, equality, and voice. At UAS, that perspective is grounded in an international context that is complemented by the mission and vision of the International Baccalaureate (IB). The IB provides the lens through which we define what it means to be an internationally-minded individual.

Curriculum

Curriculum' is defined as the program of study that a school offers. At UAS, we see it as our agreement with our parent community on what we teach in our classrooms. There are two key dimensions to our 'curriculum' at UAS- the framework provided by both IB programs as well as American educational standards.

Neither the IB nor the CCSS is a curriculum. A curriculum is the detailed plan for day-to-day teaching. Curriculum decisions, including which textbooks and programs to use, are made by the school or district, not by the IB or the CCSS.

For UAS, the curriculum is guided by the school leadership team and is in compliance with the Dubai Knowledge and Human Development Authority (KHDA) specifications.

The American curricular model emphasizes a rigorous, yet inclusive educational experience, where all students can achieve success. This approach provides students with a wide variety of opportunities and strong levels of general knowledge and skills, as compared to a more specialized track of learning in other systems around the world. The American model is driven by educational standards, or outcomes, which define what a student should be able to know, do, and understand. UAS follows the Project American Education Reaches Out (AERO) Common Core Plus standards. AERO is a project supported by the US State Department's Office of Overseas Schools and the Overseas Schools Advisory Council to assist schools in developing and implementing standards-based curricula.[2]

The IB programs provide the framework of what it means to be an internationally-minded learner. At UAS, the IB Primary Years Program (PYP) encompasses prekindergarten through grade 5, and the IB Diploma Program (DP) extends to grades 11 and 12. While grades 6-10 have not formally adopted the IB's middle level program, UAS has identified and implemented

consistent elements of the international framework. IB programs define themselves as developing students "who will build a better world through intercultural understanding and respect." This includes an emphasis on students thinking critically and challenging assumptions, considering both local and global contexts, and developing as multilingual learners.[3]

Both the IB and the UAS mission and beliefs go hand in hand. The IB programs' frameworks, driven by US curriculum standards, give UAS a strong and coherent combination that meets the diverse needs of our student body.



ES SCHOOL HOURS

7:30	Students begin gathering on the playground under UAS staff supervision
7:40	Students line-up at assigned homeroom location (KG2-Grade 5)
7:55	School day begins (KG2-Grade 5)
8:00	School day begins for PreK and KG1
12:45	School day ends for PreK and KG1
3:00	School day ends for KG2
3:10	School day ends for Grade 1 through Grade 5
3:25	School busses depart UAS
3:25	Students on campus must be supervised by an adult



AFTER SCHOOL ACTIVITIES

The After School Activities (ASA) program is designed to provide students with learning, social and recreational experiences beyond the school day. ASAs are offered during two sessions during the school year for students in Grade 1 through Grade 5. Parents are asked to monitor the Principal's Blog and Director's Newsletter for the activity dates and sign-up process information.

Class attendance is mandatory for the entire school day before a student may attend an extracurricular activity (ASA and Junior Scorpion Athletics). Participation in extracurricular activities is an additional responsibility that should not conflict with the student's primary academic responsibilities. Once a student has registered for an activity it is expected that they honor their commitment to this activity.

If the activity has a fee associated with it, payment must be received by the school prior to the first session. These activities run from 3:10-4:10.

AFTER SCHOOL CARE

The After School Activities (ASA) program is designed to After School Care

Children from Pre-K and KG1 are engaged in various activities that support their regular classroom learning. They have exploratory play with various materials and focus on planning and building different structures. The children have many opportunities to engage in activities that help develop their gross and fine motor skills. The after school program encompasses activities that promote language development like storytelling, read alouds, songs and moving to music. As part of the program since it is developmentally appropriate, it is compulsory for Pre-K children to nap KG1 children may nap as needed. On days when the weather is cooperative, the children actively explore the playground with their after school care friends. The purpose of the program: To lengthen the school day for Pre-K and KG1 children in order to assist parents who cannot commute 2 times to the school and to give children more opportunities in a relaxed class setting to further develop their social skills like sharing, communication skills, solving problems and following directions.

For more information and to register for a spot contact our Early Years Coordinator, Rianne Fox
rfox@uasdubai.ae

ATTENDANCE

ARRIVAL FOR KG2 - GRADE 5

Students who arrive prior to 7:30 should be supervised by a parent, guardian, or other responsible adult. At 7:30 UAS staff supervision begins on the playground.

Students in KG2 - Grade 5 will be called to line-up by homeroom at 7:40. Students who arrive after 7:55 will be marked tardy.

Students who arrive to school after 7:55 must receive a **"Blue Slip"** pass to enter the classroom from the UAS Attendance Office located on the ground floor lobby area.

ARRIVAL FOR PREK AND KG1

Upon arrival, students put their belongings in their cubby and proceed to the EC playground. Students who arrive prior to 7:30 should be supervised by a parent, guardian, or other responsible adult. At 7:30 UAS faculty supervision begins on the small playground.

7:55 the whistle blows and students line-up by homeroom and proceed into the building.

8:05 attendance is taken. If the child is not in the class at this time, the parent/caregiver must drop the child at the classroom. That person must proceed to the UAS Attendance Office to receive a **"Blue Slip"** pass in order for the school to correct attendance records.

DISMISSAL

Students will be dismissed in the following manner:

PreK and KG1 students will be dismissed in the following manner:

- 12:35 bus students will be taken to the bus area and passed over to their respective bus monitors.
 - 12:40 students registered in after school care will be taken to the ASC room.
 - 12:45 students will be dismissed. Parents are to pick-up their child at their classroom.
- KG2 will be dismissed at 3:00. Parent are to pick-up their students at the KG2 classroom. Students taking school transportation home will be escorted to the bus area by the classroom assistant.
- Grade 1 will be dismissed at 3:10. Parent are to pick-up their student from the classroom. Students taking school transportation home will be escorted to the bus area by the classroom assistant. Students participating in an ASA are to be escorted by a staff member to that ASA.
- Grade 2 through Grade 5 students will be dismissed from their classroom at 3:10. Students participating in an ASA and/or Junior Scorpions are to go directly to that ASA.

UAS is not responsible for students who are at school prior to 7:30 a.m. or after 3:25 p.m. unless they are in a UAS sponsored activity.

Students not riding the school transportation, not attending an ASA, nor participating in Junior Scorpions

should be promptly picked-up at the end of the school day by 3:25.

A parent should notify the homeroom teacher and ES Office in writing/email if the child is to depart campus with someone other than the designated member of the household. If a student needs to ride home on a bus other than their designated bus, the transportation department must be notified by 10:00 am.

LEAVING CAMPUS EARLY

When a student needs to leave campus prior to regular dismissal time, the designated family member must sign the student out at the UAS Attendance Office. Parents wait in the Reception Area for their child. The child will be brought to the Attendance Office by ES Office staff.

Upon leaving campus the exit pass must be displayed to UAS security.

If the student is departing campus due to an illness, he/she will be signed out through the Health Clinic and UAS Attendance Office.

EARLY DISMISSAL TUESDAYS

The purpose for Early Dismissal Tuesdays are for staff development.

PK and KG1 will dismiss at their normal time of 12:45, following normal dismissal procedures.

Grades KG2 through Grade 5 will be dismissed at 2:00 pm on Early Dismissal Tuesdays. Normal dismissal procedures will be applied at the earlier time. No students are to remain on campus after 2:15 pm unless they are signed up for after school activities.

Early Dismissal (other than Early Dismissal Tuesday)

Occasionally students will be dismissed at noon during the school year. School transportation will leave at 12:15. All students are expected to have left campus by 12:15. Parents will be notified well in advance of these early dismissal days, and these days will be noted

ATTENDANCE & ABSENCES

Timely and regular attendance is required by all students at Universal American School Dubai. When a student is absent parents must contact the school at 04 232 5222 ext. 5 to leave a voicemail or email the school attendance@uasdubai.ae.

If a student has a prolonged absence due to an illness, parents are asked to contact the homeroom teacher after the third day of absence. Parents are asked not to send their child to school if she/he is unwell. A child must be free of fever for 24 hours before returning to school. If the child does not attend school due to an illness, she/he should not attend after school activities for that day.

Anticipated absences should be communicated to the homeroom teacher. UAS asks that families refrain from vacations, extended leaves, etc. during the academic school days. Per KHDA regulation, a student should be in attendance for 88% of the school year for end of year grade level promotion to occur.

When absences accumulate to 10 or more days the student's learning may be significantly impacted, thus the administration and/or counselor may arrange for a family meeting to discuss the impact of the absences.

ELEMENTARY PE ATTENDANCE POLICY

Students who are well enough to attend school will swim and take part in PE activities with the following exceptions:

- Ear infection (swimming only)
- Menstruation (swimming only)
- Cast on an injured or broken limb
- Uncontrolled asthma

Any note to excuse a pupil from PE activities must be written by a doctor and have a clear diagnosis, time frame for removal from the activities, and a treatment plan. If a student becomes ill during the day, he/she will be sent to the school clinic for a written excuse note for

BEHAVIOR MANAGEMENT SCHOOL-WIDE PROCESS

Mission Statement

The UAS Elementary School must be a safe, orderly, and productive environment where teachers can teach and students can learn.

Definitions

- Mischievous Behavior - A behavior that disrupts the learning process within the classroom or a non-compliance with basic recess expectations.
- Severe Behavior - A behavior that stops students from learning, stops the teacher from teaching and/or an unsafe (physical and/or emotional) environment.
- Intervention - A strategy to promote and reinforce appropriate school and social behavior.
- Consequence - A school action that is designed to extinguish an inappropriate behavior. Consequences may range from a brief time out to an in-school suspension to an out-of-school suspension.
- SUPER Scorpion Tickets and Classdojo points will be used to reinforce students who are being Safe, United, Principled, Engaged, and/or Respectful.

Procedures

- Classroom teachers will first address and resolve any mischievous behavioral issues. Any severe behavioral issue will be an immediate referral to school administration. Parent communication should occur from teacher to parent.
- A continuation of a mischievous behavior will be a referral from the classroom teacher to the school administrator.
- Any severe behavioral issue will be an immediate referral to school administration. Parent communication will occur from school administrator to parent.
- Once the student is referred to the school administrator the following process will occur:
 - The student will complete a behavior reflection sheet to indicate the student's understanding of the administrative referral.
 - The school administrator will interview the referring person.
 - The school administrator will review the student behavior reflection sheet, interview the student, discuss the situation and determine the events of the referral. The administrator may interview more students and/or adults to determine the facts of the referral.
 - If the referral mandates a consequence, the school administrator will administer the appropriate level of consequence with the student.
 - The school administrator will contact the parent to review the referral findings, consequences administered and future behavioral expectations.
 - The school administrator may make a counselor referral as deemed appropriate.

BIRTHDAY PARTIES

Birthday party celebrations are allowed to take place on the 3rd Monday of each month on a specific day to be set by the homeroom teacher. This is a time for classmates to celebrate all the children who have birthdays in that particular month. Snacks must meet the UAS food guidelines.

With prior agreement with homeroom teacher, parents are allowed to join the celebration and bring a snack for celebration. If a family chooses to give out treat bags, the snacks must meet the UAS food guidelines.

Siblings, cousins or friends from other classes may not join the class celebration.

The school will not distribute external birthday party invitations.

CAMPUS VISITATIONS

Parents and family are welcome to visit the elementary school. Parents are asked to obtain a UAS Parent Identification card and display this card whenever on campus. The intent is to have a visitation that is beneficial for the family and least disruptive to the learning process.

During School Day

If a parent would like to visit campus, the school asks for the following in order to reduce learning distractions: Please schedule the time and day with the ES office staff

- The ES office staff will arrange the visitation with the classroom teacher
- Upon arrival to school, please check-in with the ES office staff (please do not go directly to the classroom or cafeteria)
- Please check-out at the ES office upon departure

Before/After the Student School Day

- Please contact the teacher via email to establish and coordinate a mutually agreed meeting time for a formal meeting
- Teachers are available for “drop-ins” for a brief meet after school dependant upon their school sponsored after school activity, meeting and/or tutorial commitments. Therefore it is always best to contact via email to determine teacher availability.

COMMUNICATIONS

Teacher Blog

Teachers will communicate on a weekly basis with their students families via the “Teacher Blog”. Parents must subscribe to their child’s Teacher Blog at the beginning of the school year. The Teacher Blog will contain classroom information, current and future student learning, upcoming classroom/school events, and class calendars. These blogs will be posted no later than Sunday morning for that school week.

Principal Blog

The ES School Administration will communicate on a weekly basis with ES families via the “Principal Blog”. Parents must subscribe to the Principal’s Blog at the beginning of the school year. The blog will contain information highlighting school events, upcoming school event calendar, school information and insights into the student learning. Access to the ES Principal Blog is <http://sites.uasdubai.ae/uasdubaies/>

Email

All ES school faculty may be reached via UAS email. The email address format is: firstinitiallastname@uasdubai.ae (ie. schattman@uasdubai.ae). Please allow a maximum of a 1 school day turnaround for return email communication.

Weekly UAS Newsletter

Every parent will automatically receive the UAS Newsletter on a weekly basis via email. This emailed newsletter will contain messages from the UAS Director, the PTSO, the UAS Athletic and Activity Coordinator, and the three divisional principals.

Addressing Concerns

It is important that family and/or school concerns are addressed in a transparent, respectful and resolute manner. Therefore, the following steps are asked to be followed for productive conflict resolution:

- The teacher-family is the first point of contact as a concern is identified.
- The family-principal, assistant principal, EY Coordinator or counselor is the second point of contact for a continuing concern as needed.
- If a concern persist, the principal will be the point of family-school contact for concern resolution.

ES COUNSELING SERVICE

The elementary school employs two full time counselors (PreK-Grade 1, Grades 2- Grade 5). The counselors are available to assist students each of the domains social, emotional and personal. In addition, the counselors coordinate the resources of the school to assist children with particular academic, social or emotional problems.

Counselors deliver a standards based program that supports continued personal growth. The counseling program includes class visits regarding: social skills; conflict resolution; study skills; goal setting; small group/individual sessions with students; parent workshops with resources; consultations with teachers; classroom observations; liaising with outside agencies/professionals; and coordinating assessments and sharing results. Counselors are also available for consultation with parents/families.

UAS CLINIC

Mandated Health Screenings in Dubai

Throughout a child's school career, Dubai Health Authority requires certain screenings to be done by the school doctor

The mandated screenings are list below:

1. **Physical Exams:** The school doctor conducts a non-invasive medical examination that includes screening of vision, ear nose throat, skin, chest, heart, abdomen and musculoskeletal systems of students in grades 1, 5, 9, 12 and all new students. Any findings requiring additional follow up or referrals will be reported to the parents using the referral form or via email. If you do not want your child to be examined, please notify the school clinic and sign the appropriate form.
2. **Height and Weight:** All enrolled students will be monitored yearly according to World Health Organization guidelines. The school doctor notifies parents via email if a student is persistently underweight, overweight or obese along with advice on healthier lifestyle.
3. **Immunizations:** All students should present proof of immunization upon entry to school. The document should show the child has been successfully immunized against MMR (Measles, Mumps and Rubella), DPT (Diphtheria, Pertussis and Tetanus), Polio and Hepatitis B etc. The school clinic conducts immunization program once or twice a year where students receive vaccinations provided by the health authority free of cost.
4. **Allergy and Chronic Disease History:** Parents are required to complete school health forms upon enrollment. Action plans for conditions that may require emergency care (allergy, asthma, diabetes and epilepsy) are also available in the school clinic and on school's website. Please notify the school clinic of any change in your child's medical/surgical history.
5. **Consent for Immunization:** This is a mandatory form that Dubai Health Authority needs to have signed and dated upon enrollment. It is also compulsory that you sign the refusal form if you do not want your child to be vaccinated at school.

Policy on Administration of Medication

The clinic is well stocked with necessary medicines which will be dispensed to primary students after parents have been contacted. If the parents are not reachable, the school doctor will administer appropriate treatment. If a medication has to be given during school hours, a parent/guardian should deliver the medicine to the clinic and sign the consent form available in school clinic. The medicine should be in its original packaging, well labeled with the name and grade of the student, the dosage and the timing.

Students are not allowed to carry medicines (with the exception for asthma inhalers and Epi-pen) in their bag and should only take medicine in supervision of a school nurse.

Is Your Child Too Sick for School?

When should you let your child stay home:

A sick child is not able to function effectively in school and should rest at home until fully recovered. If a child develops a fever during school hours, parents will be contacted and requested to take the child home. Students may return to school after being fever free for 24 hours.

A run-of-the-mill cold should not be a reason to miss school. A bad cough and cold symptoms may indicate severe cold, bronchitis, flu or even pneumonia. Therefore, if your child is lethargic, has a fever, has difficulty breathing or becoming dehydrated, it could be serious. Check with your doctor before sending your child to school.

Children with conditions that require exclusion from the school like chicken pox, measles, mumps, conjunctivitis etc should be rested and cared for at home and may only return to school when they are no longer contagious. The infectivity period for each condition varies. Upon returning to school a medical certificate from the attending physician must be provided or the child must first be assessed by the school doctor.

Diarrhea and vomiting make children very uncomfortable. If your child has repeated episodes of diarrhea or vomiting, please keep your child out of school until symptom free for at least 24 hours.

Head lice are not dangerous but they can be contagious and annoying. Lice thrive on damp, warm scalps of children. Students with live head lice are sent home until treatment is commenced and child is lice free. Parents are advised to have their child's scalp examined by the school nurse once they return to school.

Medical Emergencies

If a student has a life-threatening or serious emergency, emergency action appropriate for the well-being of the student will be initiated by the school doctor and nurses. The school doctor or designated administrative staff will notify the person listed in the school records as the emergency contact. If contact is not possible, the school doctor will administer appropriate emergency treatment and if needed an ambulance will be called to transfer your child to the nearest hospital.

If your child has high fever, is sick or seriously injured they will not be sent home on the school bus and you will be asked to pick them up from the school clinic.

SCHOOL DRESS CODE

UAS students wear a school uniform to be in line with our school's core values of respect, responsibility and excellence. As a school located in the United Arab Emirates, our UAS uniform is designed to respect our host country's culture. The UAS uniform promotes respect and responsibility for self and our school community.

The UAS student uniform consists of navy blue trousers or full length skirts, 1 piece dress, (elementary students may also wear UAS shorts) and a white polo shirt or navy blue sweatshirt with the UAS logo. The physical education uniform consists of blue UAS shorts and a white UAS T-shirt. For elementary students, the P.E. uniform may be worn all day on the days on which students attend physical education. T-shirts worn under the school shirt must be plain white. Shoes should be good quality for recess play (e.g. not sandals) and must be velcro or slip on until they are able to tie their own laces.

All uniform tops are school issued and need to be purchased from the school uniform shop. Uniform pants are available to be purchased from the school uniform shop, or can be purchased elsewhere as long as they meet the criteria listed above.

All clothing, shoes, accessories, hairstyles, etc. should not be disruptive to the learning environment. If there is a concern, the final decision will be made by the appropriate administrator. On dress down days, students may not wear clothing that is revealing, exceedingly tight, too short, or containing inappropriate language or pictures.

Parents will be contacted if their students are not adhering to the dress code. The first offense will be parent contact; the second offense will result in parents bringing change of clothing to school. Parents will be contacted and asked to bring a change of clothes to students if their clothing is disruptive to the learning environment.

For students in PK, KG1 and KG2, all children must have a complete change of clothes at school. Accidents do happen and the child needs to have a set of clean clothes inside a ziplock bag. All the items should be labeled clearly with your child's name.

ES LIBRARY

The UAS elementary library, located on the top floor, is open to the entire UAS community from 7:30 until 4:15 daily (with exceptions made on occasion for teacher meetings/early release Tuesdays). Our well-balanced collection offers patrons approximately 15,000 books in English and Arabic for elementary readers, as well as CDs, videos, and professional materials for adults. In addition, UAS subscribes to two online resources for nonfiction readers, PebbleGo and World Book Online. Our Destiny home page (destiny.uasdubai.ae) offers access to our catalog from anywhere in the world and many useful and entertaining reading links for students and parents.

Your elementary library staff promotes lifelong literacy and a love for reading by offering a variety of informative and pleasure reading materials at various levels. Students visit the library with their teacher weekly: Early Childhood (PK, KG1, KG2) students can check out one book at a time, and grades 1-5 can check out two books. Any student can also borrow an Arabic book in addition to their allotment. Your elementary librarian teaches lessons in which many skills are combined: reading genres, research strategies, and library skills are interwoven with the units in Reader's Workshop and in the PYP Unit of Inquiry. Your librarian coordinates three book fairs per year (one Arabic) as well as author visits and reading programs.

Parents are welcome in the library at any time, and each parent has a library account and can borrow up to five books at a time. If a patron loses or damages a book, he or she is required to pay the replacement cost of the item.

FOOD SERVICES/CAFETERIA

Students in KG2 should bring a lunch from home each day. Students in Grade 1 – Grade 5 may bring home lunch or purchase their lunch through the school's cafeteria.

Lunch Cards

Please note, cash is not accepted for any cafeteria food transactions at the Point-of-Sale registers in the cafeteria. All students are required to produce their student IDs for any cafeteria food transaction. Please ensure that there is sufficient balance on your cards to enable the use of cards appropriately. Parents can check the balance on the cards via the Parent Portal under the Cafeteria Menu options.

Additional credit can be added to your cafeteria account by the following ways:

Online form available from the Parent Portal to request for credit of up to AED 400

Paying at the Accounts Department

Paying at the Top-Up Station in the Cafeteria

If any student does not have their student ID card, please get in touch with the IT Office or Business Office.

If a student ID has been misplaced or lost, please kindly send an email to uascards@uasdubai.ae or inform the IT office at the earliest to block any further transactions on the card.

HEALTHY SNACKS - NUT FREE SCHOOL

It is important that snacks be quite healthy and "ONLY" eaten at the designated morning snack time. Students should not eat their full lunch during the morning snack time, otherwise they may have no nutrition for the remaining 5 hours of school.

Please help your child plan their nutrition with a brief morning snack of healthy items (fruit, vegetables) and a healthy and consistent nutritional lunch. A sound nutritional timeline would be a good breakfast before school---a nutritional snack in the morning---a nutritional lunch at noontime---a snack in the late afternoon at home.

Gum, nuts, candy, chips, soft drinks, gummy fruit snacks and similar items are not allowed at school. Please do not send snacks that contain peanuts, peanut butter, or other nuts, as there are children who are allergic to nuts.

HOMEWORK

Teachers may assign homework to students that is aligned to learning needs and grade level. In addition to homework, we encourage students to share, read, or be read to by parents.

During holidays (extended weekends or school breaks), we encourage students to read, read, and read! We do not assign homework to be completed over the holidays.

PLAYGROUND & RECESS WEATHER GUIDELINES

Students will have recess outside unless the following conditions exist:

- A "Real Feel" temperature of 45 degrees as posted on AccuWeather
- Poor air quality as determined by the UAS ES administration
- Strong rain
- Other conditions as deemed inappropriate by the UAS Clinic/Administration
- All students in KG2 through Grade 5 are asked to wear a hat and bring a water bottle for use during outside recess.

SCHOOL SUPPLIES

All students are required to have a backpack or bag to carry personal items to and from school, a reusable water bottle labeled with their name, as well as proper footwear for physical education classes. The school website or the elementary office or the homeroom teacher/specialist teachers will notify families of any additional supplies that may be required.

SCHOOL BUS TRANSPORTATION

General Guidelines

UAS buses and school transportation operate for the safety and convenience of families. Buses will leave approximately 15 minutes after the school day and/or ASA (After School Activity) session ends. Families and students are to review the UAS School Transportation Policies for Student-School Responsibilities and Family-School Responsibilities.

A brief summary of Student Responsibilities is as follows:

- Students must adhere to the direction of the bus monitor. Students are expected to follow directions the first time given by the bus monitor.
- Students are to use the established pick-up/drop off points at the designated times.
- A student's family must have pre-approval for the student to utilize a different drop off and/or pick-up location, other than the student's designated location.
- Students are required sit in their assigned seats (as assigned by the bus monitor), remain sitting during the transport while being seated in a safe and appropriate manner.
- Students are required to utilize seat belts.
- Students must keep hands, feet and objects to their self.
- Student conversation levels should be kept to a quiet level and the conversational verbiage is respectful for all those on the bus. Headphones must be utilized for music, video, etc.
- Students will maintain the bus cleanliness and proper care of the bus.
- Students may only consume water on the bus.
- Students must give to the bus monitor (for secure holding) any potentially dangerous object that is brought to school for a school related project; otherwise, students are not to bring unsafe items or items that create a safety concern as determined by the bus monitor onto the bus.

Non-Bus Riding Notification

Bus Monitors and the UAS Transportation office must be notified when students who are registered for bus service do not ride the bus or will ride a different bus. Please email to transport@uasdubai.ae

TECHNOLOGY

UAS's curriculum supports all students in becoming responsible digital citizens. Digital citizenship is a shared responsibility between home and school. Children require opportunities to practice technology

skills in responsible and respectful ways. The rules of good citizenship online includes correct email etiquette, protecting private information, staying safe online, and dealing with bullying, whether you're a target or a bystander. All UAS students are expected to follow the Technology Use Policy (TUP). Please see the TUP for more details.

Students in Grades 4 and 5 will be asked to bring laptop computers for school. Information will be sent out for laptop specifications in the spring of Grade 3.

TOILET TRAINING GRADES PREK & KG1

We understand that occasional bathroom accidents do happen in school for any number of reasons. However it is expected that your child is 100% toilet trained by the time school starts.

All children must be able to:

- Communicate to the teachers that he/she needs to go to the restroom before they need to go.
- Alert themselves to stop what they are doing, to go and use the bathroom.
- Pull down their clothes and get them back up without assistance.
- Wipe themselves after using the toilet. (With minimal assistance for 3 year olds.)
- Get on/off the toilet independently
- Wash and dry hands.
- Postpone going if they must wait for someone who is in the bathroom or if we are away from the classroom.
- Awaken during nap time should they need to use the bathroom.

If a student has two or more accidents in one week (after the first 6 weeks of school for PreK) and a health issue has been ruled out, the child must stay at home for 2 weeks to master toileting skills.

TUTORING

Each ES grade level team of teachers will identify one day after school where each grade level teacher will be available for student tutorial support between 3:15 to 4:15. This schedule will be published on the homeroom teacher's blog. In addition your child's teacher may work with their students at any time before, during or after school.

Teachers may not accept payment or gifts for the extra assistance given to their own student during these times. No UAS teacher may tutor his/her own student for pay.

If a parent would like to contract with a school sponsored tutor, the parent should contact the elementary school office for assistance. All school sponsored paid tutoring must have approval of the Director. Approved tutoring is to take place on UAS's campus only. Tutoring occurs after 4:15 pm.

SCHOOL ADMINISTRATION & SPECIALIST FACULTY

ADMINISTRATION & FREQUENT CONTACTS

POSITION	NAME	E-MAIL
School Director	Mr. Ole Bernard Sealey	osealey@uasdubai.ae
Deputy Director	Mr. David Dorn	ddorn@uasdubai.ae
Executive Assistant to Director / Personnel Officer	Mrs. Kinda Taj-Eldin	ktajeldin@uasdubai.ae
Elementary School Principal	Ms. Stephanie Chattman	schatman@uasdubai.ae
Elementary School Assistant Principal	Mr. David Jones	djones@uasdubai.ae
PYP Coordinator	Ms. Sabrina Sambola	ssambola@uasdubai.ae
Early Years Coordinator	Ms. Rianne Fox	rfox@uasdubai.ae
Arabic Coordinator	Ms. Maram Joumaa	mjoumaa@uasdubai.ae
Islamic Coordinator	Mr. Ayman Fayez	afayez@uasdubai.ae
Elementary School Assistant	Ms. Rania Eldanaf	reldanaf@uasdubai.ae
Attendance Secretary	Ms. Rozy Khouzam	rkhouzam@uasdubai.ae
Transport Coordinator	Mr. Louie Garcia	transport@uasdubai.ae
School Doctor	Dr. Amna Butt	abutt@uasdubai.ae

ELEMENTARY FACULTY - SPECIALIST

POSITION	NAME	ROOM	E-MAIL
Librarian	Ms. Kate Riddle	ES Library	kriddle@uasdubai.ae
ES Counselor	Ms. Kimberly Glaspie	2130	kglaspie@uasdubai.ae
ES Counselor	Ms. Sarina Vasquez	2141	svasquez@uasdubai.ae
ELL	Ms. Amber McClinton	103	amccinton@uasdubai.ae
ELL	Ms. Kristin Yates	103	kyates@uasdubai.ae
ELL	Ms. Zou Fraser	103	zfraser@uasdubai.ae
Learning Support KG2 - Grade 1	Ms. Brittany Wilson	2128	bwilson@uasdubai.ae
Learning Support Grades 2 - 3	Ms. Catherine Khachatryan	2120	ckhachatryan@uasdubai.ae
Learning Support Grades 4 - 5	Mr. Allen Finney	2122	afinney@uasdubai.ae
PE	Ms. Erika Ettl	Gym	eettl@uasdubai.ae
Music	Ms. Betsy Austin	220	baustin@uasdubai.ae
Music	Ms. Heather Worling	214	hworling@uasdubai.ae
Art	Ms. Elizabeth Tyrrell	311	etyrrell@uasdubai.ae
Art	Ms. Alina Nistor	309	anistor@uasdubai.ae
Instructional Coach	Ms. Nicole Ashwin		nashwin@uasdubai.ae
Instructional Coach	Ms. Callie Perkins		cperkins@uasdubai.ae
Arabic		312A	
	Ms. Hind Eltomaily		heltomaily@uasdubai.ae
	Ms. Heba Fares		hfares@uasdubai.ae
	Mr. Osama Gharib		ogharib@uasdubai.ae
	Ms. Rabab Housino		rhousino@uasdubai.ae
	Ms. Rasha Mahmoud		rmahmoud@uasdubai.ae
	Ms. Neveen Refaat		nrefaat@uasdubai.ae
Islamic		312A	
	Ms. Neveen Yassin		nyassin@uasdubai.ae
	Ms. Rahmah Abdullah		rabdulla@uasdubai.ae
	Ms. Nisreen Alsoloh		nsoloh@uasdubai.ae

ELEMENTARY SCHOOL FACULTY

ROOM	GRADE/SECTION	TEACHER NAME	STAFF E-MAIL
PRE-KINDERGARTEN			
117	PreK-LD	Ms. Lisa Dornan	ldornan@uasdubai.ae
KINDERGARTEN 1			
112	KG1-LD	Ms. Leslie D'Cruz	ldcruz@uasdubai.ae
114	KG1-LW	Ms. Leala Waldo	lwaldo@uasdubai.ae
108	KG1-RH	Ms. Reema Hanna	rhanna@uasdubai.ae
110	KG1-AO	Ms. Aoife O'Reilly	aoreilly@uasdubai.ae
KINDERGARTEN 2			
104	KG2-LF	Lois Finney	lfinney@uasdubai.ae
102	KG2-TD	Tolu Daramola	tdaramola@uasdubai.ae
106	KG2-MM	Michelle McCarthy	mmccarthy@uasdubai.ae
GRADE 1			
200	1-TT	Thao Tozin	ttozin@uasdubai.ae
204	1-KP	Kristen Prideaux	kprideaux@uasdubai.ae
201	1-MB	Maria Braun	mbraun@uasdubai.ae
206	1-PM	Pamela McManus	pmcmanus@uasdubai.ae
GRADE 2			
207	2-BC	Ms. Brenda Cinque	bcinque@uasdubai.ae
209	2-DO	Ms. Deborah O'Sullivan	dosullivan@uasdubai.ae
210	2-KG	Ms. Kaveri Gour	kgour@uasdubai.ae
GRADE 3			
300	3-NK	Ms. Nadine Kidane	nkidane@uasdubai.ae
304	3-AV	Ms. Allison Van Dyke	avandyke@uasdubai.ae
301	3-MG	Ms. Margaret Gleeson	mgleeson@uasdubai.ae
GRADE 4			
308	4-CT	Ms. Coletton Tillett	ctillett@uasdubai.ae
310	4-NS	Ms. Nancy Salem	nsalem@uasdubai.ae
314	4-AJ	Ms. Amy Jones	ajones@uasdubai.ae
GRADE 5			
303	5-KS	Ms. Kelsey Sumner	ksumner@uasdubai.ae
305	5-KM	Ms. Kendra Jo Murray	kmurray@uasdubai.ae
307	5-AP	Ms. Alicia Perkins	aperkins@uasdubai.ae
320	5-RB	Mr. Richard Bird	rbird@uasdubai.ae



المدرسة العالمية الأميركية UNIVERSAL AMERICAN SCHOOL

SCHOOL CALENDAR FOR THE ACADEMIC YEAR – 2018-2019

AUGUST '18						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Aug. 8-10 - New faculty arrive
Aug. 12-19 - New faculty orient.
Aug. 19 - CL's and TL's Meeting
Aug. 20-23 - Eid al-Adha holiday*
Aug. 26 - 1st day returning faculty

FEBRUARY '19						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

Feb. 3-7 - MS Week Without Walls
Feb. 10 - PD Day- No school for students
Feb. 17-21 - HS Week Without Walls
Feb. 24 - Mar 7 - IB Mock exams
Feb. 24 - PD Day- No school for students

SEPTEMBER '18						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Sept 2 - First day for grades 11-12 and ES/MS new student orientation and EC student orientation
Sept 3 - HS new student orientation
Sept 4 - 1st Full day for grades 1-10
Sept 9 - 1st Full day for PreK, KG1 and KG2
Sept 11 - Islamic New Year Holiday- No School (TBC by KHDA)
Sept. 17 MS Back to School Night
Sept. 19 ES Back to School Night
Sept. 24 HS Back to School Night

MARCH '19						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Mar. 2 - International Day (TBC)
Mar. 10-11 - Student Led Conferences
Mar. 17 - ES Trimester 2 Ends
Mar. 28 - Last day before Spring Break- Half day of School
Mar. 31-Apr. 13 - Spring Break

OCTOBER '18						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Oct. 21-25 - PD Days – No school for students.

APRIL '19						
S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Apr. 14 - Classes resume
Apr. 21 - PD Day – No Students
Apr. 23 - Last Day Gr.12

NOVEMBER '18						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Nov. 14-15 - Student/Parent conferences
Nov. 19 - Prophet's birthday (TBC by KHDA)
Nov. 28 - ES Trimester 1 Ends
Nov. 30 - UAE Commemoration Day

MAY '19						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May 3 - IB exams begin (TBC)
May 5 - Ramadan Starts* (TBC by KHDA)
May 28-June 20 - Exams for Grades 9-11 (TBC)

DECEMBER '18						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

December 2 - UAE National Day - No School for students (TBC by KHDA)
December 13 - Last day before Winter Break- Half day of School
Dec 16-Jan. 5 - Winter Break

JUNE '19						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

June 6 - Eid Al Fitr (TBC by KHDA)
June 18 - Last Day of School for PreK/KG1
June 27 - Last Day of regular Classes - Half day for students
June 27 - Last working day for teachers

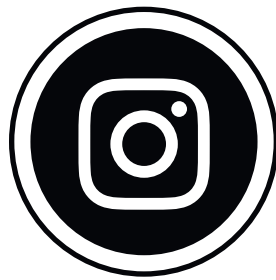
JANUARY '19						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Jan. 6 - Classes resume
Jan. 31 - End of Semester 1 for HS/MS

JULY '19						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

WEEKENDS
SCHOOL DAYS
SCHOOL HOLIDAYS
NATIONAL/ISLAMIC HOLIDAYS*
PARENT CONFERENCES/TEACHER WORK DAYS
TEACHER PROFESSIONAL DEVELOPMENT
Early Release Day

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UNIVERSAL AMERICAN SCHOOL
PO Box 79133, Al Badia, Dubai Festival City,
Dubai, UAE
www.uasdubai.ae
T: +971 4 232 5222
F: +971 4 232 5545
E: info@uasdubai.ae