



**UAS MIDDLE SCHOOL
PARENT STUDENT
HANDBOOK
2018/2019**

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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.

ADDRESS & COMMUNICATIONS

UNIVERSAL AMERICAN SCHOOL

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Store & Uniform Keeper	Mr. Rommel Doroteo	store@uasdubai.ae
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MIDDLE SCHOOL FACULTY STAFF LIST

ROOM	SUBJECT AREA	TEACHER NAME	STAFF E-MAIL
GRADE 6 CORE TEACHERS			
1115	English/Social Studies	Anoushae Beram	aberam@uasdubai.ae
1119	Math/Social Studies	Samarah Qadir	sqadir@uasdubai.ae
1118	Science/Social Studies	Erik Yates	eyates@uaswdubai.ae
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1104	Science	Laurie Langille	llangille@uasdubai.ae
1103	Social Studies	Briana Thomas	bthomas@uasdubai.ae
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	Assistant to Principal	Hana Malek	hmalek@uasdubai.ae



المدرسة العالمية الأمريكية UNIVERSAL AMERICAN SCHOOL

SCHOOL CALENDAR FOR THE ACADEMIC YEAR – 2018-2019

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

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

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

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

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

Sept 2 - First day for grades 11-12 and ES/MS new student orientation and EC student orientation
Sept 3 - HS new student orientation
Sept 4 - 1st Full day for grades 1-10
Sept 9 - 1st Full day for PreK, KG1 and KG2
Sept 13 - Islamic New Year Holiday- No School (Confirmed)
Sept. 17 MS Back to School Night
Sept.19 ES Back to School Night
Sept. 24 HS Back to School Night

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

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

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

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

APRIL '19						
S	M	T	W	T	F	S
	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. 14 - Classes resume
Apr. 21 - PD Day – No Students
Apr. 23 - Last Day Gr.12

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

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

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

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

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

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

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

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

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

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

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

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



OUR MISSION

AT UNIVERSAL AMERICAN SCHOOL WE PROVIDE A

CHALLENGING

INQUIRY-BASED AMERICAN AND INTERNATIONAL EDUCATION

THAT **EMPOWERS** STUDENTS TO BE

CARING INDIVIDUALS

CRITICAL THINKERS

RESPONSIBLE GLOBAL CITIZENS

OUR BELIEFS

WE BELIEVE THE UNIVERSAL AMERICAN SCHOOL
COMMUNITY SHOULD:

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

UAS MIDDLE SCHOOL HONOR CODE

As a student of the UAS Middle School, I will conduct myself in an honorable, trustworthy, and ethical manner at all times. In keeping with the highest standards of UAS, I will be truthful, I will be academically honest, and I will respect the property of others at all times.

DEFINING ACADEMIC HONESTY & 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 a 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, especially 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.

MALPRACTICE

The IB Diploma Regulations define malpractice as behavior that results in, or may result in, the student or any other student gaining an unfair advantage in one or more assessment component.

PLAGIARISM is defined as the representation of the ideas or work of another person as the student's own. Plagiarism is recognized worldwide as a serious academic offense. Ignorance of the working definition of plagiarism is not a valid excuse for lapses and does not prevent a penalty from being applied to work submitted as original.

When using the words of another person it must become habitual practice for a student to use quotation marks, indentation or some other accepted means of indicating that the wording is not their own. Furthermore, the source of the quotation (or paraphrased text) must be clearly identified along with the quotation and not reside in the bibliography alone.

Using the words and ideas of another person to support one's arguments is a fundamental part of any academic endeavor, and how to integrate these words and ideas with one's own is an important skill. Paraphrasing is the rendition of another person's words presented in a new style and integrated grammatically into the writing. If done correctly, paraphrasing is a legitimate way to use a

source. However, because paraphrasing uses the ideas of another person, it is still necessary to acknowledge the source. If paraphrasing is not done correctly it will be treated as plagiarism.

COLLUSION is defined as supporting malpractice by another student, as in allowing one's work to be copied or submitted for assessment by another.

Legitimate collaboration vs. unacceptable collusion or plagiarism: there are occasions when collaboration with other students is permitted or even actively encouraged, for example, in the requirements for internal assessment. Nevertheless, the final work must be produced independently, despite the fact that it may be based on similar data. This means that the abstract, introduction, content and conclusion or summary of a piece of work must be written in each student's own words and cannot therefore be the same as another student's. If, for example, two or more students have exactly the same introduction to an assignment, this will be construed as collusion, and not collaboration.

DUPLICATION OF WORK is defined as the presentation of the same work for different assessment components and/or course requirements. If, for example, a student submits the same or a very similar piece of work for the in-depth study in history internal assessment and for an extended essay in history, this would be viewed as malpractice. However, it is perfectly acceptable for a student to study one aspect of a topic for internal assessment and another aspect of the same topic for an extended essay.

As a student of the UAS Middle School,
I accept the following consequences if
I choose to violate the Honor Code.
(In addition to classroom discipline measures)

1. First offense:

- The issue is discussed with the student and documented in Synergetic
- The student contacts their parents to inform them of the situation
- The UAS MS Administration and the Grade Level Team Leader (GLTL) are informed
- The student meets with the UAS MS Administration and this policy is revisited

2. Second offense:

- The issue is discussed with the student and documented in Synergetic
- The student contacts their parents to inform them of the situation
- The UAS MS Administration and the GLTL are informed
- The student earns 4 hours of Saturday School, to be served as soon as possible
- The student and his/her parents meet with the MS Administration and this policy is revisited

3. Third offense:

- The issue is discussed with the student and documented in Synergetic
- The student contacts their parents to inform them of the situation
- The UAS MS Administration and the GLTL are informed
- The student earns 8 hours of Saturday School, to be served over two weekends
- The student and his parents meet with the UAS MS Administration and this policy is revisited
- The student is placed on behavior probation and the student's enrollment status is in jeopardy

4. Fourth offense:

- The issue is discussed with the student and documented in Synergetic
- The student contacts their parents to inform them of the situation
- The UAS MS Administration and the GLTL are informed
- The student earns 2 days of out of school suspension, to be served immediately
- The student and his parents meet with the UAS MS Administration and this policy is revisited
- The student is placed on final behavior probation.
- The situation is referred to the Director, and the student's enrollment status is in serious jeopardy

The UAS MS Administration reserves the right to determine student consequences depending on the specific circumstances of the Honor Code violation.

CONSEQUENCES OF MALPRACTICE

First Occurrence:

- Teacher and/or Administrator discusses with student for confirmation.
- Teacher files a report with the Curriculum Leader and the Secondary Administration.
- Administrator informs parents about the occurrence and holds a meeting with student and parents.
- The student is placed on behavioral probation and may serve a one day in school suspension.
- Plagiarized/ colluded sections of work will not be taken into consideration when the work is graded. The work will be graded using the set criteria for the task.
- An original piece of work must be submitted within 48 hours.

Second Occurrence:

- Teacher and/or Administrator discusses with student for confirmation.
- Teacher files a report with the Curriculum Leader, the Secondary Administration and the school Director.
- The secondary administration forwards a letter recommending disenrollment to parents and UAS Director
- Parents, student, school director and secondary administration meet to discuss the possibility of disenrollment from UAS
- Plagiarized/colluded sections of work will not be taken into consideration when the work is graded. The work will be graded using the set criteria for the task.
- Due to the breach of their behavioral probation the student serves a two day out of school suspension and is required to sign a behavioral contract concerning academic dishonesty.
- Any IB Diploma student with a second academic honesty infraction will face removal from the program.

Third Occurrence:

- Teacher and or Administrator discusses with student for confirmation. Teacher files a report with the Curriculum Leader, the Secondary Administration and the school Director.
- Administration informs parents about the occurrence and holds a meeting with the student and the parents.
- Due to the second breach of their behavioral probation and breach of their behavioral contract the student will receive and indefinite out of school suspension culminating in a meeting with the Director of the school.
- Recommendation of expulsion by the secondary administration.

In the event of an accumulation of **3 malpractice events** the secondary office will generate a letter to the Director recommending expulsion.

MS/HS TIMETABLE

MS/HS TIMETABLE 2018 - 2019

	MS PERIOD	LENGTH	LENGTH	HS PERIOD	
PERIOD 1	7:45 - 8:55	70	70	7:45 - 8:55	PERIOD 1
PERIOD 2	9:00 - 10:10	70	70	9:00 - 10:10	PERIOD 2
BREAK	10:10 - 10:30	20	20	10:10 - 10:30	BREAK
PERIOD 3	10:35 - 11:40	65	70	10:35 - 11:45	PERIOD 3
FLEX	11:45 - 12:15	30	70	11:50 - 1:00	PERIOD 4
LUNCH	12:15 - 12:45	30			
PERIOD 4	12:50 - 1:55	65	55	1:00 - 1:55	LUNCH
PERIOD 5	2:00 - 3:10	70	70	2:00 - 3:10	PERIOD 5

TUESDAY MS/HS TIMETABLE 2018 - 2019

	MS PERIOD	LENGTH	LENGTH	HS PERIOD	
PERIOD 1	7:45 - 8:40	55	55	7:45 - 8:55	PERIOD 1
PERIOD 2	8:45 - 9:40	55	55	8:45 - 9:40	PERIOD 2
BREAK	9:40 - 10:00	20	20	9:40 - 10:00	BREAK
PERIOD 3	10:05 - 10:50	45	55	10:05 - 11:00	PERIOD 3
ADVISORY	10:55 - 11:50	55	55	11:05 - 12:00	PERIOD 4
LUNCH	11:50 - 12:20	30	30	12:05 - 12:35	ADVISORY
PERIOD 4	12:25 - 1:10	45	25	12:35 - 1:00	LUNCH
PERIOD 5	1:15 - 2:00	45	55	1:05 - 2:00	PERIOD 5

SECTION 2: ACADEMICS

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SUMMATIVE ASSESSMENT POLICY

Students are expected to complete all summative assessments on time as prescribed by the classroom teacher.

- Any summative assessment not completed and submitted on time, or by the teacher assigned due date will be recorded in the grade book as an incomplete (INC).

- Students who do not complete a summative assessment on time will be expected to attend a compulsory session in the After School Learning Center (ASLC), where the assessment will be completed in the presence of a teacher. The assessment must be completed in a timeframe identified by the teacher and/or administration.

- In addition:

- The student would be expected to complete the assessment during one ASLC session. If the student has multiple assessments to complete, arrangements can be made for the student to attend the ASLC on multiple occasions.
- If the student fails to attend ASLC in order to complete the assessment, the parent will then be contacted and the student will be expected to complete the assessment in the presence of a teacher in a Saturday Morning Summative (SMS) session.
 - ◊ Any student who is assigned to attend an SMS session will lose their privilege to participate in all extra-curricular activities until the assessment is completed.
- Regarding the end of the semester:
 - ◊ Students must complete all summative assessments by 7:45 AM on the last day of the quarter. Please see the dates as listed below.
 - ◊ Any summative assessment that is not completed by 7:45 AM on the last day of the quarter will earn the mark of incomplete (INC) in the grade book, and thus an INC for that class on the students report card.
 - ◊ The lowest mark a student can earn on their report card is a level "1."

Please Note: Any summative assessment completed beyond the deadline in the company of a teacher will be accepted and graded. While not changing the incomplete status of any semester grade on the report card, the graded summative assessment will be used to determine the end of the year cumulative grade.

MIDDLE SCHOOL ASSESSMENT FRAMEWORK

In the Middle School at UAS, we believe that:

Assessment should have a clear purpose:

- The purpose of assessment is to identify the degree to which a student has learned the standards.
- It is a reflection of what students know and are able to do.
- It is an opportunity for students showcase what they have learned, this along with feedback, establishes clear communication between students and parents.

Formative assessment:

- Provides us with feedback that we use to inform instruction and assist student in their learning process. It is the help we give to students to assist them when they are practicing to meet their overall goals or learning targets.
- In the UAS Middle School we record formative assessment using the Engrade system, however we will use a four point scale to represent the learning that has taken place.

The formative assessment scale is the same as the descriptors used on the summative rubric: **Novice, Apprentice, Expert and Incomplete**. If an assessment is noted as "Incomplete" it means the assessment is **incomplete or not submitted**.

Summative Assessment:

- Summative assessment is a summation of the learning that has taken place up to the point of assessment. It will be used to determine a final grade for the purpose of student reporting.
- Grading policies for the use of summative assessments, including the frequency and format, will be established within vertical teams, meaning teams of teachers within the middle school who teach the same content area.
- Teachers will provide for students a balanced approach to summative assessments which may include choice where possible
- Grades will be comprised of multiple assessments.

Students should have access to clear learning targets:

- Learning targets are standards written in child-friendly language to explain what students need to know, understand and are able to do (Knowledge, concepts, skills).
- Learning targets are used so that students understand what they are learning and have ownership in the learning process.
- Learning targets can be written in a variety of ways: as a question, or using an I can statement etc. Teachers may also use an inquiry based approach to provide a child-friendly learning target.
- Success criteria can accompany the targets to explain how learning may be reached.
- Assessment is solely linked to where students are in relation to the standards.
- Students need access to these targets and should be regularly self assessing against the targets.

Assessments should be of sound design:

- Rubrics need to be individualised for each assessment and provide a scaffold for students in their journey towards the standard.
- There should be a wide range of assessments that are product based.
- Assessments should be built to include student choice.
- Students are a part of the assessment process.
- Teachers will provide clear communication about the intention of the assessment to students.

Assessment is only useful if it includes the effective use of communication:

- Effective feedback can be qualitative and quantitative.
- Qualitative feedback can be verbal, however as much as possible it is important to document what this might look like.
- Formative feedback is best given as qualitative feedback, as feedback is most valuable when it is not accompanied by a grade.
- Formative and summative assessments are entered into the gradebook to evidence that feedback has taken place with the student and they have been given the opportunity to improve their learning.
- Feedback should be specific. It should focus on what the students have done well in relation to the standards that you are teaching and identify what their 'next steps' are.
- Feedback needs to be timely if it is going to impact learning.

Assessment needs to include student involvement:

- Self assessment/self reported grading of learning targets will be used at multiple points throughout the units.
- Peer assessment is an integral part of students using assessment for learning.
- Giving students choice will have a positive impact on student engagement.
- Students will be involved in tracking, reflecting on, and sharing their own learning progress through the use of portfolios and goal setting processes.

UAS MIDDLE SCHOOL RUBRIC

EXPERT	7	Consistently demonstrates extensive/extended 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 extensive 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 proficient 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. This grade reflects work aligned with grade level standards.
	4	Demonstrates satisfactory 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. This grade reflects work aligned with grade level standards.
NOVICE	3	Demonstration of knowledge and understanding of the required content and concepts is inconsistent . Communicates learning with a lack of clarity and/or accuracy. Creates work that needs improvement and skills are limited. This is a passing grade, but could lead to academic probation.
DID NOT DEMONSTRATE	2	Demonstrates limited 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. This is a failing grade, and the student will not receive credit.
	1	Did not demonstrate 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.
	INCOMPLETE	Assessment is incomplete or not submitted.

UAS MIDDLE SCHOOL HOMEWORK POLICY

<p>AMOUNT</p>	<p>Research states that students should receive no more than 10 minutes x the grade level per evening. Grade 6: 60 minutes Grade 7: 70 minutes Grade 8: 80 minutes This can be further into a division between periods per day. For example, grade six has 5 periods per day $60/5 =$ roughly 12 minutes per class. Reading is additional to this formula (Cooper Synthesis 2006).</p>
<p>PURPOSE</p>	<p>Research shows that students make greater gains in learning if they are engaging in a regular homework routine. This has been evidenced by seven major studies that measured student gains using standardized assessment scores (Marzano & Pickering 2007). These studies also showed that without teacher feedback, the efficacy of the assigned homework was lost (Saam & Jeong 2013).</p>
<p>APPROACHES TO LEARNING SKILL AREAS</p>	<p>Plan short and long term assignments; meet deadlines. Keep and use a weekly planner for assignments. Set goals that are challenging and realistic. Select and use technology effectively and productively. Use appropriate strategies for organizing complex information. Keep an organized and logical system of information files/notebook.</p>
<p>AUTHENTICITY OF ASSIGNMENTS</p>	<p>As much as possible learning should be authentic and connected to the home environment. Homework should foster personal and familial well-being (Kralovec & Buell 2000),</p>
<p>STUDENT CHOICE</p>	<p>Students should be encouraged to take ownership for when they complete their homework as well as given the opportunity to take ownership of the final product (Saam & Jeong 2013).</p>
<p>COMPLETION DEADLINES</p>	<p>Students are responsible for ensuring their assignments are completed and handed in on time. Teachers are responsible for giving timely feedback on the assignments (Universal American School Handbook, 2016).</p>

SECTION 3: ACADEMICS

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UAS MIDDLE SCHOOL CLASSROOM BEHAVIOR PLAN

Students are expected to:

1. Follow the directions of the classroom teacher, the first time the directions are given.
2. Be respectful of the classroom teacher, of the other students, and of the facility and/or classroom at all times.

Students who choose not to comply with the expectations as listed above will be subject to the following consequences:

Within the Classroom: Teacher Behavior Management System

- The teacher will create and utilize a classroom behavior management system (and note this on Google Classroom) that includes essential agreements on student behavior and inappropriate behavior will be documented in Synergetic. This plan will be posted within the classroom. The teacher has the discretion to make individual decisions related to a particular student.

Office Referral:

- If a student does not follow the behavior management plan, the teacher may choose to send the student to the office. If a student is sent to the office, the teacher will complete a STOP form and send it with the student.
- Teachers have the right to send a student to the office if:
 - a. The student is insubordinate or displays behavior that disrupts the teacher's ability to teach, and student's ability to learn.
 - b. The teacher needs a timeout from the student, or the teacher believes the student needs a timeout. This step should be indicated on the STOP form by ticking the "R&R" or reflection and refocus box.
- Upon arrival in the office, a member of the UAS MS Leadership team will employ one or a combination of the following steps depending on the severity or frequency of the offense. The student may:
 - a. Be required to phone their parent and inform them of the situation,
 - b. Be asked to have a "Restorative Justice" meeting with peers or teacher(s),
 - c. Earn a lunch time or an after school detention,
 - d. Be required to attend a parent meeting with the MS Leadership Team,
 - e. Earn time in Saturday School
 - f. Be placed on a behavior contract or on behavior probation, or
 - g. In severe cases, earn a suspension (either in school or out).
- If the "please see me" box is checked on the STOP form, no action will be taken until a member of the MS Leadership Team communicates with the teacher.
- The teacher will communicate the behavior infraction to the MS Leadership Team and the parents.
- The student is not allowed to re-enter the classroom until:
 - a. The student takes responsibility for their own behavior,
 - b. The student makes a plan to improve their behavior, and
 - c. The teacher and the student meet to discuss the student's classroom re-entry plan

Other points:

The MS Leadership Team has the discretion to make individual decisions related to a particular student and the consequences for inappropriate behavior based upon the student's behavior history and/or the severity and frequency of the offense.

UAS MIDDLE SCHOOL STUDENT TARDY POLICY

Punctuality is important. When a student is late to class (even a few minutes), it affects not only the child who does not arrive on time, but the entire class as well. The tardy student may miss important instructions and the teacher must stop what they are doing and refocus the group.

The definition of “Tardy”

- A student is “tardy” when he or she is not in the classroom and prepared to begin learning by the time the bell stops ringing.

Roles and Responsibilities of Teachers:

- To the greatest degree possible, teachers need to be at their classroom door before class begins to meet and greet students, and to encourage them to enter their classroom on time.
- The classroom teacher will consistently take accurate attendance within the first 15 minutes every class period.

Roles and Responsibilities of Students:

- When a student is tardy to class, the student must report to the Attendance Office to collect a tardy slip. The Attendance Office will record the tardy in Synergetic and the student should head directly back to class.
- Any student who arrives late to school 2 times in a given day will earn 1 lunch reflection to be served the next day of school for the entirety of the lunch period (students will be allowed to eat at this time and a set lunch from the cafeteria will be made available to those students who purchase their food)
- Any student who is tardy to class or arrives late to school 3 times in a given school day will earn 1 after school reflection, as assigned by the Middle School AP or Principal (an after school reflection lasts 60 minutes starting from 3:20 PM). Students will need to arrange their own transportation.
- Any student who has multiple days of 2 or more tardies during a given week will be dealt with at the discretion of the MS Leadership Team

UAS MIDDLE SCHOOL COMMON AREA BEHAVIOR EXPECTATIONS

As a student of the UAS Middle School I will take pride in my school, and I will:

ARRIVAL & DISMISSAL	<ul style="list-style-type: none"> • Clear the hallway by 3:30 (pass through - not linger) • Go to courtyard or reception after school
HALLWAY & STAIRS	<ul style="list-style-type: none"> • Stay to the left or right side of the halls & keep moving • Place my personal items in my locker • Clean up after myself • Keep my hands, feet and other objects to myself
BATHROOM	<ul style="list-style-type: none"> • Use the facilities, wash and leave • Clean up after myself • Respect the bathroom facilities
PITCH & COVERED AREAS	<ul style="list-style-type: none"> • Clean up after myself • Use equipment and furniture properly • Stay in designated areas
CAFETERIA	<ul style="list-style-type: none"> • Purchase food only during assigned times • Clean up after myself
LIBRARY	<ul style="list-style-type: none"> • Leave my backpack outside the library, or in the cubbies • Leave the area clean or cleaner than when i found it • Respect the library as a “food and drink-free” zone (water is allowed) • Work or read quietly • Walk and avoid running
ASSEMBLIES	<ul style="list-style-type: none"> • Sit in my assigned area • Remain focused and actively engaged • Enjoy the moment • Respond appropriately when necessary
FIELD TRIPS	<ul style="list-style-type: none"> • Return my paperwork on time • Follow the directions of the chaperones, guides and any other adults involved in the trip • Be responsible for my personal welfare and the welfare of others • Positively participate in activities
PHONES	<ul style="list-style-type: none"> • Shut my phone off @ 7:40 and place it in my locker or backpack, where it will remain until 3:10 unless i am given permission by a teacher to use the phone for a class project

SCHOOL CODE OF CONDUCT & DISCIPLINE

UAS Mission: UAS provides a challenging, inquiry-based American and international education that empowers students to be caring individuals, critical thinkers and responsible global citizens

Belief Statement: UAS operates with a whole-school community approach to supporting student behavior. UAS values effort presents achievable but challenging expectations and builds self-esteem while encouraging students to be responsible and independent learners. We encourage students to take responsibility for their own behavior by teaching and promoting problem solving and conflict management skills.

Our discipline procedures aim to:

- Recognize and promote responsible and positive behavior
- Provide a consistent approach to managing inappropriate behavior by applying fair and logical consequences
- Encourage students to take responsibility for their own behavior by teaching and promoting problem solving, conflict management skills and the IB learner profile
- Encourage students to learn to reflect on their own behavior
- Promote the IB learner profile attributes in order to encourage students to have a positive influence in our community by being:
 - Inquirers
 - Thinkers
 - Communicators
 - Risk-Takers
 - Knowledgeable
 - Principled
 - Caring
 - Open-Minded
 - Well-Balanced
 - Reflective

Every student at UAS has the right to a 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 has classroom rules to ensure the best possible educational environment. Respect, common sense, reasonableness, and courtesy are the foundation for the educational relationship between student and teacher.

In an effort to provide a uniform and 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, under the heading Discipline Regulations and Procedures. 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.

DISCIPLINE REGULATIONS & PROCEDURES

In order to develop and maintain a positive educational setting that is conducive to student learning, discipline standards at UAS are designed to balance discretionary authority and the need to provide students with positive behavioral alternatives.

The behavior modification procedures of our school will be educational in nature, and are designed to ensure all students enjoy learning in an environment free from distraction and intimidation. Student behavior management procedures aim to be restorative in nature and values based while taking into consideration individual circumstances within the context of respect for the safety and well-being of the entire school community.

Teachers will do their best to address and resolve problems which come to their attention. The director and principals together have the responsibility to make

the final decision in relation to consequences for severe inappropriate behavior.

Teachers and staff members will follow the following rubric to guide

Level 1: Managed within the classroom by the individual teacher, positive and negative behavior communicated as needed

Level 2: Managed by the teacher in conjunction with appropriate Principal, referral form created, parents are contacted, possible CST/ councilor meeting, appropriate teachers informed

Level 3: Managed by the appropriate Principal, referral form used, clear consequences given, parents involved

Level 4: Managed by administration, parents involved, referral form used, student enrollment at risk

The rubric below is used as a guide. Each case will be treated individually

INAPPROPRIATE BEHAVIORS	CONSEQUENCES (To support behavioral change)
<p>LEVEL 1 – low level, infrequent behaviors that interrupt teaching and learning and are dealt with in-class</p> <ul style="list-style-type: none"> - Off task - Not finishing work - Non compliance - Incomplete homework - Inappropriate moving around the school - Using inappropriate language - Chewing Gum - Littering or Spitting - Bringing inappropriate items to school - Unsafe play 	<p>LEVEL 1 – Appropriate response by teacher</p> <ul style="list-style-type: none"> - Clear Directions - Rule Reminder - Loss of privileges (recess or lunch detention) - Logical Consequences (eg. If a student litters, pick up garbage for 5 minutes during free time) - Time Away/Time Out – student moves to a place away from group or in another classroom - Behavior reflection
<p>LEVEL 3 - Persistent documented breaking of rules, repeated level 2 behavior and required administrative support (Theft, Vandalism - including Graffiti moved to Level 4 category)</p> <ul style="list-style-type: none"> - Sexual Harassment - Racism - Bullying - Fighting - Truancy - Inappropriate use of computers - Cheating - Trashing or interfering in any way with another person's work 	<p>LEVEL 3 – Administrative action, to include teacher, counselors and parents</p> <ul style="list-style-type: none"> - Behavior Plan - Student referral form filed - Family Conference - Individual Behavior Plan/Contract - In-school suspension - Out of school Suspension - Counseling – CST referral - After school detention - Enrolment at risk
<p>LEVEL 4 – Repeated level 3 behaviors, or, Physical Violence, Dangerous or Illegal Behaviors. Examples:</p> <ul style="list-style-type: none"> - Extreme violence - Possession or use of controlled substances - Smoking, possessing consuming or selling illegal substances while under the school's jurisdiction - Possessing dangerous items or weapons while under the school's jurisdiction - Possession or consumption of tobacco or alcohol - Bringing to school or accessing pornographic material - Computer hacking - Theft and or vandalism of school property - Any behavior on or off campus which contradicts the standards and expectations of behavior/conduct of all UAS students. - Tampering with the Emergency Alarm system 	<p>LEVEL 4 – Administrative actions may include any or all of the following: teacher, counselors, parents and</p> <ul style="list-style-type: none"> - Contact with authorities if required - Family Conference with administration, including the director - Individual Behavior Plan/Contract Out of School Suspension - Counseling – professional recommendations - Enrollment at high risk

SCHOOL RULES

- Students must adhere to the Dress Code of UAS by being in correct school uniform each school day and while attending school activities held outside school hours. Any student not in the school uniform, will be sent to the office and will be required to change into the proper uniform.
- Students are expected to be on time for school in the morning and for all classes during the school day. A written excuse must be provided by the parent for any student absence.
- Students are expected to take care of all school books and property. They may be fined for damaged or lost texts and library books.
- Secondary School students may not have food or drinks, except for water, in the school buildings. Eating is allowed only in designated areas at designated times.
- Gum chewing is not allowed on school premises.
- Ingestion or possession of illegal or controlled substances are strictly forbidden. This includes possession or use, in or around UAS or UAS-sponsored events and school trips. Offenders will be suspended and possibly expelled.
- Fighting of any kind is not allowed in or around UAS or at any UAS sponsored events. UAS does not allow “play” fighting. Infractions may result in suspension or expulsion.
- Mutual courtesy and respect between students as well as absolute respect for UAS teachers, security personnel and staff is expected at all times. Offensive or disrespectful language will not be tolerated.
- Students may not leave the school during the day for any reason without the express written permission of an administrator. Students must present a note from the parents when asking to leave school at their parents’ request.
- Upon dismissal, students are to go home immediately by bus or car unless involved in a school-sponsored extra-curricular activity, studying in the library, or working with a teacher.
- Students wearing the school uniform on and off campus, must uphold the school code of conduct and respect the school’s values.

STUDENTS LEAVING CAMPUS

Universal American School attempts to provide a safe and secure environment on campus. Parents, please help us to protect your children.

Students are expected to arrive and leave school each day under the routine arrangements established by their parents at the beginning of the academic year. Typically, those routine arrangements are:

1. By bus
2. By walking if living close by
3. Driven by parent or designated driver known to the school.

Students who wish to change their routine MUST provide UAS with a signed letter of permission from their parent stating the specific arrangements for the day in question.

Only students who routinely walk to/from school may be allowed to walk off campus at the end of the day. Please use the pedestrian gate. Avoid vehicular traffic gates.

STUDENTS ARE NOT PERMITTED TO GO TO THE ADJACENT SPINNEY’S SUPERMARKET OR DUBAI FESTIVAL CITY DURING SCHOOL HOURS.

Parents providing their own transportation who wish to pick up and drop off their children outside of the campus gates (numbers 1 and 2) may do so ONLY if done so as their routine. That is, every day.

Students who stay after school for any reason may leave campus only under parent-approved arrangements. Students may not leave campus at any time without parental permission due to the fact that UAS cannot assure the safety or supervision of children in such circumstances. Once a student leaves the campus after the buses have gone for the day, they may not return to the campus.

SCHOOL BUS BEHAVIOR CODE

The following is a list of bus rules and regulations. If these regulations are not followed, the bus monitor will report students to the appropriate administrator. Parents will be notified of the offending behavior and students will be suspended from riding the bus; at first, temporarily, and if necessary, permanently.

Buses leave 15 minutes after dismissal. Once the first bus to leave is in motion students may not board any of the remaining buses. Students who breach this important safety code will be suspended from the bus for one week. A second offense will result in the student not being able to ride the UAS bus for the remainder of the semester.

If the bus driver is distracted by student's behavior, he cannot pay strict attention to his driving. This poses a safety problem for all students on the bus. All bus rules apply on field trips as well as daily transportation.

1. Students must adhere to the instructions of the bus monitor.
2. Students are to use the established pick-up points only.
3. Students are required to stay in their seats and use seat belts
4. Students are to refrain from protruding their head, hands, and other objects out of the window.
5. Converse in a quiet voice.
6. Only water may be consumed on the bus.
7. Any potential dangerous objects that need to be brought to school for a project (i.e. glass, knives, swords, etc.) are to be given to the bus monitor
8. Riders are permitted to get off the bus only at their assigned stops unless they have a note from their parents. These notes need to be pre-approved by the transportation coordinator.
9. Buses will not wait at the designed stops in the morning for tardy students.
10. Buses will not move unless all students are seated.
11. Students will be suspended from the bus for any aggressive or abusive behavior.
12. Students, who attempt to stop the bus while it is in motion, will be suspended from the bus, and will be considered for permanent removal from the use of the bus service.
13. When a bus is delayed from leaving the school because of a student being late: The student will ride home, the bus supervisor will refer them to the principal (the next day), and they will be suspended from the bus.
14. **Students will be suspended from the bus for conduct that is unacceptable.**
15. Student conduct that places other bus riders at risk will be considered as grounds for expulsion from school.

UAS MIDDLE SCHOOL UNIFORM POLICY

Acceptable bottoms must be navy blue trousers, navy blue shorts or full-length navy-blue skirts.

Acceptable tops must be white polo shirts with the UAS logo and/or a navy-blue sweatshirt with the UAS logo.

Acceptable physical education uniforms must be navy blue shorts, navy-blue UAS sport pants and a white shirt with the UAS logo.

- All uniforms tops must be school issued and need to be purchased from the school uniform shop.
- All uniform bottoms (if not school issued) must be consistent with the style and fabric of school issued pants and/or shorts. They must be cotton and/or polyester blend, NO jeans, lycra, spandex or stretch fabric of any kind will be allowed.
- Must wear appropriate covered footwear. Sandals are not permitted, no flip flops, high heels, or shoes/boots above the ankle will be allowed
- T-shirts may be worn under the school shirt.
- The P.E. uniform may only be worn during physical education class.
- All clothing, shoes, accessories, hairstyles, etc. should not be disruptive to the learning environment.
- On dress-down and free dress days, students may not wear clothing that is revealing, exceedingly tight, too short, or containing inappropriate language or pictures.

On Thursday, students are allowed to wear UAS hoodies (Sport teams, clubs, WWW) as well as PE uniform shirt and shorts.

Student-athletes dress code on game or travel day:

Student-athletes should wear appropriate attire on game day so as to represent our school and team properly. Game day attire will be the UAS Travel Jacket, UAS School Pants, and a plain White Polo. Failure to dress appropriately for the travel day, may result in exclusion from that game.

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

ACCEPTABLE USE PRACTICES (AUP - 2018-2019)

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 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 I which 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.
- Elementary students have secured and lockable laptop cabinets in their classroom which students will be instructed to use.
- 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.

Universal American School Acceptable Use Policy (AUP) 2017-18

UAS is very pleased to bring a wide range of technologies to students, staff and faculty at the Universal American School. The internet and computers on our network are used to support the educational objectives of UAS. Use of these technologies is a privilege and is subject to a variety of terms and conditions in accordance with UAS expectations and U.A.E Law.

Student Section:

I understand that it is my responsibility to honor the AUP and uphold UAS values both online, offline, at school and at home. I understand that my actions can affect others and that I will be accountable for my behavior. If digital actions outside of school impact student learning while in school, the school reserves the right to investigate those actions. Ultimately, I will not engage in activities that are in violation of the Technology AUP or U.A.E. Law.

I have read the AUP and agree to follow the guidelines when using technology. This applies while I am at UAS and off campus. Upon signing this agreement as a UAS student, I earn the privilege to access the UAS network and resources and demonstrate that I understand the above guidelines. This agreement will be kept with each student's file. Students will be denied access to the Internet if this signed agreement is not on file by the date set by the School.

Student Name _____

Student Signature _____ Date: _____

Grade: _____ Homeroom Teacher (if known) _____

Parent Section:

I understand and will discuss the expectations regarding the agreements contained in this Appropriate Use Policy. I understand that UAS has many safeguards in place to protect students access to inappropriate sites and activities online, but I am aware it is impossible for UAS to restrict access to all controversial materials. I accept full responsibility when my child's use of technology is not in a school setting. I understand that UAS encourages parents and guardians to supervise and monitor any online activity and supports parent education for raising a digital child through parent workshops.

Parent Name _____

Parent Signature _____ Date: _____

SECTION 4: STUDENT ACTIVITIES

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UAS SCORPION ATHLETICS OVERVIEW

OUR ATHLETICS PHILOSOPHY

The Athletics program at UAS is designed to encourage young athletes to participate in sport, pursue good sportsmanship, and work toward achieving their athletic potential. We believe participating in sport helps create balanced individuals, leading to a healthy mind, body, and soul. Positive attitude, discipline, time management, and healthy competition help foster successful individuals.

MIDDLE SCHOOL PROGRAM

The Middle School program is limited to those students who are in grade 6 to 8 as of September 1 of that school year. The philosophy at the U-14 level is to provide the student-athletes with the fundamental skills to develop them for the next level of participation. Within reason, more emphasis is placed on playing time and learning skills rather than winning and losing.

At the MS Scorpions level, teams participate in the Emirates Athletics Conference (EAC)

- Junior Scorpions participate in the Junior Emirates Athletics Conference (JEAC)
- Students are eligible for MS Scorpions teams from Grade 6 to 8
- Students are eligible for the Junior Scorpions Program in Grade 6 ONLY.

COMMUNICATION

All communication with student-athletes will be made through school-wide morning announcements, postings on athletic bulletin boards and direct emailing from coaches.

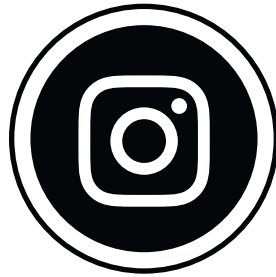
Parent Communication will be made through the following channels:

Athletics Blog - The UAS Athletics Blog will be the primary source for all important information. You will be able to gather weekly updates and highlights of the UAS Athletics program, locate all athletic participation forms, find pictures of school teams and events, as well as links to our schedules and team results. (<http://sites.uasdubai.ae/uasathletics/>)

UAS Website - The Athletics page located on the UAS Website (<http://www.uasdubai.ae/page.cfm?p=6037>) is a great source of information for team rosters, schedules, results, and an athletic overview.

Instagram & Twitter (@uasathletics): Instant Photos, Results & Important Announcements

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