



Dubai American Scientific School
مدرسة دبي الأمريكية العلمية

Parent - Student Handbook

Academic Year
2008 – 2009



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The following Parent – Student Handbook presents the rules, guidelines and general information, which serve as principles for students to follow. The rules, guidelines and general information are always subject to interpretation since each case is unique in its entirety. These rules, guidelines and general information will be reviewed annually by the Board of Directors, PASTA and Administration to ensure that they best serve the students and the school's interest.

VISION

All members of the DASS learning community work together, to learn from and teach one another, in an environment of mutual respect and understanding, in order to achieve the DASS Mission.

MISSION

Develop lifelong learners.

Aspire to future academic challenge.

Stimulate new ways of learning with an emphasis on learning through doing.

Support and respect one another as global citizens.

VALUES

We value:

- The right to learn
- The relationship amongst one another - the school, student, home and community.
- The academic, emotional, social and physical well-being of one another
- The knowledge, skills and talents of every student
- The development of self-esteem and confidence
- Global citizenship
- The UAE culture, traditions and its residents – nationals and expatriates
- A comprehensive educational experience

from A to Z

ABSENCES

In order to obtain maximum benefit from the educational program and to develop habits of punctuality, self-discipline, and responsibility, all students are expected to attend school regularly and to be on time to classes. Illness is an acceptable reason for absence from school. All other reasons must be approved by the school. The school administration determines the appropriate penalty if an absence is not approved.

Short absences: Parents are asked to notify the school by 8:00am if their child will be absent that day.

Morning lateness: Students who arrive at school after 8:00 report to the registrar. They should give the registrar a note signed by a parent or guardian explaining why they are late and the registrar will issue them a pass admitting them to class.

Beginning with the third tardy in a quarter, students will be given an automatic detention for each tardy to school. Excessive tardiness could result in a parent conference and, if necessary, suspension.

Planned Absences and Make-up Work: If a student is going to be absent, it is his or her responsibility, or the parent's responsibility, to inform the principal's office of the dates and to obtain the necessary forms for make-up work. During any long absence from school, there is always the possibility that your grades may suffer because you will miss lots of classroom activity which counts towards grades, but which cannot be substituted by outside make-up work.

Make sure that planned absences are communicated to each of your teachers and that you get any class work and homework prior to your absence. Make sure also that you know when and how to take any make-up tests (if you are able to) when you come back. As a general rule, students should be allowed one day to do make-up work for each day missed.

ACTIVITIES

The activities for the 2008-2009 academic year are: Academic Games, Arts Festival, Chess, Dance, Fall Production, Field Trips, Foosball, Intramurals, International Day, International Trips, Journalism, Math Competition, National Day, Outback Jacks, Scouts, Science Fair, Spelling Competition, Spring Production, Student Council

ACTIVITY GUIDELINES

The Dubai American Scientific School encourages all students to participate in its activities programs. Participants of an activity are expected to conduct themselves at all times in such a way as to reflect credit on themselves, DASS, and the school community whether on or off campus. DASS Administration and teachers will enforce the Code of Conduct and the DASS Activity Code and to encourage students to honor commitments they have made.

In all activities, the responsibility for ensuring that the code is adhered to is the joint responsibility of DASS personnel and the student.

In case a student is not under the direct supervision of the sponsor of an activity or other school personnel, the major responsibility for ensuring adherence to the code lies with the student and his/her parents. At such times the code will be enforced according to the following:

- When a student is under the direct, visual supervision of his/her parent, the code of the family will supersede the activity code of the school.
- When a student is not under the direct, visual supervision of his/her parent, it is expected that any blatant or obvious violation of this code observed by DASS personnel will be reported to the DASS administration and the consequences of the code violation will be applied.

AFTER-SCHOOL ACTIVITIES

An overview of all known activities will be presented at the beginning of the school year so that students can map out the year for participation. As activities and athletic schedules will sometimes be in conflict, each student will need to make choices on how much he/she will be able to do. Advisors, coaches, sponsors, and parents should be consulted for this decision.

After-School Student Assistance: If a teacher feels that a student is in urgent need of assistance, the student will be allowed to meet with the teacher after school and be excused without penalty for being late to his/her activity. The teacher should send a note on this to the extracurricular sponsor or coach.

AGENDAS/DIARIES

Teachers should ensure that these are used to communicate details and problems relating to class work and homework. They should be seen as a means of communication between home and school. Students from grade K-9 are expected to have their agenda every day. New agendas can be purchased in the Student Shop.

ASSEMBLY/ PERFORMANCE GUIDELINES

Applause: You are encouraged to show your support with a round of applause at the proper time.

Children: Children are welcome at all DASS assemblies and performances. If children cannot maintain respect and courteousness, they will be escorted out of the performance.

Conversation: When audience members talk with one another during performances or presentations, it can be both annoying and distracting to others. Please show your respect for the performers by remaining quiet during their presentation.

Entering/Exiting: If you should arrive late to a performance, an usher will guide you to your seat. If there is no usher, you are expected to show respect and courteousness to others.

Electronic Devices: Cameras and video cameras are welcome, but please be considerate to those around you. Cellular phones are not to be used during a performance.

ATHLETIC CODE

To participate in the school's athletic program, a student and his/her parents must first sign the athletic code available from the athletic department. Conduct that is not in the best interest of the school occurring during or out of the activity season may constitute grounds for suspension or dismissal from the school team and forfeiture of any awards for participation.

ATTENDANCE

If a student misses more than 20% of a semester (18 days), the student's grades and credit are in jeopardy. Individual cases will be reviewed by the administration after consultation with the faculty to determine if credit is granted for extended absences.

Cutting Class: Not only does the student lose the academic preparation, but additionally, the teacher and administration are obliged to take action, and valuable time that could be spent on education is lost. The penalty for unauthorized absences will result in the quarter grade being lowered by **2%** for each day of a class that was cut.

Late students will be penalized **.25%** of the grade each time they are late to class.

Extracurricular Activities: Students must attend school to participate in after school or evening extracurricular activities. Students are expected to attend school at the assigned time right after a trip or major activity.

AWARDS CEREMONIES AND GRADUATION

The Dubai American Scientific School's awards ceremonies take place at mid-year and during the last week of school. The graduation ceremony is held in late May, prior to the final examinations. It is on these special occasions that we honor outstanding students for their achievements.

Athlete of the Year Award (Grade 12): This award goes to an outstanding athlete. The recipient will have a final year average of at least a C in all subjects and a high standard of athletic ability, participation in school sports, and sense of sportsmanship. This award is presented at the awards ceremony at the end of the school year.

Award of Distinction (K-12): An award is presented to the outstanding students (90%+) in each grade for each department at the end of each semester.

Citizenship Awards (K-12): This award is presented to male and female students who have demonstrated outstanding service to the school and community throughout the semester.

Honors and High Honors (6 -12): Students will receive honors if he or she has achieved a minimum of a 3.0 GPA for grades. A diploma with high honors will be granted to a senior with a minimum of a 3.5 GPA. To qualify for these diplomas, a student must attend DASS a minimum of one academic year.

Student of the Year Awards (Grade 12): This special award is presented to the outstanding male and female

student in the twelfth grade at the graduation ceremony. To qualify, the student must have received an Honor Roll Certificate and exhibited the following character traits: leadership, positive attitude, courtesy, respect for others, and integrity. To receive this award, a student must have attended DASS for a minimum of two years.

Valedictorians (Grade 12): The class valedictorians are considered to be the top academic students and these awards will be presented during the graduation ceremony at the end of the school year. The selection criteria is as follows:

- The male and female students with the highest GPA will be named class valedictorians. The GPA will include all courses taken at the 12th grade level at DASS.
- To qualify for these awards, a student must attend DASS throughout the 11th and 12th grade.
- The student must be a member of the senior class for the duration of the academic school year and be graduating from DASS.
- The GPA calculation will be rounded off to the nearest hundredth. The GPA will include courses to the end of the senior year which will be used to determine valedictorian awards.
- If students tie with the same GPAs for either award, both students will receive the award.

BUILDING USE

Students should not be in the buildings after 3:00 p.m. unless they are under the supervision of a teacher or staff member.

CARS

Only those having a U.A.E. driving license may apply. In order for a student to drive to school, he/she must obtain permission from the principal's office by completing the proper form.

CLASSROOM RULES

Each teacher establishes and enforces standards for the students under his or her supervision, provided that classroom rules are reasonable and consistent with the general welfare, philosophy, and purposes of the school. Any student, parent, or staff member with questions concerning in-class rules should contact the appropriate teacher.

CODE OF CONDUCT

The following rules are the most important ones at DASS. These rules are to be followed at all times at DASS or when involved in a DASS activity. They are also good guidelines to follow at all times.

DASS students pledge to:

1. Be honorable. Therefore, lying, cheating, and stealing of any kind is not allowed.
2. Respect one another. Physical and verbal abuse is not allowed.
3. Respect property - their own, the property of others, and the school's.
4. Behave with regard to their own safety and the safety of others.

CONDUCT ON SCHOOL TRIPS/ACTIVITIES

Students are held responsible for their conduct while attending or participating in school sponsored activities beyond the regular school day. During this time, students are subject to all regulations of the school and will be governed accordingly.

COURSE CHANGES (Grades 10-12)

After course selections are made, course changes are discouraged. Students have one week to request a change with written parental permission. There are circumstances, however, which justify changing classes after the first week of classes. This change may necessitate contacting the involved teachers and/or parents.

COUNSELING SERVICES

Counseling service is available from the designated Guidance Counselor(s), as well as the school's Imam (religious advisor). Counseling service is also available from Class Teachers, Supervisors, the Principal and Director.

DAILY BULLETIN (STUDENT USE)

For good communication, there will be a daily bulletin read at the beginning of the school day. The bulletin will also be posted. Students must clear all messages and announcements with their sponsor and the principal if they would like something to be included in the bulletin.

DANCES

- Dances are usually sponsored by advisories or other student groups.
- A sponsoring group must submit a request to the principal's office.
- A faculty member must be a sponsor for the event.
- Only students enrolled in DASS may attend the dance. In some circumstances, guests may be admitted with permission of the principal if they are sponsored by a DASS student.
- Set times will be established for all dances.
- Dances must be chaperoned by faculty members.
- If the chaperone feels that music is inappropriate, the CDs or tapes will be taken and turned in to the principal.
- Dress for the dance is determined by the sponsoring group and must be approved by the principal.

DAY CARE

Day care for students is available after school hours. The available day care timing for KG students is 12:40-3:40. The available timing for other students is 2:40-3:40. The cost is Dhs.100 an hour, for a month. Students who use the day care one day will be charged the monthly rate.

DETENTIONS (AFTER-SCHOOL)

A student who violates a school or classroom rule may be assigned an after-school detention by the administration or any member of the faculty. A detention will necessitate the student remaining after school from 3:05 to 4:00 p.m. The student should bring study materials to work quietly and independently during this time. If a student misses a detention or is more than five minutes late, an extra detention will be assigned. Detentions given on one day are expected to be served the next day. Parents may request a postponement of the detention with the principal for reasons such as a doctor's appointment or other commitment that cannot be changed. Students are responsible for getting the detention form signed by a parent and getting this returned to the principal's office by the next school day. Students are also responsible for their transportation arrangements after the detention. Each student's detention(s) will be monitored by the principal. The principal will meet with the student and his/her parents to review the detentions after the fifth detention in a semester is assigned. If detention is not working as a deterrent, other methods of discipline such as suspension may be necessary.

DRESS CODE

A uniform is required of all students. The DASS school uniform is designed to recognize and respect the sensibilities of our host country while at the same time reflect the style of attire found in the United States. The DASS uniform allows students some choice and flexibility and ensures that students are dressed neatly and appropriately when at school, or participating in school-sponsored events during the school day. For the purposes of uniform enforcement, the school day shall be defined as All clothing articles of the DASS uniform must be purchased from the Student Shop.

Uniform Options for Grades 1 - 12

Boys

Light blue button front shirt
Polo shirt (to be made available)
Navy blue cotton sweater (to be made available)
Navy blue jacket
Navy long pants

Girls

Light blue button front shirt
Polo shirt (to be made available)
Navy blue jacket
Navy blue cotton sweater (to be made available)
Navy long pants
Navy skirt

1. Students are responsible for being in uniform every day. If there is any question about proper dress, it's the student's responsibility to find the answer before they wear the clothing in question.
2. Returning students must be in school uniform on their first day of school. New students have two school days to be in uniform.
3. Shoes must be worn – for weather purposes, sandals may only be worn from May 1 or on designated days.
4. Only plain white shirts are allowed to be worn under the school uniform shirt – no colored shirts.

5. The school sweater/jacket must be worn with a school uniform shirt under it.
6. Shirts must be buttoned up. The collar button and the one under it may be unbuttoned.
7. Students must wear our uniform as sold by the Student Shop. They may not wear their own clothes of the same color and style. Uniform pants may be tailored to fit, but not for style.

- Students are required to wear the school's physical education clothes for their Physical Education classes.
- Torn, ripped or wrinkled clothes are not allowed.
- Hats are not allowed in classes or offices.
- Students cannot wear belt/wallet chains to school.
- When representing the school at after-school events and on weekends (like bake sales), students must dress in a respectful, conservative fashion.
- The school principal will decide if any type of dress is inappropriate. The uniform should fit as intended. The waistband of shorts and pants should be worn at the waist. The length of the skirts should fall at the knee.
- Students who fail to adhere to the school's uniform policy will be asked to purchase the proper attire or they will not be allowed to enter the campus.

Non-Uniform Days: Occasionally we have non-uniform days where students do not have to wear the uniform to school. The dress code must be followed. Tummies and bare shoulders must not be seen. Tops should not be low cut. Shirts with un-acceptable messages or advertising are not allowed. Shorts that reach the knees are allowed. Students should ask before the day to determine any questionable clothing choice.

DUE PROCESS

When a student is referred to the principal for disciplinary action, he/she will be informed of the accusations against him/her and will have the right to tell his/her side of the incident before any further action is taken. Every attempt will be made to deal with the matter fairly and within the spirit of the rules and goals of the school. If a student or parent disagrees with the disciplinary action, an appeal may be made to the principal for reconsideration. If this still does not resolve the conflict, the student or parent may continue to appeal to the Superintendent of the school. Expulsions must be approved by the Board of Trustees.

ELIGIBILITY

Students are eligible to participate in athletics and extra-curricular activities if the following are true:

- Students may not receive an "F" in any subject or class from the 2nd or 3rd quarter.
- A minimum grade point average of a C or 2.0 is earned in all courses taken.
- Students may also be ineligible due to suspension. (See Suspension policy.)
- Ineligible students cannot practice or play for the duration of the season.
- Eligibility will be determined on "eligibility days" during a sport or activity. Eligibility days will be announced by the principal.

When teachers turn in grades for eligibility, any grades of D or lower will be noted by the teacher if they feel the student should be reviewed for reconsideration. A committee will review the student's case and determine whether or not the student is eligible using the following factors as guidelines:

- the student has been working to his/her best ability;
- all homework must be completed;
- the student demonstrates high effort (participation, attitude, comes in for extra help, etc.);
- it would be in the student's best interests;
- an unusual circumstance such as an illness lowered the grades.

This process would take place prior to the student's official notification of ineligibility and would be initiated by staff members only.

ETHICS (CHEATING OR PLAGIARISM)

DASS holds honesty and academic integrity as high standards. Students are expected to adhere to honesty, trustworthiness, and personal integrity at all times. Cheating, plagiarism, or any form of academic deceit will not be tolerated. Students who are found to be cheating or providing answers will be given a "0" on the assignment or test and the principal will be notified. Repeated or serious instances of academic deceit could result in a parent conference and suspension. A record of offenses will be kept in the principal's office. Academic dishonesty is defined as (but not necessarily limited to) the following:

- the giving or receiving of information on an exam, test, quiz, or other evaluation exercise, in such a way that would be considered cheating. This could include copying from another, the bringing of notes into

the test, the sharing of a calculator with another student without the teacher's permission, or other similar unauthorized help.

- using someone else's ideas or statements as one's own without giving credit to the author, in such a way that would be considered plagiarism. This could include not giving a proper citation in a research paper by crediting the source of information, the copying of another student's work (i.e. homework assignments) and handing it in as one's own, the giving of one's work to another to copy, or any other similar use of another's work.

EXAMS

KG – There are no exams.

Grades 1-3 – take informal exams, such as tests and quizzes, at the end of each month, unit/chapter or skill.

Grades 4-12 – Take formal exams which account for 30% of the students' grades. Students take semester exams at the end of the first and second semester in Arabic, English, French, Humanities (Business Studies, Economics, Psychology, Social Studies, Sociology), Math, Religion (Islamic Studies), Science (Biology, Chemistry, Environmental Science, Health, General Science, Physics).

Exam/Grading Rules:

- Quarter grades are given in grades 1-12.
- When there is no semester exam, the two quarter grades are averaged.
- Semester grades are given and determine whether or not credit is earned for each semester.
- Semester exams count 30% of the semester grades.

Final exams cannot be given early.

EXPULSION

Expulsion shall be defined as a permanent dismissal of a student from school. It will be enacted only as a last resort after other means of motivation and correction have failed and/or attendant circumstances of crime, scandal, morality, or disruption necessitates this extreme disciplinary action. Authority for the expulsion of a student rests with the Board of Trustees and is usually considered after recommendation by the Superintendent.

FIELD TRIP PERMISSION

Before a student can participate in a field trip, he/she must have a parent permission form on file with the registrar's office.

FUND RAISING

Sales of various types may be held throughout the year by clubs, classes, or other groups. Any sales that are held must be limited to friends and families. All fund raising must benefit the school.

GRADING SYSTEM

Letter	%	Letter
A+	97 – 100	4.3
A	93 – 96	4.0
A-	92 – 90	3.7
B+	89 – 87	3.3
B	86 – 83	3.0
B-	82 – 80	2.7
C+	79 – 77	2.3
C	76 – 73	2.0
C-	72 – 70	1.7
D+	69 – 67	1.3
D	66 – 53	1.0
D-	62 – 60	.67
F	59 – 0	0

*Arabic and Islamic Studies

E	59 – 0	.3
F	49 – 0	0

- A Excellent achievement
- B Good achievement
- C Satisfactory achievement
- D Underachieving

E	Minimum achievement
F	Failed (unsatisfactory; below achievement)
I	Incomplete (two weeks normally allowed to make-up work)
NG	No grade issued (not in class long enough)
P	Pass

EFFORT

E	Excellent
G	Good
S	Satisfactory
NI	Needs Improvement
W	Weak

*The letter grade E is permitted for only Arabic and Islamic Studies, according to the passing mark of 50%, set by the UAE Ministry of Education.

GRADE POINTS AND GPAs

Grade points of all courses are used in figuring grade point averages (GPAs)s. If a course is failed, a make-up exam will be conducted for credit and passing the class/year. The transcript will reflect both grades with the final grade being used for the student's GPA.

GUM CHEWING

Gum chewing is not allowed in the school buildings as it is difficult to clean from the carpeted areas. It can also be distracting if chewed in class. Offenders will be given after-school detention.

HALL PASSES

When classes are in session, students should not be in the halls without a pass issued by a teacher or a staff member.

HARASSMENT & BULLYING

At the Dubai American Scientific School, 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, and gender. Each member of the DASS 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.

DASS Community: Any person who is involved with or has a relationship with DASS. The community includes, but is not limited to - students, faculty, support staff, parents, coaches, 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 victim, or target, feel uncomfortable, embarrassed, threatened or humiliated. It can include negative comments or messages (written or via technology), 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 make it more and more difficult for the victim to escape. Victims 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 victim. Bullying may be physical, verbal, social, sexual, gender, or cyber/technology based.

Consequences: Any form of harassment or bullying will not be tolerated at DASS. Any such incidence should be reported to the teacher, counselor, or principal. 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 could be subject to suspension or expulsion.

Follow Up Activities: After the investigation and substantiation of an incident, the actions taken by the school will be communicated directly to all parties involved including appropriate faculty/students as well as parents/guardians of the victim, perpetrator and witnesses (as applicable). In addition, DASS will offer proactive and sympathetic support to those directly involved with counseling, mediation, or assertiveness training. All incidents/actions will be documented to assess the effectiveness of DASS's interventions in enforcing a policy of zero tolerance for harassment and bullying.

HATS

Hats are not allowed to be worn in the school classes during school hours. Upon entering the class, students should remove their hats and store them appropriately. Offenders' hats will be taken, sent to the office and kept until the first of each month. This policy includes all headwear such as boys' scarves (pirate style). Those who wear head coverings for religious purposes are exempt from this rule.

HOMEWORK

It is the firm belief that regular, set homework can help to raise standards of pupil performance provided that:

- The work set is varied, meaningful and appropriate.
- It is monitored.
- It is assessed and reported upon.

Kindergarten

No homework is assigned. Parents are encouraged and expected to review class work at home. Occasionally, students are assigned to bring something from home or prepare something at home.

Grades 1 – 3

Approximately 20 – 30 minutes of homework everyday

Grade 4 – 6

Approximately 30 – 45 minutes of homework everyday

Grades 7 – 9

Approximately 40 – 60 minutes of homework everyday

Grades 10 - 12

Approximately 60-90 minutes of homework everyday

The Purpose of Homework

Homework is useful for:

- Encouraging students to develop the skills, confidence and motivation needed to study effectively on their own (independent learning).
- Consolidating and reinforcing skills and understanding developed at school through practice (learning by doing).
- Extending school learning, for example through additional reading, research and use of ICT.
- Sustaining the involvement of parents and careers in the management of students' learning and keeping them informed about the work pupils are doing.
- Improving self-discipline.

Role of the Parents

It is recognized that parents have an important role to play in ensuring that homework is seen as an integral, and important, part of teaching and learning by:

- Supporting the school in ensuring that pupils see the value of homework.
- Providing a suitable, quiet and peaceful area for pupils to complete homework. A routine start time is recommended.
- Ensuring that homework diaries are monitored and checked on a weekly basis. Any comments should be written in the diary. Parents should sign homework diary daily.

Role of the Students

Students have an important part to play in ensuring that homework is used effectively. They can do this by:

- Fulfilling their obligation to complete work, to the best of their ability, to a high degree of presentation and to the given deadlines
- Ensuring that their homework diary is maintained. This should be taken to every lesson and the relevant homework details entered. They should also make sure that their parents sign the appropriate pages.
- Seeking support from their teachers and parents if they encounter difficulties

Role of the School

The school and its teachers have an obligation to ensure that homework is set, assessed and reported upon as per the timetable.

Homework Guidelines

Individual teachers will be expected to produce their own homework guidelines. These should:

- Consistently adhere to the set homework schedule.
- Have clear objectives that are linked to the programs of study.
- Indicate the range of tasks appropriate to the year group.
- Differentiate both in terms of ability and language.
- Have clear statements on how homework is to be marked and assessed.
- Have clear procedures for recording homework completion and assessments.

Homework Tasks

The type of task set should be appropriate to the program of study and the pupils. The task of finishing work carried out in class should be used only infrequently. The range of tasks given might include:

- Research
- Simple experiments
- Essay writing
- Drafting a piece of work
- Reading
- Revision
- Data collection
- Drawing, etc.

It is up to teachers to determine the range of tasks appropriate to their subject area accordingly.

Homework Diaries/Agendas

Teachers should ensure that these are used to communicate details and problems relating to class and homework. They should be seen as a means of communication between home and school. Students from grade K-9 are expected to have their homework diary/agenda every day. New diaries/agendas can be purchased in the Student Shop.

Procedures for Poor or Incomplete Homework

It is essential for students to learn the importance of homework. Incomplete homework or homework done in an unsatisfactory manner will be monitored and communicated to students and parents in an age-appropriate manner.

HONOR ROLL (grades 6 – 12)

A student's honor roll status will be determined by the GPA of all credited courses. A student cannot receive any Fs or incomplete grades.

High School Honor Roll Criteria

Honor Roll:	GPA of 3.0 - 3.49
High Honor Roll:	GPA of 3.5 - 3.99
High Honors with Distinction:	GPA of 4.0 or above

There will be honor rolls for each quarter.

INAPPROPRIATE ITEMS

Items that could lead to the disruption of a class are not allowed in the school. This would include any form of weapon or explosive device such as a firecracker. Possession of these items may lead to suspension or expulsion.

HYGIENE

The Dubai American Scientific School highly values and encourages proper personal hygiene. Students should come to school every day clean and tidy. Students are expected to come in a clean and tidy uniform, shower daily, brush their teeth at least two times a day, wear deodorant, comb/brush their hair, maintain clean nails, and conduct themselves in a hygienic manner, respecting themselves and others.

Hair should be clean and tidy. Girls with long hair should be able to tie it up if necessary.

Make-up is not permitted for girls from grade K-7. Girls from grade 8-12 may wear make-up with their parental consent.

Nails must be clean and tidy. Boys are not permitted to have long nails. Girls from grade 8-12 may wear nail polish with parental consent.

Uniforms are to be washed and kept clean and tidy. Students are not permitted to write on their uniform.

INCOMPLETE GRADES

An incomplete or "I" is given to students who do not have all graded work completed by the end of the grading period and/or eligibility check. Normally, students have a maximum of two weeks to make up all incomplete work. This requirement may be changed under special circumstances.

LEAVING SCHOOL GROUNDS

You cannot leave the school grounds during school hours without the school's permission. If you are leaving with a parent, the parent must notify the school prior to getting you by either phoning the school or sending a letter in advance –students cannot request the school to call the parents for confirmation. Students must sign out with the school receptionist or the school's office. If someone other than a parent is picking you up, you will need your parent's permission for this. When you return, you must sign back in. If you are leaving school due to illness, you must report to the nurse's office. The responsible adult can pick you up from the nurse's office and then sign you out at the school office.

LIBRARY/MEDIA CENTER

The LMC's rules for behavior and care of materials are based on the DASS Code of Conduct. Students are welcome to use the LMC before school (7:30-7:50), during lunch and recess, and after school (2:30-3:00). Students who come to the LMC during class time without their teacher need a pass from that teacher. Students who repeatedly lose or damage materials or do not follow proper library behavior will lose the privilege of using the LMC. Books are checked out for two weeks and may be renewed once. Books are to be returned on time. If a student does not return an overdue book his/her report card will be held until the book is returned.

A fee will be charged for damaged materials. If a book or other material is damaged beyond satisfactory repair, it will be treated as a lost book. If a book or other material is lost, the student will be charged the replacement cost of the item plus the cost of shipping, handling and processing. Reference books do not circulate as they are needed during the school day.

LOCKERS

Students (grades 6-12) can purchase an individual locker on a yearly basis. Any valuables should be locked in the student's individual locker. Do not leave valuables in this locker. Make sure you keep your locker locked, and do not lend your key to anyone. Books and bags should not be left in the halls. Students may decorate the inside of lockers with items that can be easily removed, but not the outside. At the end of the year, these decorations must be removed. Students are advised to use their lockers before school, between classes, at the breaks, at the beginning and end of lunch, and after school. This will help you to get to your next class on time. If you lose something, it is your responsibility, not the school's. Students are discouraged from bringing or wearing valuables to school.

LOST AND FOUND

Lost and found objects are located at the receptionist's desk and in the high school office. If you find something, please turn it in. If you have lost something, check with the receptionist.

LUNCH

DASS has a cafeteria with a capacity of 100-150 students. Students may bring a sack lunch or buy their lunch from the cafeteria. Soft drinks are not allowed during the school day, including lunch. The goals of the DASS lunch program are to provide an affordable healthy, balanced selection. Students will be able to purchase menu items on a "pay as you go" basis. In addition to hot entree items, sandwiches, salads, and other items will be on offer. Each month a menu will be published previewing the meals offered during the month. In addition to the set lunch, snacks will be offered during the recess/lunch period. At that time, popsicles, chips, juice boxes, cookies, etc. will be available on a pay per item basis.

Cafeteria Rules:

- No soft drinks allowed.
- Students are not allowed to sit on the tables.
- Music should be at a level where people can talk. Offensive music is not allowed or the music (CD or tape) will be taken.
- All trays, plates, silverware, should be taken to the back table. Litter should be placed in the trash containers by the students.
- Cafeteria utensils, trays, etc. should stay in the cafeteria.

Students are not allowed in the classrooms or the reception of the school without a teacher's permission. Students may be in the hallways to use the restrooms. Students are encouraged to use the outside benches or to stay in the cafeteria if other students do not need the space for eating. Students who participate in extracurricular or intramural activities during lunchtime are responsible for getting to class on time, in uniform and prepared. Students are not permitted to ask their teacher for extra time to eat, wash up or use the restroom. Lunchtime activities must finish 10 minutes before the bell for Elementary students (grades 1-7) and 15 minutes for high School students (grades 8-12).

Lunchtime Rules:

- Students are not allowed in classrooms without a teacher's permission.
- Students should not be in the elementary areas as they are having classes. This includes the areas outside the K-2 and 3-7 rooms.
- Students are welcome to use the field for recreational purposes if PE classes or intramural activities are not being conducted. Tackle football/rugby/wrestling is not allowed as injuries might occur.
- Students may not leave the campus without permission from the principal.
- Students may use the gym if it is free and it is supervised by a teacher. Food and drinks are not allowed in the gym. All equipment must be put away at the end of the period.

MEDICATION

If you need to take medicine during school hours, the preparation must be left with the school nurse. The container must be clearly labeled with your name. Students who require emergency/occasional medicines for headaches, asthma, etc., should leave a supply with the nurse. All medication must be left in the nurse's office. A parent's note should also be submitted for non-prescribed medicine. Parents should discuss with the nurse the use of long-term medication and emergency medication for certain conditions such as asthma. Parents are requested to come into the nurse's office to discuss with her the necessary information regarding the dispensing of prescribed medication. Also, parents will be asked to sign a medical release form in the nurse's office at that time. No prescribed medication will be given to children without written permission of the parent.

MOBILE PHONES

Grades K – 2

Students are not allowed to bring mobile phones to school.

Grade 3 – 5

Students can bring mobile phones but they must be kept with the class teacher. Students will be given their phones during breaks and after school.

Grades 6 - 12

Students can bring mobile phones to school. Mobile phones are not allowed in class, during school lessons, activities or in the reception area. If brought to school, they should be left in a locked locker or kept with the student to avoid the possibility of theft. In class, phones should be on silent or turned off. Students are not allowed to answer or view their phone in class. Phones cannot be used for academic purposes such as notebooks, calculators, etc. Offenders' phones will be confiscated, sent to the office and kept until the first of each month.

OFF-LIMIT AREAS

The following areas are off limits to students. If students are seen or found in these areas, they will be suspended:

- The air conditioning area and air conditioning stairway next to the cafeteria.
- Closed, gated or locked sections of the campus.

PARENT CONFERENCES

Parent conferences are scheduled three times a year – after the first three quarter. Conferences can be arranged either at the teacher's or parent's request.

PASTA

PASTA, the Parent And Student Teacher Association, plays an active role in providing feedback, recommendations and reports about DASS. The PASTA committee is made up of 11 members - six parental representatives from the Kindergarten, Elementary (grades 1-3), Elementary (grades 4-5), Middle School (grades 6-8), High School (grades 9-12) and Parents' Alumni; a representative from the Board of Directors; the Principal and student representatives from the Elementary, Middle and High School sections. PASTA meets three times in the year (usually September, December and April) for formal meetings and are required to attend parent conferences and activities throughout the year.

PETS

Pets are not allowed on campus unless they are part of an organized school activity.

PHOTOCOPYING

Students are not to use the photocopying machines without the written permission of a teacher. Students with personal photocopying needs should pay for this at the Student Shop.

PHOTOGRAPHY AND VIDEO USE

Student photographers and video students should demonstrate courtesy when filming. They should not disrupt a class. Publications or public viewings should not downgrade or embarrass students. If a picture or video segment is in question, the administration and parents should be consulted to determine the case.

PHYSICAL EDUCATION

Students are evaluated in the following areas: ability to perform specific skills, improvement, effort, fitness, class participation and attendance. To be excused from participation in P.E. exercises, students must bring a note from their parents or a physician. Students (grades 10-12) are permitted to take P.E. as an elective if they are on an athletic team.

P.E. Uniforms: All students must wear white socks, gym shoes and the school P.E. uniform for P.E. classes. (These uniforms can be purchased at the Student Shop.) It is the responsibility of the student to take his/her uniform home to be laundered. Students are allowed to wear their P.E. uniform only when they have P.E. lessons.

PICTURES/ SCHOOL

School pictures are taken yearly during the fall for the school yearbook. Parents have the option of purchasing the photos taken during school and of scheduling family picture sessions after school.

PORTABLE MUSIC PLAYERS

iPods, Walkmans and Discmans are not allowed during school hours except at lunch or with the teacher's permission. If these items are brought to school, they should be left in a locked locker or kept with the student to avoid the possibility of theft.

POSTERS AND PUBLICITY

Any public displays such as posters or banners should be approved by the designated school official who is responsible for the activity/event. Generally, the school does not allow advertisements for specific products or business establishments unless the company is supporting a specific function or activity of the school. Posters should not be displayed in the designated areas. Tape should not be of the type that would pull the paint off of the wall.

Displays should not be offensive to any individual or group.

PROBATION

Academic Probation: The principal will review all report cards at the end of each quarter. If a student receives two "F's" in any subjects or one "F" and two "D's" in any subjects, he/she will be placed on academic probation. Any student below a 1.0 GPA will be placed on probation. New students who have not demonstrated sufficient skills of a particular subject may be placed on probation.

Disciplinary Probation: A student will be placed on disciplinary probation if he/she is consistently in violation of school rules and regulations or if he/she has done something so seriously wrong it warrants further attention, but not to the degree of expulsion.

The administration will decide the length of the probation on a case-by-case basis. If the student continues to be a discipline problem during the probationary period, he/she will not be allowed to enroll at DASS for the following semester. The parents and students will be informed of this in writing and with a conference.

PROFANITY & VULGARITY

Profanity involves using inappropriate language or directing vulgar language or obscene gestures toward another individual or group. The school views this type of action as totally unacceptable and disciplinary action will be taken.

PROGRESS REPORTS

Progress reports are messages from your teacher to your parents. They can communicate positive comments as well as giving suggestions on how to improve. Progress reports should be returned to the issuing teacher the next school day with a parent signature. If your parents are away, have the person looking after you sign the progress report and attach a note explaining the situation. If you do not bring a signed progress report back the next school day after it was issued, you will be sent to the principal's office for a warning. The next time, you will

wait in the principal's office until a parent brings it to school.

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection should always be in good taste as a sign of respect for one's self as well as others and the host country. At DASS, we must consider that we are a K-12 school with very young students on campus and that the host culture is to be respected at all times.

BIKES, SCOOTERS, HEELIES, ROLLERBLADES & SKATEBOARDS

Bikes, scooters, hee-lies, rollerblades and skateboards are not allowed on the DASS campus unless part of an organized school activity.

SAFETY GUIDELINES

A goal of DASS is to provide a supportive and safe environment to promote learning. Students' personal safety is of prime importance in the daily use of the campus facilities.

General safety rules include:

- no running in the buildings or in congested outside walking areas.
- no climbing to areas not intended for students.
- using the right hand side of the halls and stairs.
- using appropriate safety equipment in laboratory-type classes.
- using physical fitness equipment under the supervision of a staff member.

Safety drills will be held throughout the instructional year to practice for fire or security emergencies. At the sound of an alarm, students will evacuate the buildings to positions on the outdoor multipurpose court.

SCHOOL GROUNDS/RECREATIONAL FACILITIES USAGE

DASS is a closed campus. During school hours students may not leave campus without permission from the administration.

Recreational facilities are available after school and on Saturdays during the school year. Students must have a reason to be on the school grounds when school is not in session. Non-DASS students are not to use DASS facilities except as part of a school-sponsored activity.

Secondary students are not allowed to use the elementary playground equipment.

STUDENT SHOP

Many school supplies can be purchased at the Student Shop. You can also purchase T-shirts and school spirit articles. The Student Shop is open from 7:30-7:50, during breaks and lunches. Students who do not have the proper materials/uniform are requested to purchase the proper material/uniform from the student shop to participate in lessons.

SEARCHES

The school has the right to search locked areas if there is reasonable belief that the student has something not allowed on campus. A student may also be asked to show what is contained in pockets, bags, or containers if there is reasonable suspicion of the possession of objects that are disruptive to the school.

SMOKING/SUBSTANCE ABUSE

The possession or use of tobacco or alcoholic beverages by students is forbidden on any part of the school grounds or in the immediate vicinity of the school or when wearing the school uniform. DASS is a no-smoking campus. This includes roadways and open areas surrounding the campus. The consequence for the possession or use of tobacco is suspension. (This includes school-sponsored events when off-campus.)

The possession or use of alcohol or of harmful or illegal drugs of any kind (stimulants, inhalants, or depressants) on school grounds or at any school sponsored event will result in an expulsion from school.

SOCIAL GUIDELINES

Students and members of the DASS community are expected to practice social behavior that upholds the values of the host country.

STUDENT COUNCIL

The Student Council is an integral part of the students' lives at DASS. From the planning of the school social activities calendar to consultations with the school administration on student concerns, procedures, and policies, the Student Council is actively involved in our school. The students should feel free to bring concerns before this governing body and know that they will be well-represented. Student government is essential to

student involvement and student morale. For a more complete list and description of offices and qualifications for holding office, please see the Student Council advisor.

STUDENTS’ RIGHTS

The school respects the individual rights of students. Students have the right to:

- an environment of mutual respect and understanding.
- An environment that promotes and fosters learning.
- procedural due process in disciplinary cases.
- privacy of test results, grades, and school records.
- freedom of expression within the rules of the school and without being offensive or disruptive to others.
- representative assemblies for students to express their views to the community.

STUDY GUIDES

Teachers prepare weekly study guides for their classes. This is an overview of class work and homework assignments being assigned.

STUDY HALL

All students who are not assigned to a particular class or teacher are assigned to a study hall. If a student is assigned to a senior directed project and is not with their advisor, he/she must report to study hall. Attendance will be taken and this will be reported to the office. Student behavior in the study hall is expected to be the same as if the student were in class. Students must use time productively and should bring homework materials or a book to read and should be prepared to work independently.

SUSPENSION

A suspension is a punishment for behavior that is either so serious that you need to receive a strong reminder never to do it again, or you have been warned about it many times but you have not done enough to stop it. The penalty for suspension involves the following action(s):

First Suspension: The quarter grade will be lowered by two percentage points for each class. Students are not allowed on campus at any time on the day(s) of the suspension.

Second Suspension: In addition to the academic penalty of two percent, the student may be ineligible for current “seasonal” activities with the possibility of removal from future seasonal or year long activities. Some organizations have automatic clauses stating that if a student is suspended, he/she will be removed from the organization. The administration will decide if additional activities such as school dances, intramurals, or tournament attendance should be included in the punishment.

TARDINESS TO CLASS

Students should make every attempt to get to class on time. If a teacher makes you late, it is your responsibility to get a pass excusing your tardiness to the next class.

Teachers will deal with tardiness individually but if it is excessive, you may be given a detention or referred to the principal for further action.

TELEPHONES

Students are not to use the school telephones except for emergencies. If a student wants to use the phone, he or she should request permission from the secretaries in a courteous manner. It is the secretaries’ discretion as to whether or not to give permission.

TIMINGS

The school campus is open from 7:00-3:00. The class timings are:

KG	Elementary (1 – 7)	High School (8 – 12)
Doors open 7:30	Doors open 7:30	Doors open 7:30
Bell 7:50	Bell 7:50	Bell 7:50
1. 8:00 – 8:45	1. 8:00 – 8:45	1. 8:00 – 8:45
2. 8:45 – 9:30	2. 8:45 – 9:30	2. 8:50 – 9:35
3. 9:30 – 10:15	3. 9:30 – 10:15	Break 9:35 – 9:45
Break 10:15 – 10:35	Break 10:15 – 10:35	3. 9:50 – 10:35
4. 10:40 – 11:25	4. 10:40 – 11:25	4. 10:40 – 11:25
5. 11:25 – 12:10	5. 11:25 – 12:10	Lunch 11:25 – 12:00
6. 12:10 – 12:40	Lunch 12:10 – 12:50	5. 12:05 – 12:50
	6. 12:55 – 1:40	6. 12:55 – 1:40
Day care is available after hours	7.* 1:40 – 2:30	7.* 1:45 – 2:30

** There is no 7th period on Thursdays. Classes finish at 1:40.*

Ramadan Timings:

KG	Elementary (1 – 7)	High School (8 – 12)
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Doors open 7:30	Doors open 7:30	Doors open 7:30
Bell 7:50	Bell 7:50	Bell 7:50
1. 8:00 – 8:30	1. 8:00 – 8:30	1. 8:00 – 8:30
2. 8:30 – 9:00	2. 8:30 – 9:00	2. 8:30 – 9:00
3. 9:00 – 9:30	3. 9:00 – 9:30	Break 9:00 – 9:25
Break 9:30 – 5:55	Break 9:30 – 5:55	3. 9:30 – 10:00
4. 10:00 – 10:30	4. 10:00 – 10:30	4. 10:00 – 10:30
5. 10:30 – 11:00	5. 10:30 – 11:00	Break 10:30 – 10:55
Break 11:00 – 11:25	Break 11:00 – 11:25	5. 11:00 – 11:30
6. 11:30 – 12:00	6. 11:30 – 12:00	6. 11:30 – 12:00
7. 12:00 – 12:30	7. 12:00 – 12:30	7. 12:00 – 12:30

TEXTBOOKS

Textbooks are to be cared for throughout the year. Students' names should be written in ink on the inside cover. You are responsible for this book and are expected to keep it in good condition. Some teachers may require you to put on a book cover. If students lose a textbook, a replacement should be picked up from the Student Shop and the cost of the book will be charged to the student's account and your parents will be informed.

VALUES

We value:

- The right to learn
- The relationship amongst one another - the school, student, home and community.
- The academic, emotional, social and physical well-being of one another
- The knowledge, skills and talents of every student
- The development of self-esteem and confidence
- Global citizenship
- The UAE culture, traditions and its residents – locals and expatriates
- A comprehensive educational experience

VANDALISM AND THEFT

Students have the right to a safe and secure environment. Students are to respect other people's and the school's property. Any form of theft or vandalism is unacceptable. Any theft or vandalism incident should be reported immediately to the appropriate teacher or administrator. Students who are found to be guilty of theft or vandalism will face disciplinary action depending on the circumstances of the case. Serious cases will be subject to suspension or expulsion.

VISION

All members of the DASS learning community work together, to learn from and teach one another, in an environment of mutual respect and understanding, in order to achieve the DASS Mission.

VISITORS

Visitors are not allowed on campus unless it is for a designated activity. Any visitors, including former DASS students, who may wish to visit the school must have a pass from the principal. Students are to treat all visitors with respect and courtesy.

WITHDRAWAL PROCEDURES

A student can be formally withdrawn from the Dubai American Scientific School and/or official transcripts and records at DASS can be issued when the following procedure must be followed:

- Parents should fill out a Withdrawal Notification Form from the Registrar's office at least one week prior to withdrawal.
- If the withdrawal is at the end of the school year, report cards and documents can be obtained from the registrar's office after all being cleared by the Administration.

WRITTEN NOTICES

The DASS administration and teachers often communicate with parents through letters and written notices. Parents will often be phoned to confirm a written notice – whether given by the school or the parent.