



**UAS HIGH SCHOOL  
PARENT/STUDENT  
HANDBOOK  
2019/2020**

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The Universal American School-Dubai reflects the diversity of the community it serves. Students from more than 70 countries bring into the school many languages, cultures, and educational expectations. This handbook is intended to inform parents and students about how the UAS High School operates.



## THE UNIVERSAL VISION

To be the leading American international school  
in the region



## THE UNIVERSAL MISSION

To Nurture a Community of Integrity  
& Academic Excellence



## THE UNIVERSAL VALUES

Belonging, Curiosity, Resilience, Empathy

# SCHOOL ADMINISTRATION

School Director	Mr. Ole Bernard Sealey	osealey@uasdubai.ae
Deputy Director	Mr. David Dorn	ddorn@uasdubai.ae
Secondary School Principal	Mr. Kyle Coppes	kcoppes@uasdubai.ae
Secondary School Assistant Principal	Mr. Brian McManus	bmcmanus@uasdubai.ae
Secondary School Assistant Principal	Mr. Kurtis Trottier	ktrottier@uasdubai.ae
Secondary School Dean of Students	Ms. Briana Hall	bhall@uasdubai.ae
Executive Assistant to the Principal	Ms. Rasha Kanan	rkanan@uasdubai.ae
HS Counselor	Ms. Carolina Barajas	cbarajas@uasdubai.ae
	Ms. Kit Archbold	karchbold@uasdubai.ae
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Attendance Secretary	Mrs. Rozalia Khouzam	attendance@uasdubai.ae
School Clinic	Clinic	clinic@uasdubai.ae

# ADDRESS & COMMUNICATIONS

## UNIVERSAL AMERICAN SCHOOL

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School Office Administration Hours: 7.30 am - 4.00 pm Sunday - Thursday





## SCHOOL CALENDAR FOR THE ACADEMIC YEAR – 2019-2020

AUGUST '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

Aug 10-13 - Eid al-Adha holiday\*

Aug 18 - 1<sup>st</sup> day for New faculty

Aug 21 - 1<sup>st</sup> day CL's and TL's

Aug 25 - 1<sup>st</sup> day Returning faculty

FEBRUARY '20						
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

Feb 9-13 - MS Week Without Walls

Feb 16 - PD Day (no school for students)

Feb 23-27 - HS Week Without Walls

Feb 25-28 - IB Mock Exams Y2

SEPTEMBER '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					

Sept 1 - Islamic New Year (TBC)  
HS IB Boot Camp Day 1\* (if no holiday)

Sept 2 - HS IB Boot Camp Day 2\*

Grades 1-5 Assessments\*\*

MS/HS new stdnt orientation

Grade 9 orientation (all G9)

EY orientation (surname A-H)

Sept 3 - Grades 1-5 Assessments\*\*

First full day for MS/HS

Sept 4 - First full day for grades 1-5

EY orientation (surname I-Z)

Sept 11 - MS Back to School Night

Sept 18 - ES Back to School Night

Sept 25 - HS Back to School Night

MARCH '20						
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 1-5 - IB Mock Exams Y2

Mar 1 - ES/MS PD Day (no school for students)

Mar 15-16 - Parent Teacher

Conferences (no school for students)

Mar 26 - MS/HS Quarter 3 ends

Mar 26 - Last day before Spring

Break- Half day of school

Mar 29-Apr 9 - Spring Break

OCTOBER '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		

Oct 16-17 - Parent Teacher

Conferences (no school for students)

Oct 20-24 - PD Days (no

school for students)

APRIL '20						
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	

Apr 12 - Classes Resume

Apr 23 - Ramadan Starts (TBC)

NOVEMBER '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

Nov 3 - UAE Flag Day (TBC)

Nov 4 - MS/HS Quarter 1 ends

Nov 28 - UAE National Day

Celebration (TBC)

MAY '20						
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 1-22 - HS IB Exams

May 11-13 - AP Exams

May 22 -26 - Eid Al Fitr\*\*\*

(TBC)

DECEMBER '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				

Dec 1 - Commemoration Day (TBC)

Dec 2-3 - UAE National Day (TBC)

Dec 12 - Last day before Winter

Break- Half day of School

Dec 15-Jan 2 - Winter Break

JUNE '20						
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				

Jun 11 - In-School PD (no school for students)

Jun 18 - MS/HS Quarter 4 ends

Jun 25 - Last day of Regular

classes - Half day for students

Jun 25 - Last working day for

teachers

JANUARY '20						
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 5 - Classes Resume

Jan 20 - MS/HS Quarter 2 ends

JULY '20						
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

# UAS HIGH SCHOOL STUDENT CONTRACT

## 2019-2020

We have read and agree to abide by the standards and expectations set forth in the UAS High School Student-Parent Handbook 2019-2020. We understand that these expectations have been developed to ensure a safe, respectful, and nurturing learning community.

We also realize that failure to comply with these standards may lead to consequences as outlined in the handbook.

Students & Parents Initial each of the following after reading the entire handbook:

I have read the Technology Appropriate Use Practices (pg.15) \_\_\_\_\_

I have read the Academic Integrity section of the handbook (pg.9)\_\_\_\_\_

I have read the Attendance Expectations section of the handbook (pg.13) \_\_\_\_\_

I have read the School-wide Behavioral Expectations section of the handbook (pg.11) \_\_\_\_\_

I have read the High School Phone Policy of the handbook (pg.12) \_\_\_\_\_

I have read the Dress Code section of the handbook (pg.13) \_\_\_\_\_

Student Name \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Student Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date\_\_\_\_\_

Complete this form and return it to your Advisory teacher by September 30th.

# ACADEMICS

## ACADEMIC PROGRAM OVERVIEW

UAS offers an American curriculum that provides the opportunity for students to take courses based on the American Common Core, Advanced Placement courses, and the IB Diploma Program.

## HOMEWORK

Homework is a necessary component of high school, and as such, students are expected to engage in quality exploration and connections to the curriculum taught during the school day, in preparation for the next class, or to practice concepts taught in the classroom. Homework should help students learn. No additional homework should be assigned over long weekends or school breaks.

## GRADUATION CREDIT REQUIREMENTS

Credit requirements are dependent upon a student's residence as defined by the Ministry of Education. Please see your child's counselor for graduation credit requirements.

## GRADING PRACTICES/BEST SUSTAINED PERFORMANCE

Quarter and semester grades are determined by student's performance on assessments over the course of the school year. Teachers use student's most recent and most consistent performance to determine a student's grade in the course.

## GPA

Semester grades are used to calculate the cumulative grade point average. Only grades earned at UAS are used to determine a student's GPA. A cumulative GPA is maintained for grades 9 through 12.

For more information regarding GPAs and/or college admissions, please contact your counselor.

## VALEDICTORIAN AND SALUTATORIAN

The valedictorian shall be the grade 12 student with the highest grade point average accumulated at UAS over the previous four semesters who is academically and behaviorally in good standing.

The salutatorian shall be the grade 12 student with the second-highest grade point average accumulated at UAS over the previous four semesters who is academically and behaviorally in good standing.

## HONOR ROLL

The honor roll is determined at the end of each first semester. Honor Roll status will be based upon the student's semester GPA. The categories will be Principal (3.6 and above), High Honors (3.3-3.59) and Honors (3.0-3.29).

## ASSESSMENTS

Learning demonstrated on assessments provide teachers with the data needed to allocated quarter and semester grades.

## GRADING SCALE

(See Table 1 and Table 2 on page 7)

## ASSESSMENT CALENDAR

### ASSESSMENT CALENDAR FOR GRADES 9 - 11 (NON-IB)

All major assessments for a course will be placed on the corresponding Grade Level Assessment Calendar two weeks prior to the assessment being administered.

Students are not expected to sit more than two major assessments in a day.

Long term projects/assignments may not apply to this policy.

In the event that a student is scheduled to sit more than two assessments in a day, students may elect to see their teacher(s), counselor, or administration at least one week in advance of the scheduled assessment to seek relief.

### ASSESSMENT CALENDAR FOR IB STUDENTS

All major assessments for a course will be placed on the corresponding Grade Level Assessment Calendar three weeks prior to the assessment being administered.

Students are not expected to sit more than two major assessments in a day.

Long term projects/assignments may not apply to this policy.

In the event that a student is scheduled to sit more than two assessments in a day, students may elect to see their teacher(s), counselor, or administration at least one week in advance of the scheduled assessment to seek relief.

## GRADING SCALE

Table 1: For Class of 2020

IB Grade	GPA Standard Level Courses	GPA Higher Level Courses
7	4.3	4.6
6	3.8	4.1
5	3.3	3.6
4	2.8	3.1
3	2.3	2.6
2	1.8	2.1
1	0	0

Table 2: For Classes of 2021 and beyond

IB Grade	Letter Grade	4.0 Scale for Most Courses	4.0 Scale for IB DP HL Courses
7	A to A+	4.0	4.25
6 (High)	A-	3.7	3.95
6 (Low)	B+	3.3	3.55
5 (High)	B	3.0	3.25
5 (Low)	B-	2.7	2.95
4 (High)	C+	2.3	2.55
4 (Mid)	C	2.0	2.25
4 (Low)	C-	1.7	1.95
3	D to D+	1.3	1.55
2	D-	.5	.75
1	F	0	0

## INTERNAL ASSESSMENT CONTRACT FOR IB STUDENTS

IB students are required to sign and adhere to the Internal Assessment Contract. Failure to adhere to the Internal Assessment Contract may result in a student being removed from the IB DP program.

### PRE-ARRANGED ABSENCES

Students are responsible for arranging a time to make-up a missed assessment should they know at least three days in advance that they will be absent when the assessment is to be administered. The assessment can be completed prior to the pre-arranged absence, or within 48 hours of a student's return to school. The assessment will be considered late should it not be submitted within 48 hours.

## LATE WORK - NON-TIMED ASSESSMENTS

Teachers may provide an extension should a student ask for one at least 24 hours in advance. For assessment due date extensions, students and teachers must agree on the terms and the level of support required for the student to complete the work. Ultimately, it is up to the discretion of the teacher to provide the terms for the extension.

Students are encouraged to seek an extension rather than submit work late or not at all.

## MISSED ASSESSMENTS

Students who miss assessments due to an illness will be assessed during the next class upon return to school, or at a time determined by the teacher.



Should the assessment take place at a time other than the next class, students and parents need at least 24 hours notice prior to the assessment being administered. Students should be given two days to complete an assessment for every day they are absent from school. A doctor's note is required when a student is absent when a major assessment is due or on the day that a long-term project is due to be submitted. Students who do not supply a doctor's note when they are absent from a major assessment or long-term project will be assigned a "one" in the gradebook for that assessment.

Any missed assessments must be completed within 24 to 48 hours after the student returns to school. Students are responsible for arranging the make-up time with their teacher.

Students who are truant from a class when an assessment is due will not be able to re-sit or submit the assessment late. The teacher will indicate a truant assessment as a "one" in the gradebook.

Students who do not submit an assessment on the due date will be placed by their teacher into Support for Work-In-Process (SWIP) and provided support to complete the assessment during that time. Teachers will follow all of the protocols for the SWIP program.

## FINAL EXAMS

Final exams may be administered for grade 9 through 11 students. Students are expected to sit all of their exams.

Final exam scores can be used by teachers to inform their final unit grade for a student.

## FINAL EXAM EXCUSE POLICY

No prearranged absences are allowed during the exam period. Parents must contact a high school administrator should their child be absent on the day of an exam. A doctor's note is required should a student be absent when a final exam is scheduled. This note must be submitted to the high school office the day the student returns to school following an illness. Students who do not supply a doctor's note when they are absent from an exam will be assigned a "one" in the gradebook for that assessment.

## IB AND AP EXAM POLICY

Students enrolled in Year 2 IB or AP courses will sit their exams sometime in May. The study leaves policy for these students will be communicated in advance by the IB/AP Coordinator. Students enrolled in AP and Year 2 IB courses and AP courses are expected to register and sit their exams.

## SUPPORT FOR WORK-IN-PROGRESS (SWIP)

In the event that an assessment is not submitted by the due date, the following steps will provide students with structured support to assist them in completing their assessment:

### Step 1

The teacher will place the student in Support for Work-in-Progress (SWIP). Teachers will contact the student's parents to inform them of the missed assessment and inform them of the date and time that the student will attend SWIP. Students and parents need at least 24 hours notice prior to sitting SWIP.

### Step 2

Teachers are responsible for holding the SWIP session. During SWIP, the student is expected to complete the assessment. The completed assessment will be collected by the teacher for marking at the conclusion of the SWIP session.

### Step 3

If the student does not complete the assessment during their time in SWIP, the work finished to that point will be the work submitted and assessed.

### Step 4

If the student does not attend SWIP the teacher will contact the student's parents to inform them of the missed SWIP session and the assessment will be assigned a "one" in the gradebook.

Students who are issued three (3) or more SWIP sessions over the course of a semester will initiate a Student Support meeting and parents will be contacted to arrange for a meeting with the high school administration and other applicable high school faculty members.

## REPORT CARDS

Report cards will be available to parents at the end of each quarter.

Grade 12 students will receive comments on their Quarter 3 report card.

Teachers will provide comments for all students for Semester 1 and Semester 2.

- Quarter 1 - November 4th
- Semester 1 - January 20th
- Quarter 3 - March 26th
- Semester 2 - June 24th

## COURSE CHANGES

Students may request a course change during the first full week of the school year. The counseling office will notify all teachers who are affected by course changes. Any student requesting a course change after that time must do so through their counselor and a meeting between the parent, student, counselor and administrator.

Change requests for IB courses must be approved by the IB DP Coordinator.

The final decision on schedule changes will be made by the counselor and high school administration.

## EARNING COURSE CREDIT

Students at each grade level are expected to demonstrate that they are on track for success by achieving grades of 3 or better in all subjects. Students earning a "1" or "2" in any class may be recommended to repeat the course during the following school year or complete an equivalent course over the summer through an approved\* online high school.

\*UAS approved online courses are offered by BYU Independent Study High School. Students are required to cover any and all costs associated with these programs. Officially sealed transcripts from the completed class must be sent to UAS for credit to be awarded.

At the end of semester 2, an 11th-grade student earning a "2" or below in any IB or AP course may be removed from the course and placed in an alternative course.

All students must earn at least a 2 in Arabic/AFL

and Islamic Studies to be promoted to the next Arabic and Islamic course. This is a requirement of the Ministry of Education.

In grades 9-12 the ELL / Learning Support Specialist and Counselors confer with the principal in determining the promotion of students who require support in their learning. Promotion is assured when students demonstrate the English language proficiency, attitude, behavior, and commitment needed to be successful learners.

## STUDENT SUPPORT PROCESS

UAS' Student Support Process allows teachers, counselors, and administrators to identify students who work outside the bounds of regular classroom instruction and to provide support for all students to help them achieve their potential.

Parents should contact their child's counselor should they feel that their child is struggling in any class or not achieving their full potential.

## TIERS OF ACADEMIC SUPPORT

Teachers are required to contact parents via email should a student's cumulative grade be at a 3 or below at any point of the semester. Parents should be checking PowerSchool on a regular basis to track their child's academic progress.

**Academic Support Tier 1 is issued when a student is earning a 2 or below in a class at the conclusion of an academic quarter.**

### Support Structures:

Students will be provided with structures to support their learning. These structures will be determined on an individual basis with input from faculty, counselors, the athletic director, and the high school administration.

### Notification Process:

- The teacher will provide a warning to the student and parent if the student is receiving 3, 2, 1 or incomplete in the course.
- The teacher will contact the student's parents via email and copy the student's counselor.
- The parents of the student will receive an Academic Support letter from the principal.

### Support includes:

- The teacher will meet with the student and complete the Academic Success form.

- The student may be assigned additional help sessions with faculty during lunchtime or after-school.
- The student may not be allowed to travel for any extracurricular activity.
- The student may be removed from extracurricular activities.

**Academic Support Tier 2** is issued when a student is earning a 2 or below in 2 or more classes.

### Support Structures:

Students will be provided with structures to support their learning. These structures will be determined on an individual basis with input from faculty, counselors, the athletic director, and the high school administration.

### Notification Process:

- The teacher will provide a warning to the student and parent if the student is receiving 3, 2, 1 or incomplete.
- The teacher will contact the student's parents via email and copy the student's counselor.
- Parents of the student will receive an Academic Support letter from the principal.

### Support includes:

- A conference with the student will be held to develop an action plan to support their academic progress. The details of the support will be placed in the Academic Support Plan. The conference may include the student, parents, counselors, faculty, and high school administration.
- Individual interventions from the student's counselor may include:
  - Goal setting
  - Skills Assessment
  - Identify barriers to success
- Routine counselor follow-up with the student.
- The student may be assigned additional help sessions with faculty during lunchtime or after-school.
- A student who does not improve his/her performance to be removed from Academic Support Plan may be advised to seek other educational options.
- Students will not be allowed to travel for extracurricular activities.
- The student may be removed from extracurricular activities.

## ACADEMIC INTEGRITY

Personal integrity and academic honesty are essential ethical principles of the Universal American School, and in alignment with the expectations of IB World Schools standards and The College Board's Advanced Placement program. Students and Parents are charged to ensure that responsible and ethical actions are taken with regard to the presentation of any academic material submitted for consideration and marking, and take into account the following instances of malpractice.

### Defining Academic Honesty and Malpractice

Academic honesty includes a set of values and skills that promote personal integrity and good practice in teaching, learning, and assessment. We would like to stress the benefits of properly conducted academic research and respect for the integrity of all forms of assessment. All students must understand the basic meaning and significance of concepts that relate to academic honesty, authenticity, intellectual property, and ethical conduct. The policy must be a means of promoting good practice. In cases where students do not show academic honesty, the actions of that student may constitute malpractice. The policy and guidance within this document apply to all students at UAS. All students and parents at UAS must sign an academic honesty policy annually. These are retained in the student's file. The Academic Honesty Policy is reviewed with students each year during the first days of school.

### Consequences of Academic Integrity Violation

#### The first instance of academic dishonesty:

- The teacher, parent, counselor and school administrator will meet to discuss the incident, cause and consequence.
- The high school administration will keep a log of reported academic dishonesty as a behavioral violation.
- The counselor will notify all teachers of the student about the instance of academic dishonesty.
- Teacher-assigned Support-Work-in-Progress (SWIP) time after school where the student will redraft and submit their work.
- Teachers have the discretion to have the student rewrite the work or to be given an alternative assignment. Based on the type of assessment, the teacher may approve the work being submitted up to 48 hours from the end of the first Support Work-in-Progress time. This will be communicated to parents and students.

**The second instance of academic dishonesty:**

- The teacher, parent, counselor and school administrator will meet to discuss the incident, cause and consequence.
- The high school administration will keep a log of reported academic dishonesty as a behavioral violation.
- The counselor will notify all teachers of the student about the instance of academic dishonesty.
- Teacher-assigned Support-Work-in-Progress (SWIP) time after school where the student will redraft and submit their work.
- Teachers have the discretion to have the student rewrite the work or to be given an alternative assignment. Based on the type of assessment, the teacher may approve the work being submitted up to 48 hours from the end of the first Support Work-in-Progress. The school may call a student of concern meeting to identify necessary support for the student.
- The student may be referred to a Student Support Meeting.

**The third instance of academic dishonesty:**

- The teacher, parent, counselor and school administrator will meet to discuss the incident, cause and consequence.
- The high school administration will keep a log of reported academic dishonesty as a behavioral violation.
- The counselor will notify all teachers of the student about the instance of academic dishonesty.
- Teacher-assigned Support-Work-in-Progress (SWIP) time after school where the student will redraft and submit their work.
- Teachers have the discretion to have the student rewrite the work or to be given an alternative assignment. Based on the type of assessment, the teacher may approve the work being submitted up to 48 hours from the end of the first Support Work-in-Progress time. This will be communicated to parents and students.
- The student will receive a "one" for the assignment in the gradebook.

**TUTORIALS/AFTER-SCHOOL SUPPORT**

Some teachers will offer additional after-school support sessions for students. These sessions may be mandatory and will run no later than 4:30 pm. During Ramadan, tutorials/after-school support sessions will conclude by no later than 2.30pm. The teachers will post tutorial session information on their Google Classroom.

# STUDENT MANAGEMENT

## VISION

UAS students will be able to choose the appropriate behavior for any situation that arises and assist others in appropriate decision making as well.

## MISSION

UAS provides a safe, orderly and engaging learning environment where students can learn and teachers can teach. UAS provides a student management system that defines appropriate behavioral boundaries while promoting student reflection, adaptation, self-regulation, and communal responsibility.

## SCHOOL-WIDE BEHAVIORAL EXPECTATIONS

- Respect towards Self and Others
- School and Class Attendance
- Academic Integrity
- Appropriate School Dress
- Safe Behaviors towards Self and Others
- Appropriate Use of Technology
- Engagement within the Learning Environment
- Cultural Awareness and Acceptance of Others
- No Use of Tobacco, Alcohol, Illegal Substances to include Vaping

Teachers will do their best to address and resolve problems that come to their attention. The high school administration has the responsibility to make the final decision in relation to interventions for severe inappropriate behavior.

**Moderate behaviors interrupt the learning environment.**

**Moderate Disruptive Behavior:**

**1st intervention:** Warning (conference with the student, parent contact)

**2nd intervention:** After school detention

**3rd intervention:** Tuesday detention - 2:15-4:15

**4th intervention:** Saturday detention 8:15 - 12:15

**5th intervention:** Moves to severe behavioral intervention

**Severe behaviors disrupt the learning environment, creates an unsafe school environment, and/or places the health or safety of students at risk.**

**Intervention 1:** 1-day in-school\*

**Intervention 2:** 2-day in-school\*

**Intervention 3:** 3-days out-of-school (not allowed to participate in after-school activities) re-entry meeting, behavior contract, behavior tracker, regular meeting with a counselor

**Intervention 4:** 3-days out of school (not allowed to participate in after-school activities) re-entry meeting, behavior contract, behavior tracker, regular meeting with a counselor, possible referral to an outside counselor

**Intervention 5:** 3-days out-of-school suspension, online courses for the rest of the year, Letter of Undertaking, referral to KHDA

\*The decision to participate in after-school activities will be determined by the administration.

## TRUANCY

Students will be considered truant when they fail to arrive to a class within the first ten minutes of the class starting.

Any occurrence of truancy will result in a meeting with parents and students

**1st Truancy:** After-school detention from 3:15-4:15

**2nd Truancy:** In-school suspension\*

**3rd Truancy:** 2-day in-school suspension\*

**4th Truancy:** 3-day in-school suspension\*

**5th Truancy:** 4-day in-school suspension\*

\*Decision to participate in after-school activities will be determined by the administration.

## AFTER-SCHOOL DETENTION, IN-SCHOOL SUSPENSION, & REFLECTION

After-school detention or in-school suspension will be assigned by the high school administration. However, teachers may opt to assign students to their own reflection during the normal working hours of school (such as break or lunch). After School detention for students in grades 9-12 will operate four days per week from 3:15-4:15 and on Tuesdays from 2:15-4:15.

Students' parents will be notified of the incident and the date the After School Detention or in-school suspension is assigned. Skipping after-school detention will result in an immediate parent meeting followed by an in-school suspension. Additionally, an in-school suspension may be enacted immediately. Teachers and parents will be notified via a phone call of students who are serving After School detention as well as in-school suspension.



## SCHOOL BUS BEHAVIOR

Students are expected to behave in a safe and respectful manner while on the bus. If the bus driver is distracted by a student's behavior, they cannot pay strict attention to their driving. This poses a safety problem for all the students on the bus. All bus rules apply on field trips as well as daily transportation. The UAS School Bus Behavior Rules must be adhered to at all times.

## CAMPUS ACCESS DURING BREAKS AND LUNCH

All students must exit the main building and MPH classrooms during lunchtime. Students in the cafeteria must remain seated in chairs/benches and should not congregate in groups. Students must clean up after themselves and throw away all of their trash.

Students are allowed in the following areas during breaks and during lunch:

- The cafeteria
- The library (a quiet study space)
- Outdoor courts area (when not being used by other divisions)

All other campus locations are off-limits to students during break and lunchtime unless students are being directly supervised by a UAS faculty member.

## CAMPUS ACCESS AFTER SCHOOL

Students can only be on campus and in classrooms when a teacher is present.

The library is open to students for silent study and research time until 4:30, unless the space is being used for other purposes.

All other facilities on campus are off-limits after school ends unless students are supervised by a UAS staff member.

## CAMPUS HOURS FOR STUDENTS

All students need to leave campus after end-of-day dismissal time unless they are attending a sanctioned school event that is being supervised by a UAS staff member.

## UAS WEEKEND EVENTS

Students are able to be on campus for school-sponsored events that are supervised by UAS faculty.

## LEAVING CAMPUS

UAS is a closed campus. Students are not permitted to leave campus without prior authorization. Parents or legal guardians must send an email to the attendance office [attendance@uasdubai.ae](mailto:attendance@uasdubai.ae) excusing the student from school. The attendance office will confirm the permission to leave campus via a phone call to parents. The attendance office will then provide the student with a gate pass.

In the absence of an email, parents may come to the attendance office to sign their child out of school and receive a gate pass.

In case of illness during the school day, the UAS clinic will contact the student's parent/legal guardian and issue a gate pass.

Students exiting the campus at the end of the school day are not allowed back on campus.

## GUEST VISITATION

All former students and alumni are asked to visit at the completion of the school from 3:10pm onwards.

All non-alumni are permitted on campus after the completion of the school from 3:10pm onwards with permission from UAS security for specific UAS events.

## FOOD DELIVERY TO SCHOOL

Students are not allowed to have food or drinks from restaurants delivered to school. We ask that parents ensure that their children bring lunch or have adequate funds available to purchase food from the school cafeteria. Food or drinks delivered to school will be confiscated and disposed of.

Food in classrooms or in hallways is not allowed at any time due to health and safety concerns.

## MOBILE PHONES

Students can access their phones during the break (time) and lunch (time).

Mobile phones are not allowed to be used during class time. Phones must be turned off and be in student's bags while class is in session, or they are to be kept in student's lockers. Mobile phones are not to be used in the library. Earphones of any type are not permitted to be used or worn during class time. If phones and earphones are being used

outside of the designated break and lunchtime, they will be confiscated and returned at the end of the school day.

Use of phones or earphones used outside of the designated break and lunchtime will be considered moderately disruptive behavior.

Students who need to contact a parent/guardian due to an emergency can do so by going to the high school office and seeking permission from an administrator.

## DRESS CODE

The UAS uniform helps to create a learning environment that allows students to focus their energy and abilities on their studies. After-school activities are part of the school day, therefore the school dress code is in effect.

- Students must come to school in appropriate school uniform.
- The PE uniform is to be worn for PE classes only.
- Students must wear the UAS polo-style shirt with dark blue pants or full-length skirts (floor length to mid-calf only) The color, style, fabric of the pants or full-length skirts must be consistent with the pants or skirts sold in the UAS store.
- Alternate dress down day: "Spirit Thursdays"- students can wear their grade level shirts on this day, with blue uniform pants.
- All clothing, shoes, accessories, etc. should not be disruptive to the learning environment and must be culturally sensitive.
- Students may opt to wear a UAS jacket over the school uniform shirt. Students may wear a UAS hoodie/sweatshirt that has been purchased from the UAS School Store.
- Hats and hoods are not allowed to be worn inside the building during the school day.
- Students must wear appropriate covered footwear. Sandals are not permitted, no flip-flops, slides, high heels, or shoes/boots above the ankle will be allowed.
- Students must keep jewelry to a minimum, especially during Physical Education classes. No large hoop style earrings that could cause a distraction or injury. No large necklaces
- Students may wear shaylas (scarves).
- Students may not change out of school uniform before leaving school at the end of the day.

For repeat offenses, parents will be contacted and

the student will serve after-school detention.

Students are expected to be in proper UAS school uniform for all field trips.

Students who choose not to comply with the uniform expectations listed above will remain in the high school office until they are in the appropriate uniform.

## Student-Athletes Game Day Dress Code:

Student-athletes may wear a UAS jacket over their UAS polo shirts on the day they have a game. Blue pants are to be worn.

Teachers are expected to refuse students admittance to class if they should be out of uniform. Teachers will send students out of uniform to the high school office for remediation.

The school administrators make the final judgment on uniform infractions. Parents will be notified of any uniform infractions.

Uniform infractions will follow the moderate behavior interventions as indicated in this handbook.

## ATTENDANCE

UAS believes that students need to be in attendance in order for them to attain their maximum academic and intellectual capabilities. To that end, it is important that students maintain a minimum of 80% satisfactory attendance. Failure to maintain the minimum attendance in any class may result in the student not being awarded credit for the course.

Students will be considered absent from a class if they do not arrive within the first ten minutes of the start time of the class.

The following types of absences will NOT be counted when determining if credit should be awarded:

- A verified admittance to the hospital.
- Bereavement in the immediate family.
- School-sponsored activities (A student may not miss more than seven days per semester for school-sponsored activities. Any request to exceed this limit must be heard by high school principal).
- Appointments with school administration.
- In-School Suspension.

## Interventions to Support Student Attendance

The following interventions will be used when students fail to maintain 80% satisfactory attendance:

- ▶ The first instance is a notification letter home to parents
- ▶ The second instance is a conference with parents, counselors, and administration
- ▶ The third instance is a Student of Support meeting with parents, counselors, administrators

Every possible support will be given to students who are ill or absent for long periods of time. Absence due to extended vacations or early departure at holiday times is strongly discouraged.

If you plan for your child to be absent, you should inform the high school office well in advance of the absence. If your child has an unplanned absence, please contact the secondary office on the day of the absence. You may call the office at: +971 232 5222 or send an email to [attendance@uasdubai.ae](mailto:attendance@uasdubai.ae)

## CLASS ATTENDANCE AND PARTICIPATION IN ACTIVITIES

Students representing UAS at regional activities are expected to be in school on the day they depart or return from the competition or event unless the UAS Administration makes a special exemption. Failure to do so may result in exclusion from further participation in such events. Students returning to the country on night flights after participating in school-sponsored trips need not report to school as communicated by the trip sponsor and school administration. It is the responsibility of the trip administrator in charge of the trip to advise the students at the airport of the time they must report to school the next day.

## SCHOOL-APPROVED ABSENCES - ASSIGNMENT AGREEMENT

Students missing class for school-approved activities must meet with their teachers prior to their departure date to agree upon a study plan to minimize the effect that absences have on learning. This plan may include learning activities that the student needs to undertake while absent, as well as assignment and assessment make-up dates. Failure to abide by the assignment agreement may result in the student earning a "one" in the gradebook for the assignment.

## TARDY

All students must scan their UAS identification card when they are late for class. Students will be issued a pass that they will need to provide to their teacher for entrance into the classroom.

Teachers keep track of tardies and can require students to make up missed class time during the break, during lunch, or after school. Teachers will communicate with parents should they require a student to stay after school to make up for being tardy to class.

Parents can keep track of absences and tardies via the PowerSchool portal. Although the school routinely monitors absences and latenesses and will contact families when they see a concern, it is the family's responsibility to monitor the absences and tardy limits.

Up-to-date reports are available via the student and parent portal of PowerSchool.

## ACCEPTABLE USE PRACTICES (AUP) 2019-2020

Universal American School (UAS) is committed to technology as a vital tool for its students, teachers, and parents. As a UAS student user of technology, I understand that it is my responsibility to honor the Acceptable Use Policy (AUP) and uphold the UAS Technology Values both online, offline, at school and at home. I understand that my actions can affect others and that I am accountable for my behavior.

## UNIVERSAL AMERICAN SCHOOL TECHNOLOGY VALUES

The UAS Tech Code can be summed up in a few key points. By signing this agreement, I commit myself to:

- Think before I act, to learn the implications of my actions, and to willingly take responsibility for my actions, including making appropriate apologies and restorations.
- The Golden Rule - to treat other persons as I would have them treat me.
- Acting harmoniously within the UAS community, by which I voluntarily place certain restrictions on my own behavior for the benefit of the group.

### UAS values communication; therefore, I will:

- Use pertinent and appropriate language for academic work and social postings.
- Participate collaboratively in online forums.
- Be mindful of how my words are interpreted by others and follow the laws of the U.A.E.

### UAS values privacy, safety and respect of self and others; therefore, I will:

- Be aware of the privacy settings on any website to which I subscribe.
- Understand that anything I do online or electronically is not private and can be monitored.
- Not share personal information about myself, family, friends, faculty, school or U.A.E.
- Not engage in behavior that puts myself or others at risk and represent myself honestly.
- Seek help if I feel unsafe, bullied or witness unkind behavior and communicate only with people I know.
- Not upload or post personal information, private communications or photos of other people without permission, or send and share inappropriate emails, texts etc. in accordance with U.A.E. law.

- Respond thoughtfully to the opinions, ideas and values of others.
- Not tamper with devices or technology hardware belonging to other students or UAS.
- Not copy or transfer any software under copyright to or from computers on the UAS Network without the permission of the Technology Department.
- Register my laptop with the UAS IT Department allowing administrative control of the school for purpose of updating and networking issues.

### UAS values responsibility; therefore, I will:

- Keep valuables in lockers and abide by divisional procedures for safekeeping. This includes
  - computers, iPads, phones, etc.
- **Recognize that UAS faculty and staff are not responsible for the loss of any student electronic devices.**
  - Middle and high school students have a secured and lockable locker to store their laptop when not in use.

### UAS values learning; therefore, I will:

- Apply existing knowledge to generate new ideas, products or processes.
- Evaluate the validity of information presented online.
- Ask questions and seek help.
- Have a positive attitude and be willing to explore different or new technologies.
- Use personal devices during lessons ONLY with the explicit permission from the classroom teacher and respect the teacher's instructions.
- Switch off mobile phones during class time and abide by classroom/divisional expectations.
- Understand that confiscation of my electronics may occur for inappropriate use.
- Properly cite any Internet resources that I use in my work.
- Use school resources appropriately and not use school bandwidth to download/play non-school related materials, such as but not limited to, network games, music, or video.

### UAS values the use of laptops as an integral part of education; therefore, I will:

- Access only those applications as recommended by the teachers during the class time.
- Not take photos unless permission is received directly from the teacher.

- Handle my laptop with care and ensure that there is no damage to the equipment.
- Take personal responsibility for backing up my data.
- Have my name, grade, and homeroom on my computer, chargers, and accessories for easy identification.
- Follow all the requirements of the Bring Your Own MacBook (BYOM) Program as prescribed on the UAS Technology Website and register my laptop with UAS' IT Department for use of UAS technology resource and network.

**Possible Consequences of Violating the UAS Tech Code A breach of the AUP is reflected in the school's Code of Conduct. In addition to consequences outlined in the student handbook, violation of the AUP can include:**

- Apology to injured parties
- Monetary payment to repair/replace lost/damaged equipment/systems/data/facilities
- Deletion of software, videos, etc. if there is sufficient doubt that these were legally obtained
- Loss of privileges, e.g., email, network, system account, iPad/laptop/computer/camera use
- Suspension (for severe violations) In any specific instance, the school administration makes the final determination as to what is and is not a violation of the Tech Code and also decides the consequences of a violation.





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