

# ***GEMS Al Khaleej International School Dubai***

*Parents Handbook 2022-2023*



*1 - Vice President Education, Superintendent – CEO*

*Ms. Ghadeer Abu-Shamat*

**Dear GEMS AKIS Families,**

**On behalf of AKIS community, I would like to welcome all our new families to AKIS to allow you a chance to get to know what makes AKIS a very special place for students and families.**

At AKIS, we strongly believe in fostering an effective partnership between the school, parents, and the community, which is crucial to moving the school forward to achieve its vision and goals. AKIS is committed to becoming one of the finest schools in Dubai in terms of the quality of teaching and learning and students' character. We are firm in our commitment to develop our students into creative, confident, life-long learners and resourceful members of society.

Having experienced, highly skilled, and innovative teachers on board, enriches the learning and teaching process at AKIS. Our teachers empower our students to lead their own learning in order to exceed their academic potential as well as achieve their social, emotional, and physical development targets.

With our relocation into the new building, our slogan for this academic year, "Steps to Outstanding" carries a truly deep manifestation for all of our school community. Our brand-new building is equipped with state-of-the-art resources, which ensures that our students have access to world-class facilities to spark their imagination, creativity, and innovation. While our building may be new, our passion, commitment and care for our students' learning stems from a legacy of many years of successful learning and teaching at AKIS. With this renewed enthusiasm, we are forevermore committed to nurturing our students' creative impulses in a new and productive environment.

To reflect our continued growth and productivity, I want to emphasize on some great things we have achieved in 2021-2022 "The start of something great", we opened our doors to receiving students in Pre-Kindergarten to ensure that AKIS students are starting their learning journey with us as early as possible. Additionally, we started with a new name "GEMS Al Khaleej International School" reflecting our school's international pedagogical practices, our NEASC accreditation and our status as a fully authorized U.S. Curriculum school since 2018. I am sure you will agree that GEMS Al Khaleej International School also better reflects the diversity and multicultural nature of our student body, made up of 64 different nationalities. Hence, we are now CIS members.

As an accredited U.S. Curriculum school, AKIS offers its high school students an opportunity to enroll in a wider range of College Board Advanced Placement courses. With diverse options for AP courses, high school students at AKIS are able to show their proficiency in their areas of interest to reputable universities and colleges around the world allowing them more flexibility to decide for their future college destinations.

AKIS is all geared up to offer the required time and support to all of its school community. Parents, as an important partner in the triangle of learning, are requested to ensure effective communication with the school and academic supervision of your child at home. Your positivity and celebration of your child's progress, no matter how big or small, will enhance his/her confidence and motivate him/her to progress further. I assure you that your active involvement in his/her education will go a long way in achieving his/her set goals.

I am confident that this year is another year of success and achievements for AKIS community, as evidenced by our legacy. Thank you for instilling your confidence in AKIS team to ensure your child's overall well-being and welcome to AKIS.

# Meet Our AKIS Senior Leadership Team!



## SENIOR LEADERSHIP TEAM



**Chaher Abu Shama**  
Vice President, Educational Support Services, CEO of AKIS



**Ali Yaghi**  
Vice President, Educational Support Services, CEO of AKIS



**Adnan Abu**  
Vice President, Educational Support Services, CEO of AKIS



**Sarah Karam**  
Vice President, Educational Support Services, CEO of AKIS



**Sara Alkhatib**  
Vice President, Educational Support Services, CEO of AKIS



**Chris Gargano**  
Vice President, Educational Support Services, CEO of AKIS



**Yara Matar**  
Vice President, Educational Support Services, CEO of AKIS



**Sarah Abu**  
Vice President, Educational Support Services, CEO of AKIS



## SENIOR LEADERSHIP TEAM



**Sarah Matar**  
Vice President, Educational Support Services, CEO of AKIS



**Sara Alkhatib**  
Vice President, Educational Support Services, CEO of AKIS



**Sarah Matar**  
Vice President, Educational Support Services, CEO of AKIS



**Sara Alkhatib**  
Vice President, Educational Support Services, CEO of AKIS



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Vice President, Educational Support Services, CEO of AKIS



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Vice President, Educational Support Services, CEO of AKIS



## UAE Vision



**UAE vision 2021 was launched by H.H. Sheikh Mohammed bin Rashid Al Maktoum, Vice-President and prime minister of the UAE and ruler of Dubai, at the closing of a cabinet meeting in 2010.**

The Vision aims to make the UAE among the best countries in the world by the Golden Jubilee of the Union. In order to translate the Vision into reality, its pillars have been mapped into six national priorities which represent the key focus sectors of government action in the coming years.

*“Education is a fundamental element for the development of a nation and the best investment in its youth.” UAE Vision 2021*

*AKIS is all geared up to offer the required time and support to everyone who needs it. You, as an important partner in the triangle of learning, are requested to ensure effective communication with the school and academic supervision of your child at home. Your positivity and encouragement of your child’s progress, no matter how big or small, will enhance his/her confidence and motivate him/her to progress further. I assure you that your active involvement in his/her education will go a long way in achieving his/her set goals.*

*I am confident that this year will be another year of success and achievements for AKIS community, just like the years before!*

## *Our Vision and Mission*



To be one of the finest US curriculum schools in Dubai in terms of the quality of teaching and learning and students' character.

GEMS AKIS aims to develop principled leaders who are caring, responsible, respectful, reflective, global citizens and independent learners.

GEMS AKIS develops international minded students while instilling and preserving the Emirati cultural identity and beliefs by taking pride in their cultural heritage yet respecting diversity.

To this end, GEMS AKIS is setting high expectations by aligning instructional practices to international standards and hiring qualified educators that can deliver the innovative curriculum that promotes 21st century learning skills.

## *GEMS AKIS Accreditations!*





### *School Goals and Objectives:*



**Goal I:** *Development of students as principled Leaders - understanding values and international mindedness.*

1. Embrace positive student's characteristics to prepare learners to represent a community of role models and principled young leaders and demonstrate these skills in their daily practice. These characteristics include the following, but not limited to: Respect, Open-mindedness, Perseverance, Care, Integrity, Life-long learning, Problem solving, and Reflection.
2. Appreciate the values of Islam in UAE society and demonstrate respect for the heritage of the Emirati culture.
3. Demonstrate a clear understanding, awareness and appreciation of their own and other world cultures.

4. Actively practice and participate in community programs promoting conservation of natural resources and sustainability.
5. Make social contributions that have positive effects on the school and wider community.

**Goal II: Independent Learners: Acquisition of knowledge and mastery of skills.**

1. Demonstrate solid knowledge in each and every subject that exceeds curriculum expectations.
2. Demonstrate 21st century learning and life skills including: presentation, communication, ICT, creativity, and critical thinking.
3. Take responsibility for their own learning to reach his or her academic potential through inquiry, research, collaboration, enterprise and innovation.
4. Establish and achieve personal and academic goals.

**Goal III: Provision of a high quality and comprehensive instructional program.**

### ***AKIS Students Profile!***



[CLICK HERE](#) to know more about AKIS Students Profile.

*Our AKIS Mascot " Flame "*













### *GEMS AKIS Curriculum*



GEMS Al Khaleej International School follows the U.S. Curriculum, aligned to:

- Common Core State Standards (CCSS) for English Language Arts and Math classes.
- Next Generation Science Standards (NGSS) for Science classes.

- California State Standards for all other subjects taught in English language.
- Ministry of Education’s prescribed programs for the Arabic Language, Islamic Studies, and Moral, Social, and Cultural Studies.
- College Board Advanced Placement Program for AP Courses.

The primary language of instruction is English. The Arabic Language is taught as an additional language in the school in line with MOE guidelines, and the Standards of the National Document. Students in high school are also provided with the opportunity to study German and French as additional languages.

At GEMS AKIS, we offer future-forward academic program to enable our students to be ready for the demands of 21st century as well as college and career. Our program of studies ensures that our students are equipped with innovation, entrepreneurial, and leadership skills that they will need throughout college and later on in their professional lives.

Beyond academics, GEMS AKIS ensures that our students develop life-skills such as resilience, effective communication, collaboration with their peers, creative problem-solving, a thorough appreciation for cultural diversity, and a concern for global issues facing our future generations. Additionally, our school ethos instills skills such as kindness, respect, honesty and a love for learning in our students through offering a wide variety of curricular and extracurricular activities.

AKIS carries out regular internal and external assessments using standards mentioned above. External assessments include the Measures of Academic Progress (MAP) test, CAT4 (Cognitive Ability Test), and IBT Arabic test. Additionally students in targeted grade-levels participate in TIMSS and PISA assessments as mandated by KHDA as a part of National Agenda Parameters. This ensures that high standards of education are consistently maintained and students are able to achieve competent results in line with the national agenda parameters set forth as an integral part of Vision 2021. Students in high school are expected to appear for PSAT (8-10) and SAT tests in line with U.S. curriculum expectation. Emirati students and students aiming to study in Emirati Universities also take MoE-mandated EmSAT assessments.

## *The Pre-K and Elementary Program of Studies*

In the Pre-K and Elementary Program (K-5) a safe and supportive environment at GEMS AKIS encourages students to learn a variety of skills both academically, socially and emotionally to develop a well-rounded character. A child-centered approach at GEMS AKIS ensures that learning is catered to students' individual needs. This program of studies at GEMS AKIS enables children of various abilities to learn and grow in a diverse community with strong values and cultural awareness.

### **Pre-K, KG1 and KG2**

The Pre-KG program ensures that students have 3 years of consistent early childhood learning experience in GEMS AKIS. The focus of Pre-KG and KG program is to develop students' early literacy, numeracy as well as social and emotional skills to ensure readiness for Grade 1.

### **Grades 1 to 5**

In Grades 1 to 5, the students build on their foundations in Reading and Writing (literacy), Mathematics (numeracy), and other subjects to develop the skills and abilities needed to interact and integrate effectively in today's world. Academic program for grades 1-5 includes English Language Arts, Math, Science, Social Studies, Moral Education, Arabic and Islamic Studies while enrichment subjects such as Art, PE, ICT and Music are also offered. Additionally, many extra-curricular activities are designed for students throughout the year to ensure that students' are provided with diverse and frequent opportunities for aesthetic, academic, personal and social development.

### ***KG Extended Care Program (ECP):***

This program is for our children from **Prek, KG1 and KG2**. **Fees:** 1200 AED per term. (Paid at the Accounts' Department or on Gems Connect).



### ***The Middle School Program of Studies***

#### **Grades 6 to 8**

Middle School is a transitional phase for students as they develop physically and emotionally. At GEMS AKIS we manage this special and sensitive time through a whole child approach, focusing on not only academic performance but also our student's social emotional development.

In Middle School, students have specialist teachers in all subjects: English, Mathematics, Science, Arabic, Islamic Studies, ICT, Moral, Social and Cultural Studies, Art, Music, and Physical Education. The California Common Core, Next Generation Science Standards and Ministry of Education curricula form the foundation for teaching and learning, progress and attainment and academic success with the focus firmly on 21C skills which include inquiry, collaboration, creativity, communication and critical thinking within a digital fluent environment.

GEMS AKIS further emphasizes and values UAE heritage, history and Islamic culture and values ensuring they are incorporated during teaching and learning activities across all disciplines.

GEMS AKIS learning extends to beyond the classroom. We balance academics with increased social emotional learning to prepare students to be caring, proactive members of the school community and

beyond by providing a wide range of co-curricular activities which equip all students with the skills they need for the 21st century and future careers. Our daily advisory and weekly morning assemblies enrich our curriculum with academic support in literacy, foundational numeracy, and student-specific learning path support with student wellbeing, and student celebration, another feature, with our teachers supporting our students along the way.

GEMS AKIS Middle School further develops our students by focusing on providing our students a voice in most decisions made in the school. Our Student Council, classroom leaders, eco warriors and various other school leadership positions ensure our students are at the center of all decisions made, providing our students with invaluable decision-making and leadership skills for their future.



### *The High School Program of Studies*



#### **Grades 9 to 12**

GEMS AKIS offers its High School students with a unique program of studies which not only caters to their personal needs but also prepares them appropriately for their choice of colleges/ universities not only in the UAE, Middle East, Southeast Asia, and Africa but also in Europe and North America. We prepare high school students to use their leadership skills to make a difference and to participate in bringing about real change across their communities and the globe.

GEMS AKIS promotes an environment that fosters student ownership of their learning through creativity, self-reliance, rigor, and academic success. Students graduate with U.S. High School diploma upon satisfactory completion of graduation requirements. GEMS AKIS offers College Board Advanced Placement Courses, including the AP Capstone Diploma Program, to ensure that high school students can earn a place for themselves in world's top-notch universities. Student can earn credit for college courses while in high school if they successfully pass Advanced Placement courses offered by the school. Additionally, GEMS AKIS offers its students with 5 distinct graduation pathways.

### **High School Elective Courses and Credits System**

To earn a High School diploma, students must complete a specific number of credits over four years. These credits may vary depending on students' chosen pathway for graduation and their selected courses. In line with U.S. curriculum system, students are able to elect their courses and earn credits towards high school diploma aligned to the expectations set forth by KHDA/MOE and the New England Association of Schools and Colleges (NEASC). A wide variety of courses offered at GEMS AKIS allow students to choose the subjects according to their interest and aptitude for further college/ career studies. Through a wide variety of courses and Advanced Placement Program, GEMS AKIS ensures that our graduates are well-equipped with the skills that colleges and universities are looking for.

### **Grading System**

Grade points earned at GEMS AKIS are based on a system of continued assessment with assigned grades for each course taken during 4 years of high school program. These grades are accumulated through various summative assessments, which allow students to demonstrate their knowledge in a variety of ways.

Universities, colleges, and other institutions value grades over all else, particularly in the Middle East, and frequently specify minimum GPAs (grade point averages) to gain admission.

Each student completes the semester with a GPA, which is calculated to represent numerically a student's quality of performance during the semester. A cumulative grade point average (CGPA) is calculated at the end of each year and overall at the end of four years to help colleges decide on the performance and knowledge of students.

## **AKIS High School Graduation Pathways**

***Learn More about AKIS Graduation Pathways by [CLICKING HERE](#)***



GEMS AKIS offers its students with 5 distinct pathways for graduation. Details for the pathways are as follows:

**1. General Pathway** - Students can graduate with General pathway with minimum 23.5 credits. They do not need to take an advanced level course for this pathway; however, they must accumulate the minimum credits in the following subjects:

- **English Language Arts** – 4 credit hours
- **Math** – 4 credit hours
- **Science** – 4 credit hours and one credit must include physics
- **Social Studies and Humanities** - 3 credit hours

**2. Advanced Pathway** - Student can graduate with this pathway if they have passed minimum **3 AP Courses**. Students must accumulate minimum 23.5 credits including mentioned AP subjects in the below subjects.

- **English Language Arts** – 4 credit hours
- **Math** – 4 credit hours including **AP-Calculus AB**
- **Science** – 4 credit hours including **AP Physics-C (Calculus Based)**. Students must also have passed either **AP Chemistry** or **AP Biology**.
- **Social Studies and Humanities** - 3 credit hours

**3. Elite Pathway** - Student can graduate with this pathway if they have passed minimum **5 AP Courses**. Students must accumulate minimum 26.5 credits including mentioned AP subjects in the below subjects.

- **English Language Arts** – 4 credit hours
- **Math** – 4 credit hours including **AP-Calculus AB**
- **Science** – 4 credit hours including **AP Physics-C (Calculus Based)**. Students must also have passed either **AP Chemistry** or **AP Biology** and **one more AP subject**.

- **Social Studies and Humanities** - 3 credit hours

**4. AP Seminar and Research Certificate** - Students who opt for **AP Seminar and AP Research** in Junior and Senior years of high school with a minimum score of 3 will qualify for AP Seminar and Research Certificate. This pathway is available to Graduating Class of 2024.

**5. AP Capstone Diploma** - A minimum of **6 AP subjects** are required to earn this diploma including **AP Seminar and AP Research**. Students who opt for AP Seminar and Research in Junior and Senior years along **with another 4 AP subjects with a minimum score of 3** in each will qualify for AP Capstone Diploma. This pathway is available to Graduating Class of 2024.

## Standardized Assessments for High School Students

All high school students (Grades 9-12) must take recognized standardized tests appropriate to their grade level, university and national equivalency requirements.

- **PSAT** (Grade 9 or 10)
- **AP** (If enrolled in an Advanced Placement course by College Board and seeks an additional 0.25 standard weighting. See course catalog for more details).
- **EmSAT** (See more details below)
- **IELTS/ TOEFL** (See more details below)
- **SAT I** (See more details below)
- Others for example - **EST (Egyptian Scholastic Test)** for students aiming to get into Universities in Egypt.

## Equivalency Requirements for Students in GEMS AKIS

### Equivalency Requirements for All Students (Emirati or Non-Emirati) aiming to study in the UAE Universities

**All Emirati Students** are required to take **EmSAT assessments** according to the below criteria in order to get their diplomas equalized from the UAE Ministry of Education.

1. The test is compulsory for Emirati students in private schools which follow the international curricula.
2. The test is compulsory for Emirati students wishing to complete their studies at a public or a private university in The UAE.
3. **The Emirates Standard Test (EmSAT)** is a prerequisite for university admission to public and private universities and colleges in The UAE.

4. Students who are expected to apply for **National Service** must ensure that the test is completed before the date of joining the service.
5. The Emirates Standard test (EmSAT) is a prerequisite for **scholarship admissions** via Higher Education Institutes and The Crown Prince Court.

### **Compulsory EMSAT Assessments for Students Aiming to Study in the UAE Universities**

**All Students (Emirati or Non-Emirati)** are required to take **EmSAT assessments** according to the below criteria in order to get their diplomas equalized ***if they are aiming to study in any of the UAE universities.***

- **English Language** with a minimum score of at least 1100
- **Arabic Language** with a minimum score of at least 500
- **Mathematics**
- **Physics** (Physics is considered compulsory even if the student does not study Physics in grade 12).
- **Career Pathway Specific Assessments**
  1. **\*\* EmSAT Achieve – Chemistry** – mandatory if the student is joining a college discipline such as Pharmaceuticals and Chemical Engineering.
  2. **\*\* EmSAT Achieve – Chemistry and Biology** – mandatory if the student is interested in joining a college discipline related to Medicine.
  3. **\*\* EmSAT Achieve – Computer Science** – mandatory if the student is interested in joining a college discipline related to Computer Science.

**\*\* Subject to Change** according to any updates guidelines issued by KHDA/MoE.

### **Standardized Assessment Requirements (Equivalency) for Students Attending Universities outside The UAE**

If the student is opting to study in a **university outside the UAE**, they must get their diplomas equalized according to the below:

- **SAT I Math** – With a minimum score of 450
- **TOEFL English** - with a minimum score of at least 61 in the online test (iBT) Or the **IELTS Academic Test** with a minimum score of 5.0

**Important Note:** Any Emirati or Non-Emirati student seeking admission in any university/college inside or outside the UAE must inquire about the admission requirements in grade 12 from the relevant colleges/universities. Fulfilling any standardized assessment requirements such as specific university entrance exams as per the requirement of the college/university is **students' own responsibility.**

## *Books And Online Resources Q&A!*



- *For the Kindergarten* [CLICK HERE](#)
- *For the Elementary School* [CLICK HERE](#)
- *For the Middle School* [CLICK HERE](#)
- *For the High-School* [CLICK HERE](#)

## **School Calendar 2022-2023**



[CLICK HERE](#) to view AKIS Calendar For Academic Year 2022-2023

## ***AKIS Activities Calendar!***



**To all our parents [CLICK HERE](#) to view AKIS activities calendar.**

## ***AKIS After School Activities Term1!***



Dear Parents, AKIS is delighted to offer our students an opportunity to pursue After School Activities from the well-known professional provider ESM. Please find the information below : ESM providers will be at the school on Friday, September 16th, 2022 in the main reception from 7:00-8:00am to provide information to parents about the range of activities and answer any questions. Parents can also register their children at that time with the help of the representatives available. The activities will start on Monday, 26th of September and end on Wednesday, 30th of November, 2022. The brochure [HERE](#) contains all the details of our external activities and how to register for each activity. Registration starts Friday, September 16th , 2022. There will be 10 sessions for the activities offered (one session per week), except for football and karate which will have twenty sessions (two session per week). However,

session 1 will be for KG2 – Grade 3 and session 2 will be for Grade 4 – Grade 6. Timings for activities on Monday to Thursday will be from 3:00 – 4:00 p.m. and activities on Friday will be from 11:30 – 12:30. Students can only register for one activity per day. Students must bring along an extra meal and a bottle of water. Parents must arrange for their children’s transportation. Parents can collect their child/children from the main reception after the activity where the provider will be waiting with them. Activities will be provided only if the number of students is sufficient to start a particular activity. If fees have been paid for activities where numbers are not adequate, the funds will be refunded. Please refer to the terms and conditions for refunds. Keep a copy of the receipt for registration and payment reference. Thank you for your interest in our After-School Activities program. We hope that the students will benefit from and enjoy the activities offered.

[CLICK HERE](#) to learn how to register the student in the ASA!

## School Timings



### School Timings

School hours for the academic year 2022-2023 are as follows:



	Pre K - KG2	Gr 1 - Gr 12
Monday – Thursday	7:30 am – 12:30 pm	7:30 am – 2:35 pm
Friday	7:30 am – 11:15 am	

## Drop off And Pick up Procedure!

[CLICK HERE](#) to know more about Drop off and Pick up at AKIS!



## School Communication Guide - Who is in charge of what?

This is a quick guide for effective communication between our parents and staff members for inquiries about different matters, you can refer to the “ **Who’s In Charge of What**” according to the table [HERE](#).

You can contact the person in charge directly through the email addresses, and Ext. Numbers. However, it’s important to know that some staff members will not be stationed in their offices all the time, as they are in charge of the school’s operation to ensure proper teaching and learning, and student behavior. Accordingly, it’s better to send an email to the relevant staff member. They will get back to you in 48 hrs.

### In case of emergency:

You can call the main reception (04 2173 900) or the school PRE (04 2173 806).

If you could not reach anyone; you need to send an email to the relevant person with the following subject: **URGENT/ Call me back**.

State your phone number and your child’s details in the body of the email. Please make sure to keep the Superintendent/ Phase Principal in the Cc.

## Early leaves

Students are NOT allowed to leave early from school during school hours. Thus, kindly refrain from making doctor’s appointments during school hours. If for some reason, appointments are made during school hours, then you are required to submit the appointment letter and inform the school a day

before. Parents who have to pick up their child early must fill-up the early leave form at the reception via the receptionist. The early leave form has to be stamped by the respective Assistant Principal/ Phase Principal. It is the parents' responsibility to assist their child in catching up on the missed work.

Gates will be closed at **7:50 am** sharp, the late students should access through Gate No. 1 ONLY , to take Late Slip from the Main Reception.

### ***Late Students!***

Late students will be asked to proceed to their respective corridors at 7:50 am and the Student Affairs Officer will mark them late on Phoenix and provide them with late slip.

Gates will close at 8:15 am and students arriving after this time will be sent back home.

### **Students Attendance/ Absence**

- Any updates are done latest by 8:10 am.
- Student Affairs Officer checks on Phoenix Classroom to ensure that teachers have marked attendance for their classrooms.
- SMS is sent to parents at 9:10 .
- Student Affairs Officer calls absent students on the second day of absence. The reason for absence is recorded.
- Teachers must notify the Student Affairs Officer via email in case parents communicate to the homeroom teacher the reason for absence of their child.
- Students who are absent due to illness must provide the school with medical note. These medical notes will be filed in the students' portfolio.
- Homeroom teachers must give all student medical notes to the Students Affairs Officer (SAO) for filing
- Teachers must ensure to follow up on students' continuous absence by calling parents/ sending emails. Continuous absence must be informed to the Phase Principal and Assistant Principal.

The following **procedures** will be followed in case of continuous absence:

- The **first three** incidents of unexcused absence
- Phone call to parents from the homeroom
- **Three additional** incidents of unexcused absence

- Written notice (1) from the homeroom teacher to students and notification to parents
- **Three additional** incidents of unexcused absence
- Homeroom teacher notifies Assistant Principal
- Written notice (2) from the homeroom teacher to students and notification to parents
- **Two additional** incidents of unexcused absence
- Homeroom teacher notifies Assistant Principal
- Written notice (3) from the Assistant Principal and Parent and student will be called for a meeting
- **Two additional** incidents of unexcused absence
- Warning letter from the Phase Principal and Parent and student will be called for a meeting to sign the Warning letter.

### *Field Trips*

Field trips are an integral part of students' learning and feeling of belonging to their community. Therefore, students go on at least 3 trips per year; one each term. We select the venues for field trips based on the units students are covering at school so as to link what they are learning in class with the real world. Trips are usually full day trips but other short trips are organized for community service such as cleaning up the community and visits to charity organizations.

A letter is always sent home 1-2 weeks before the trip with details of that day. If you would like your child to join his/her class on the trip, please note that you must fill in the permission slip attached to the letter along with the payment and hand them to the homeroom teacher before or on the deadline specified. **Due to organizational and safety purposes, we will not accept any payments for trips after the deadline. Students who do not wish to sign up for the trip, must stay at home.**

## Student Photograph Consent



Dear Parents, We are constantly sharing events and taking photographs of learning happening inside and outside the classroom. Therefore, we request your consent of posting these pictures on our school's website, social media, newsletters, and yearbook. Please sign the permission form by [CLICKING HERE](#), please note that parents who did not fill the form will consider as approved.

## Lost & Found



- Parents should clearly label their child's belongings in order to avoid items being lost and confused with other students' belongings.
- Students are not allowed to bring valuable items like iPad, Mobile phones, Jewelry, Cash (should mention big amount, maximum Dhs.100 or Dhs.200)
- Lost items will be stored in the Lost and Found area located in the Grade 1 entrance.
- Valuable items will be submitted to the Administration Office which can be reclaimed on providing supporting evidence.

- Students can collect their lost items during school days before 4:00 pm.
- At the end of each semester, unclaimed items are offered to local charitable organizations or discarded.

## *Clinic Procedures*

Our students' safety emotional and physical well-being is our priority at AKIS. For this reason, we ask you strictly to follow below guidelines:

- Masks are no longer mandatory for students.
- Students will be required to wear masks on the school buses, travelling in taxis and when visiting the Nurse. Therefore, it is advised that students always carry a mask in their school bag..
- Students can carry their own hand sanitizer or wet wipes to avoid using the toilet frequently or moving out of their seats even though we have hand sanitizers in all classrooms and all around the school premises.
- Students must maintain basic hygiene which includes brushing of teeth, shower, trimming nails, hair done neatly, clean uniform, and regular hair checking to be done by the parents to prevent the spread of head lice.
- Students with any kind of illness, must not be sent to school until they recover and provide the medical report on joining. No medicines should be sent in the school bag.
- Strictly follow the policy [“Stay at Home if Unwell”](#)
- Encourage your child on the importance of hand hygiene and Cough Etiquette and social distance for the prevention of the spread of any illness.
- Always keep spare clothes in your child's bag (KG — Grade 1). If the student is found to be sick on the campus or has got any injury the parent are strictly advised to collect their child within 30 minutes, this is to avoid keeping the child safe from contracting any illness.
- Encourage your child to have balanced healthy meals and should do physical activity to boost their immunity.
- Always keep us informed of any important changes in your child's health or any special medical requirements.

**دبي**  
المعرفة Knowledge

## سلامتنا تبقى الأهم

معايير الصحة والسلامة  
الرئيسية للمدارس الخاصة  
في دبي



يجب على المعلمين  
تحديث توقيدهم للاختتام  
والحضور المدرسي ساعة 5 أيام



يجب الالتزام بمعايير  
الصحة العامة بين  
المعلمات المعينة في مكتبة  
المرحلة



ارتداء التغطية لمرور  
إلزامياً



الحد من المداخل ليس  
مطلوباً للمتعلمين الذين  
لا تظهر عليهم الأعراض



التعقيم قدر الإمكان على  
مواصلة إجراءات التعقيم  
للأسطح بما يشتمل على



## Behavior Policy at GEMS AKIS

[CLICK HERE](#) to view the *AKIS Behavior Policy*

## Mobile Phones Policy



At GEMS – AKIS our top priority is to provide our students a safe and secure environment that is conducive to learning. We seek your cooperation by ensuring that all school rules and regulations are followed to achieve this objective.

Kindly note that **under no circumstances will a student be allowed** to bring his/her mobile phone to school. If at any time a student brings his/her phone, it will be **confiscated and kept till the end of the academic year**. In case of any emergency, your child could be contacted through the school phone. Similarly, your child will be allowed to contact you from the school phone should the need arise.

## iWatch

Apple watches (iWatch) **are not allowed** to be with students during the school day and exams. Please be informed that we will confiscate any watch found with students until the end of the academic year.

## Student Appearance at School

The following rules and regulations about Student Appearance at school:

1. All students are expected to come smartly dressed to school wearing the prescribed uniform starting **day one**.
2. Students will not be allowed to enter their classrooms unless wearing full school uniform.
3. Head Scarves (if worn) should be plain, with no lace or fringes and should be white or Black in color.
4. **No open skirts & shirts** are allowed at any time.
5. Plain black shoes **only**.

6. PE uniform should be worn on the days a student has PE.
7. Tennis shoes should be worn for PE lessons **only** and will not be allowed on other days.
8. Sandals, slippers, crocs and topsiders are **not allowed in school**.
9. **Make-up for girls including (lip gloss, eyeliner, Mascara... etc.)** is not allowed at all times.
10. No type of artificial nail coverings, coatings or polish is allowed – only neatly clipped (clean and tidy) natural nails are allowed.
11. Girls may wear one small stud in each ear lobe. **No other piercings are permitted**.
12. Boys must not wear excessively loose pants that slip their waist and rest on the hips. (Sweat pants are not allowed).
13. **No caps** should be worn inside the building & classrooms.
14. **No Sunglasses** should be worn inside the buildings & classrooms.
15. **Extra set of clothes (KG1-1 ONLY):** Please send an extra set of clothes to school with your child. This will be kept in the classroom in case of any accident. Make sure that your child's spare clothes are **properly labelled**. Soiled clothes will be sent home with the child.

## Hairstyle:

### *Girls*

Hair should be tied back to stay fully off the face. Simple accessories are acceptable to keep hair orderly and neat e.g. plain white, dark blue or black headband, clips, slides, elastic bands etc.

### *Boys*

Hair must be well above the collar from the back and off the ears and face. The hair length should be no shorter than a number 2 barber cut. No exaggerated hairstyles, colored gel, wax or mousse are allowed.

### **IMPORTANT:**

Please make sure you clearly label all uniform items, including all bags, lunchboxes, water bottles and other personal belongings. This will facilitate us to return lost items as quickly as possible.

Students who bring valuables into the school do so at their own risk. During P.E. lessons, the valuables must be handed to a member of the P.E. team to ensure these are stored securely.

## Promotion and Retention

- Grade retention is the practice in which children are required to repeat a grade level in school because they failed to meet required benchmarks or grade level standards.
- Acceleration: Practices designed to allow students to be placed at a higher grade level for periods of time during the day due to their academic progress and instructional needs.
- Promotion: A student is allowed to skip a grade in school.
- Research indicates that, in most cases, retention at grade level is not effective. Promotion with required remediation, enrichment or other intervention programs should be the norm in all phases.
- Clear and compelling reasons for retention must be present. Among these reasons is significant difficulty with the grade specific curriculum expectations and anticipated significant difficulty with the next grade's expectations.
- "Progressing with some difficulty / Promotion at risk" students should be identified as early in the school year as possible and communication made with the students' parents/guardians. Final decisions regarding promotion or retention should be made by the school Retention/Promotion Committee in consultation with parents/guardians and, where appropriate, KHDA.
- Retention is considered if a student demonstrates consistent and repeated difficulty with mastering curriculum expectations despite attempts by school personnel, parents and outside agencies to provide assistance for the student.
- Students who do not show progress, will be referred to the SEND department for further evaluation.
- It is expected that the student's skills and knowledge are assessed using a variety of assessment methods. It is also expected that evidence-based intervention and instructional strategies, as well as environmental accommodations and assistive technology are considered, tried and found not to be successful or sufficient to improve student achievement.
- Behavioral difficulties are insufficient in themselves to warrant consideration for retention.
- Grade retention is not initially considered during the kindergarten and primary year(s). All kindergarten and primary children will normally be promoted. If it is an extraordinary case, and after careful evaluation of the student's needs, a KG or primary student might be advised to repeat the year with parents' consent.
- High School Students Grades 9-11, retention and promotion is credit-based. Therefore, the students who have not passed their core subjects/ elective subjects will be given the opportunity to complete a credit recovery course.
- At least five senior leadership members will form the retention/promotion/appeal committees.
- When a parent is notified that a child is being considered for retention, the parent must be advised of the child's right to a Special Education Evaluation.

- If a parent/guardian does not accept the school's decision he/she may appeal within a week after the publication of report cards. The appeal committee will review pertinent records and affirm or deny the retention within a week of appeal submission.

## Gates, Tardiness and Conduct Marks

Safety of our students is a top priority at AKIS. We are making ardent efforts to ensure that students are safe and secured especially when they arrive in the morning and leave the school at home time. **For that purpose, this is a kind reminder of the following:**

### Early Arrivals:

- Parents should park and drop their children at the school gates according to the below:
- KG + Elementary students Gate 3 (New Gate)
- Middle and High Students Gate 4
- School gates will be opened at 7:00 am, and early opening at 6:45 am for the students who are coming early to wait on the football field.
- Students should be in the school before 7:40 am, otherwise they will consider late.
- For the safety of our students, parents are not allowed to enter their cars inside the school.
- Parents can park in the new parking area in front of the school building.
- Parents must show the Parent's Yellow Lanyards to security for easy access.
- School's Gates will close at 8:00 am prompt.
- KG and Gr1 parents **only** can escort their children to their classrooms.

### Students' Departure:

- School's Gates will open from Monday to Thursday at 12:35 pm for KG students and 2:35 pm for Gr 1- 12 students.
- School's Gates will open on Friday at 11:15 for KG - 12 students.
- **KG Parents and Gr1- Gr3** can pick up their children from their classrooms.
- **Gr4 and Gr5 Parents can** pick up their children from the Multipurpose Hall, using the below gates.

- Elementary students Gate 3
- Middle and High Students (Boys) Gate 3
- Middle and High Students (Girls) Gate 4
- Parents must show the Parent's Yellow Lanyards card to security for easy access.
- Middle and High Students can pick their siblings from grades KG – Gr5 from classes.
- Students are not allowed to stay in the school after 3:00 pm for their safety unless they have after-school activities, or are registered in the late room service.
- More information about the late room services and the extended hours for KG will be shared soon.

## ***GEMS Ambassador Program!***



We are excited that you have joined our family and would love to give you an opportunity to bring your child's friends along.

The **GEMS Ambassador Programme** rewards you for every successful referral you make. Introduce GEMS Al Khaleej International School to a new family and for each successful referral you will earn 4% of their tuition fees in the form of GEMS Points which can be redeemed immediately against your child's tuition fees.

## ***FAB GEMS Credit card!***

*The FAB GEMS co-branded credit card offers an average discount of 4.25% when using the card to pay your school tuition fees in advance.*

## ***Contact Us!***

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