

أكاديمية جيمز العالمية - دبي

GEMS World Academy

DUBAI

SECONDARY



STUDENT & FAMILY HANDBOOK

PARENT & STUDENT ACKNOWLEDGEMENT OF RECEIPT

By signing this page, I agree that it is my responsibility to read and understand all contents of the Student & Family Handbook.

My signature below indicates my understanding of the handbook's contents and my agreement to follow the guidelines herein.

Parent Name: _____

Parent Signature: _____

Student Name: _____

Student Signature: _____

Date: _____

Advisory Teacher's Name: _____

Grade Level: _____

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Welcome from the Head of School

It is a great privilege and honour to be able to welcome you to GEMS World Academy for the 2019-20 academic year. The family student book is designed to provide you with all the information you require to gain a solid understanding of the policies and procedures in the division in which your child is learning. If you have a question, the answer may well lie within the pages of this handbook. If it is not, divisional secretaries, reception and the senior leadership team are all great next stops in helping to find answers. Weekly newsletters from each division will keep you up to date on all current affairs around our school; be sure to connect with us on our Facebook page to stay up to date as well.

GWA is a wonderful school with a warm and inclusive community. This certainly was one of the first things that impressed me when I first visited the school. One of the main reasons that I accepted the post of Head of School of GWA was the palpable sense of community amongst the students, teachers and the parents. Equally, the learning environment and opportunity for each learner to flourish is exceptional. I look forward to working with all of you in maximizing each child's potential and assisting them in finding their passion and encouraging them to develop to the highest level possible.



It is my hope for all of you that you find GWA as warm and welcoming as I have and that together we can build a bright future for all.

Warm regards,

A handwritten signature in blue ink, appearing to read "Stuart Walker".

Stuart Walker
CEO/Head of School

SCHOOL CONTACT PHONE NUMBERS

Receptionist/Main Switchboard

Security Chief	Willies Kitur	(04) 373 6373
Secondary Administration Coordinator	Michelle Gartland	Ext. 320
Secondary Receptionist	Bahaar Salehi	Ext. 376
Head of Secondary School	Giles Pruett	Ext. 328
Secondary Assistant Principal	Christopher Burch	Ext. 330
Secondary Assistant Principal	Ivan Rigney	Ext. 305
Director of Sport/PHE	Dean Winders	Ext. 336
Sport and Activities Assistant	Natalie Wilson	Ext. 384
Director of Activities	Sergio Juarez	Ext. 319
Middle School Counselor	Kimberly Sharpe	Ext. 419
Middle School Counselor	Katrina Spartalis	Ext. 337
High School Counselor	Magdalena Koslowska	Ext. 408
High School Counselor	Angela Blackmer	Ext. 335
School Health Office	Dr. Chhavi Patil	Ext. 484
Parent Relations Executive	Emma Burke	Ext. 322
Registrar	Medina Malik	Ext. 315
Admissions Secretary	Ozlem Topcu	Ext. 417
Admissions Secretary	Andjelka Field	Ext. 316
Cashier in Accounts	Salabha Nair	Ext. 317
MYP Curriculum Coordinator	Jon Howarth	Ext. 460
Head of Senior School	Rania Hussein	Ext. 342
Deputy Head Senior School (GL11)	Alexandra Fatu	Ext. 375
Library Services	Gail Nash	Ext. 348
ASA / Week Without Walls	Sergio Juarez	Ext. 378
Student Information Systems Manager	Sunitha Cherian	Ext. 419
Technology Integration Facilitator	Karl Taras	Ext. 480
Director of School Operations	Vinaya Shenoy	Ext. 446
Head of School Executive Secretary	Stephanie MacKinnon	Ext. 327
Head of School/CEO of GWA	Stuart Walker	Ext. 303
Director of Teaching and Learning	Megan La Caze	Ext. 303
Director of SEND	Natasha Winston	Ext. 333
GEMS Corporate Office	Operator	Ext. 379
		(04) 347 7770

More about your School of Choice!

GEMS World Academy - Dubai (GWA) is a Pre-K to Grade 12 international school for young world citizens; a school where students benefit from an education beyond any single national curriculum. Established in 2008 as a member of the GEMS network of schools, GWA currently hosts over 1500 students from 90+ nationalities. We view our multicultural community as a source of learning as we develop an understanding of what makes people different, while celebrating our similarities in this increasingly connected world. GWA offers a 21st century learning environment where every student participates as an active learner. Students have access to a broad range of learning experiences facilitated by a multicultural and multilingual international staff of educators.

GWA is authorized by the International Baccalaureate Organization (IBO) to offer the **Primary Years programme (PYP)**, **Middle Years programme (MYP)** and the **Diploma programme (DP)** to students aged 3 - 18. We also offer the **Diploma Courses (DC)** and **Career-related programme (CP)**.

The IB Learner Profile and GEMS Core Values shape our character expectations as we aim to develop international mindedness in all members of our community; students, staff and parents alike. GWA is also a member of the Council of International Schools (CIS) and was last accredited during the 2012-2013 school year. The joint accreditation between the CIS and New England Association of Schools and Colleges (NEASC) will be completed in October 2019.

MISSION STATEMENT AND VISION STATEMENT

GWA combines the opportunities of a large school with a sense of belonging found in a small school in which personalization and individuality are celebrated. We attract and retain students, families and teaching faculty because of our commitment to internationalism through the IB curriculum. GWA has a positive reputation for preparing students to succeed in many phases and aspects of quality education, a supportive community of parents and a superior learning environment and resources.

Our Mission - GEMS World Academy-Dubai develops inquiring, reflective and caring learners who, through the rigour of the IB programmes, have the knowledge, skills and character to take action and create a better, more peaceful world. Supported by highly qualified staff in world-class facilities, our diverse international community is encouraged to develop intercultural understanding and respect.

Our Vision

Our aim is to be a world-class IB school that maximizes every student's learning and character to enable them to choose their own successful path and positively contribute to the local and global society.

INTERNATIONALISM

Internationalism, embodied within the IB Learner Profile, contributes to the character, culture and climate of our school community. It is not merely tolerance, but engagement with people and ideas from varied backgrounds and cultures that helps to build deep and inclusive understandings of local and global perspectives. Our commitment to internationalism actively encourages the GWA community to make meaningful contributions to our world.

TEACHING AND LEARNING GUIDELINES

The philosophy of teaching and learning at GWA is based on the pedagogy of inquiry and the philosophy of the IB Academic programme; the Primary Years programme (PYP); the Middle Years programme (MYP); the Career-related programme (CP); and the Diploma programme (DP). Through inquiry-based teaching methods and approaches, students at GWA will have the opportunity to develop their skills and knowledge while becoming lifelong learners with an open-mindedness towards the perspectives of others. We want our students to be internationally minded citizens who leave us with the knowledge, skills and attitudes that enable them to participate actively in an exciting global society.

PRINCIPLES OF LEARNING & THE GEMS CORE VALUES

As an IB school, GWA aims to develop the following characteristics in our wider school community as we strive to be internationally minded. These ten characteristics are called the “IB Learner Profile” and include the characteristics of all community members being:

- Inquirers
- Knowledgeable
- Thinkers
- Communicators
- Principled
- Open-Minded
- Caring
- Risk-Takers
- Balanced
- Reflective

As a GEMS owned and managed school, GWA is also committed to the four GEMS Core Values. These attributes link GEMS schools and are aimed at helping students realize their full, all-round potential. GEMS Core Values are as follows:

Leading through innovation - Find the courage to challenge convention

- We dare to dream of the possibilities
- No idea is too small or too large if it makes things better for our learners and our people

Pursuing excellence - Work to continually exceed expectations

- Just as we set educational standards for our schools, we ensure that everything we do is delivered to a high standard
- We go the extra mile for our students and our colleagues

Growing by learning - Strive to develop your potential

- Along with our students, we never stop learning
- Each and every one of us has the capacity for leadership

Global citizenship - Making an active contribution to your local and global community

- We respect and celebrate our diversity and recognize that there are many things that unite us all
- We make a difference in our local communities so that we can build a sustainable planet to share
- We build bridges of knowledge, push boundaries and unite young people
- We aim to produce not just great students, but great people who live with honesty, confidence and integrity

OUR LEARNING ENVIRONMENT

Our classrooms are lively, safe and characterized by purposeful inquiry. They are places in which the pursuit of understanding and the construction of meaning are balanced with the acquisition of knowledge and skills. Students are empowered to do their best and are supported by the teaching staff and each other in achieving this.

We encourage the development of international mindedness by teachers and students showing respect, tolerance and empathy towards others of different gender, nationality and levels of academic, linguistic and intellectual development. We model being life-long learners and seriously consider students as contributing thinkers with their developing ideas of the world.

The IB Learner Profile is evident in every classroom and guides us in our daily practice as we celebrate individual and collaborative achievements, ongoing learning and thinking in progress.

Eco-schools is the largest sustainable schools programme in the world and is operated by the Foundation for Environmental Education (FEE). GWA-Dubai is a proud Eco-School and we are continuing to review and modify our daily practices in order to be awarded Eco-School “Green

Flag" status. Eco-School Councils run in both the Elementary and Secondary divisions. Our GWA-Dubai Eco-Code is: "Blue Dragons Dream Green. Do Save, Don't Waste!" Our mission is to inspire change, encourage action and contribute towards a more sustainable living at GWA-Dubai. We aim to be responsible eco-citizens who:

- Consume wisely as well as reduce, reuse and recycle
- Spread awareness about environmental issues

All members of the GWA-Dubai community – staff, students and parents, are encouraged to practice environmentally responsible behaviours in regards to waste management, responsible use of resources, and in the reduction of energy and resource consumption.

CAMPUS SECURITY

GWA guidelines for safety and security are detailed in security documents and procedures that are used by all school staff to ensure uniform, orderly and timely responses to emergencies. Our staff and students are taught emergency procedures for building evacuation and relocation to a safer area of the school campus. Drills are practiced so students know the appropriate responses in emergency scenarios such as a fire at school.

It is necessary that all parents and visitors wear school ID badges indicating that they have registered with school security. All faculty and staff are required to wear their named photo ID badges at all times while on campus, identifying them as authorized school personnel. While on school property, we encourage all parents to report any suspicious behavior or suspicious items to security at any of the gates or doors. Visitors will have lanyards designating their status by colour. Lost or stolen cards must be reported immediately.

Green = Contractors/Suppliers	Yellow = Parents & Approved Guardians
Navy = Faculty and Staff	Orange = ASA/Non GEMS
Red = Parents Committee	White = VIP
Pink = Out of Class Pass	

Any visitors (including parents, non-GWA students, previous GWA students) must check in with the front Welcome Desk. Visitors are welcome to attend International Days, Sports Days, assemblies and other such events. **Visitors are not allowed to attend classes under any circumstances and should not access the school learning corridors unless they have an arranged appointment and have checked in at the divisional academic offices.**

GWA students are issued an ID which should be carried or worn at all times. A GWA student ID is used for the STS bus and can also be loaded with money to use in the cafeteria.

ADMISSIONS POLICY, PROCEDURES AND REGULATION

GWA enrolls students regardless of gender, nationality, religion or race who demonstrate the ability and willingness to successfully participate in the parameters defined and expectations required in an enriched international IB curriculum.

GWA faculty are licensed, qualified staff that teach to the academic standards of the IB programme, while attending to the social and emotional needs of our students. However, GWA is unable to admit students who demonstrate behavioral issues that interrupt the learning of others in the regular classroom setting.

The Admissions Team (Registrar, Principal and Head of Student Support Services) determines the acceptance or denial of an applicant based on previous school records and the placement assessment at the time of application to determine whether a student is likely to succeed within the GWA programme provided. Should it become evident after admission that pertinent information or records were withheld; immediate withdrawal of enrolment may be made. The Principal and Head of School are the final authorities regarding acceptance or denial of an applicant.

Transfer Certificates:

Students are required to present a Transfer Certificate from their previous school from Grade 2 and up. This is a UAE regulation.

Registration Requirements:

School reports of the last three years prior to admission and the contact details of the former school must be submitted to the Registrar. Parents will then be contacted to make an appointment for an admissions assessment. Paying the assessment and admission fees does not constitute enrolment. Only upon invitation and approval of the Admissions Committee is a student fully enrolled for participation.

Student Placement:

The Admissions Team determines the acceptance and placement of students for a specific grade level section. GWA procedures for student placement are based upon our goals to:

- Promote student achievement and academic excellence for all students;
- Promote the discovery and aspiration of a student's own special area of excellence;
- Provide students with opportunities to make a difference in the lives of others.

Student placements aim to maintain a heterogeneous balance across the sections by providing a variety of demographic, academic and social balance as much as possible.

Specific parent requests for student placement with a specific teacher are not accepted for new or

returning students. The Divisional Principal and their team have the responsibility for class placements. Requests may be considered for specific educational reasons only, but do not have priority over balancing classes for effective learning and teaching needs.

Withdrawal Procedures:

Parents need to notify the Admissions Office and divisional office as far in advance as possible of the expected withdrawal date. This permits a team of personnel adequate time to prepare student records for exit. Parents will need to complete a withdrawal form at the Registrar's Office. This will begin the clearing process and final paperwork. A two week notification is necessary before any holiday and especially at the end of the year. Students will complete a Check-Out List prior to departure that needs to be signed by the divisional secretary.

The School Admissions Office coordinates the gathering of appropriate records and ensures that the Principal, classroom teachers, librarian, accounts and counselors have cleared the student's withdrawal. Parents will be notified in the case of outstanding books, fees and/or fines. Records are not released by the school until all items have been cleared. Parents who wish to hand carry their student's records to the next school may do so. If they are unable to collect the records prior to their departure, they should leave their forwarding address and a self-addressed, stamped envelope at the earliest possible date with the Admissions Office. Again, remember that records cannot be released until all outstanding fees are paid and books are returned.

Student Support Services:

English as an Additional Language (EAL)

GWA is committed to internationalism and differentiated instruction within the parameters of the programme to attend to the individual needs of each student. In order to inspire excellence in academics for all students, we provide English as an Additional Language (EAL) programme that provides services to increase students' language proficiency skills in English speaking, listening, reading and writing. There is an additional fee for this programme as specialized teachers are hired to guide English language acquisition and mastery. EAL is compulsory upon conditional admission for students that do not demonstrate language proficiency as English is the language of instruction at GWA.

Learning Support

GWA provides Learning Support (LS) programmes for students who require academic support in order to be successful in the mainstream classroom. This programme has specific qualifications and guidelines as GWA maintains a strict proportion of those requiring support for the benefit of all students enrolled at GWA. More information about GWA's Learning Support programme can be found on our website.

SCHOOL TIMINGS, PUNCTUALITY AND ATTENDANCE

School Hours:

Morning Staff Supervision	7:45 – 7:55 a.m. (in Cafeteria)
Hallways are open	7:50 a.m.
Instruction time	8:00 a.m. – 3:00 p.m.
	8:00 a.m. – 1:15 p.m. (Thursday)

The school week runs from Sunday through Thursday, with occasional weekend special events.

After-School Activities (ASAs) generally commence at 3:00 p.m. with most ending by 4:00 p.m. Some events or activities may extend beyond 4:00 p.m. particularly for competitive sports. Parents will be notified of these extensions ahead of time. Sports team timings will vary through the week depending on the activity. The slots will be: 6.40 a.m. - 7.40 a.m., 3.00 p.m. - 4.00 p.m. and 4.00 p.m. to 5.30 p.m. These timings will be made available by the activities office at the start of the year. While many ASAs or school teams are free, to increase the number of ASA offerings to our community, GWA uses outside vendors to provide additional activities for a fee.

A schedule of upcoming events is always included in the weekly newsletters which are emailed on a weekly basis and daily announcements are made in the afternoon advisory period (Sunday to Wednesday). We also post reminder signs throughout the school to announce events such as concerts, exhibitions or parent coffees.

Afternoon Dismissal:

Grades 6 – 12 dismiss at 3:00 p.m. Students are dismissed from their classes at the end of the day to meet their parents, guardian or bus on their own. The campus is closed on Friday and Saturday except for special events, and only with the approval of the Ministry of Education. **It is an expectation that all students should have left the school site by 3:15 p.m. unless they are involved with an ASA or supervised academic activity.**

Thursday Early Dismissals:

GWA is committed to teacher training and professional learning. Every Thursday, unless a pre-holiday 12:00 p.m. dismissal (as per the GWA calendar), school hours end at 1:15 p.m. If you are collecting your children from school, all students must be collected by 1:30 p.m. This time is regarded as essential to the quality of the GWA programme as it allows weekly collaboration until 4:00 p.m. each Thursday for Staff. GWA joins this same practice as most other premium international schools in Dubai.

Punctuality:

The hallways are open at 7:50 a.m. for students to proceed to classrooms. Students are expected

to be in class on time for lessons to begin at 8:00 a.m. Punctuality shows respect for others, classmates and teachers. Tardiness affects not only the student who is late, but disrupts the entire group. Parents are requested to emphasize, with their child the importance of being on time. Should a student be consistently late to school (after 8:00 am) - Lunchtime / Thursday / Internal reflections may be administered to ensure development time for time management skills.

Absences:

Students are expected to be present regularly throughout the year to fully participate in the academic programme. Extended holidays and vacations interrupt and impact the student educational progress and routine. If your child is absent due to sickness or any other reason, please send a message through the iSAMS Parent Portal or call the Secondary Receptionist (ext. 328). The KHDA recommends that a students' annual minimum attendance should be 94%, however, at GWA we aspire for students to achieve an attendance of 98% or above. This ensures that students maximize the learning opportunities made available to them.

Planned Absences Other Than School Holidays:

It is the school's philosophy that attendance at school is of primary importance. However, there are times when an absence is unavoidable. In such cases, the parent is to contact the Secondary Principal of the school in advance whenever possible. Assignments and examinations may not always be available in advance and may have to be completed upon the student's return. Students are responsible for missed class work assigned when out of school for non-holiday reasons. **If a student misses more than 10 days in a semester or 20 days in a year, a parental meeting would follow to discuss further consequences and the school could reserve the right to retain a student if the absences have affected their progress.**

SECONDARY DIVISION OVERVIEW

The transition from Elementary school into Senior School (Grades 6-12) requires that students take increasing responsibility for their personal learning. Good time management skills and personal reflection on assignment feedback are important factors leading to academic success. Many High School assignments require that students develop timelines and completion strategies that will provide balance to their daily workload. The independent learning strategies emphasized in the IB Middle Years programme (MYP, Grades 6-10) at GWA prepare students for the increasing demands of the IB Diploma programme (DP, Grades 11-12).

As guided by the MYP and DP Standards and Practices, the Secondary School at GWA will:

- Provide quality inquiry-based learning opportunities that support the development of independent learners;
- Help students meet entry requirements to a broad range of university and tertiary educational institutions around the world. Successful GWA students will be prepared for the demands of post-secondary education;
- Support all students in attaining their educational goals. A wide range of course offerings and an emphasis on differentiated teaching will enable all students to reach their potential.

HOME LEARNING GUIDELINES

Home learning is meant to enhance classroom learning. Assignments may be extensions and enrichments of material explained in class or they may also include additional practice or research. The amount of time students spend on home learning will often vary due to their attention or skill level. If your child is struggling with time, contact the teacher for suggestions. The following is a general guide for home learning. A variation in this schedule may be made at the discretion of the classroom teacher.

Projects may carry over weekends and extended periods of time. Contact the classroom teacher or the school office before 10:00 a.m. if home learning is requested when a student is ill. If home learning is desired for an anticipated extended period of time, please provide at least three-day notice to prepare the assignments.

Parental involvement and supervision helps to ensure that correct learning is taking place. GWA strongly suggests that parents set up a regular, designated time and place for students to do their home learning. Such procedures reinforce study habits learned in school and promote better concentration. Students should be encouraged to be responsible about completing assignments and bringing them to school when they are due.

Suggested Course Level Time Allocation for Home Learning

MYP (G6-G8) 45-60 minutes – daily as assigned
(G9-G10) 60-75 minutes - daily as assigned

DP (G11-G12) 90-120 minutes – daily as assigned

N.B. It is at the discretion of the family and student on completing this allocation of timings. On some occasions, subject areas may not set specific tasks, due to ongoing project based learning, therefore students may choose to focus on other aspects of learning instead. Extension tasks are always available through different learning platforms with department foci, if the student wishes to engage in supplementary learning.

REPORTING AND ASSESSMENT

External Norm-Referenced Testing:

In keeping with our college preparatory mission to inspire academic excellence in all students, GWA collects data on students every year to determine how the school's programme is performing in relation to other like schools. GWA uses the Measures of Academic Progress (MAP) standardized achievement testing programme of skills in Grades 1 - 9 to assess competency in core content areas. Testing occurs three times per year, in line with KHDA requirements. Additionally, students in Grades 4, 6, 8, and 10 are required to take the CAT- 4 assessment as part of KHDA requirements.

The IBDP requires externally assessed examinations of IBDP students during their final year (Grade 12) in which those who qualify will receive both a standard GWA graduation diploma and the IB Diploma.

Parent-Teacher Conferences:

Parent-Teacher conferences are held twice a year and are a time to discuss students' progress, celebrate successes and to identify any areas of concern which may lead to support and intervention. It is an expectation for students to attend these conferences in full school uniform in order to be clearly aware what directions and feedback that the teachers are giving and to ensure no mixed messages are translated.

Additional conferences may be scheduled throughout the school year by request of either the teacher or the parents. The special needs of some students require more frequent conferences with specific educational conditions defined in order to continue membership at GWA.

Promotion/Retention: Students that successfully complete the objectives and student outcomes expected for a grade level are promoted to the next grade at the end of the year. Students that may need additional time to develop the skills needed for their grade level may be retained. Discussions will be held with the parents and the classroom teacher as soon as concerns about a student's success become apparent. The Principal will also be involved in a decision where learning difficulties are indicated. The School is the final authority regarding retention. Students in the Diploma programme cannot repeat a year. Students in Grade 10 will complete a mandated interview in Term 1 for progress into the DP Programme. These interviews assist in guiding and selecting future courses of study. The School reserves the right to not admit any child to the Senior School (Grades 11 and 12), based on a history of poor behaviour or attitude to learning.

SCHOOL-WIDE BEHAVIOR EXPECTATIONS

Philosophy, Rights and Responsibilities:

We believe that all students should have the opportunity to develop to their fullest potential and that a positive academic and social climate is necessary for that success. We believe that the responsibility for establishing this climate is shared by students, staff and parents as we guide students to become progressively more self-disciplined and responsible, able to work independently and cooperatively. To reach that end, we will provide a positive learning environment that is developmentally responsive to the academic, social and emotional needs of students.

Our school environment, both in and out of the classroom, encourages international mindedness through the IB Learner Profile. Part of the learning process involves making decisions and mistakes, however we do expect students to learn from their mistakes and demonstrate growth. GWA Staff uses a positive discipline approach that encourages students to make the right choice rather than stopping the poor choice.

Reflections and Expulsion: (Appendix 4 - Behavioural Guidelines Chart)

When positive redirection fails, and as incidents warrant, including a disregard for classroom rules and/or handbook regulations, a variety of consequences including reflections (Internal and External) or exclusion may result.

- In some instances, the loss of a specific privilege at school is sufficient disciplinary consequence. This is determined by the misbehavior and decided by the classroom teacher or the Administration.
- Students may be placed on a behavioral and/or academic contracts to communicate expected outcomes and to help improve and modify student performance and approaches to learning skills. These are fully supported by the KHDA Educational Compliance Team.
- Reflections may be assigned during school hours at breaks and/or lunch or after school hours as necessary.
 - If assigned by a teacher, the reflection is generally held in his/her classroom.
 - Grade leader reflections for tardiness and uniform infringements will be held in the planetarium or in a designated room by the grade leader.
- For more serious issues, whole day reflections can follow and may be issued as in or out of school as determined by the Administration.
 - The student is responsible for obtaining and completing any assignments during the period of absence due to reflection.
 - A student may not be on campus for any event during a suspension from lessons.

- Indefinite suspension may be used after previous reflection(s) have not been effective in modifying student behavior.
- Exclusion (mandatory withdrawal from the school) may be the consequence for serious and/or repeated infractions.
- Exclusion dismisses the student from ever being on the campus again and attending future GWA school functions.

Bullying:

GWA defines bullying as student behavior that is targeted, one-sided, malicious and intentionally repeated towards another student or students. Forms of bullying include, but are not limited to, physically hurting another person, social exclusion, name calling, gossip and rumours, stealing or breaking other's property and harassment based on gender, ethnicity, race, etc. These are forms of bullying whether they occur in real-time or on the internet.

Any confirmed offence will result in disciplinary consequences including reflection/s and/or eventual expulsion from the school. There is no excuse for intimidating or harassing another person.

Discrimination:

All students will be treated respectfully regardless of gender, ethnicity, abilities, etc. Sexual harassment is not acceptable. Be respectful of one another or choose not to attend GWA.

Guidance and Counseling Services:

Counseling at GWA is designed to offer services that promote the personal, social, emotional and educational development of students. The Counselors work closely with students, parents, administration and teachers to create a successful school experience for all GWA students. Counseling and guidance is often preventative in that it addresses the developmental needs of students before problems arise by connecting to the curriculum. When students experience periods of difficulty or on-going behavioral support is required, Counselors provide support by assessing student needs, recognizing their abilities and forming strategies to help them achieve their potential. High School Counselors also meet with students to discuss their college placement procedures and aspirations. Counsellors facilitate university visits to GWA and assist students in the application process.

Academic Integrity/Honesty:

Honesty in schoolwork requires that students do their own work. To take ideas, writing or thoughts from someone else and pass them off as one's own is plagiarism and is considered a violation of academic integrity and honesty. Plagiarism means submitting words or ideas that are not your own without acknowledging and giving credit to the original author. This includes copying another student's paper, report, lab book or assignment in whole or in part and submitting it as your own. A superficial change of wording, structure or conclusion is not sufficient to turn aside the charge of plagiarism. Failure to cite correctly or not giving credit to other's work can also be classified of academic malpractice.

GWA regards acts of academic malpractice and dishonesty, including but not limited to; cheating, non-adherence to exam regulations, copying another student's work, or submitting work that is not their own, as a serious violation of both copyright and trust. Students who commit academic dishonesty will face serious consequences including possible suspension. If repeated, a student may be asked to withdraw from school membership. Any violation or suspicion of violation will be reported to the Administration for immediate action and parent notification.

GENERAL CAMPUS RULES AND REGULATIONS

Leaving Campus:

Students are to remain on campus at all times during the school day. If students must leave the campus for health reasons, the School Nurse will call the parents. Students may never excuse themselves from the school campus. If a parent wishes to take their child out of school before the regular dismissal time, the parent must notify the appropriate Division Level Office. Parents should submit these requests via the student management system and will expect to receive a confirmation phone call from the divisional secretary. The student must then collect an Early Withdrawal form from the divisional secretary.

Damage to School Property:

Parents of students will be charged for all school property that is lost or damaged by a student. Disciplinary consequences may also apply at the discretion of the Administration.

Textbooks and Supplies:

Textbooks are provided as part of the school tuition fee on a loan basis. Students are responsible for any book checked out in their name and must pay for any lost or damaged materials in order to receive a final report card or withdrawal papers. Students will be charged replacement costs for damage (deliberate or unintentional) to any school materials, including writing or graffiti.

Lost textbooks should be reported to the teacher and then to the Teacher Resource Center (TRC) as soon as possible. The student will be charged the cost of the book plus 50% shipping, processing and handling costs. Once a receipt for payment from the Accountant is handed to the TRC, the book will be replaced. Lost books that are found and returned within six weeks will have those costs reimbursed.

Lockers:

A locker is assigned to students upon arrival at GWA. Students should not keep any valuable items in their locker as the school will not be responsible for any valuables that go missing including laptops, jewellery, money, mobile phones, games, etc.

Mobile Phones:

These items are strongly discouraged from being brought to GWA as they can often distract from learning and can become broken, lost or stolen. Should a student bring a mobile phone, GWA assumes no responsibility for replacing these item(s) if lost or stolen. Mobile phone usage is forbidden in the class unless directed by a teacher. **Mobile phones will not be permitted for use during instructional time or in transition between classes unless specifically directed by a member of the teaching faculty. Mobile phones are strictly prohibited in the school cafeteria and should not be seen or heard between 8am and 3pm in the school building. DP students may use their mobile phones only in the DP lounge.** If a student decides to bring

their mobile phones to school, in lessons, students will be expected to place their phone in a box provided by the classroom teacher. Students not adhering to the school rules on phone use may have their phone confiscated from them. Possible duration of confiscation may include: overnight or for one week in communication with the parents/guardians.

Earpods/buds:

Earpods are not to be brought to school. Students will have their earpods confiscated from them. Possible duration of confiscation may include: overnight or weekly in communication with parents/guardians.

School Phone Use:

Use of any school phone is restricted for emergency situations. A phone is available for student use with permission in Reception or Divisional Offices. School phones are not for making personal arrangements.

Smoking:

Smoking anywhere on campus will result in a student suspension. Having smoking / vaping paraphernalia on a person will also be considered an act of smoking. Use of non-prescription drugs or any alcoholic substance may result in immediate suspension and possible exclusion.

Pool, Gymnasium and General School Safety:

Students are expected to abide by all pool, gym and other special spaces' safety procedures explained by staff and supervisors. A student should never be alone or unsupervised in the pool, gym or other areas of the school.

Animals and Pets on Campus:

Animals and pets should not be brought on to the GWA-Dubai campus without prior approval. If for learning purposes a request is made to bring an animal onto the campus or into the building, prior approval must be granted by a division Principal or the Head of School.

Content Guidelines:

All subject matter and links on GWA web pages should relate to curriculum and instruction, school-authorized activities or general information about GWA. Student or staff work may be published only as it relates to a class project, course or other school-related activity. All web pages should reflect positively on the school or department.

Each web page developer is responsible for posting information that is accurate and current. Web page content, including links to external sites, must be kept up-to-date and maintained regularly. Any questionable information or statistics should be verified prior to posting. The links should not contain information that is in violation of, or promotes the violation of,) any UAE regulation or law. Any email links on web pages must be “@gemesedu.com” addresses. The use of any other email

address must receive written permission from the I. T. Coordinators, endorsed by the Division-level Principal.

Space limitations prevent the hosting of media and document files for public download. All web pages must have a title (that appears on the Web browser's title bar). Prohibited items include:

- Personal information about staff and parent volunteers;
- Student personal contact information of any kind;
- Links to staff, volunteer or student personal home pages;
- Links to non-official GWA related sites that are hosted on remote/external web servers;
- "Guest books," "chat areas" and/or non-approved "discussion boards".

Disclaimer:

In all cases where an external link (a link to a site or content that is not hosted on an official GWA web server) is used on a web page a disclaimer statement must be present on the main page.

The author provides links to other websites as a convenience for the students, staff and others who may visit these pages. The author does not sanction or guarantee the accuracy or propriety of any information, offered services or products contained in any website linked directly or indirectly to this site. Any links to external websites should contain appropriate educational materials and information and should be reviewed periodically. Broken links should be modified, updated or removed.

Copyright:

Copyright laws apply to electronic publishing (web pages) in addition to print publishing. Web page developers must have written permission to publish information, graphics or photographs on their pages when they are not the copyright owners.

Student/Staff Safeguards:

Any student information communicated via GWA web pages will comply with GWA policies on data privacy and public use of school records. Web pages shall not include any student's surname, phone number, street address or email address; the names of any student's family members or friends; or any information that indicates the physical location of a student at a given time, other than attendance at a particular school or participation in school activities. School maps may only identify venues used by the public, such as the main office, cafeteria, gym, athletic fields and parking lots.

Student Work, Photo Usage and Identification:

Parents who request that their child's picture, name or work are not to be published internally or externally, including the yearbook, must do so in writing to the Division Principal. Photographs published on web pages may identify only the individual students by first name, unless non-consent has been given.

School Uniform Guidelines and Expectations

Daily School Uniform:

The specified uniforms for school wear are available at THREADS Uniform Shops in Dubai. THREADS Motor City (Tel: +971-4-429-1360). Students must wear only uniform items during school hours. If a student arrives at school not in regulation attire, parents will be contacted and may be required to bring in missing uniform pieces and or be subject to consequences. Don't leave home without the required uniform!

Middle school students (Grades 6 to Grade 10)

At GWA we believe that students work best and achieve more when their uniform is comfortable, functional and smart. Therefore we have worked with community groups to create a flexible approach to ensure that students of all ages can access the uniform schedule appropriately. We encourage parents to read these instructions carefully to ensure that their child/children to meet the expectations of the school and to not be susceptible to uniform infringements and sanctions.

BOYS	GIRLS
<i>Items below must be purchased from Threads.</i>	<i>Items below must be purchased from Threads.</i>
GWA Formal Shirt – tucked in Blue Shirts - G6 to G10 Formal GWA Polo Shirt – blue or white (Being introduced through the 2019-20 academic year)	GWA Shirt. Blue Shirts - G6 to G10 Formal GWA Polo Shirt – blue or white (Being introduced through the 2019-20 academic year)
Navy Blue Formal Trousers (No skinny trousers, jean or tracksuit material permitted) Navy shorts – up until the end of G8	Navy Blue Formal Trousers (No skinny or stretchy pants or leggings permitted) Navy Blue Skirt (Must be cut on or below the knee) Navy skort – up until the end of G8
(Optional) Tie (tied at all times) up to the collar of the school shirt	(Optional) Scarf (Tied at all times)

Cold weather options GWA Sweater GWA Zipped Fleece GWA House Hoodie GWA Representative Hoodie NB - No other non-GWA cold weather options will be accepted	Cold weather options GWA Sweater GWA Zipped Fleece GWA House Hoodie GWA Representative Hoodie NB - No other non-GWA cold weather options will be accepted
Items below can be purchased from the store of your choice.	Items below can be purchased from the store of your choice.
Black Belt	(Optional) Black belt
Black Socks	Black or No Socks
Navy blue or black swimsuit	Navy blue or black swimsuit (must be one piece)
All Black Shoes (No other colors showing) with predominantly leather upper material (or combination of leather and canvas) with either a lace, buckle or Velcro fastening mechanism. See additional information sheet	All Black Shoes (No other colors showing) with predominantly leather upper material (or combination of leather and canvas) with either a lace, buckle or Velcro fastening mechanism or ballerina style with no fastening. See additional information sheet
Accessories should not be distracting or disruptive to lesson (No rings or additional jewelry adornments – unless for religious purposes)	Accessories and jewelry should not be distracting or disruptive to lessons. Nail Polish should be transparent or light-colored
No visible body piercings or tattoos	No visible body piercings or tattoos

*Hair color for both genders must be natural, including any highlighting and dying. e.g. Green is not acceptable.

Senior School Students (Grades 11 and 12)

One of the key principles of GWA Senior School is to prepare our students for the world of work and this is reflected in our dress code. The way senior students are presented is very important to us, as they are role models for the lower school and ambassador's in the wider community. We therefore expect our students to maintain a high standard of appearance at all times and to adhere to the school rules regarding the dress code. To enable us to reinforce and maintain these high standards it may be necessary on rare occasions to use appropriate sanctions. Students who wear items of dress which do not fit in with the requirements

that are outlined will be required to replace them. Students and parents are therefore urged to read the following information very carefully so that there can be no misunderstanding.

BOYS	GIRLS
<i>School UNIFORM items must be purchased from Threads uniform provider. All other ‘business’ attire is at the discretion of the family.</i>	<i>School UNIFORM items must be purchased from Threads uniform provider. All other ‘business’ attire is at the discretion of the family.</i>
UNIFORM: White GWA Shirt, tucked in. OR Long sleeved dress shirts in white or light color with one pattern. Solid or conservatively striped are encouraged.	UNIFORM: White GWA Logo Shirt. OR Colored blouse or dress material top. Shirts should be long, professional and conservative and shoulders MUST be covered.
UNIFORM: Navy Formal Trousers (No skinny trousers, jeans or tracksuit material permitted) OR High-quality tailored trousers in solid colors or subtle patterns that appear solid from a distance. Jeans and sweatpants are NOT acceptable.	UNIFORM: Navy Blue Formal Trousers (No skinny or stretchy pants or leggings permitted) Navy Blue Skirt (Must be cut on/below the knee) OR Tailored trousers of uniformed colour or pattern which are tailored and not skin tight. Jeans, sweatpants and leggings are NOT acceptable. OR Formal fabric skirts which are cut on/below the knee. Skirts with high slits, ruffles or billows are NOT appropriate.
A formal matching suit may be elected to be worn with solid or subtle pattern and colours. A formal sports jacket (suit jacket) may also be chosen to accompany high quality tailored trousers. This should be a plain or block colour or pattern.	A formal matching suit may be elected to be worn with solid or subtle pattern and colours. This can be a trouser and jacket or skirt and jacket combination with solid or subtle pattern or coloring.
UNIFORM: School tie (tied at all times) up to the collar of the school shirt is optional. OR Business tie, tied at all times to the collar of the business shirt with subtle colour and uniform patterns. Ties are optional but encouraged	UNIFORM: GWA Scarf is optional. OR Business dress ties to accompany business suits are optional, with a subtle colour and uniform pattern.

Socks should be black, grey or navy blue.	Socks should be black, grey, navy blue or none.
All Black or single colour dark shoes (No other alternative colors showing) with predominantly leather upper material (or combination of leather and canvas) with either a lace, buckle or Velcro fastening mechanism. Shoes that are not allowed: Trainers, boots, flip flops, sandals, canvas shoes, suede shoes, patterned shoes and any other colour leather style shoes other than black, dark grey or dark brown.	All Black or single colour dark shoes (No other alternative colors showing) with predominantly leather upper material (or combination of leather and canvas) with either a lace, buckle or Velcro fastening mechanism. High heeled shoes are not permitted. Shoes that are not allowed: Trainers, boots, flip flops, sandals, canvas shoes, suede shoes, patterned shoes and any other colour leather style shoes other than black, dark grey or dark brown.
Accessories should not be distracting or disruptive to lesson (No rings or additional jewelry adornments – unless for religious purposes)	Jewelry should not be distracting or disruptive to lesson. Nail Polish should be transparent or light-colored
Facial hair should be professional and well-groomed and neat professional hairstyle.	Neat, professional hairstyle, manicured nails, light makeup, little or no perfume
Navy blue or black swimsuit	Navy blue or black swimsuit (must be one piece)
No visible body piercings or tattoos	No visible body piercings or tattoos

School Shoes:

One important aspect of school uniform, that we get plenty of enquiries about, is school shoes. We have noticed that as choice has become significantly more wide-ranging, students tend to push the boundaries of acceptable uniform footwear and therefore it is important as a parent to make the correct choice based on our guidelines. We are in favour of a balance between comfort, practicality and uniformity and have provided an additional guide below to help parents make the correct choice for their purchases. Please do re-read the wording above in the guide table to be sure.



For additional information about Uniform Guidelines, please refer to **Appendix 6**

Physical Education (PE) Uniform and Clothing:

Students must wear the appropriate uniform and specific shoes for PE classes, including swimming, as per the school uniform requirements. Secondary students are expected to change into and out of PE uniform for every PE class (even at the beginning or end of the day). Please ensure that all school clothing is clearly labeled with student name.

PE Uniform must be the GWA branded uniform and from August 2017, the new House colours of red (Sina), green (Zuhr), yellow (Battuta) and blue (Razi) will also be available. These coloured options will become compulsory attire by the start of 2019-20 academic year.

STUDENT SERVICES

ManageBac and iSAMS

GEMS World Academy will be using ManageBac and iSAMS for attendance, monitoring of assessment and attainment and reports for your child.

ManageBac is the leading online learning platform for IB world schools, which enables greater communication between teachers and students. ManageBac builds up an electronic profile of your child allowing both you and your child to see upcoming assessments, home learning and Academic Reports.

iSAMS is the school's new Management information system and will hold attendance and timetable information about your child.

It is important that we have received the correct email address from you. If you have not received a welcome email and sign up for ManageBac and iSAMS, students and parents should contact Sunitha Cherian at s.cherian_gwa@gemsedu.com.

To log into our school parent systems please visit
<https://gemsworldacademy-dubai.parents.isams.cloud/>

Student Leadership:

GWA has a vibrant and active student leadership programme across the secondary community including the following representative groups:

The Student Executive (Grade 11 and 12)

(Subject to the candidate pool)

Student President (1 male and 1 female)

Student Vice-President (1 male and 1 female)

The Executives are responsible for the chairing of the Student Council which host 2 representatives from each grade (6-11) and is responsible for the development of student voice, event management, fundraising, raising awareness and many other important functions.

House Captains (Grade 11 and 12)

Two representatives of the 4 houses: Battuta, Razi, Sina and Zuhr who coordinate whole school events alongside the House Leader

Grade Council Leaders

A representative from each Advisory in every grade will sit on the Grade Council Meetings and organise and run events and act as ambassadors at school functions

House Representatives

One representative from each Advisory in secondary to support events and activities

Link Leaders

Volunteers who are recruited by the Counselling team (Grade 10-12) who are responsible for the integration of new students.

Peer Mentors

Volunteers who are recruited to support students with socio-emotional concerns and conflict resolution and transition between programmes.

The House System

Every student who attends GWA is allocated to one of four houses, Battuta, Razi, Sina and Zuhr. These correspond to the Student House Room where they meet daily to be supported by their Student Advisor. There are a number of house events that take place throughout the school year, including Sports Day, Inter-house Debating and the Inter-house Music competition that students are able to participate in. All the points that are generated by these competitions go towards the overall annual House Trophy. Students can also gain points for their house through the achievement system, where outstanding contributions to the school in areas such as environmental planning, charitable work and debating are recognised in each quarter of the school year.

Health Office Services:

Three full time, registered school nurses and a full-time doctor are present during the school day in the Health Office. The nurses are responsible for dealing with first aid and any accidents that occur during the school day.

In the case of a student feeling unwell, the nurse will contact the parents if it is necessary for the student to go home. If hospital treatment should be required, the nurse will immediately contact the parents and make arrangements for transfer to a hospital with parental permission. If parents cannot be contacted by phone and the judgment of the Health Office determines emergency medical treatment is required, an ambulance will be called. The cost of the ambulance becomes the parent's responsibility. In life-threatening emergencies, the school will always act in the best interest of the student.

For safety reasons, any medication brought to school by a student must be handed to the school nurse. This must be labeled with the student's name, in the original dispenser, labelled with the dosage indicated.

Upon joining the school, all students are required by the UAE Department of Health and Medical Services to have a school medical. These are conducted on the school premises by the school doctor. Medicals check-ups are also required for all students in Kg1 and Grades 1, 5, 9 and 12.

Parents will be notified prior to the scheduled appointment and are welcome to be present during the examination. The school nurses are in attendance during all examinations. A school medical file is maintained on each student, which includes vaccination/immunization records.

We recommend that parents obtain 24-7 medical insurance coverage on their children, as unfortunately, accidents do happen. The school does not provide individual student medical insurance coverage for incidents on or off campus.

If a student has an injury that prohibits them from taking the stairs, they may receive an Elevator Pass. Students must bring a medical certificate to the Secondary Secretary in order to receive an elevator pass.

Cafeteria Food Services:

An external vendor, Slices, provides the food service programme at GWA. The school has worked closely with the vendor to establish a programme that meets the needs of the students and employees. Standards for these services are in compliance with the Dubai Municipality guidelines. Student nutrition and positive academic/social success are very closely linked, so parents are encouraged to send their students to school with healthy food options or use the school cafeteria. The cafeteria menu is available on our school website.

<http://www.gemsworldacademy-dubai.com/about-us/campus-facilities/cafeteria/>

The school will provide students with an individual ID card which parents top up with credit that students can use to purchase items from the cafeteria. This card will provide several benefits including:

- Convenient way of paying
- Queuing times reduced through speed-line service
- Specific items can be controlled/restricted from being sold to a student, with full transaction details available online
- Healthy eating can be achieved through the School Meal programme where parents can check on items being purchased and consumed.

As we operate a cashless card system in the canteen, parents can top up money online and tailor their child's menu in case of any dietary restrictions. The cashless system is of particular benefit to parents of our younger students who often struggle with money. For Slices introduction letter please click [here](#). For registration of the cafeteria card please click [here](#) and read the FAQs please click [here](#). Your child will be issued their card during the first few weeks of starting school. Cash can be used until the cards have been issued.

Once you have received the card you may load it with credit using your own bank credit card and students may use their cashless cards in the GWA cafeteria immediately.

Students can also bring their own packed lunch from home, hence the school assists with several microwaves for this use. Eating will be restricted to the cafeteria, approved classrooms and

designated outdoor areas only.

Students should not bring carbonated drinks and/or candy to school. We are a “nut-free” school and request that foods with nuts (or nut oils) not to be brought to school. We have several students with serious nut allergies that are life-threatening. Due to food allergies, as well as religious, cultural and family differences, students are requested not to share food at any time. Feedback regarding cafeteria services may be forwarded to our Parent Relations Executive, at pre_gwa@gemsedu.com

Lost and Found Services:

Lost and found items are kept near the school cafeteria on the ground floor. Students and parents are encouraged to check for their lost items frequently. More expensive items such as phones or wallets are kept outside the Operations office. Any unclaimed clothing is donated to charity during the winter break and again at the end of the school year. Please label all of your child’s clothing and school materials with their name.

Transportation Services:

Private vehicle drivers (and parents) must adhere to school driving and parking requirements and will be reported to authorities if in violation of safe driving practice. Please drive carefully and slowly on campus at all times! Everyone is expected to follow the direction of our security guards.

Bus transportation to and from GWA is available through a private company. Parents are in no way restricted to the use of the service and are welcome to investigate alternative bus transport services should they desire at their own expense and risk. Registration and payment for STS Bus Services is available in the school Business Administration Office. Payment in advance is required before bus services are provided by the bus company. <http://www.stss.ae/>

Remembering that the bus service is a privilege and not a right, should problems arise a series of steps will be taken. Students will first be talked to by a staff member and if there are further issues, parent meetings and bus suspensions ranging from one day to indefinitely will be followed according to the nature of the incident.

Student infractions and their consequences are at the discretion of the bus company and not GWA. However, GWA does expect students to behave in a manner in line with school rules when riding on any bus. Bus service can be revoked at any time due to inappropriate behavior.

*Please refer to Appendix 4 (**GWA Behavior Guidelines Chart**)

	School Transport Services LLC	STS-CS-1-F-03
STUDENT BUS BEHAVIOUR CODE		

Students are expected to adhere to this Bus Behavior Code. Let us work together to keep them safe and happy, while coming to and going home from school. Parents discussing these expectations with their child at home will be very helpful!

STUDENTS MUST:

- Be ready and on time for departure and pick-up.
- Scan your ID card while boarding and leaving the bus.
- Remain seated on the designated seat and wear your seatbelts throughout the bus journey.
- Sit facing forward at all times.
- Only travel on your designated bus. (If a temporary change is required, parents MUST inform the Service Delivery Executive of STS at the School.)
- Keep the aisles and walkway clear at all times.
- Make sure the road is safe before crossing the street.
- Be courteous and follow bus guardian and driver's instructions.
- Avoid the danger zone areas that surrounds all sides of the bus by maintaining a distance of at least ten steps away from the bus where the driver can see you.
- Wait for the sign from the bus guardian to leave or enter the bus.

STUDENTS MUST NOT:

- Stand while the bus is moving.
- Distract the bus driver.
- Throw objects of any kind on the bus.
- Shout or be disrespectful towards others.
- Damage the bus in any way.
- Bring friends onto the bus without written permission from the school.
- Place anything outside the windows of the bus.
- Eat or drink on the bus. (Except water)

I have discussed these rules with my parent/s and agree to adhere to them.

Name of School _____

Name of Student _____ Grade _____ Section _____

Signature of Student: _____

Name of Parent: _____ Signature: _____ Date: _____

***Working together to make getting to school and going home
as safe and positive as the hours in between!***

HOME/SCHOOL COMMUNICATION

Newsletters:

Communication between parents and school is a high priority at GWA. Parents receive notices throughout the year about school events through the weekly email newsletters. In order to receive these and stay informed, we must have your proper email contact details. If you are not receiving this communication or your email has changed please contact the divisional secretary.

GEMS OASIS (Phoenix) and iSAMS:

All parents receive a username and password to access OASIS for registration, accounts and other administrative tasks. This is a one-time update.

OASIS website: <https://oasis.gemseducation.com/General/Home.aspx>

We also have an information management system called iSAMS for academic use where parents have access to the school calendar, can download school reports and sign attendance excusals etc. All parents have a username and password to the Parent Portal and are requested to ensure that all family information is kept up to date as this is our primary database for parent communication. iSAMS website: <https://gemsworldacademy-dubai.parents.isams.cloud/api/login/>

Back-to-School Nights:

Early in the year, Back-to-School Nights are held to introduce parents to class expectations, a description of the year's curriculum, grade-level policies on home learning and other details related to the functioning of each class. This is an opportunity to experience a day in the life of your child, but it does not provide time to speak about individual students (concerns or questions about specific students should be addressed by appointment with the relevant teacher). This is an adult only event.

PARENT SUPPORT AND ENGAGEMENT AT HOME AND IN SCHOOL

Questions, Issues and Concerns:

When questions, issues or concerns arise throughout the year, parents are strongly encouraged to first speak with the appropriate teacher. GWA believes that the vast majority of questions and misunderstandings are solved by asking questions and seeking clarification. We all come from different backgrounds and the image of what “school” is all about will vary widely from person to person. If you have a question, go to the source by contacting our staff in person (arranging a time to talk in advance) or by phone or email. If, after contacting the relevant person you have continuing questions or concerns, then contact the divisional secretary for the next steps.

Appointments with the Principal, Assistant Principal and/or Guidance Counselor:

If after a meeting with a staff member there remains a concern, only then should the conversation be elevated. If you would like to discuss a specific issue, we do ask you to contact the appropriate Divisional Secretary to schedule an appointment with the Principal, Assistant Principal or Counselor.

Legal Status of Students:

All students attending GWA are required by the UAE Law and GWA to live with their parent(s) or legal guardian throughout the school year. If circumstances are different than this, parents must meet with School Administration and provide legal documentation for the safety and security welfare of the student.

Extended Parent Absence from Dubai:

GWA students are required and expected to have proper home supervision by a parent. If due to an emergency a parent will be out of town and a student will not be under direct supervision, please send a formal letter to let us know who will have guardianship responsibilities and emergency care details.

GWA-Dubai Parent Association (GWAPA):

Our active parent group supports the development of a sense of unity and community among parents, faculty, administration, students and staff by cooperating in different capacities to enrich the lives of the students and guide parents toward a better understanding of the aims, policies and philosophy of GWA. The achievement of these aims relies upon the cooperation of every parent.

All parents of students enrolled in GWA-Dubai are automatically members of the Parent Association. It is an important part of our school community and we encourage all parents to get involved and support Association activities throughout the year. An established Constitution and By-Laws are followed. Parent leadership elections to the entire parent population are held annually.

Appendix One: Digital Citizenship & Acceptable Use Policy 2018 - 2019

Rationale & Vision	GWA-Dubai's vision is to support creativity and collaboration across the school in all subjects by providing access to technology that empowers students to be inquiring, knowledgeable, reflective and caring learners in our global and interconnected world, anytime and anywhere.
Aims	Teachers and students at GWA-Dubai use a variety of technology tools to support and promote learning. We aim to meaningfully use technology when we plan, teach, assess and reflect on the curriculum. In doing so, we focus on digital communication, information literacy, critical thinking skills and digital citizenship while emphasizing the balance between screen time and other activities.
Digital Citizenship & Acceptable Use	<p>GWA-Dubai facilitates the learning of appropriate digital citizenship and encourages responsible online and offline behaviour, in and out of school. Students will be made aware of the importance of managing and fostering a positive "digital footprint" which is their electronic representation in the online world. Students will be educated on the potential implications of social media, cyber bullying online.</p> <p>A digital footprint is influenced by the ongoing support of fellow students, teachers, school counsellors, school administrators, parents, family and other relevant school community. Cases of misuse will be reviewed and consequences could include the following:</p> <ul style="list-style-type: none"> ● Involvement of Assistant Principals, Principals, Counselors, Head of School and/or parents ● Loss of school-based privileges ● Suspension or expulsion ● Involvement of the authorities
As students, teachers and parents we agree:	<ul style="list-style-type: none"> ● To keep passwords and personal information private. ● To understand the concepts of plagiarism and copyright guidelines, and the importance of academic honesty in citing sources. ● To immediately report any threatening or abusive communications to an adult. ● That students, parents and teachers are not permitted to capture, transmit or post photographic images/videos of any person on campus without permission. ● Students should be aware that teachers have the right to monitor student devices and online activity to avoid viruses, misuse and other issues.
It is understood that:	<ul style="list-style-type: none"> ● Students and parents are required to sign this Acceptable Use Policy ● Ultimately, classroom management – including management of behaviour, expectations and electronic devices – is the teacher's responsibility. Students must immediately comply with teachers' requests to turn off devices or discontinue their use. ● In addition to their own devices, students will have access to a variety of devices

	<p>around the school, for which the same expectations of safe, appropriate and responsible use apply.</p> <ul style="list-style-type: none">● All students are responsible for the security, safety and upkeep of their device, including charging.● Due to infrastructure limitations, students cannot access the school's internal network and/or print from personal devices.
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All students and parents are required to complete this permission form prior to activation of the student's access privilege. I understand and will abide by the above policy and guidelines. I also understand that any violation may result in the loss of technology privileges or other consequences as appropriate.

Appendix Two: Academic Calendar (subject to change by the UAE Government)

GWA Academic Calendar 2019-2020 - Community overview							GEMS أكاديمية جيمس العالمية World Academy DUBAI																																																																																																																																																																							
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First and Last Academic Day			New Student Orientation				End of Quarter																																																																																																																																																																							
School Term Breaks							Start of Quarter																																																																																																																																																																							
Professional Development Days - no students							Report Publishing Dates																																																																																																																																																																							
Expected Islamic and National Holidays - Subject to Lunar Calendar and Government Announcement							Week Without Walls																																																																																																																																																																							

Appendix Three: GWA Contact Guide

The following guide is based on the understanding that whenever there is a question, issue, or a problem the solution should first be taken to the source. In any situation, it is best to go to the person directly concerned in order to ensure that you:

- gain first-hand information
- get the complete story
- achieve a quick response
- support the concept of open sharing of information as an aid to assisting the student's learning

In general, if it involves day-to-day education, classroom activities, relationships or requirements a parent should first contact the child's teacher, either personally or in writing--- but remember email tone sometimes loses the intent and good meaning.

Questions/Concerns	Position	Name and Email Address
<input type="checkbox"/> subject or course information <input type="checkbox"/> class equipment and requirements <input type="checkbox"/> home learning <input type="checkbox"/> subject or course information <input type="checkbox"/> project or research requirements <input type="checkbox"/> student progress <input type="checkbox"/> classroom and school relationships <input type="checkbox"/> questions about general day-to-day routines and expectations <input type="checkbox"/> teaching or classroom incidents <input type="checkbox"/> missing items <input type="checkbox"/> field trips and excursions <input type="checkbox"/> first point of contact for students in relation to class, curriculum, or general school issues	Class Teacher/Advisor	As per the Advisor/Teacher information list
<input type="checkbox"/> student social/emotional/guidance	Counselors: Grades 5-7 Grades 8-10 Grades 11 and 12	Mrs. Kim Sharpe k.sharpe_gwa@gemsedu.com Mrs. Katrina Spartalis k.spartalis_gwa@gemsedu.com Ms. Magdalena Koslowska m.koslowska_gwa@gemsedu.com Mrs. Angela Blackmer a.blackmer_gwa@gemsedu.com

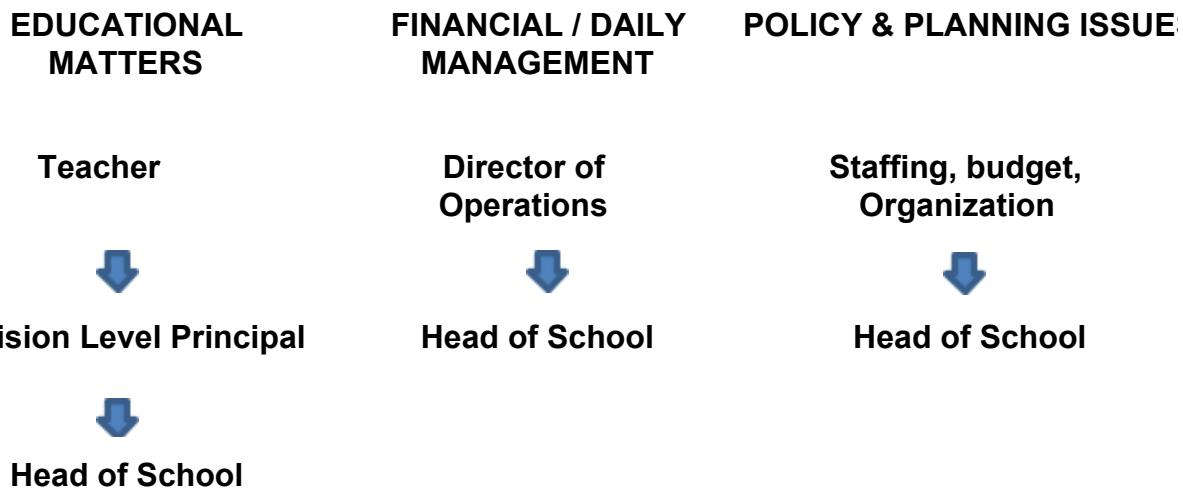
<input type="checkbox"/> Sports competition, coaching, team trips, team issues, schedules, etc.	Director of Sports/Athletics	Mr. Dean Winders - d.winders_gwa@gemsedu.com Mrs. Natalie Wilson n.wilson_gwa@gemsedu.com
<input type="checkbox"/> All after school enrichment activities - <u>except</u> organized 'Dragon' team Sports/Athletics competitions. Yearlong clubs or Student Council are not considered ASAs.	Activities Director	Sergio Juarez s.juarez_gwa@gemsedu.com
<i>If more information is required or a situation is unable to be resolved a parent may wish to approach the Division Assistant Principal and if the situation remains unresolved the the Division Principal</i>		
<input type="checkbox"/> schedule issues <input type="checkbox"/> broad issues involving the particular school section – e.g. home learning policy, student behaviour or morale <input type="checkbox"/> communication and information relating to the section of school and its operation <input type="checkbox"/> student reporting structures <input type="checkbox"/> tutoring <input type="checkbox"/> school trips <input type="checkbox"/> issues related directly to the work of the particular Principal <input type="checkbox"/> first point of contact for teachers in relation to professional and personal issues	Divisional Assistant Principal Head of Secondary School	Mr.Ivan Rigney (Academic and Timetable Manager) i.rigney_gwa@gemsedu.com Mr. Giles Pruett g.pruett_gwa@gemsedu.com
<input type="checkbox"/> Behaviour related issues <input type="checkbox"/> House System <input type="checkbox"/> Rewards <input type="checkbox"/> Student Leadership <input type="checkbox"/> Innovation and entrepreneurship	Divisional Assistant Principal	Mr. Chris Burch c.burch_gwa@gemsedu.com
<input type="checkbox"/> Curriculum matters <input type="checkbox"/> Authorization questions <input type="checkbox"/> IB information and updates	Director of Teaching, Learning and Curriculum	Mrs. Megan LaCaze m.lacaze_gwa@gemsedu.com
<input type="checkbox"/> Curriculum matters <input type="checkbox"/> Authorization questions <input type="checkbox"/> IB information and updates	MYP Curriculum Coordinator Head of Senior School (DP/CP)	Mr. Jon Howarth j.howarth_gwa@gemsedu.com Ms. Rania Hussein

		r.hussein_gwa@gemsedu.com
<p>If more information is required or the situation is unable to be resolved a parent may wish to approach the Head of School/CEO, with the knowledge of the divisional level Principal concerned.</p>		
<input type="checkbox"/> overall school operations <input type="checkbox"/> whole-school issues such as implementation of school policies and security <input type="checkbox"/> recruitment and allocation of teachers <input type="checkbox"/> community / school communication <input type="checkbox"/> relations with GEMS organization and the KHDA and <input type="checkbox"/> DSIB (inspection bureau) stewardship of the sch strategic planning <input type="checkbox"/> operational and financial policy and oversight <input type="checkbox"/> long-term planning, including development of facilities and the school environment <input type="checkbox"/> Parent Organization and function/support to the school	Head of School	Stuart Walker Contact : Executive Secretary, Stephanie MacKinnon s.mackinnon_gwa@gemsedu.com
<input type="checkbox"/> enrollment inquiries <input type="checkbox"/> student admissions	Registrar	Medina Malik m.malik_gwa@gemsedu.com
<input type="checkbox"/> Accounts and Finances – school fee issues, payments, refunds, etc. <input type="checkbox"/> Support staff management/duties/ transactions <input type="checkbox"/> Facilities management <input type="checkbox"/> Government relations /subsidies/service contracts/building facilities <input type="checkbox"/> Procurement/ordering <input type="checkbox"/> Cafeteria <input type="checkbox"/> Transportation	Manager School Operations	Ms. Vinaya Shenoy v.shenoy_gwa@gemsedu.com
<input type="checkbox"/> Matters related to any student health issues, records, and the medical center services	Medical Centre	Dr. Chhavi Patil c.patil_gwa@gemsedu.com
<input type="checkbox"/> Music Academy	Music Secretary	Jewel Rovera j.rovera_gwa@gemsedu.com
<input type="checkbox"/> Management of staff recruitment procedures <input type="checkbox"/> Contracts, permits and related matters <input type="checkbox"/> Management of personnel files <input type="checkbox"/> Staff integration and support	Human Resources Manager	Mrs. Aukse Lightbody a.lightbody_gwa@gemsedu.com

<input type="checkbox"/> Work with PRO and UAE licensing authority of personnel		
<input type="checkbox"/> School buildings and facilities (including cleaning safety & security) <input type="checkbox"/> Maintenance <input type="checkbox"/> Coordinator of support service personnel for eve and set-up; evening auditorium	Maintenance Manager	Biju Issac b.issac_gwa@gemsedu.com
<input type="checkbox"/> Facilitates bookings to qualified outside agencies <input type="checkbox"/> Tours <input type="checkbox"/> Liaise with GEMS marketing division <input type="checkbox"/> Assists GWA Parent group committee and parer concerns or questions	Parent Relations Executive	Emma Burke e.burke_gwa@gemsedu.com

**Local Advisory Board – GEMS School Support Centre: 04 347 7770
(Head of IB/US School Cluster - Mr. David Fitzgerald)**

In summary, as depicted below, there are three main points of contact. We trust that in following this contact guide you will receive timely and appropriate attention to your queries and concerns, and that the resultant open communication will assist in ensuring that ours is an effective, efficient and friendly learning community.



GENERAL COMMUNICATION POINTS

1. Students should make their Advisory Teacher (Senior School) the first point of contact, unless they wish to consult the Counselor on a private personal matter.
2. Parents are encouraged to make maximum use of information sources such as the Parent Handbook, the weekly electronic newsletters, Parent Information Meetings, teacher interviews, and Parent Coffee Meetings in order to be well informed on school matters.
3. We encourage open dialogue between parents and teachers. As teachers are busy people, we ask parents to thoughtfully schedule a time to speak with the child's teacher rather than the risk of having them need to leave a meeting to tend the priority of a class or individual student needs.

Appendix Four: GWA Behavioral Guidelines Chart

Behavior Guidelines with Possible Consequences

The GWA behaviour guidelines are intended to create consistency across the whole school from Kindergarten to Grade 12, while allowing common sense to determine the appropriate consequences for an action. As a school, one of our responsibilities is to help students make good behavior choices as part of their holistic development. We accomplish this by reinforcing positive behaviours, but also by correcting behaviours that are not, in a way that maintains dignity and allows for additional opportunities to ‘make the right choice’.

Behaviours that warrant addressing	Possible consequences may include:
Level 1 (Minor infractions) <ul style="list-style-type: none"> • Tardiness/lateness or non-attendance to class • Dress Code violation • Littering • Chewing gum • Unauthorized mobile phone use • Public displays of affection • Unauthorised use of elevators/prohibited spaces 	<ul style="list-style-type: none"> ✓ Student receives a verbal warning for correction ✓ Information added to the Student Information System (SIS) ✓ Student Advisor is alerted to the infraction ✓ Elementary teacher is alerted to the infraction ✓ In school detention (SS) or recess detention (ES) ✓ Note in daily journal (ES) ✓ Community service
Level 1 (Behaviour for learning infractions) <ul style="list-style-type: none"> • Disrupting the learning of others • Non-compliance to instructions • Missed assessment deadline • Missing lesson equipment 	<ul style="list-style-type: none"> ✓ Student receives a verbal warning for correction ✓ Information added to the Student Information System (SIS) ✓ Student Advisor is alerted to the infraction (SS) ✓ Elementary team lead alerted to the infraction

	<ul style="list-style-type: none"> ✓ In school detention (SS), recess detention (ES) or credit recovery session (SS)
Level 2 <ul style="list-style-type: none"> ● Repeated minor infractions (Level 1) ● Inappropriate use of language, swearing, cursing ● Inappropriate display of affection ● Unexcused absence from class (Truancy) ● Inappropriate use of technology ● Disruptive bus behavior 	<ul style="list-style-type: none"> ✓ Parent contacted to highlight the behavioural incidents ✓ Information added to the SIS ✓ Possible conference with Teacher/Advisor ✓ In school detention (1-3 days) ✓ Possible suspension from the school bus use (1-3 days) with a letter home and on file ✓ Letter home; student file letter ✓ Independent Student Behaviour Plan activated ✓ Phase Leader (Elementary) Grade Leader contacted

<p>Level 3</p> <ul style="list-style-type: none"> ● Repeated Level 2 infractions ● Direct defiance to faculty or staff request ● Deliberate damage to property or graffiti/vandalism ● Inappropriate language to faculty or staff ● Leaving campus without authorization/skipping school 	<ul style="list-style-type: none"> ✓ Grade Leader/Phase Leader Parent Conference ✓ Admin and teacher conference with parent ✓ In-school suspension 1-3 days; letter on file ✓ Out of school suspension 1-3 days; letter on file ✓ Possible suspension from the school bus 1-5 days; letter on file ✓ Letter home; student file letter ✓ Information added to the SIS ✓ Individual Student Behaviour Plan activated (SBP) ✓ Behavioral Probation Contract (Admin Team lead)
<p>Level 4</p> <ul style="list-style-type: none"> ● Repeated level 2 or 3 infractions ● Theft ● Plagiarism/academic dishonesty ● Physically threatening comments or gestures ● Harassment/Racism ● Bullying, including Cyber-bullying ● Fighting ● Smoking on campus or at school sanctioned events 	<ul style="list-style-type: none"> ✓ Admin and Teacher conference with parent ✓ Information added to the SIS ✓ In-school suspension 1-3 days; letter on file ✓ Out of school suspension 1-3 days; letter on file ✓ Disruptive bus behavior-could result in permanent suspension from bus service; letter on file ✓ Loss of student privileges ✓ Loss of extracurricular participation (sports, dances, etc.) ✓ Parent School Behaviour Agreement Contract ✓ Admin/Counselor probationary meetings

Level 5

- Repeated level 2, 3 or 4 infractions
- Altering/tampering with school records, tests, etc.
- The possession, use , sale or distribution of tobacco, alcohol, and/or drugs (prescription or otherwise) on school property, school transportation or at school sanctioned events
- Physical attack on another person
- Violation of school guidelines that endangers the reputation of the school or other students
- Possession of weapons or dangerous objects

- ✓ Admin conference with parent
- ✓ Information added to the SIS
- ✓ Parent School Behaviour Agreement Contract
- ✓ Out of school suspension and suspension from all school activities 1-5 days; letter on file
- ✓ Possible suspension from school activities for the next season
- ✓ Second violation alcohol/tobacco use is minimum out of school suspension of not less than 5 school days and all school activities
- ✓ Drugs: Suspension and probable expulsion; student record file
- ✓ Expulsion; permanent student record file

Verification of receipt of Family Student Handbook indicates your agreement to all contents of the handbook, including the Behaviour Guidelines.

KHDA Ratified Behaviour Management Actions

The GWA Secondary administration work very closely with the KHDA Compliance and Resolution Committee in managing cases of students who are unable to adhere to the behaviour guidelines outlined in the school policy document and who have not responded to the interventions and support put in place by the school. In these rare cases, the school will send formal written, signed and stamped notifications to the parents /guardians of individual students when a case against a student has been referred to the KHDA. These letters will remain on student personal files and may be used for future references within transfer processing. In extreme cases, this could result in a permanent exclusion or de-enrolment for the following academic year.

Appendix Five: Counter Bullying Agreement

It is only realistic to recognise that bullying behaviour can find its way into any community at any time. It is therefore all the more important that we should affirm that we believe that:

- Everyone's individuality should be valued and respected.
- Everyone has a right to live free from fear and intimidation.
- Bullying should not be tolerated.
- In order to ensure that no one should suffer in this way, communication between students and staff (both academic and non-academic) is most important. Everyone has a responsibility to ensure that no one engages in bullying behaviour.
- If you, or someone you know, is suffering in this way, please report this to any teacher, counsellor or supervisor
- An account will be kept of incidents and the staff will undertake to handle this information discreetly and endeavour to help all those involved.
- In investigating incidents, any student may be asked to write about what happened. This does not imply that a student is guilty of misconduct.
- If there is no improvement in the behaviour, despite warnings, of an individual involved in such an incident, or if the behaviour is particularly severe, that student's parents will be involved.
- If, subsequent to this, the student's bullying behaviour persists, that student may be asked to leave the school.
- Bullying may be verbal, psychological, physical or cyber and is taken very seriously at GEMS World Academy and will not be tolerated in any form whatsoever.

If you are a victim of bullying or if you observe incidents involving others you must tell any member of staff immediately who will then take the appropriate action.

When staff, students and parents work together, bullying is less likely to happen.

Counter Bullying Agreement

Verification of receipt of Family Student Handbook indicates your agreement to all contents of the handbook, including this agreement.

Appendix Six: GWA Uniform Guidelines



GWA SWIM KITS AVAILABLE AT THE DRAGON'S DEN

GIRLS KIT INCLUDES:

Swim bag, silicone cap and swim suit

COST 200 AED



BOYS KIT INCLUDES:

Swim bag, silicone cap and swim shorts

COST 160 AED



ALSO AVAILABLE SWIM TOWELS AND GOGGLES

SALE BEGINS AUGUST 25 FROM 8:30 TO 12:00 IN
FRONT OF THE AUDITORIUM

Appendix Seven: Balancing Academics and Activities

Extra-curricular activities enable students to pursue current areas of interest and ability, stretch into new areas as risk-takers and gives them the opportunity to learn valuable lessons surrounding commitment to self and others, time management and balance. In order to pursue these elements equally, while concurrently pursuing academic success, students must make choices term by term so as to focus on all areas and not one to the detriment of others.

****If you need clarification please see the Athletic/Activities office for further information.****

Competitive Sporting programme (Per Term)

DAPSA (Dubai Association of Primary School Athletics)

DASSA (Dubai Association of Secondary School Athletics)

Term 1: 3rd September – 12 th December	
DAPSA	DASSA
Swimming U8s - U11s Football U8s - U11s Cross Country U8s – U11s Aquathlon U8s – U11s Netball Development U8s – U11s Tag Rugby Development U8s – U11s	Swimming U12s – U19s Basketball U16s & U19s Football U12s – U19s Rugby 7s U19s Boys Touch Rugby Development U12s – U16s
Term 2: 5 th January – 26 th March	
DAPSA	DASSA
Swimming U8s - U11s Tag Rugby League U8s – U11s Netball League U8s – U11s Basketball U8s – U9s Cross Country U8s – U11s Aquathlon U8s – U11s	Track and Field U12s – U19s Swimming U12s – U19s Volleyball U14s – U19s Touch Rugby League U12s – U19s Netball League U12s – U19s Tennis U14s – U19s
Term 3: 12 th April – 25 th June	
DAPSA	DASSA
Swimming U8s - U11s Basketball U10s – U11s Cricket U8s – U11s	Swimming U12s – U19s Basketball U12s – U14s Water Polo U14s – U16s Cricket U12s – U19s Badminton U12s – U19s

Appendix Eight: House System

Name/Colour	Battuta	Razi	Sina	Zuhr
Significant Historic Arabic Influencers	Famous Arab traveler and scholar.	Famous Arab physician and polymath.	Famous Arab philosopher and scientist.	Famous venerated Arab physician and scholar.
Icons (Geographic examples related to Arabian ecology)	Leopard	Falcon	Wolf	Viper
				
Motto (Examples linked to icons)	Seek new frontiers	For others	Be prepared.	Push boundaries
Latin Motto	Nova quaerere sortes	Erga alias	Semper paratus	Ventilabis metas
Arabic Motto	السعى لآفاق جديدة	لآخرين	كن مستعداً	الحافظ للتغيير
IB Learner Profile Principles	Communicators and knowledgeable	Caring and reflective	Principled and balanced	Risk-takers and inquirers
History	<p>Widely recognized as one of the greatest travelers of all time, Muhammad ibn Battuta traversed much of North Africa, Persia and central Asia during a 30 year period in the 14th century, recording his experiences in the 'Rihla' which literally means 'journey'. His determination to seek out new cultures and expand geographic understanding is linked to the solitary migratory patterns of the Arabian Leopard and is matched by the fitting motto 'nova quaerere sortes' which means to seek new frontiers.</p>	<p>Muhammad ibn Zakariya al-Razi was an early medical pioneer who later became described as the father of pediatrics. Many of his written works became part of medical teaching in western universities and his renown for supporting all people illustrated his true compassionate nature. The falcon has a fitting association as the Razi icon with strong connectivity to Arabic culture it is regarded as a courageous and caring creature. The motto 'erga alias' reflects this perfectly, indicating devotion to others.</p>	<p>Ibn Sina was a famous Arab polymath from the Islamic Golden Age who wrote many works in areas such as philosophy and medicine. He was a strong, resolute and perceptive person which links naturally to the Sina Icon the red wolf, which is seen through many mythologies as a noble, calm and balanced creature, with heightened senses which allow it to be continually prepared to move into action. This is reflected in the House Motto 'semper paratus' which translates as always ready.</p>	<p>Described as one of the great sages of medicine, Ibn Zuhr was a renowned physician of his era and was greatly influential to the progress of surgery. His pioneering techniques helped to shape new medical practices and by collaborating with other well respected physicians, he used his knowledge to further the course of medicine. The Arabian Viper is often symbolized as adaptable and inquisitive, which were strong Zuhr traits and therefore the motto 'ventilabis metas', which means to push boundaries is an apt representation of this house.</p>