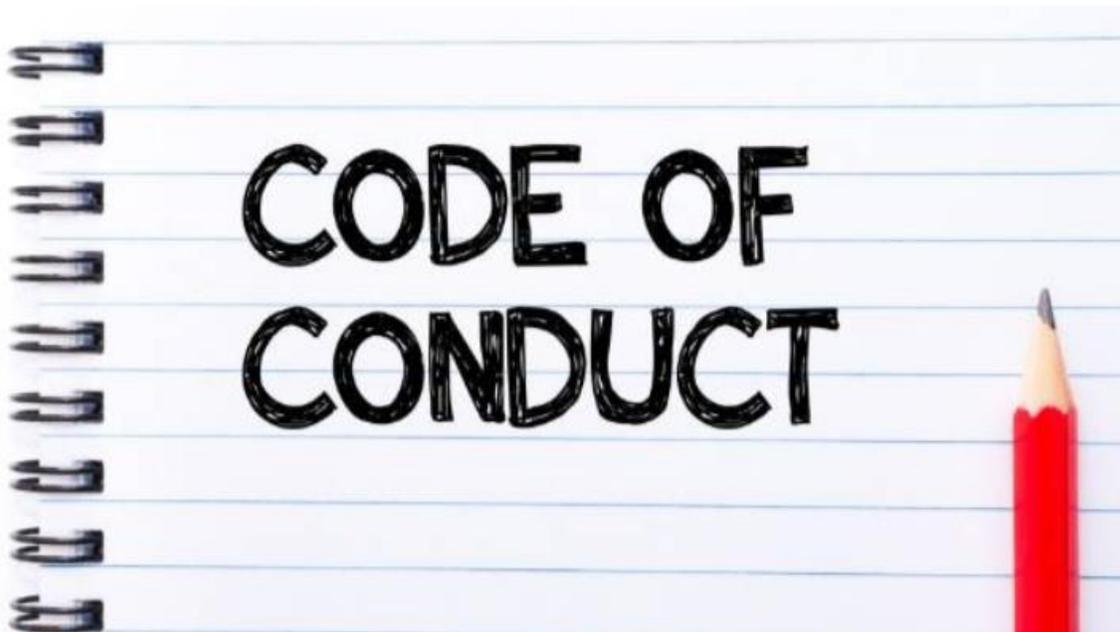




Sharjah American
International School



Updated on Saturday August 15, 2020

The school's code of conduct is aligned with the schools' beliefs of SAIS-Dubai. Behavior expectations for students are outlined below. Students, Teachers, and Parents are expected to be very familiar with the school code of conduct for Distance Learning. Teachers will be aware of the procedures and actions specified in this document. All community members are expected to follow the code of conduct to maintain a school environment that is conducive for learning through online classes. Students should follow the code of conduct in support of a positive online classroom atmosphere.

SAIS-Dubai Senior Leadership Team (SLT) members believe that students are responsible for their choices and actions. SLT members also have a very strong conviction that students learn from their mistakes. Consequences for mistakes are ways for students to reflect on their behavior.

To support and help students learn and reflect, staff members provide redirection to help students. Support of parents is crucial; communication between all school stakeholders with parents reinforces positive behavior for students.

Student behavior is monitored by teachers and staff members, Re-occurring or severe behavior is referred to the Supervisor, Head of School, Vice Principal, or The School Principal. Appropriate consequences including pledges, suspensions, or expulsions will be given. Students may be placed on a BIP (Behavior Intervention Plan) to help provide positive behavior outcomes. In the unlikely event of severe case, the Management of SAIS-Dubai has the right to contact the Dubai Police and KHDA.

Part 1: School Rules

Four golden rules exist that students at SAIS-Dubai must follow at all times whether they are in the classroom, playground, inside school premises or in front of school premises or in any activity, event, and trip with the school.

These four golden rules are:

- 1) Be Respectful
- 2) Be Responsible and Safe
- 3) Be an Independent Learner
- 4) Be an Active Member of the School's Community

The above rules are related to the school's Beliefs along with a list of expectations.

Rule	School Belief(s)	As a student, I will:	
Be Respectful	Tolerance	<ul style="list-style-type: none"> • follow all school rules • ask for permission • take turns • share and care • display good manners • listen to others 	<ul style="list-style-type: none"> • think before acting • speak politely to everyone • accept others' differences • respect others' beliefs • treat others the way I would like to be treated
Be Responsible and safe	Integrity Right to learn and freedom of choice Equity Personalization	<ul style="list-style-type: none"> • ask for help when needed • come to school prepared and ready to learn • follow teachers' instructions • resolve conflicts peacefully • ask for permission to leave the classroom • take responsibility for my learning • be punctual • walk sensibly in school • look after everyone • follow emergency procedures • use class resources carefully • play safely • make healthy choices 	<ul style="list-style-type: none"> • accept the consequences of my own actions • follow correct procedures to site the work of others • respect deadlines • be in the right place at the right time • work to the best of my ability • take care of my own things • manage my time effectively • regularly check my agenda • follow adults' instructions • maintain good hygiene • report any unsafe practice to an adult • use electronic devices only when permitted • Bring at least 2 appropriate face masks on daily basis • Continuously wear the face mask covering the mouth and nose • Maintain social distancing • Make sure they follow the seating plan • Dispose face masks and gloves in the designated trash bins

Be an Independent Learner	Innovative Team Work	<ul style="list-style-type: none"> • actively participate and be engaged in learning • take responsibility for my own learning • help others • be cooperative • follow daily routines 	<ul style="list-style-type: none"> • work to the best of my ability • be open to new ideas • set SMART goals • ask for opinions • be willing to try new things • be self-motivated • be a problem solver and innovative person
Be an active member of the school's Community	Team Work International Mindedness	<ul style="list-style-type: none"> • wear the correct, clean school uniform • cooperate in groups • support and help classmates • respect school property • join extra-curricular activities 	<ul style="list-style-type: none"> • be a leader and a team player • volunteer • be charitable • keep the school clean and tidy • promote school rules and beliefs

Part 2: Student Profile

As SAIS-Dubai Students Strive To

- **Have International Mindedness**

I am a successful global citizen who respects others and has universal responsibility. I practice my values, principles and beliefs and I respect others while doing the same; I appreciate and nurture attitudes that bridge cultural differences. I protect and nurture the global family. I am involved and responsible for local community initiatives and am aware of international concerns. I have the intellectual curiosity to ask questions and know about these concerns.

- **Be Innovative**

I develop ideas and thinking skills to stimulate my creativity, resourcefulness and problem solving.

- **Have the ability to work in a Team**

I am a successful individual and effective member of multicultural teams who can develop leadership qualities and team management skills.

- **Have Integrity**

I always do what is right. I follow rules even if no one is watching me. I meet deadlines and I submit my own work without copying the work of other people. I always present my own work and never copy the work of others in any exam, assignment, or project.

- **Be Tolerant**

I respect the nationality, race, gender, religion, color and the differences in others.

- **Have the Right to learn and Freedom of Choice**

I have a positive attitude towards learning and I use all my rights to access education and learn based on my abilities, preferences and choices. I never fail to ask for guidance and support when my individual needs are not met and when I need support to achieve my full potential.

- **Use the Equity provided for me**

I use all my learning experiences to show a sense of belonging and perform to my academic level and social abilities.

- **Maximize my outcomes within a personalized outcomes**

I work on my weaknesses and believe in my abilities so as to get better in all subjects

Part 3: Correcting Negative Learning Attitudes

- **Overview**

As much as we try to focus on a positive learning environment and reward appropriate behaviors, there are inevitably times when we must correct negative behaviors and poor choices made by the students.

Violating the school's code of conduct will have consequences based on the level of the infraction. Violations are divided in to 4 categories:

- 1) Level one
- 2) Level two
- 3) Level three
- 4) Level four

Level one Violation

- 1) Connecting late to class (10 minutes will only be given as a grace period).

In case of technical error, students are expected to email the supervisor at the earliest possible to justify.

- 2) Not wearing the appropriate uniform
- 3) Leaving the virtual class without permission from the teacher
- 4) Not ready for a class (no copybook, no book, no Laptop, no program, no stationary)
- 5) Being disruptive during the class session (talking without permission, not sitting properly, making disruptive actions or sounds)
- 6) Not being cooperative with the teachers' instructions.
- 7) Sleeping during class session.
- 8) Misusing a tablet, laptop, computer or any electronic device to play games or listen to music.
- 9) Any other violation deemed appropriate by the Supervisor.

Level Two Violations

- 1) Repeating Level one violations (Fourth Repetition)
- 2) Skipping class sessions.
- 3) Playing Games during a class session.
- 4) Leaving class without the teacher's permission.
- 5) Going anywhere outside the class without permission from the hallway supervisor.
- 6) Threatening or intimidating other students.
- 7) Verbal abuse (using Bad language, insulting)
- 8) Failing to submit homework, classwork, assignment or project on time
- 9) Not being truthful in an investigation with school staff members
- 10) Not wearing a face mask properly
- 11) Not adhering to social distancing
- 12) Not following the proper seating plan
- 13) Using inappropriate pictures as a display icon on Google Classroom and/or Google Hangout Meet.
- 14) Any other violation deemed appropriate by the Supervisor.

Level Three Violations

- 1) Repeating level two violations (Fourth Repetition)
- 2) Being absent from virtual classes for a whole day without a valid reason deemed appropriate by the Head of School. (Parents should email the Head of School explaining the cause of absence using the Parent-School Email)
- 3) Threatening any student or staff member on social media.
- 4) Intentionally not wearing a face mask
- 5) Sharing photos, videos, or documents that are inappropriate to the culture of the UAE.
- 6) Bullying or harassing any student or staff member.
- 7) Initiating a Quarrel or a fight between students.
- 8) Insulting or disrespecting any religion, country or belief, color, race

- 9) Damaging school property (IPad, Laptop, Tablet)
- 10) Plagiarizing or submitting assignments or projects done by others.
- 11) Cheating or not following instructions of teachers during an assessment or any assignment
- 12) Sharing the link of an online class with other students from the school that are not part of the online class.
- 13) Any other violation deemed appropriate by the Head of School.

Level Four Violations

- 1) Repeating level three violations (Third Repetition)
- 2) Sharing the link of an online class with anyone from outside the school community without permission.
- 3) Sharing photos, videos, or documents related to the school, any student, or any staff member of the school on social media.
- 4) Recording any class session, taking a screen shot, taking a Photo or a video of any class session.
- 5) Hitting or exercising a physical assault that results in an injury to students or any staff member.
- 6) Smoking or showing any smoking device during a live session.
- 7) Sharing or publishing personal information about another student including home address and phone number.
- 8) Obtaining certain copies or modifying files and other passwords belonging to other users on the network, accessing and using the account of another teacher or student with or without his knowledge.
- 9) Tampering with any software and equipment of the device, removing it or requesting to remove it, or deliberately disabling.
- 10) Installing or downloading software or products likely to damage the device or network, use any camera (available as part of or constitute an addition to it) in any personal use, share photos or any information about any students, parents, employees or any other person without their express consent.
- 11) Using Educational content in filming and recording conversations between students and publishing them without prior permission.

- 12) Producing unreal and false content, circulating on social media, and using the network to develop disturbing software Users, or to hack or destroy other people's accounts and devices to establish networks or networks to conduct live communications including voice or video communications (relay chat) without prior official permission.
- 13) Publishing, creating, exchanging or promoting malicious or suspicious malware.
- 14) Flooding E-mail with messages or application(s) used for remote learning with high electronic data flow, suspending, disrupting or destructing contents, and capturing or intercepting - intentionally and without authorization.
- 15) Using other student's personal account, illegally entering their account number, downloading.
- 16) Distributing copyrighted material without specific written permission from the owner of those rights.
- 17) Using the network to access pornography, text files with inappropriate content.
- 18) Adding or publishing the participation of materials that violate values, morals and public order, or with inappropriate content on the Internet.
- 19) Fraudging electronic examinations (for the initiative) of all kinds, in any normal or technical way.
Sharing examination solutions or duties of all methods and means.
- 20) Creating, transferring, presenting, disseminating or participating in any material that may discredit the United Arab Emirates, and the dissemination of any hate speech, successive messages, harassment, racist remarks and other hostile behavior.
- 21) Any other violation deemed appropriate by the Head of School.

All students should follow the school expectations during online assessments. Students should have their microphones and cameras open in order to show their work space. Students who fail to abide by the school expectations during assessments will have to face consequences as stipulated in the updated assessment policy which will be shared with you.

GOOGLE MEET/HANGOUT

Etiquette Guide

A SUGGESTED GUIDE FOR STUDENTS



MUTING

When you enter the Meet/Hangout, mute yourself (If you are already not muted.)

QUESTIONS

When you have a question, type in the textbox and wait for your teacher to call on you.



CONTRIBUTING



When you have something to contribute to what is being said, but it is not your turn, use the chat feature in the right-hand corner.

YOUR TURN

Wait for the teacher to call on you to unmute yourself. Only one student should contribute/talk at a time.



WHERE TO LOOK!



Look into the camera when you are talking.

STAY ATTENTIVE

Pay attention to your teacher or other students who are speaking.



Part 4: Consequences

Level of violation	When committed	Repetition		
		First	Second	Third
One	Verbal Warning from the teacher.	Incident will be documented and archived on the school portal. Guardians will be informed over the phone, via school email or through a message on the portal.	Incident will be documented and archived on the school portal and guardians will be informed over the phone, via school email or through a message on the portal.	Incident will be documented and archived on the school portal and guardians will be informed over the phone, via school email or through a message on the portal. The violation will be converted to level two if it is repeated.
Two	Guardians will be contacted and informed over the phone, via school email or through a message on the portal. Students should email a pledge from their school email not to repeat the violation.	Guardians will be contacted and informed over the phone, via school email or through a message on the portal. Notification email from the supervisor will be issued to the Guardian and the student on the school email. Students might be referred for online counselling sessions.	Guardians will be contacted and informed over the phone, via school email or through a message on the portal. Notification email from the Head of School will be issued to the Guardian and the student on the school email. Students might be referred for online counselling sessions.	Guardians will be contacted and informed over the phone by the Head of School. Warning letter will be emailed to the Guardian and the student on the school email. Students must be referred for online counselling sessions The violation will be converted to level three if it is repeated.

<p>Three</p>	<p>Guardians will be contacted and informed over the phone by the Head of School.</p> <p>Warning letter will be emailed to the Guardian and the student on the school email.</p> <p>The student will have one day suspension from the online classes and will take a zero on any missing assignment, classwork, or Exam.</p> <p>Students must be referred for online counselling sessions Behavior Intervention Plan will be emailed to the parents on the school email from the office of the counselor.</p> <p><i>In case of plagiarism or cheating please refer to the school assessment policy.</i></p>	<p>Guardians will be contacted and informed over the phone by the Head of School.</p> <p>Warning letter will be emailed to the Guardian and the student on the school email.</p> <p>The student will have two days suspension from the online classes and will take a zero on any missing assignment, classwork, or Exam</p> <p>Students must be referred for online counselling sessions Behavior Intervention Plan will be emailed to the parents on the school email from the office of the counselor.</p> <p><i>In case of plagiarism or cheating please refer to the school assessment policy.</i></p>	<p>Guardians will be contacted and informed over the phone by the Head of School.</p> <p>Warning letter will be to be will be emailed to the Guardian and the student on the school email.</p> <p>The student will have three days suspension from the online classes and will take a zero on any missing assignment, classwork, or Exam</p> <p>Students must be referred for online counselling sessions Behavior Intervention Plan will be emailed to the parents on the school email from the office of the counselor.</p> <p><i>In case of plagiarism or cheating please refer to the school assessment policy.</i></p> <p>The violation will be converted to level four if it is repeated.</p>
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<p>Four</p>	<p>Guardians will be contacted and informed over the phone by the Vice Principal.</p> <p>Online Meeting with the guardian and a disciplinary committee (Supervisor, Counselor, Head of School and the Vice Principal) could take place.</p> <p><u>Final Warning letter</u> will be emailed to Guardian and the student on the school email.</p> <p>The student will have at least three days out of school suspension and will take a zero on any missing assignment, classwork, Lab work or Exam.</p> <p>The student registration will be put on hold for the academic year 2020-2021.</p>	<p>Guardians will be contacted and informed over the phone by the Vice Principal.</p> <p>Online Meeting with the guardian and a disciplinary committee (Supervisor, Counselor, Head of School, Vice Principal, and the Principal) could take place.</p> <p><u>Final warning letter</u> will be emailed from the office of the Principal to the Guardian and the student on the school email.</p> <p><u>Student's registration for the coming academic year will be stopped</u></p> <p>The student will be stopped from attending online classes and will take a zero on any missing assignment, classwork, or formative assessment.</p> <p>Student can only sit for the Final Exam of the Semester.</p> <p><u>Dubai Police will be informed and the student file will be shared with KHDA.</u></p>
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Part 5: Attendance and Punctuality

Regular attendance is a significant student responsibility at all grade levels. Many studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in class. Many important lessons are learned through active participation in the virtual classroom. Establishing a pattern of good attendance will benefit the student in school and in the workplace. Attendance is important in the development of a high quality work ethic, which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a person is his/her dependability in coming to work every day on time.

Parents, students and the school must work together to improve and maintain high attendance rates.

All students are expected to be present in the virtual classroom at all times (10 minutes delay after the passing time will be taken into consideration in case there is a technical problem)

When a student reaches the 4th day of absence, a formal attendance letter will be emailed to the parents on the school email from the office of the Supervisor.

- 1) With the 7th day of absence, a formal attendance letter and a pledge not to repeat the offense should be emailed by the parents from their school email to the Head of School.
- 2) With the 10th day of absence, a formal attendance **1st warning** will be emailed to the parents school email from the Head of School.
- 3) With the 15th day of absence, a formal attendance **2nd warning** will be emailed to the parents school email from the Head of School.
- 4) With the 20th day of absence, a formal attendance **Final warning** will be emailed to the parents school email from the Vice Principal.

- *Every 5 unexcused lateness days will be considered as 1 day absence.*

When Students exceed 20 days of school absence, the Vice Principal will recommend to the Principal that the student's placement not to be continued for the upcoming academic year. The school will provide a final "**excessive absence letter**" to be emailed to the parents school email from the School Principal.

The days absent will be reflected on the report card along with the total number of school days. A student and his/her parents should work closely with the classroom or subject teacher to ensure that any missed work due to an absence is made up as soon as possible.

If a student is absent from the online classes for any medical reason or due to a technical difficulty, Parents should email the Head of School on the same day.

Part 6: NON-DISCRIMINATION POLICY

SAIS-Dubai has a commitment to maintaining an educational environment where racism and intolerance, including discrimination on the basis of race, color, religious creed, national origin, gender identity, disability, marital or civic union status, homelessness or age, are not tolerated.

SAIS-Dubai prohibits discrimination, including all forms of harassment and hate crimes, as well as retaliation, of/against any of its students, as such conduct is contrary to the mission of the school and its commitment to equal opportunity in education.

Harassment consists of unwelcome conduct, whether verbal or physical, that is based on a characteristic protected by law, such as race, color, religious creed, national origin, homelessness, gender identity, disability, or age. It is prohibited by SAIS-Dubai and violates the law of the UAE. For purposes of this policy, “school” includes school – sponsored events, trips, sports events, and similar events connected with school. Further, any retaliation against an individual who has complained about discrimination or harassment, or any retaliation against any individual who has cooperated with an investigation of a discrimination, harassment or retaliation complaint, is similarly unlawful and will not be tolerated.

SAIS-Dubai takes allegations of discrimination, including all forms of harassment and hate crimes, as well as retaliation seriously and will respond promptly to complaints. Where it is determined that harassing conduct which violates the law and this policy, has occurred, SAIS-Dubai will act promptly to eliminate the conduct and will impose corrective action as necessary, including disciplinary action where appropriate, which may include school-related discipline (refer to code of conduct).

SAIS-Dubai also prohibits bullying, as set forth in the Bullying Policy section in the school’s code of conduct.

Definitions:

“**Discrimination**” is defined as treating people differently, or interfering with or preventing a person from enjoying the advantages, privileges or courses of study in the school because of an individual’s actual or perceived race, color, religious creed, national origin, homelessness, gender identity, age, or disability (i.e., protected status). A person may not be subjected to discipline or more severe punishment for wrongdoing, nor denied the same rights as other students, because of his/her membership in a protected class.

“**Harassment**” is defined as unwelcome conduct, whether verbal or physical, that is based on race, color, religious creed, national origin, homelessness, gender identity, age. Discrimination and or harassment include, but are not limited to:

Display or circulation of written materials or pictures that are degrading to a person or group based upon the criteria listed above.

Verbal abuse or insults about, directed at, or made in the presence of an individual or group described above because of one of the criteria listed above.

Any action or speech that contributes to, promotes or results in a hostile or discriminatory environment for an individual or group described above.

Any action or speech that is sufficiently severe, pervasive or persistent that either (i) interferes with or limits the ability of an individual or group (as described above) to participate in or benefit from a school program or activity at SAIS-Dubai; or (ii) creates an intimidating, threatening or abusive educational environment.

Harassment can be communicated in any form, including verbally, in writing, or electronically via the Internet, cell phones, and text messaging, social media or in any other way that shows disrespect to others based on race, color, religion, national origin, homelessness, gender identity, disability, or age.

What constitutes harassment is determined from the perspective of a reasonable person with the characteristics on which the harassment is based.

“**Hate Crime**” is defined as a crime motivated by hatred, bias, or prejudice, or where the victim is targeted or selected for the crime at least in part because of his/her actual or perceived race, color, religion, national origin, homelessness, gender identity, disability, or age. A hate crime may involve a physical attack, threat of bodily harm, physical intimidation, or damage to another’s property.

“**Retaliation**” is defined as any form of intimidation, reprisal, or harassment by a student directed against any student, staff or other individual for reporting or filing a complaint, for aiding or encouraging the filing of a report or complaint, for cooperating in an investigation under this policy or the ***UAE law***, or for taking action consistent with the policy.

The definitions of discrimination and harassment are broad. In addition to the above examples, other unwelcome conduct, whether intended or not, that has the effect of creating a school environment that is hostile, offensive, intimidating, or humiliating to either male or female students may constitute discrimination and/or harassment

Reporting Complaints of Discrimination, Harassment, Hate Crimes and Retaliation

If any student believes, in good faith, that he or she has been subjected to harassment or discrimination described above, the individual has a right to file a complaint with the Supervisor, Head of School, Vice Principal, or the Principal. This may be done orally or in writing. Teachers or other staff members who observe incidents of harassment involving students, or are in receipt of a complaint from a student, shall report such incidents immediately to the Supervisor, Head of School, Vice Principal, or the Principal.

Please note that while these procedures relate to the Schools’ policy of promoting an educational setting free from discrimination and harassment, as detailed further in this policy, these procedures are not designed nor intended to limit the Schools’ authority to discipline or take remedial action for conduct which the School deems unacceptable.

The School Management will work with the individual who files a complaint of discrimination or harassment; including conducting an investigation and holding conferences, in order to fairly and expeditiously resolve the complaint. Whenever possible, a conference should be scheduled during a time that does not conflict with regularly scheduled work and/or school programs.

Permissible Disciplinary Sanctions and Corrective Actions in Response to Discrimination, Harassment, Hate Crimes and Retaliation

Disciplinary sanctions and corrective actions may include, but are not limited to, one or more of the following:

A written warning;

Parent's Online Meeting;

Classroom transfer;

Suspension from online classes;

Exclusion, expulsion, or discharge from school;

An apology to the victim;

Reporting the case to KHDA or Dubai Police;

Awareness training (to help students understand the impact of their behavior);

Participation in empathy development, cultural diversity, anti-harassment, anti-bullying or inter-group relations programs;

Mandatory counseling or any other action authorized by and consistent with the disciplinary code and this handbook.

False Charges

Any student who knowingly makes false charges or brings a malicious complaint may be subject to any of the disciplinary and/or corrective action(s) detailed above.

Student Responsibilities

Each student is responsible for:

Complying with this policy and the UAE law.

Ensuring that (s)he does not harass or discriminate against another person on school grounds or in a school-related function, event or activity because of that person's race, color, religion, national origin, homelessness, gender identity, disability, or age;

Ensuring that (s)he does not bully another person on school grounds or in a school-related function, event or activity;

Ensuring that (s)he does not retaliate against any other person for reporting or filing a complaint, for aiding or encouraging the filing of a report or complaint, or for cooperating in an investigation of harassment, bullying, discrimination, or a hate crime; and

Cooperating in the investigation of reports or complaints of harassment, bullying, discrimination, retaliation, or a hate crime.

Protection against Retaliation

The school will take appropriate steps to protect students from retaliation when they report, file a complaint of, or cooperate in an investigation of a violation of this policy. Threats or acts of retaliation, whether person-to-person, by electronic means, or through third parties, are serious offenses that will subject the violator to significant disciplinary and other corrective action, including short or long-term suspension, exclusion or expulsion.

Discrimination, Harassment, Hate Crimes and Retaliation Grievance Procedures

Informal Resolution of Complaints

Before initiating the formal procedure, the student may wish, if possible, to resolve the complaint on an informal basis.

The student can raise the issue with the Supervisor, Head of School, Vice Principal, or the Principal.

The appropriate department or school administrator shall attempt, within his/her authority, to work with the individual to resolve the complaint fairly and expeditiously within three (3) working days of receiving the complaint.

Whichever option is chosen, attempts will be made to resolve the matter to the satisfaction of the student who has made the complaint. If the student is not satisfied with the resolution, or if the student does not choose informal resolution, then the student can begin the formal complaint process.

Formal Resolution of Discrimination and Harassment Concerns:

A student may file the complaint in writing to the Supervisor, Head of School, Vice Principal, or the Principal no later than five (5) calendar days after the alleged discriminatory practice has occurred in order for an expeditious investigation to be conducted, unless extenuating circumstances exist. However, all students should know that the School management will investigate any complaint no matter when it is filed. The student shall provide a written complaint that will state the name of the individual and the location of the place where the alleged discriminatory practice has occurred, the basis for the complaint and the corrective action the student is seeking

The school management will conduct the necessary investigation promptly after receiving the complaint. In the course of its investigation, a member of the SLT shall contact those individuals that have been referred to as having pertinent information related to the complaint. This process shall include, at a minimum, contacting the complainant and the person against whom the complaint was filed and/or the Principal or appropriate authority involved. Strict timelines cannot be set for conducting the investigation because each set of circumstances is different. For example, sometimes the employees or students that are involved in the complaint are not immediately available. The school management, however, will make sure that the complaint is handled as quickly as feasible and will strive to complete the investigation within ten (10) working days.

When more than ten (10) working days is required for the investigation, the school management shall inform the student who filed the complaint that the investigation is still ongoing.

While the School cannot guarantee complete confidentiality given the nature of the investigatory process, the investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances.

After completing the formal investigation of the complaint, the school management shall make a decision on the complaint, and shall inform the complainant and the person against whom the complaint was filed, of the results of the investigation. If the school management finds that there is reasonable cause for believing that a discriminatory or harassing practice has occurred, the school management refers the matter to a disciplinary committee for appropriate action, up to and including discipline for either the employee or the student(s) who engaged in the harassing conduct.

If no satisfactory resolution can be reached through the informal or formal resolution procedures detailed above, the student or employee has the right to take the complaint to KHDA.

The UAE Government has introduced federal legislation on 15 July 2015 of Law No. 2 of 2015 which specifically prohibits all forms of discrimination on the basis of religion, belief, sect, faith, creed, race, color or ethnic origin (each being a “Protected Characteristic”). The Law defines “religion” as “the heavenly religions – Islam, Christianity and Judaism” and therefore the law does not apply in respect of discriminatory conduct against an individual based on any other religion.

The Law is drafted in broad terms to ensure that it encompasses all discriminatory conduct regardless of how it is expressed (e.g. through speech, writing, drawing, photography, singing, acting or miming) and irrespective of the means/channels through which it is expressed (e.g. online, by phone or video, and whether written or oral).

Notably, Article 17 of the Law states that a representative, manager or agent of a company will be punished (by the same penalties that would apply if s/he had committed the offence themselves) if a crime prohibited by the Law is committed by any personnel of the company in its name and on its behalf, and provided that the representative, manager or agent is aware of the same.

Furthermore, Article 6 of the Law is a broad catch-all provision which states that a person who commits an act of discrimination may face imprisonment of up to 5 years and/or a fine of between AED 500,000 and AED 1,000,000. The same penalties may be imposed where a discriminatory act is “committed by a public employee upon or due to performing his job” (Article 9). Through this provision, the Anti-Discrimination Law specifically links the prohibition against discrimination to an employment context; however the reference to “public employee” seems to indicate that this Article is limited to governmental employees only. Even if Article 9 only applies to governmental employees, the broad prohibition against discrimination in Article 6 of the Law has the potential to be applied more broadly including within the private sector, and whether in an employment context or otherwise.

In addition, the Law prohibits:

- producing, promoting or selling any products or material which include any expression involving religious contempt, discrimination or hatred speech (or being in possession of such material for the purpose of distribution or display);
- establishing, managing or participating in any group or organization for the purpose of religious contempt, discrimination or hatred speech;
- organizing or participating in a conference or meeting for the purpose of religious contempt, discrimination or hatred speech; or
- Providing, requesting, receiving or delivering money or material support directly or indirectly for the purpose of committing any of the acts which are prohibited by the law.

Part 7: Distance Learning Netiquette

Here is a quick round-up of these 15 netiquette rules:

- Before posting your question to a discussion board, check if anyone has asked it already and received a reply.
- Stay on topic. Don't post irrelevant links, comments, thoughts or pictures.
- Don't type in ALL CAPS! If you do it will look like you are screaming.
- Don't write anything that sounds angry or sarcastic even as a joke, because without hearing your tone of voice, your peers might not realize you're joking.
- Always remember to say "please" and "thank you" when soliciting help from your classmates.
- Respect the opinion of your classmates. If you feel the need to disagree, do so respectfully and acknowledge the valid points in your classmate's argument. If you reply to a question from a classmate, make sure your answer is accurate!
- If you ask questions, many people respond. Summarize all answers and post that summary to benefit your whole class.
- Be brief. If you write a long dissertation in response to a simple question, it's unlikely that anyone will spend the time to read through it all.
- Don't badmouth others or call them stupid. You may disagree with their ideas but don't mock the person.

- If you refer to something your classmate said earlier in the discussion, quote just a few key lines from their post so that others won't have to go back and figure out which post you're referring to.
- Before asking a question, check the class FAQs or search the Internet to see if the answer is obvious or easy to find.
- Check the most recent comments before you reply to an older comment.
- Be forgiving. If your classmate makes a mistake, don't badger him or her for it. Just let it go.
- Run a spelling and grammar check before posting anything to the discussion board.

15 Rules of Netiquette for Online Discussion Boards

that means
"etiquette for the net"

"Netiquette" refers to rules of etiquette that apply to online communication.

Follow these 15 rules of netiquette to make sure you sound respectful, polite, and knowledgeable when you post to your class's online discussion boards.



RULE OF THUMB

If you wouldn't do or say something in real life, don't do it online either.

1

Before posting your question to a discussion board, check if anyone has asked it already and received a reply. Just as you wouldn't repeat a topic of discussion right after it happened in real life, don't do that in discussion boards either.

3

Don't type in ALL CAPS! If you do, it will look like you're screaming.

2

Stay on topic - Don't post irrelevant links, comments, thoughts, or pictures.

4

Don't write anything that sounds angry or sarcastic, even as a joke, because, without hearing your tone of voice, your peers might not realize you're joking.

5

Always remember to say "Please" and "Thank you" when soliciting help from your classmates.

6

Respect the opinions of your classmates. If you feel the need to disagree, do so respectfully and acknowledge the valid points in your classmate's argument. Acknowledge that others are entitled to have their own perspective on the issue.

7

If you reply to a question from a classmate, make sure your answer is accurate! If you're not 100% sure when the paper is due, DO NOT GUESS! Otherwise, you could really mess things up for your classmates and they will not appreciate it.

9

Be brief. If you write a long dissertation in response to a simple question, it's unlikely that anyone will spend the time to read through it all.

8

If you ask a question and many people respond, summarize all answers and post that summary to benefit your whole class.

10

Don't badmouth others or call them stupid. You may disagree with their ideas, but don't mock the person.

13

Check the most recent comments before you reply to an older comment, since the issue might have already been resolved or opinions may have changed.

11

If you refer to something your classmate said earlier in the discussion, quote just a few key lines from their post so that others won't have to go back and figure out which post you're referring to.

12

Before asking a question, check the class FAQs or search the internet to see if the answer is obvious or easy to find.

14

Be forgiving. If your classmate makes a mistake, don't badger him or her for it. Just let it go - it happens to the best of us.

15

Run a spelling and grammar check before posting anything to the discussion board. It only takes a minute, and can make the difference between sounding like a fool and sounding knowledgeable.



Part 8: Parent Complaint Policy

The purpose of this policy is to set clear guidelines and flowchart to ensure that parent' concerns and complaints are dealt with in a professional and systematic approach that reflects an effective distributed leadership structure.

Students and/or their guardians are expected to follow the steps below in case of raising any concerns or complaints

- 1) Students and/or their guardians can email the hallway supervisor in case of any concern that involves academic, pastoral care, health and safety, or support.

Hallway supervisor will document the reported complaints/concerns; start an investigation process, contact with concerned staff member(s) and reply to students/guardians within two working days. Should the concern not be resolved; students/guardians can take their concerns to the line manager (step 2).

- 2) Students and/or their guardians can email the Head of School. In case of any unresolved concerns or complaints which have already been discussed with the hallway supervisor and the feedback was found to be unacceptable by parents/guardians, the Head of School will follow up and address the concerns/complaints, communicate with concerned staff members and respond back to the parents/guardians within two working days. Should the step (2) process not provide practical resolution(s), parents/guardians can go to step (3).
- 3) Students and/or their guardians can email the Vice Principal in case the problem is not resolved; the VP will follow up and address the concerns/complaints, communicate with concerned staff members and respond back to the parents/guardians within two working days. If the problem is not resolved, students and/or their guardians can go to step (4).
- 4) Students and/or their guardians can email the Principal if their complaint is not addressed.

SCHOOL TIMING

	Sunday	Monday	Tuesday	Wednesday	Thursday
8:00 - 8:40	Period 1 for all students				
8:45 - 9:25	Period 2 for all students				
9:30 - 10:10	<u>Break for Grade 1 to Grade 4</u> Period 3 for Grades 5 to 12				
10:15 - 10:55	<u>Break for Grade 5 to Grade 8 and Grade 12</u> Period 3 for Grade 1 to 4 Period 4 for Grade 9 to Grade 11				
11:00 - 11:40	<u>Break for Grade 9 to Grade 11</u> Period 4 for Grade 1 to 4 Period 4 for Grades 5 to 12				
11:45 - 12:25	Period 5 for all students				
12:30 - 13:10	Period 6 for all students				
13:15 - 13:55	Period 7 for all students				

Week 1					Week 2				
Sunday	Monday	Tuesday	Wednesday	Thursday	Sunday	Monday	Tuesday	Wednesday	Thursday
Group 1	Group 2	Group 1	Group 2	Group 1	Group 2	Group 1	Group 2	Group 1	Group 2
DL	DL	DL	DL	DL	DL	DL	DL	DL	DL

Health and Safety Protocols

1) Personal Protective Equipment

All students and visitors who are 6 years of age and above (Grades 1-12) should wear effective masks while at school or on a bus. Face masks can be replaced with face shields provided that there is an official and approved medical reason. **Non-compliance will lead to denial of entry to the school facility.** Students are encouraged to wear their face shields during PE and mealtime although they can remove them. Wearing gloves is also strongly recommended. Students are required to **bring at least two face masks** per day: One for use in the morning, and a new one to be used after break time. Masks must be disposed of (one person at a time) in bins designated for medical waste

Students will wear masks while in the classroom, unless they have a medically documented certificate, at which point they will have to wear a face shield. Hand sanitization station will be provided for each classroom. Classrooms will be cleaned daily. All surfaces will be disinfected including desks, chairs, floors, walls, boards, and common surfaces such as windows, doors, etc. Students are responsible for bringing their charged iPad, Laptop daily (Grades from 3-12). Students will keep all supplies in their backpacks at their desk. Desks will maintain social distance (1.5 m). Only the exact amount of desks needed will be in each classroom. Extra furniture will be removed to ensure proper spacing. There will be at least 1.5 m between the teacher's teaching space and the first row of seating. If a child/teacher/staff begins to show symptoms of COVID-19 while at school, they must get isolated instantly, and then the parent/guardian of the child will be notified immediately. The patient should be referred to the hospital to take the necessary action. The patient should not return to school until the PCR result is obtained. If the result is negative and there is a clinical assessment of a probable COVID-19 case, the patient should complete 14-day quarantine. If the result is negative and there is no clinical assessment for a probable case, the child can resume schooling so long as they are symptom-free.

- If the result is positive, the traced contacts of the patient, including teachers along with the classmates of a student, or colleagues are all considered close contacts. They should all commence the 14-day quarantine counted PCR from the day of the positive test, or from the day of the onset of symptoms if ascertained by the clinician.
- In cases of COVID-19 emergency, the school should follow their endorsed guidelines for emergencies by the school's qualified nurse/ doctor while wearing adequate personal protection equipment.

Students are advised to:

- Use ergonomic school bags with individualized compartments to efficiently hold books and equipment
- Wear both shoulder straps and not sling a school bag over one shoulder
- Use of wide, padded, adjustable school bag straps that fit the student's body

2) Social Distancing

All classrooms and buses will have a seating map and a maximum capacity of 50%. All students will have to adhere to the designated seating plan and specified maximum capacity. During the class time, no one is allowed to enter classes except the students and the teacher. If a student needs to exit the classroom to attend the nurse station, reception area, toilet or any other place in school, a member of the pastoral team will escort the student. Staggering breaks throughout the day will ensure crowds are avoided and physical distance is maintained.

3) Personal Hygiene

There will be sterilization tunnels at all entrances to ensure safe campus entry. There will be a different entry procedure for extremely allergic and asthmatic cases. Additional hand washing stations are available to ensure frequent hand washing opportunities for students and staff to meet hand washing frequency guidance, Sanitizer dispensers will be installed in every room, and Hygiene signage is posted to encourage proper hygiene practices. The school will install thermal scanners at the main access point. Students with temperatures of 37.5 C or higher should be screened again with a handheld infrared thermometer and transferred to the isolation area upon confirmation of fever. Hand sanitizing gel dispensers will be installed at every access point for obligatory use by every person entering the premises.

Day to Day School Operations

1) Shared Resources

Digitized textbooks and materials will be provided to minimize use of print resources. Proper furniture will be used in classrooms to ensure that students have individual work space. Desk will be sanitized after each use. Classroom lab equipment and PE equipment will be used individually and sanitized after each use.

2) Food Services

Meals will be ordered in advance by students and served in sealed packaging. The use of shared tables, food and condiments has been suspended. Food delivery and ordering from restaurants is not allowed by students, parents, staff, teachers and visitors. Student, teachers and staff will maintain 2 meters while eating. It is recommended that everyone wears face shields while eating. The cleaning staff will effectively remove trash and disinfect classroom surfaces after the lunch break.

KG students should have:

- Individually packaged dry snacks. Selection of snacks should factor in ease of opening, nutrition, and additional consideration for potential allergies of all students in the classroom and as mandated by the school.
- Drinks should be limited to water in a bottle or juice boxes that do not spill.
- Packages must be opened by the child, and not by a peer or staff member.
- Snacks will be placed on a napkin or paper towel rather than directly on a surface.

3) Morning Drop Off

Morning registration and medical screening will begin at 7:30am. Late arrival is a violation of our school safe reopening protocol. Students should be dropped off at their designated point. Family members may not enter the school building. One masked family member can escort their child to the designated Medical Assessment Point, but may not enter beyond.

All students will be actively screened for Covid-19 symptoms

- **Fever (37.5 C or above) • Cough • Body ache • Fatigue • Shortness of breath • Sore throat • Runny nose
Diarrhea • Nausea • Headache • Loss of smell or taste.**

The school will install thermal scanners at the main access point. Students with temperatures of 37.5 C or higher should be screened again with a handheld infrared thermometer and transferred to the isolation area upon confirmation of fever. Hand sanitizing gel dispensers will be installed at every access point for obligatory use by every person entering the premises.

An isolation area close to the main access point will be installed for students who did not pass screening to wait to be picked up by their parent/guardian.

4) Afternoon Pickup

Students will exit the building using designated times and exits. Students will go directly to their assigned Pick-Up Zone. Students will stand 2 meters apart in their designated Pick-Up Zone. Students will not re-enter the facility. Early pickup is a violation of our school safe reopening protocol. Exiting priority will be given to bus-riders in order to empty the school as quickly as possible. Students leaving with private transportation will be picked up after buses have left to avoid overlapping and crowding. Adult guardians waiting to pick up children should maintain a 1.5 m social distance, wear masks and should wait in their vehicles (if applicable) until the designated pick up time. The school will provide waiting areas at all access points with 1.5 m social distancing demarcations.

School Support Programs

1) Social and Emotional Program

Starting in September, SAIS Dubai will implement a comprehensive K-12 social emotional learning program by training the teachers to integrate the K-12 SEL curriculum into their classroom instruction. The curriculum is already outlined and mapped in the ATLAS curriculum management system and teachers have access to all the resources to familiarize themselves with the SEL competencies and be well prepared for the successful school wide implementation, which will be monitored by the guidance counselor, curriculum coordinator, teaching and learning coordinator, and the pastoral team. Teachers monitor, assess, and evaluate the social and emotional wellbeing of all students and make referrals to counselors when concerns arise.

2) Virtual Office Hours

All staff (Academic / Edu-admin) will be assigned virtual office hours four days a week to respond to students' concerns and help them with their learning gaps, behavior issues, wellbeing concerns, etc.

Teachers, HODs, Heads of Schools, supervisors, and counselors will be assigned unique links to a virtual office.

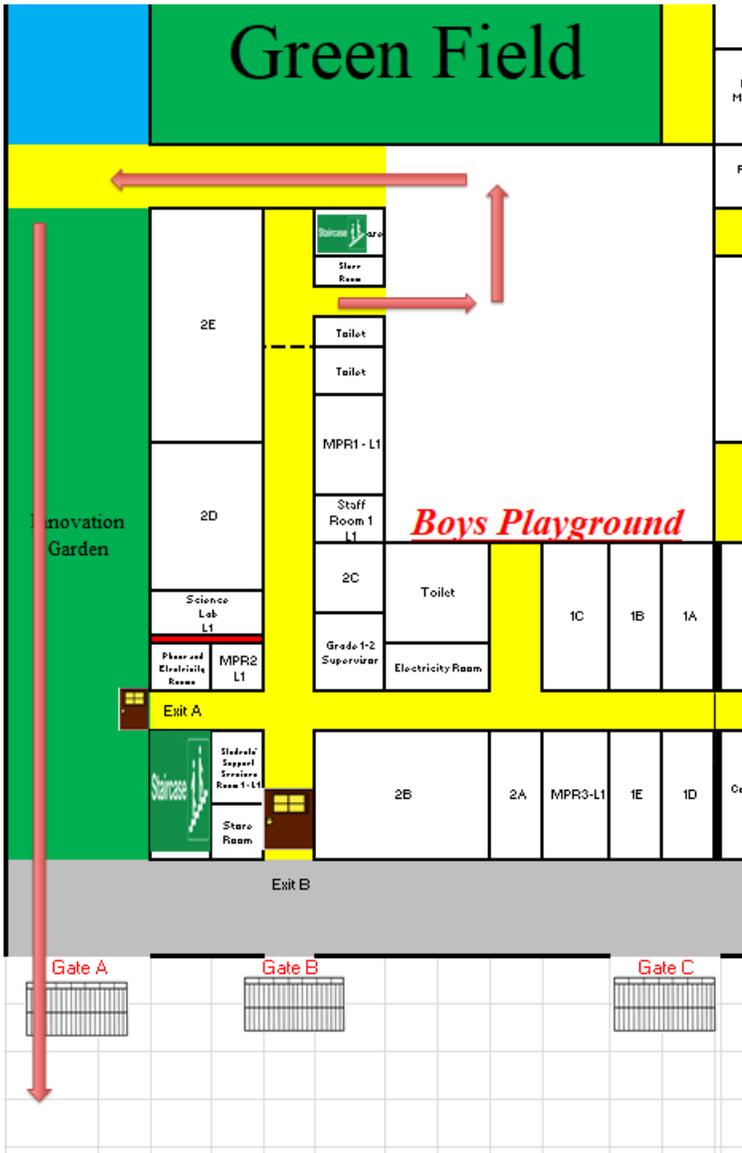
3) Guidance and Career Counseling

In order to provide social-emotional guidance, the guidance counselors will conduct one counseling session per week with all classes from 2:30-3:15. Student participation is voluntary. The guidance counselor will provide instructional sessions which adhere to the SEL curriculum. In line with the expectations of our SEL program, all students will have 30 minutes of asynchronous engagement in social-emotional learning tasks / activities designed by teachers in collaboration with the guidance counselor.

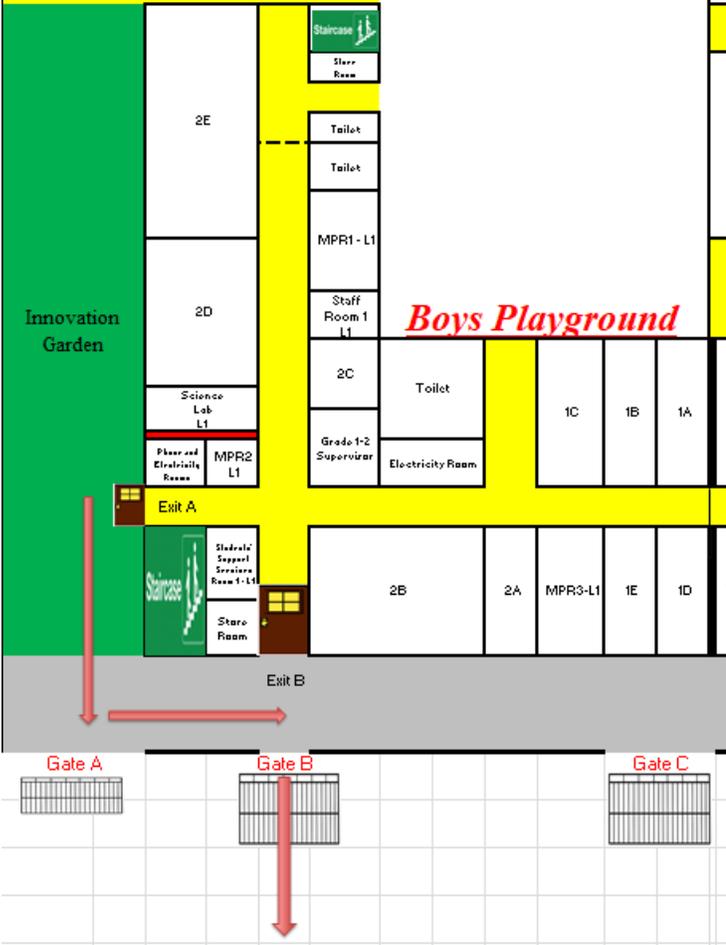
School Premises will be open from 7:15 am until 7:55 am. Students will not be allowed to enter the school after 7:55 am.

KG1, KG2, Grade 3, Grade 4 and Grade 5 to Grade 6 (Girls) should enter from Gate E or Gate F

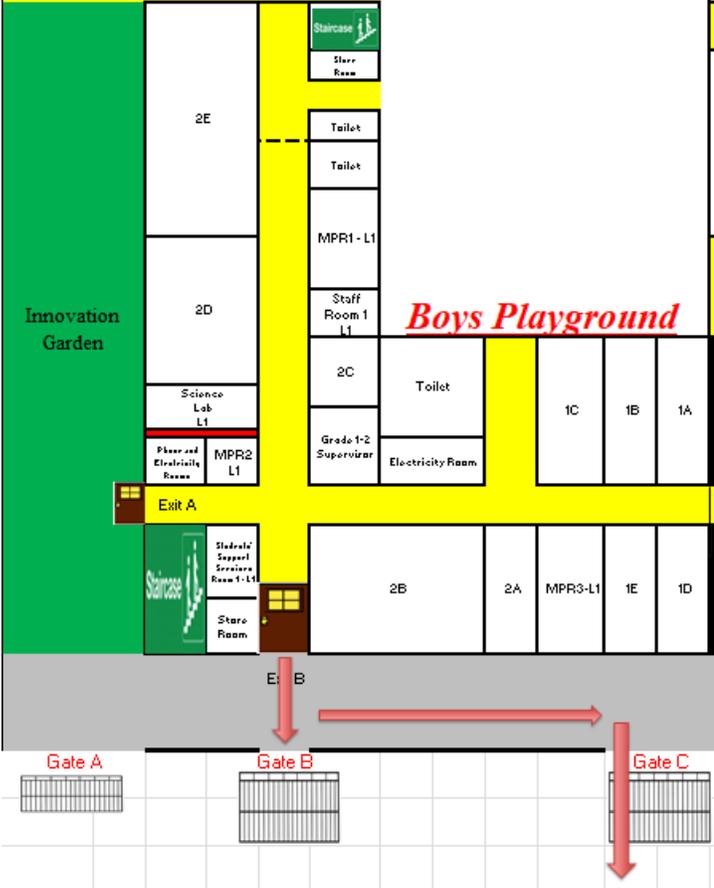
Grade 1, Grade 2, Grade 5 to Grade 12 Should enter from Gate A or Gate B

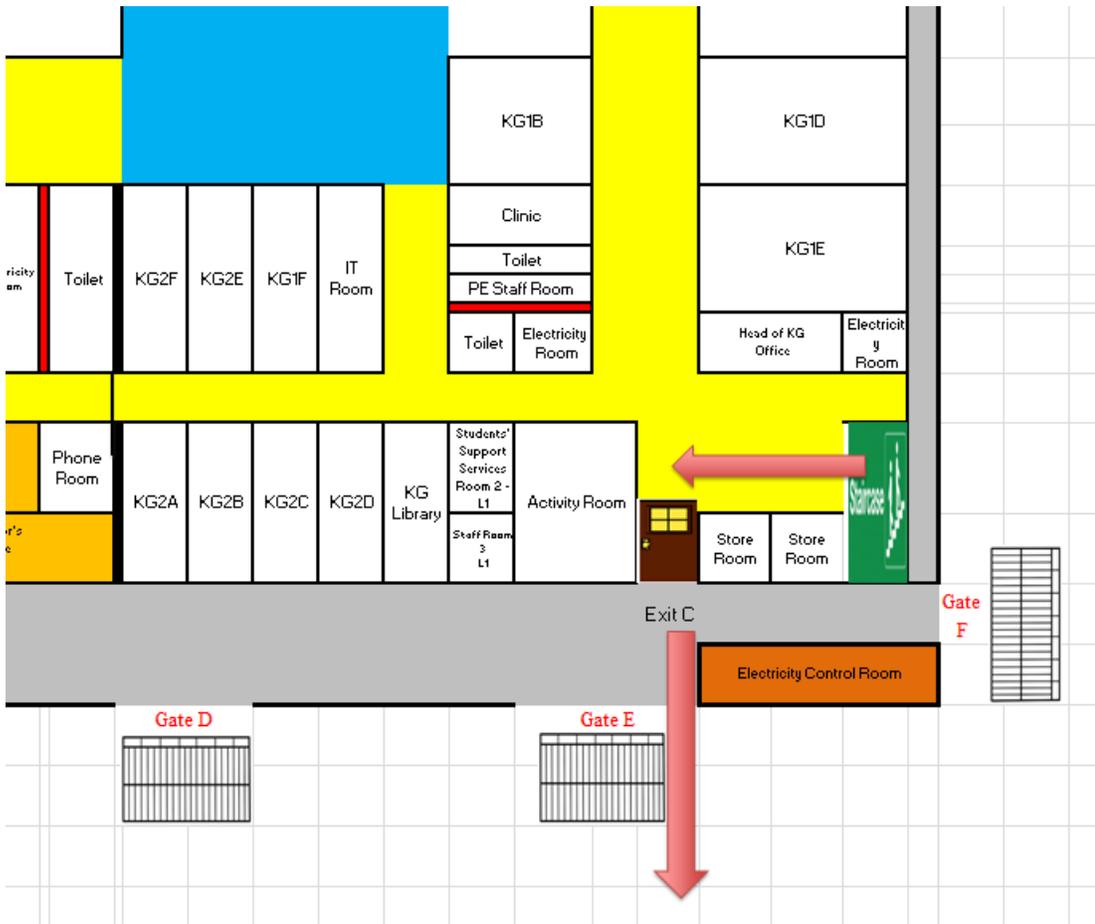


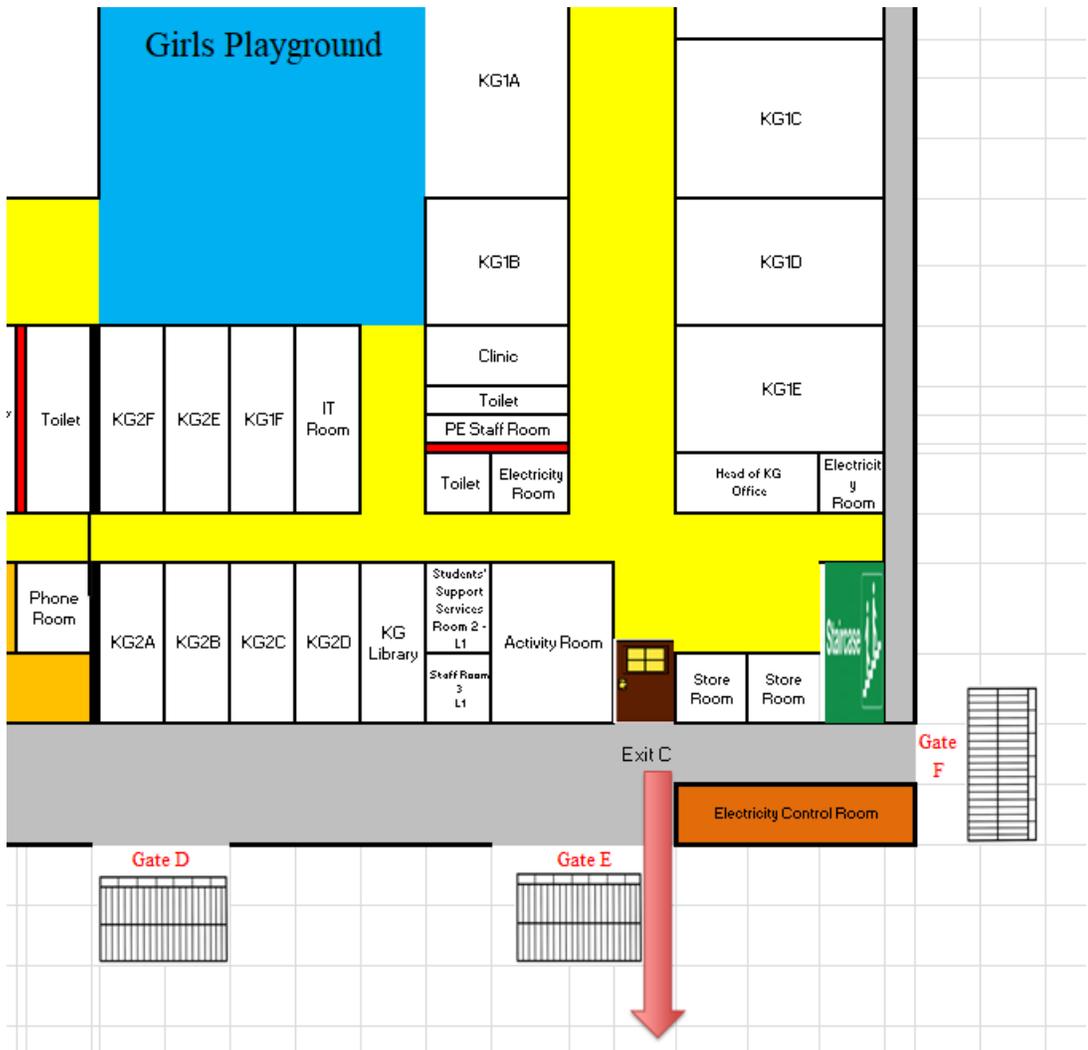
Green Field



Green Field









	How to Join and Create a Google Classroom in 2020!
	How to Submit Assignments in Google Classroom
	How To Turn Off Notifications in Google Classroom

<u>Google Classroom</u>	<u>How To Stay Organized in Google Classroom</u>
	<u>Parents' Guide to Google Classroom in 2020</u>
	<u>Parent's Guide to Student Email Summary in Google Classroom</u>
	<u>How to Ask Your Teacher a Private Question in Google Classroom</u>
<u>Google Hangouts & Meet</u>	<u>Google Hangouts Meet Guide for Teachers, Students and Parents</u>
	<u>Launch Google Meet Inside Gmail</u>
	<u>Guide To Google Meet On Your iPhone, iPad or Android Device</u>
	<u>Netiquette Guide for Online Learning in 2020</u>
<u>Google Drive:</u>	<u>How to Find Shared Docs, Files and Folders in Google Drive</u>