



**UAS MIDDLE 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 Middle 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      |
| PA to the Assistant Principal (Middle School) | Ms. Hana Malek         | hmalek@uasdubai.ae     |
| MS Counselor                                  | Ms. Mark Gaffney       | mgaffney@uasdubai.ae   |
| Attendance Secretary                          | Mrs. Rozalia Khouzam   | attendance@uasdubai.ae |
| School Clinic                                 | Clinic                 | clinic@uasdubai.ae     |

## ADDRESS & COMMUNICATIONS

### UNIVERSAL AMERICAN SCHOOL

Address: PO Box 79133, Al Badia, Dubai Festival City, Dubai, UAE

Website: [www.uasdubai.ae](http://www.uasdubai.ae)

Telephone: +971 4 232 5222

Fax: +971 4 232 5545

E-mail: [info@uasdubai.ae](mailto:info@uasdubai.ae)

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 MIDDLE SCHOOL STUDENT CONTRACT 2019-2020

We have read and agree to abide by the standards and expectations set forth in the UAS Middle 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.14) \_\_\_\_\_

I have read the Academic Integrity section of the handbook (pg.8)\_\_\_\_\_

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.10) \_\_\_\_\_

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

I have read the Dress Code section of the handbook (pg.12) \_\_\_\_\_

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 a Middle School American curriculum based on the American Common Core that prepares students for transition into our high school programs.

## HOMEWORK

Homework is a necessary component of middle 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.

## 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.

## ASSESSMENTS

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

## ASSESSMENT CALENDAR

Each major assessment is allocated a specific due date that is set at the first two weeks of the quarter and is published on the assessment calendar. Teachers may assign smaller assessments that support student learning and provide data points for teachers to determine a student's grade in the class, and these assessments may not be placed on the assessment calendar.

## 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 (see Late Work below)

## LATE WORK - NON-TIMED ASSESSMENTS

Teachers should 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. A sample Extension Request contract can be found here. 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. 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 the SWIP and provided support to complete the assessment during that time. Teachers will follow all of the protocols for the Student Work in Progress (SWIP) program.

## MIDDLE SCHOOL ASSESSMENT RUBRIC

| FORMATIVE ASSESSMENT | SUMMATIVE ASSESSMENT | GRADE DESCRIPTORS   |
|----------------------|----------------------|---|
| EXPERT               | 7                    | Consistently demonstrates <b>extensive/extended</b> knowledge and understanding of content and concepts. Communicates learning with a high degree of clarity and accuracy, makes insightful connections and independently applies skills in new situations to create high quality, original work.   |
|                      | 6                    | Demonstrates <b>extensive</b> knowledge and understanding of content and concepts. Communicates learning with a high degree of clarity and accuracy, makes some insightful connections and applies skills in new situations to create high quality, original work.  |
| APPRENTICE           | 5                    | Consistently demonstrates <b>proficient</b> knowledge and understanding of content and concepts. Frequently communicates learning with a considerable degree of clarity and accuracy. Frequently applies skills and makes connections in order to create high quality work. <b>This grade reflects work aligned with grade level standards.</b> |
|                      | 4                    | Demonstrates <b>satisfactory</b> knowledge and understanding of the required content and concepts. Occasionally communicates learning with some degree of clarity and accuracy. Applies skills to familiar situations and creates adequate work. <b>This grade reflects work aligned with grade level standards.</b>                            |
| NOVICE               | 3                    | Demonstration of knowledge and understanding of the required content and concepts is <b>inconsistent</b> . Communicates learning with a lack of clarity and/or accuracy. Creates work that needs improvement and skills are limited. <b>This is a passing grade, but could lead to academic probation.</b>                                      |
| DID NOT DEMONSTRATE  | 2                    | Demonstrates <b>limited</b> knowledge and understanding of the required content and concepts. Communicates learning with a lack of clarity and/or accuracy. Creates work that needs improvement and skills are limited. <b>This is a failing grade, and the student will not receive credit.</b>  |
|                      | 1                    | <b>Did not demonstrate</b> knowledge and understanding of the required content and concepts. Did not communicate learning with clarity or accuracy. Did not apply skills, and/or work is partially complete or of poor quality. <b>This is a failing grade, and the student will not receive credit.</b>  |
|                      | INCOMPLETE           | Assessment is <b>incomplete or not submitted</b> .  |

## STUDENT 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 via email (and cc the assistant principal, counselor, and IB/AP coordinator if applicable) to inform them of the missed assessment. 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 of Concern 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.

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

Teachers will notify parents via email for those

students receiving a 3 or less at any time throughout the academic school year.

## 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

Some teachers will offer additional after-school support sessions for students. These sessions are not mandatory and will run no later than 4:30 pm. The teacher's tutorial sessions will take place on a designated day that will be listed on the course syllabus.

Teachers are required to contact parents 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** takes place 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 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.

## 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

### First Instance:

The first instance of academic dishonesty:

- The teacher, parent, counselor and school administrator will meet to discuss the incident, cause and consequence.
- The 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.

### Second Instance:

The second instance of academic dishonesty:

- ▶ The teacher, parent, counselor and school administrator will meet to discuss the incident, cause and consequence.
- ▶ The 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.

### Third Instance

The third instance of academic dishonesty:

- ▶ The teacher, parent, counselor and school administrator will meet to discuss the incident, cause and consequence.
- ▶ The 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 1 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 2:30 pm. The teacher's will post tutorial session information on their Google Classroom.

# STUDENT MANAGEMENT

## CODE OF CONDUCT

Every student at UAS has the right to quality education. Each teacher has the responsibility to teach and each student has the right and the responsibility to learn. No student has the right to interfere with this process. Each teacher will develop classroom norms and expectations to ensure the best possible learning environment. Respect, common sense, reason, and courtesy are the foundation for the educational relationship between student and teacher.

In an effort to provide a clear process for handling disciplinary situations which conforms to acceptable standards and meets due process guidelines, UAS will adhere to all policies and procedures outlined on pages elsewhere in this Handbook.

Any student who conducts himself/herself in a way that is detrimental to the orderly operation of the school, a school-sponsored activity, or any other aspect of the educational process, shall be subject to disciplinary action.

## MANAGEMENT OF STUDENT BEHAVIOR

- 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 school administration has the responsibility to make the final decision in relation to interventions for severe inappropriate behavior.

### Moderate Disruptive Behavior:

Moderate behaviors interrupt the learning environment.

- 1st intervention: Warning (conference with the student, parent contact)
- 2nd intervention: Lunch Time Reflection
- 3rd intervention: Tuesday detention - 2:15-4:15
- 4th intervention: Saturday detention 8:15 - 12:15
- 5th intervention: Moves toward severe behavioral intervention

Conference with student and parent required at each level of intervention.

### Severe Behavior (MiddleSchool):

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

Conference with student and parent required at each level of intervention.

\*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 REFLECTION AND IN-SCHOOL SUSPENSION

After-school reflection or in-school suspension will be assigned by the school administration or his/her designee. 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 reflection for students in grades 6-8 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 Reflection is assigned. Skipping after-school reflection 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 email or phone call of students who are serving After School reflection as well as in-school suspension.

## SCHOOL BUS BEHAVIOR CODE

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, he cannot pay strict attention to his 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 BEFORE SCHOOL, BREAKS AND LUNCH

Campus Access during Breaks, Lunch, and After School. 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)
- The outdoor courts area (when not in use 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 after school when a teacher is present.

The library is open to students for silent study and research time until 4:30pm, 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.

All students may remain on campus while 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 school 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.

## 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. Food or drinks delivered to school will be confiscated and disposed. Food brought onto campus after school has finished may only be eaten in designated areas. (See Campus Access After School guidelines outlined above)

Students with specific dietary concerns must work with school doctor and clinic to organize appropriate accommodations.

Food in classrooms or in hallways **is not allowed** at any time.

## UAS MIDDLE SCHOOL STUDENT PHONE POLICY

Students **are not** allowed to use their phones during the school day from 7:45 AM until 3:10 PM. Students should not have the phone on their person. Phones must be off and stored in either the student locker or backpack.

Students **are allowed** to use their phones prior to (before 7:45AM) and after school beginning @ 3:10PM).

Students **will be allowed** to use their phones within the classroom when given specific permission by the teacher for a classroom project. Upon completion of the project, it will be the responsibility of the student to return their phone to their backpack or locker.

If a student has his or her phone out during the school day (between 7:45AM and 3:10PM) without the knowledge and/or permission of a MS staff member, the following consequences will be enforced:

### First Offense

The phone will be confiscated from the student, and the student will be sent to the office. The student will

call their parents. The behavior will be documented by the MS Leadership team, and the phone will be held in the office until the end of the school day, at which time the phone can be collected by the student.

### Second Offense

The phone will be confiscated from the student, and the student will be sent to the office. The student will call their parents. The behavior will be documented by the MS Leadership Team, and the phone will be held in the office until the end of the day, at which time the phone can be collected by the student. In addition, for 5 consecutive school days, the student must deliver their phone to the MS office at 7:40AM.

### Third Offense

The phone will be confiscated from the student, and the student will be sent to the office. The student will call their parents. The behavior will be documented by the MS Leadership Team, and the phone will be held in the office until the end of the day, at which time the phone can be collected by the student. In addition, for 5 consecutive school days, or until a parent meeting is held (whichever is longer) the student must deliver their phone to the MS office at 7:40AM.

**\*\*Additional offenses will be dealt with by the MS Leadership Team in council with the student's parents\*\***

## STUDENT 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 UAS school uniform.
- Students must wear the UAS polo-style shirt with dark navy pants/shorts 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.
- The PE uniform is to be worn for PE classes only.
- 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 culturally sensitive.

- Students may opt to wear a UAS jacket or hoodie over the school uniform shirt (hoods are not to be worn in school)
- 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).
- 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 office until they are in the appropriate uniform.

The following options will be available:

1. The student may call a parent and have the appropriate uniform delivered to them at school.
2. The student may purchase the appropriate uniform from the school store with their own money.
3. The student may borrow the appropriate uniform from the office "closet". It is expected that the borrowed uniform will be laundered and returned within one week.

## 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.

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.
- Appointments with school administration.  
In-School Suspension.
- 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 school principal)

## Interventions to Support Student Attendance

The school will send home an automated email to parents when their child is absent from a class.

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 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 middle school office well in advance of the absence. If your child has an unplanned absence, please contact the middle school office on the day of the absence. You may call the office at extension **2109** 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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