



American School of Dubai
2018-19 ES Student and Parent Handbook

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August 2018

Dear ASD Elementary School Community,

Welcome to the American School of Dubai (ASD) Elementary School! On behalf of the faculty and staff, I would like to extend a warm welcome to all returning students as well as to students new to ASD this year. As your principal, I look forward to getting to know you as we work together throughout the year. Excellent learning opportunities, valuable activities and lasting friendships await you at ASD Elementary School. We strive to nurture and develop students from diverse backgrounds and experiences who will make a difference in their communities and their worlds. We are a school known for close and enduring relationships between students and teachers, with parents as our partners.

Our Elementary School provides a warm and caring atmosphere where you will learn to collaborate constructively, think creatively, reason critically, and communicate effectively.

The program includes a combination of core subjects taught in homeroom along with classes taught by specialists including Arabic, Art, Music and Physical Education. Library and computer technology skills are integrated into the homerooms. Small class sizes allow you to get to know your teachers and classmates easily. Teachers are here to support you in your learning.

The Elementary School is an exciting place to be after school as well. Students in grades K1-5 have access to after school activities. These activities include sports, arts and languages.

The Elementary School is a happy place where growing good people, embracing the beauty of early childhood, and enjoying the process of learning is what we are all about.

In learning,

A handwritten signature in black ink, appearing to read "JohnEric Advento". The signature is stylized with a long horizontal stroke extending to the right.

Mr. JohnEric Advento
Elementary School Principal
American School of Dubai

American School of Dubai

ASD Administration

Dr. Paul Richards, Superintendent
Dr. Michelle Remington, Associate Superintendent
JohnEric Advento, Elementary School Principal
Jake Dibbert, Middle School Principal
Nadine Richards, High School Principal
Linda Huston, Director of Student Services
Glen Karlsson, Director of Learning
Michelle Khateri, Director of Advancement
Mike Dunlop, Director of Educational Technology
Mazen Al Sheikh, Director of Arabic

ES Administration and Support Staff

JohnEric Advento, Elementary School Principal
Deb Strate, Elementary School Associate Principal, Grades KG1-G2
Kristy Csensich, Elementary School Associate Principal, Grades 3-5
Dr. Onita Nakra, Counselor, Grades KG1-1
Suanne Wallin, Counselor, Grades 2-3
Ward Milligan, Counselor, Grades 4-5
Jomana Saba, Administrative Assistant, Elementary Principal
Sonal Vora, Administrative Assistant, Elementary Associate Principal, Grades K1-G2
Vanessa Muller, Administrative Assistant, Elementary Associate Principal, Grades 3-5
Lisa Stermer, Administrative Assistant, Elementary Counselors

Mission

We challenge and inspire each student to achieve their dreams and to become a passionate learner prepared to adapt and contribute in a rapidly changing world.

Core Values

Compassion Excellence Integrity Respect Responsibility

We believe that:

- It is our responsibility to give help where needed.
- Striving for excellence is critical to our success.
- Integrity and honesty are essential to a safe and trusting community.
- Every person has equal inherent value.
- Embracing our diversity strengthens our community.
- Every person is responsible for their choices.

Learning Principles

- Learning has inherent value.
- Learners experience the power of an idea for themselves.
- Learning is enhanced when goals are clear and personalized.
- Learners engage when they see the importance of the work and experience a sense of accomplishment.
- Learners need clear expectations for quality of process, performance and product.
- Learners thrive in a safe environment.
- Effective feedback, reflection and self-assessment are essential to deepen and extend learning.
- Independent thinking and creativity flourish within a stimulating environment.

Student Profile

Thinker	Communicator	Contributor	Learner	Leader and Role Model
creative	effective	aware	engaged	Displays
critical	confident	ethical	responsible	qualities
reflective	collaborative	respectful	self-directed	acquired in their
adaptable		open-minded	inquisitive	education
persistent		compassionate		Inspires and
				guides others to
				fulfill their
				potential

Elementary Philosophy

In the Elementary School at the American School of Dubai, we believe in educating the whole child. We foster each child's intellectual, physical, emotional, social and cultural growth within a rich, stimulating and developmentally appropriate, environment. We celebrate a learning environment where students are treated with the utmost respect and that instills our school's core values of compassion, excellence, integrity, respect and responsibility.

The K1 program seeks to foster each child's intellectual, physical, emotional, social and cultural, and aesthetic growth. Each child is appreciated and accepted at the level of his or her own maturity and ability. The children are given the opportunity to learn, grow and develop in a climate of genuine affection and warmth, in their own time and in their own unique way. Purposeful, engaging play is an important vehicle for children's learning. As they play, children acquire language, learn to problem solve, learn to control their behavior and feelings and explore social roles. Their work is their play. Students in K1 receive special instruction in physical education, music and Arabic language.

In the primary program, kindergarten, first and second grade, our philosophy is that children learn best by doing. Their discovery is concrete and based on their own experiences. Children are given opportunities to explore, experiment and discover with hands-on materials. Our primary program strengthens and builds on the previous learning and emphasizes a more structured approach to teaching the basic subjects with a major emphasis on the development of literacy and mathematics skills and strategies. Rich science and social studies programs are also taught, and technology is integrated throughout the curriculum. Students at the K2 through second grade level receive instruction in art, music, physical education and swimming, and the Arabic language.

The upper elementary program focuses on the child's continued development and maturity through a curriculum that encourages students to learn by using hands-on materials and exploring their interests. The climate of the upper elementary classrooms is noticeably different from the primary classrooms. The environment accommodates the unique characteristics of upper elementary learners. Highly social, intellectually curious and endowed with great imaginations, students in grades three, four and five are eager to explore the world and the human experiences within it. The curriculum provides a framework for this exploration and materials for further inquiry. A major emphasis is the development of more complex literacy and mathematics skills and strategies. Rich science and social studies programs are also taught, and technology is integrated throughout the curriculum. Students at the third, fourth and fifth grade levels receive instruction in art, music, physical education and swimming, and the Arabic language.

General Information

Contact Information

Telephone: 04 395 0005 ext. 2035

Email: esoffice@asdubai.org

ES School Hours

Before 8:00 a.m.	Students on campus before 8:00 a.m. must be supervised by an adult.
8:00 a.m.	Students begin gathering by grade level. Staff supervision begins.
8:05 a.m.	Students in their classrooms
8:15 a.m.	School day begins
2:00 p.m.	School day ends for K1
3:15 p.m.	School ends for grades K2 to 5
3:30 p.m.	Students on campus past 3:30 p.m. must be supervised by an adult

Attendance

Arrival

Students who arrive to school before 8:00 a.m. should be supervised by a parent, guardian, or other responsible adult. (The school library opens at 7:45 a.m. for students who are accompanied by an adult.) At 8:00 a.m. staff supervision begins on the playgrounds.

Students should go to the appropriate ES playground or grade level gathering area between 8:00 to 8:05 a.m.

- K1 and K2 are encouraged to utilize the playground near Gate 6
- 1st grade are encouraged to utilize the grass area and basketball court near Gate 6
- 2nd to 5th grade are encouraged to utilize the playground near Gate 5

Classrooms open at 8:05 a.m., which is when students are expected to begin going to their classrooms. The learning for the school day begins promptly at 8:15 a.m. The school day ends at 3:15 p.m. each day. Students who are not in a supervised activity after regular dismissal are expected to leave the campus not later than 3:30 p.m. Those who stay for after- school activities must leave immediately at the conclusion of their activity. The school is not responsible for students who are at school before 8:00 a.m. or after 3:30 p.m., unless they are in an adult-supervised activity.

Students who arrive to school late after 8:15 a.m. will be marked tardy. Students who arrive to school after 8:20 a.m. need to be signed in by a parent at the Elementary Office.

Dismissal

Students will be dismissed from class at 3:15 p.m. and should be promptly picked up at the designated areas. Students who ride buses home meet the bus monitors in the designated area near Gate 1. Students may not stay after school unsupervised. This means that they are either involved in an after school activity or they are accompanied by an adult. If the after school activity does not begin at 3:30 p.m., the child must be accompanied by an adult until the activity begins. Parents should notify the teacher in writing or by email if their child is going home or departing campus with someone other than an adult member of the household.

Leaving Campus Early

When a student needs to leave the campus early before 3:15 p.m., parents must sign the student out and obtain a stamped blue exit pass from the Elementary Office. This pass must be

presented to the gate security personnel for the child to exit the campus. If a student is departing campus due to illness, he/she may be signed out and receive a stamped blue pass from the health office.

Early Dismissal Days

On the few days of the school year when the students are dismissed early (usually at 12:00 p.m.), parents are responsible for picking up their children promptly at 12:00 p.m. Bus transportation will leave the school at approximately 12:20 p.m. Parents will be notified well in advance of early dismissals, and these days will be noted on the school calendar.

Attendance and Absences

Timely and regular attendance to school is required by all students at the American School of Dubai. Whenever a student is absent for any reason, parents should call the school (04 395 0005 ext. 2015) and leave a voicemail before 8:00 a.m. and send an email to the teacher.

Parents should call the office on the third day of a prolonged illness. Children who have been absent from school due to a major illness, communicable disease, or injury are required to submit a physician's note that the child has received the required treatment. You are asked not to send your child to school if he/she is unwell. A child must be free from fever for 24 hours before returning to school. If your child has not attended school due to illness, he/she should not attend after school activities for that day.

Anticipated absences should be communicated to the classroom teacher. When absences accumulate to 10 days, your child's counselor will contact you to discuss ways to increase attendance. If a student misses more than 20 days, the student's learning can be significantly affected. In these cases a promotion meeting may be held to determine the appropriate placement of the child in the next academic year.

Temporary Guardianship

From time to time, it may be necessary for parents to travel while leaving their child(ren) behind. It is in the best interests of everyone that the school is informed, a temporary guardian is appointed, and a letter authorizing this be sent to the Elementary School Office.

School Bus Transportation

Our buses operate for your safety and convenience. Buses leave the school daily at 3:35 p.m., and late activities buses for students depart at 4:45 p.m. and 5:30 p.m. In order to ensure the smooth running of our transportation schedule, we rely on your support and cooperation. Please review and abide by the general guidelines below for bus riding:

1. The same expectations and responsibilities that apply at school apply to time spent waiting for and riding on the bus.
2. Similarly, disciplinary concerns relating to the buses will be handled as they would be if they happened at school.
3. Be on time for the bus.
4. Wait at designated stops and off roadways for the bus.
5. Board the bus by taking turns.
6. Take a seat immediately once you have boarded the bus.
7. Use a seat belt once seated.
8. Stay seated at all times with head and arms inside the bus at all times.
9. Be courteous at all times to the driver, monitors, your ASD peers and all passers-by outside of the bus.
10. When exiting the bus at your drop-off point, be safety-conscious about traffic and obey all local street-crossing rules.

11. Before getting down from the bus, please check your belongings.

Notifying Bus Office When Not Riding

Bus monitors need to be notified when students who are registered for bus service do not ride the bus. If a child is NOT going to ride the bus - for example, due to absence or other after school arrangements - the parents are expected to notify the bus office and the ES office. You may reach the bus office at 04 395 0005 ext. 1095.

Homework

In the Elementary School at ASD, children are actively engaged in rich, purposeful learning for seven hours a day. After school, we believe family time is important and that families and children should have choice in their learning beyond the school day. We encourage children to participate in self-directed learning, and to explore their curiosities and passions. We also believe that play is an important part of childhood. We encourage children to actively participate in opportunities for play and unstructured activities outside of school.

We expect children to read at home every day, and we expect parents to read with their children regularly. Reading at home should form a natural part of the daily routine. Emphasis should be on independent reading and a shared enjoyment of reading among the family. Reading is an excellent means of developing thinking skills, increasing fluency, developing language skills and helping children develop confidence with their reading.

Elementary Library

The elementary library is open to the ASD community between 7:45 a.m. and 4:30 p.m., Sunday through Thursday, including most recess times, and before and after school. The library offers a vast print collection of more than 25,000 books as well as many student-friendly databases, eBook subscription sites and student magazines.

The library promotes lifelong reading and learning by providing materials that support student interests and the ES curriculum. Elementary school students receive instruction in research skills and effective use of the library facility and its resources. Materials should be returned promptly or renewed if a longer time period is required. If students lose or damage a book or magazine beyond repair, they are required to pay for the replacement of the item. Checkout is suspended until replacement fees have been paid.

Physical Education

Physical education is an important requirement of the elementary school curriculum. Exercise is known to enhance cerebral function and subsequently assist with classroom activities. It also promotes lifelong healthy habits to assist students in developing and maintaining a healthy lifestyle throughout their lives. Proper running shoes MUST be worn to every PE class other than when swimming is scheduled, and a hat with a brim must be worn when class takes place on the field or in the sun. Students in Grades 1 through 5 must wear a PE uniform on the days that they attend PE class. PE uniforms may be purchased in the school store that is located beside the ES office.

Elementary PE Attendance Policy

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

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

Any note to excuse a pupil from PE activities must be written by a doctor and have a clear diagnosis, time frame for removal from the activities, and a treatment plan.

Swimming

The required swimming component of our elementary school curriculum teaches our students not only how to swim, but more importantly, water safety. Students must bring proper swimming attire that includes a proper bathing suit (for girls) or jammers (for boys), towel, goggles (optional but recommended), and swim cap.

If a child is well enough to attend school he/she is expected to swim. If your child is too ill to swim, he/she should remain home from school. Any note to excuse a pupil from swimming must be written by a doctor and have a clear diagnosis, time frame for removal from the activities, and a treatment plan.

Supporting a Positive Learning Environment

In order to ensure that the Elementary School is a positive, supportive and joyful environment for students to learn, all members of the community need to consistently exhibit our Core Values of compassion, excellence, integrity, respect and responsibility. If a student makes a choice that is not in line with our Core Values, the student will be involved in the problem-solving process and given the opportunity to:

- Accept responsibility for the choice and resulting consequences
- Reflect and learn from the situation
- Make amends to those affected
- Return to the learning environment as a positive contributing member

Consequences

Learning from mistakes is part of the developmental process for children, and holding them responsible for their actions is an important part of that learning. As a result, we have a defined process for determining consequences when poor choices are made. To support students in making meaningful changes, they will be involved in the problem solving process. At ASD, we use the following guidelines:

- The first time students create a problem for themselves or others in the classroom by breaking a classroom rule, the teacher will handle it within the classroom setting.
- The second time the rule is broken, if there is consistent challenging of the rule, or if a pattern of rule-breaking has emerged, the teacher will talk with the student and contact the parents to seek additional help in bringing about needed change.
- A third warning will involve the Principal/Associate Principal.

Depending upon the nature of concerns when students are sent to the office, possible consequences include:

- Creating a Core Values Learning Plan to be signed by the student, parent, teacher, and Principal/Associate Principal
- Phone call by student and Principal/Associate Principal to parent
- Conference between administrator, parent, and student
- In-school suspension
- Out-of-school suspension

Behaviors of Serious Concern

The following behaviors are of a more serious concern, and students will go directly to the Principal/Associate Principal to discuss logical consequences when:

1. Endangering the safety of others or themselves
2. Fighting

3. Vandalizing or destroying property
4. Stealing
5. Refusing to follow requests made by a faculty or staff member
6. Showing disrespect or verbally abusing any member of the ASD community

Harassment and Bullying Policy

At the American School of Dubai, it is expected that all community members will be free to learn, teach and work in a safe, secure and non-threatening environment based on mutual trust and respect. This includes respect of personal feelings, the traditions and customs of religions and cultures, nationality and gender. Each member of the ASD community is expected to be responsible for his/her own behaviors, to exercise self-discipline and to refrain from behaviors, which interfere with other members' right to learn and work in a safe and healthy environment.

An ASD community member is any person who is involved with or has a relationship with ASD. The community includes, but is not limited to - students, faculty, support staff, parents, coaches, after-school providers, guests and volunteers.

Harassment: Is any behavior or comment that is known, or should be known, to be inappropriate, unwanted, demeaning or cruel that makes the target feel uncomfortable, embarrassed, threatened or humiliated. It can include negative comments or messages (written or via digital communication), putdowns, sexual references, gestures, name calling, humiliation, mean tricks or any action/communication that are interpreted in a negative manner. Harassment is sometimes a single act, but more often is composed of repeated acts performed over time.

Bullying: Is a form of harassment that is characterized by repeated and escalating incidence of purposeful and hurtful actions, either direct or indirect that negatively impacts a target (formerly known as a victim) by physical harm or psychological distress. Targets live with fear and anxiety, not knowing when or how serious the next 'attack' will be. Bullying is a distinct form of aggressive behavior where the "bully" is perceived to have more power than the target. Bullying may be physical, verbal, social, sexual, gender, or cyber/digital communication-based.

There are roles individuals play in harassment and bullying: aggressor, target, bystander and ally. All of these individuals have a responsibility and are accountable for their decisions.

Excuse of a Joke; Didn't mean to: Those who harass or bully often claim that their actions were 'a joke' or that they did not mean to 'hurt or offend'. Unfortunately, these intentions do not take away the reality of the consequence they created for the target. Everyone involved must view a situation as funny before it classifies as a joke and students are expected to be socially and emotionally mature enough to gauge this accurately.

Consequences: Any form of harassment or bullying will not be tolerated at ASD. Any such incidence should be reported to the teacher, counselor, or associate principal/principal. Administration are responsible for taking action, investigating, responding and communicating to all parties.

Students who are found to be guilty of harassment or bullying will be subject to appropriate disciplinary action depending on the circumstances of the case. Serious cases and/or repetitive cases could put their ability to re-enroll at ASD in jeopardy.

In addition, ASD will offer proactive support to those directly involved with counseling (and possible referral for counseling to a private provider), mediation, assertiveness training and/or restorative justice. If appropriate, a re-entry plan will be provided for any and all parties. ASD will not tolerate any individual (employee, parent, student, community member) retaliating

against reporters or investigators. Any individual(s) found to have engaged in retaliatory conduct will be subject to disciplinary action.

Student Support Services

Counseling Department

ASD counselors are student advocates who work in partnership with students, staff and parents, fostering an inclusive and collaborative school environment central to the success of the school's overall mission. This program is continually evolving to best meet the needs of our students in a challenging and fast-changing world. Our mission is to maximize each student's potential through the implementation of a comprehensive program that fosters the competencies leading to lifelong success including personal development, social growth, academic skills and career awareness.

Counselors

The elementary school employs three full time counselors (Grades K-1, Grades 2-3, Grades 4-5). The counselors are available to assist students in recognizing and developing the Core Values of the school in each of the domains - social, emotional and personal. In addition, the counselors coordinate the resources of the school to assist children with particular academic, social or emotional problems. Counselors deliver a standards-based program that supports continued growth. The counseling program includes class visits regarding social skills, conflict resolution, study skills, goal setting; small group/individual sessions with students; parent workshops and resources; consultations with teachers; classroom observations; liaising with outside agencies and professionals; and coordinating assessments and sharing results. Counselors facilitate the Student Review Team process.

Director of Student Services

The ASD Director of Student Services is a student advocate whose primary goal is to provide information and services to students, parents, and teachers so that academic progress, emotional growth, and interpersonal skills are maximized for all students. This person may provide K-12 consultation, articulation with community resources, and assistance to students, parents, teachers, and other building staff.

Learning Support Services (LSS)

The LSS is a program for students in grades K2–5 to provide additional support from a teacher who is qualified in working with children experiencing learning difficulties. The first level of support involves individual or small group work that occurs during the school day and is provided in the regular classroom with the LSS teacher working in tandem with the classroom teacher. Students needing more intensive support attend Learning Support Class (LSC) in addition to receiving the in-class support. Placement in the Learning Support Services program is done through an SRT review process (see below), and parents are involved in the process. Each student's progress is closely monitored.

Retention

In rare instances, as the school year progresses, a student's homeroom teacher may feel that a student's educational needs would be best met by repeating the grade level for another academic year. Should this be the case, the teacher will consult with parents and the Student Review Team (see below). This may result in the Student Review Team making a formal recommendation for retention to the Principal. The school reserves the right to mandate a grade level placement, and the decision for a child's retention will lie with the Principal.

Standardized Testing

Educational decisions made at ASD regarding an individual student are made in the context of

the student's overall progress using a wide variety of assessment techniques. Standardized testing is one component of our school's overall assessment program. Test results are used as a way to compare the performance of our school relative to the thousands of other schools in the United States that administer the same tests. In addition, standardized test results can become a tool to assist in assessing an individual student's academic progress. It must be noted that standardized test scores provide only one piece of a rather complex puzzle when they are used to look at individual students.

The Measures of Academic Progress (MAP) test is administered twice a year (in the Fall and Spring) to students in Grades 3-5. The MAP is one of the assessment tools used at ASD for measuring achievement and growth in learning. MAP data can inform teaching throughout the year and help create opportunities for more personalized learning experiences for students.

Student Review Team

The Student Review Team (SRT) at ASD provides a forum to develop plans to support students who are experiencing difficulty at school. It is the responsibility of the SRT to coordinate the efforts of the regular school program, and when appropriate, Student Support Services to ensure that we are doing everything possible to assist the students. The SRT may recommend that parents enlist the support of services outside the school.

The SRT consists of the elementary principal, elementary associate principal, Director of Support Services, elementary counselor, the homeroom teacher, and the learning support teacher. Parents receive prior notification and are asked to provide feedback when their child is referred to the SRT.

Information and Technology Literacy

ASD's curriculum supports all students in becoming responsible digital citizens. Digital citizenship is a shared responsibility between home and school. Children require opportunities to practice technology skills in responsible and respectful ways. The rules of good citizenship online includes correct email etiquette, protecting private information, staying safe online, and dealing with bullying, whether you're a target or a bystander. All ASD students are expected to follow the Technology Use Policy (TUP). Please see the TUP on the next page for more details.

Technology Resources in the Elementary School

ASD offers a variety of technology resources that supports a student-centered learning environment in homerooms, Arabic and Encore classrooms. The following devices are provided by ASD and kept at school.

K1, K2	Shared iPads housed in the homeroom
Grades 1, 2, 3	iPad for each student housed in the homeroom
Grades 4, 5	MacBook Computer for each student housed in the homeroom

Students are **required to bring a recording headset** (labeled with child's name) that will stay at school during the year.

Seesaw Learning Journals: Seesaw is a student-driven, digital learning journal. All students in grades K1 through Grade 5 use Seesaw to create, reflect, share, and collaborate. Seesaw allows families to see learning in real-time. Parents will receive an invitation to join their child's learning journal(s).

Elementary School Technology Expectations

Supporting appropriate use of technology is a community effort. The expectations below support our Technology Use Policy. Technology at school is for learning.

Routines and Habits

- Students access devices when invited to do so by a teacher.
- Students only have applications, tabs, and desktops open that are relevant to current learning.
- Students will handle devices with care and respect. Beware of water, food, and placement of device.

Transporting Devices

- Students keep devices **closed** while transitioning and waiting for class.
- Bags are recommended to transport devices and books around campus.

Outside of Class Time

Students are encouraged to take a break from screens during these times.

- **Recess:** During recess time students may work on a learning activity in supervised spaces, for example, the library.
- **Waiting for class:** Teachers will invite students to open and use the device for learning when ready.



TECHNOLOGY USE POLICY

Grades K1 -12

The mission of the American School of Dubai is to challenge and inspire each student to achieve their dreams and to become a passionate learner prepared to adapt and contribute in a rapidly changing world.

Technology Vision: We embrace the power of technology in order to reimagine the learning environment, personalize learning pathways, and cultivate collaboration, communication and innovation within and beyond the walls of ASD.

Core Values: Compassion - Excellence - Integrity - Respect - Responsibility

COMPASSION

Help foster a school community that is respectful, kind and supportive.

- Use technology to build community, not to isolate, offend or hurt others. (See Harassment and Bullying Policy - [ES](#), [MS](#), [HS](#))
- Protect yourself and others by reporting misuse and not forwarding inappropriate materials or communications.

EXCELLENCE

Amaze our community and the world.

- Be a creative thinker, developing innovative products and processes.
- Share in an appropriate manner what you have learned and created.

INTEGRITY

Be smart, be sensible, be honest. Talking regularly with teachers, counselors or parents helps resolve uncertainties and supports you in making good choices.

- Give credit when using others' information. (See [HS Academic Integrity](#) policy and citation guides - [ES](#), [MS/HS](#))
- Only access your own accounts and accounts assigned to you by teachers.
- Use technology with transparency; hiding online activity is not permitted.

RESPECT

Consider your actions and their implications.

- Carefully consider the information and images that you post.
- Communicate with others in a respectful and helpful way.
- Handle all devices with care and respect.

RESPONSIBILITY

Stay safe and help us take care of our devices and networks.

- Technology at school is to be used for learning.
- Keep safe and consider carefully before publishing personal details.
- Keep personal accounts and passwords private and secure.
- Only search for, view, create and share content that is appropriate for the academic environment.
- If you see a message, image or other material that makes you uncomfortable, report it to a trusted adult.
- Protect computer equipment and software from harm. (See Vandalism & Theft Policy - [ES](#), [MS](#), [HS](#))

Students at ASD are expected to use technology appropriately as defined by the Technology Use Policy. School-managed devices and devices associated with ASD accounts can be checked by ASD or parents at any time. Should a student fail to meet these expectations, appropriate consequences will be determined as defined by the [ES](#), [MS](#), [HS](#) code of conduct (student handbook).

Secondary Devices at ASD

ASD offers a variety of technology resources for educational use. Additionally, students in Grades 6-12 are required to bring their own laptop.

Students may also choose to bring their own electronic devices such as smartphones, tablets and e-readers to school to enhance their learning experiences. These devices must be used in accordance with the [Technology Use Policy](#). As such, there will be times when using a device for a certain activity is appropriate, and times when it is not. Divisional technology expectations support understanding about appropriate use. Bringing additional electronic devices to school is not a requirement.

Security and Damages

When an electronic device is brought on to the ASD campus, responsibility to keep the device secure rests with the individual owner. ASD cannot be held liable for any device stolen or damaged on campus. If an issue occurs, it will be handled through the appropriate division office using the same process that applies to other personal items.

Students and parents/guardians choosing to bring electronic devices onto campus must adhere to the [Technology Use Policy](#). The school maintains the right to investigate any situation where a device is suspected of not being used in accordance with the Technology Use Policy.

Accessing the ASD Network

Each student is allowed one secondary device, in addition to their laptop, to be linked to the ASD network. Login credentials are identical to those for the primary device. Should a new device be brought in to replace an existing one, it will need to be brought to IT to remove the old device from the network.

Uniform/Dress Code

Uniform Purpose Statement

ASD students wear a school uniform to be in line with our school's core values of respect, responsibility and excellence. As a school located in the United Arab Emirates, our ASD uniform is designed to respect our host country's culture. Like similar private, college-preparatory schools in the United States, our school uniform reflects our high expectations for student excellence. We feel our uniform promotes respect and responsibility for self and our school community.

General Guidelines

According to the ASD Dress Code, students' appearance in the ASD uniform will be neat, clean and respectful. Students must be in uniform during the school day.

At the start of the school year, returning students are to be in uniform beginning with the first day of school. New students will be granted a three day grace period at the start of the school year. This allows new students ample time to purchase and launder the uniform before wearing it to school.

School Approved Uniform Garments

ASD Uniform Garments		Elementary School		Middle School		High School	
		Male	Female	Male	Female	Male	Female
Tops:							
Zaks							
	Button Front Shirt (White, Light Blue)	x	x	x	x	x	x
	Polo Shirt (White, Navy)	x	x	x	x	x	x
	V-Neck Sweater (Navy)	x	x	x	x	x	x
	Cardigan Sweater (Navy) K1 & K2		x				
	Fleece Zip Up (Navy)	x	x	x	x	x	x
	Active Track Jacket (Navy)	x	x	x	x	x	x
	Crew Neck ASD Logo Sweatshirt (Navy)	x	x	x	x	x	x
Lands' End							
	Button Front Shirt (White, Light Blue)	x	x	x	x	x	x
	Polo Shirt (White, Navy)	x	x	x	x	x	x
	Cardigan Sweater (Navy)	x K1-K2	x		x		x
	V-Neck Sweater (Navy)	x	x	x	x	x	x
	Fleece Zip Up (Navy)	x	x	x	x	x	x
	Active Track Jacket (Navy)	x	x	x	x	x	x
	Crew Neck ASD Logo Sweatshirt (Navy)	x	x	x	x	x	x
Bottoms:							
Zaks							
	Long Pants (Khaki, Navy)	x	x	x	x	x	x
	Capri Pants (Khaki, Navy)				x		x
	Skort (Khaki)		x		x		
	Shorts (khaki)	x	x	x	x		
	Jumper (khaki)		x K1-K2				
Lands' End							
	Long Pants (Khaki, Navy)	x	x	x	x	x	x
	Capri Pants (Khaki, Navy)				x		x
	Skort (Khaki, Navy)		x				
	Shorts (Khaki)	x	x	x	x		
	Jumper (Khaki)		x K1-K2				

School Approved Uniform Retailers

Lands' End

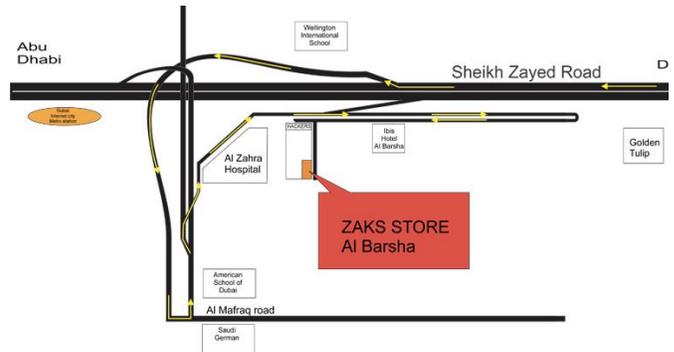
- Online purchases may be made on the Lands' End website. Click [here](#) to proceed to the ASD landing page within the Lands' End website.
- Telephone orders may be placed by calling 001 +608-935-8585. You will need our

Preferred School Number of 900146523.

- If in the United States, you may visit Sear's stores to purchase Lands' End school uniform products.

Zak's

- Al Barsha (Located across from the IBIS Hotel Building)
- Phone number: +00974-3792575
- Open from 10:00 a.m. to 7:30 p.m. Saturday to Thursday



School Store (P.E. Kit Only)

The School Store is located in two locations: the main administrative building and in the Elementary Copy Center near the Elementary School Office, E132. The School Store sells the ASD PE uniform in all sizes to suit students from grade 1 to grade 12. The hours for the school stores are: 7:45 a.m. to 3:30 p.m.

Proper Wearing of the Uniform

Below are general requirements regarding the ASD Dress Code and wearing the school uniform which must be neat, clean and supportive of the learning process:

Bottoms

- Skirts touch the knee when standing with the ASD logo visible at the hemline
- Shorts and skorts touch the knee with the ASD logo visible at the hemline
- All bottoms are worn at the waist with no undergarments showing

Shirts

- Shirts are buttoned all the way up. Students may opt to leave the top two buttons unbuttoned
- Shirts may be worn tucked in or untucked
- A solid white undershirt may be worn, so long as it does not show on the arms or at the bottom of the uniform shirt
- A collared uniform shirt must always be worn under the sweater and fleece garments

Fleece and Sweaters

As a part of the ASD Dress Code we require students to wear only the authorized fleece and sweater options made available through Lands' End and Zak's. Hooded sweatshirts, ASD Athletic team sweatshirts, and any other overgarments are not acceptable. In the second semester of the grade 12 year, senior students are allowed to wear their senior hooded sweatshirt.

Accessories

Accessories that do not detract from the learning environment are acceptable.

- Students may wear white, navy or black tights and socks.

Footwear

As part of the ASD Dress Code we require students to wear a shoe that fully supports, protects, and encloses the foot. This allows students to be active, safe and comfortable throughout the school day.

- Acceptable shoes: Athletic shoes, traditional black or brown school shoes that enclose the foot, sturdy sandal that is secured to the foot with a backstrap.
- Unacceptable shoes: flip flops, shoes with wheels, high heels, spiked shoes.

Hats

In the Elementary School, hats are required. Students must wear a hat with a brim when out on the field or playground and during PE to protect them from the sun. In Middle School and High School hats are recommended to be worn outdoors. Hats may not be worn in the school building.

Physical Education Uniform

The elementary P.E. uniforms for grades 1 - 5 consists of a non-collared shirt, shorts, white socks, and gym shoes. The non-collared shirt and shorts are purchased at the school store that is located beside the ES office. Students in grades 1 - 5 are required to wear the school's P.E. uniform to school on P.E. days. All students in grades K1 - 5 must wear a hat with a brim.

Swimming Attire

The swimming uniform consists of a one piece suit for girls and jammers for boys. Bathing caps are mandatory for all students. Goggles and rash guards are optional, but will not be provided by the school.

Field Trip Uniform

As a part of the ASD Dress Code, students have specific requirements when participating in a field trip. Unless otherwise communicated by the teacher, students will wear the navy polo shirt and khaki bottoms on all field trips.

Non-Uniform and Dress Down Days

When we have non-uniform and dress down days, students are not required to dress in their uniforms but they are required to follow the ASD dress code.

On costume days, students are not allowed to use any accessories depicting weapons including toy guns, knives, swords, etc. If students have a question regarding the acceptability of their costumes, they should ask their homeroom teacher before the costume day.

Elementary School students attending a scouting event after school may wear their scouting uniforms to school that day. Boys may wear the school uniform shorts or pants and the class "A" scouting uniform shirt. Girls may wear their scouting outfit.

COMMUNICATION

A child's school life is greatly enriched by a family that is well informed and active in school activities. We welcome your involvement and encourage close ties between parents and teachers. We recognize that effective partnerships are characterized by shared commitment to collaboration, open lines of communication, and a common vision of the goals to be achieved. To support effective partnerships, ASD communicates with families in a variety ways. More information on the following items may be found in the ASD GO Portal.

- ASD News
- Back to School Night
- Conferences
 - Falcon Dreams/Fall Goal Setting Conference
 - Spring Student Led Conferences
- Elementary School Handbook
- Emails, Phone Calls, and Face-to-Face Meeting
Teachers and administration will respond to emails and phone calls in a timely fashion. Please schedule face-to-face meetings in advance for a time either before or after school.
- Fall Interim Reports - distributed approximately half way through the first semester
- Al Kitab Al Yowmi (Daily Planner and Student and Parent Handbook for grades 3-5)
- Report Cards - distributed at the end of each semester
- Talk Tuesdays
- ASD Go Portal and Elementary web page
- PowerSchool Learning grade level web pages

Addressing Concerns

We want to embrace a positive culture of communication that is open, transparent, and respectful.

- If concerns regarding your child arise, your first contact is with the teacher who is directly involved. In most cases, concerns are easily resolved through direct contact with the teacher.
- If you are not sure who to speak with, or there are extenuating circumstances, contact the counselor or Associate Principal responsible for that grade level.
- If concerns continue, contact the Principal of the division.

Reporting on Student Learning

Report cards for students will be sent twice a year, in the fall and spring. In addition, written Interim Reports will be sent home in the fall approximately halfway through the first semester.

Goal setting conferences known as Falcon Dreams Conferences are held in the fall, and Student Led Conferences are held in the spring. These conferences provide opportunities for students, parents, and teachers to set learning goals and celebrate students' learning journeys.

Parents may book their conferences electronically using the Pick a Time program. Instructions for scheduling these conferences will be emailed to ASD family email accounts prior to the sign-up date.

Opportunities to visit with your child's teacher are not limited to these pre-scheduled conferences. If you wish to visit with a teacher about your child's learning and progress, please contact the teacher to arrange a time to meet.

Students Calling Parents

Students cell phones and smartphones should be stored away and not used during the school day. If your child needs to contact you during the school day, he/she may ask their teacher for permission to go to the office where an administrative assistant will help your child reach you by phone.

HEALTH AND SAFETY

Health Services

ASD employs three school nurses and a doctor. There are two nurses working from 7:45 a.m. to

3:30 p.m. during the school day. We also have an extra curricular nurse available from 3:30-7:00 p.m. The nurses are available to provide basic health services and to administer emergency first aid to the students and staff of the school.

- **Medication:** For safety reasons it is school policy that no medication of any kind is carried by students on campus. The health office stocks a variety of over the counter medications should these be needed. For children in K1 to grade 5 no over the counter medications are administered without making all efforts to contact parents. If your child requires prescription medications of any kind during office hours, please bring medication in its original container, clearly labeled with your child's name and dosage. The nurses will then review with you the necessary information regarding the dispensing of the prescribed medication and you will be asked to sign a medical release form at that time. No prescribed medication will be given to children without written permission of the parent
- **Illness**
For the safety of all the students at ASD, children should be fever, diarrhea, vomiting and conjunctivitis free for 24 hours before returning to school. If a student vomits or has a fever above 37.8c/100f parents will be called to collect their child from school. Any child with an illness is required to be signed out through the nursing office before leaving the campus. A parent or guardian must escort the child home.

Please contact the health office at 04-395-0005 ext 1030 if you have questions or concerns. The extra curricular nurse is located in the Field House at 04-395-0005 ext. 1045.

Reminders for Preventing Heat Illness

- 1) Good hydration is the best prevention against heat-related illness.
- 2) When students go outside for recess, each student should take their water bottle and hat. Students refill water bottles as often as needed.
- 3) Students who do not have hats must remain in the shaded area of the play space.
- 4) If we see symptoms of heat-related illness, students are taken to the Health Office for appropriate care.

Keeping A Sick Child Home

When a child is not well, he/she is not able to learn or participate in classes in a meaningful way. Keeping an ill child home prevents the spread of illness in the school community and allows your child the opportunity to rest and recover.

We request you keep your child at home for the following reasons:

- **A temperature of 37.8c/100f. and above:** A child with a temperature of 37.8c/100f should stay at home and only return to school after being symptom and fever free (without medication) for 24 hours.
- **Vomiting and/or diarrhea:** A child who is vomiting and/or has diarrhea should stay at home and only return to school after being symptom free (without medication) for 24 hours.
- **Conjunctivitis (Pink eye) or a Streptococcal throat infection:** Following a diagnosis of either of these contagious diseases, a child may return to school only following 24 hours of the first dose of prescribed medicine.
- **Rashes:** Many rashes are not contagious. However, common infectious diseases with rashes are most contagious in the early stages. A child with a suspicious rash should return to school only after a doctor has made a diagnosis and the school nurse has seen your child before returning to the classroom.
- **Colds:** Please keep your child at home if he/she is experiencing discomfort from cold

symptoms such as nasal congestion and/or cough.

If your child has a medical condition which would not preclude them from attending school but would preclude them from attending P.E., e.g. a broken or sprained limb, please send a note from a doctor to your child's teacher indicating the problem and that your child cannot attend P.E. that day.

Contagious Disease Procedure

If your child contracts a communicable disease or infection (chicken pox, strep throat, scarlet fever, head lice, pinworms, etc.) please notify the school nurse and classroom teacher immediately.

Allergies/Medical Conditions

If your child has allergies, takes routine medication or has a significant medical condition of any kind, you must notify the health office and the child's teacher at the beginning of the school year. Please visit the ASD Health Office site on the Go page. Information regarding vaccinations, communicable illnesses and other relevant information is available on the site.

Bathroom Independence and Hygiene

Toilets are located in each classroom in grades K1 to Grade 2. All students must be toilet trained. Please prepare your child to use good bathroom habits including managing clothing, cleaning self, flushing toilets and washing hands.

ID Badges

For ASD community safety, all adults are required to wear their ASD security badges when on campus. Parents will receive a photo ASD security badge as part of the intake process for their child. If you forget your ASD security badge, a temporary badge may be obtained from Gate 1 by exchanging a photo ID for a visitor's badge.

Adult visitors to the campus may exchange a picture ID for a Visitor's badge at Gate 1. The photo ID will be returned when the visitor exits the campus.

Recess and Playground Safety

- Running activities should only be played on the field and not in the Fun Fort area.
- Snacks should not be eaten on the squishy court area of the Fun Fort.
- Children should have water bottles and brimmed hats during recess time.
- Children are expected to stay outside of the red outlined areas when not using the equipment.
- We ask adults not to wear shoes with spikes or spiked high heel shoes on the squishy court because it damages to the surface.

The Fun Fort

We want to encourage safe play on the Fun Fort. Students should use the equipment in ways that ensure the safety of themselves and others. For example:

- Slides: Sitting, feet first
- Swings: Swinging back and forth. Wait your turn safely behind the red line.
- Tire Swing: Two children at a time with both legs inside the tire. Wait your turn safely behind the red line.
- Students must be able to independently reach handles or bars to use a piece of equipment.

Student Life

After School Care for K1

ASD offers an After School Care Program for K1 students with a sibling at the school. This program is available Sunday through Thursday from 2:00pm to 3:15pm. The program structure is supervised play. An additional snack for after school should be included each day. There is a fee for the program. To participate in the after school care program parents must register their child and pay the after care fee at the business office.

Birthdays

Birthdays are a special time. Once arrangements have been made ahead of time with the homeroom teacher, parents may send simple birthday treats to school. Please consider healthy food choices for birthday treats. We appreciate you making arrangements with your child's teacher prior to bringing treats to school.

Party invitations may be distributed at school as long as all children in the class receive an invitation.

ES Lost and Found

The Elementary School Lost and Found collection area is located in the common area near the ES gym. Please check there for any missing items. Valuable items will be kept at either the elementary office or the reception desk, which is located across from the ASD Theater.

The ES Lost and Found will be cleaned out at the end of each semester. Any items that remain in Lost and Found at the end of the semester will be donated.

Lunch

Students in grades K1 to 5 enjoy snack breaks and lunch periods daily. Right Bite provides a hot lunch program for students in grades K2 - 5. Monthly menus and additional information are available on the ASD Go Page. The goal of the lunch program is to represent balanced, healthy meals with a variety of choices.

- K1 students need to bring a packed lunch daily.
- Students in K2 to Grade 5 have a set menu. The price will be announced at the beginning of the school year. Packed lunches from home are also an option.
- Students in Grades 3-5 have an additional option of placing a online sandwich order from Subway that can be picked up at the beginning of the lunch period in the cafeteria.

Students may “pay as you go” or purchase coupons in advance. Coupons will be sold daily at the ES cafeteria from 11:15 a.m. to 2:15 p.m. In addition, coupons will be sold at the Middle School/High School cafeteria before and after school hours. For more information, visit the ASD GO portal.

- K1 students eat in the K1 commons area
- K2 to Grade 5 students eat in the elementary cafeteria

Parent Teacher Student Association

The PTSA membership consists of all parents or guardians of students at the school, students, and ASD personnel directly involved in student education. They are automatically members of the Association. There are no annual fees or dues.

Parents are encouraged to volunteer for the various PTSA events and committees. Being active

in PTSA events and serving on its committees are excellent ways to contribute to the ASD community, and ultimately to promote the welfare and development of our students. The mission of the PTSA is to build community and enrich student learning. They fundraise to support events and programs for the benefit of ASD students, parents, faculty and staff.

Parent Volunteers⁶

We encourage our parents to volunteer and support your child's education at ASD. Opportunities to volunteer are wide ranging. At the beginning of the school year teachers will provide information regarding opportunities to volunteer in the classrooms.

Snacks

Each K1 to Grade 5 student should bring a healthy and nutritious snack and drink for morning break. Snack items should not require heating or refrigeration. Some suggestions for healthy snacks are fruit, cheese, vegetable sticks, crackers, sandwiches, yogurt and granola bars.

It is often helpful for K1 and K2 students if snack and lunch are packaged separately to eliminate any confusion as to what is to be eaten at snack and what is to be eaten at lunch.

Nut Aware Campus

While we are not a nut-free campus, our ES classrooms are nut aware. This means that we ask everyone to be respectful of the students who have nut allergies by not sending nuts or nut products to school. Although the cafeteria tables are thoroughly sanitised between lunch timings, please keep in mind that nut products might be present in the cafeteria after school.

When a classroom has a student with a nut allergy, your child's teacher will notify you. While parents may choose the snacks they want to send with their children, it is our hope that parents in that classroom will choose not to send food or snacks with nuts.

Please check food labels carefully as many foods may contain hidden sources of nut products. Here are some examples of common snack box foods that may contain hidden sources of nut products:

1. Chocolate spreads
2. Chocolate bars
3. Cookies
4. Granola/cereal bars
5. Chips and crackers
6. Many processed savory foods.
7. Flavored milks