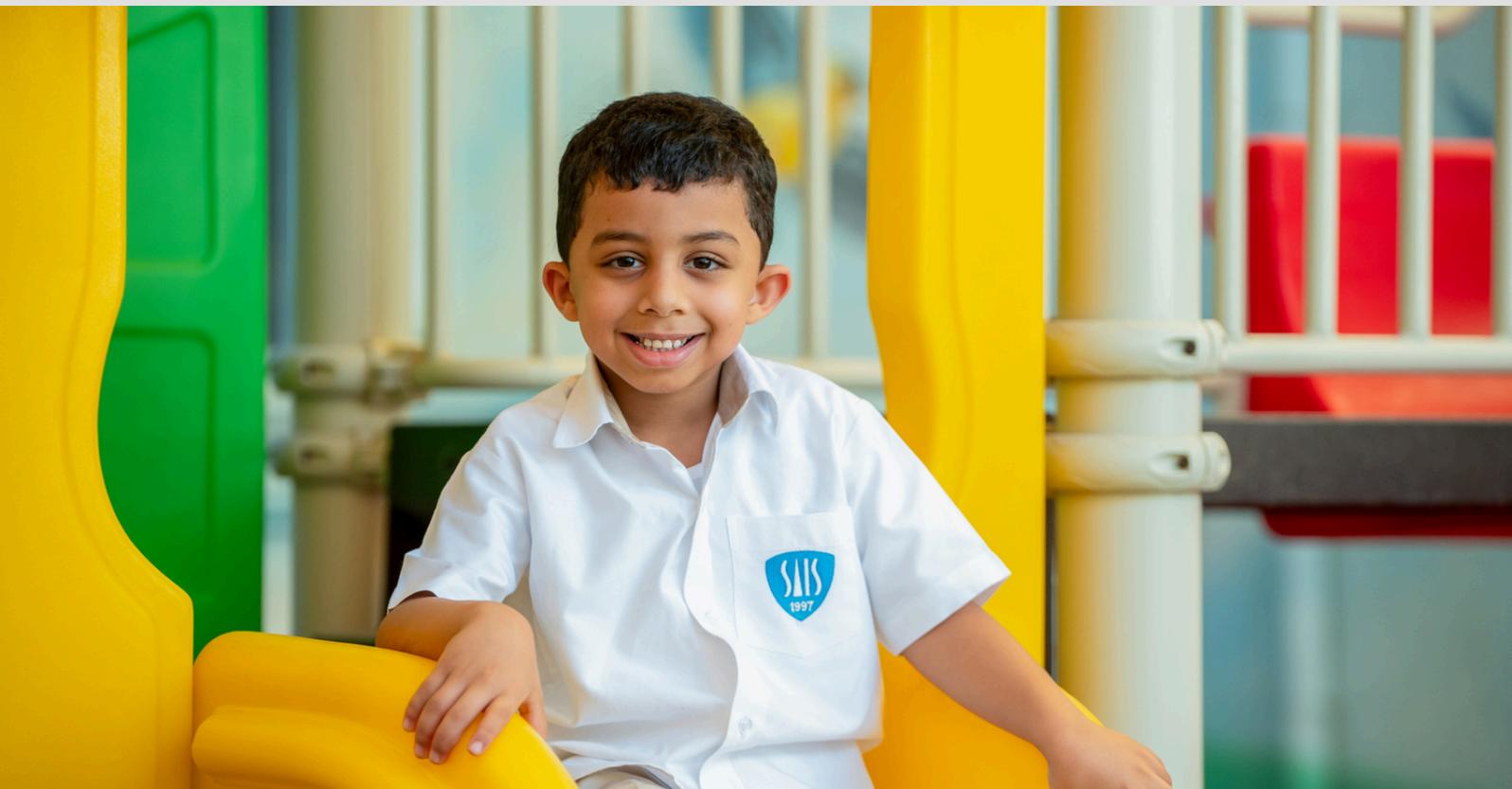




Sharjah American
International School

ELEMENTARY



PARENTS HANDBOOK

2025-2026



Contact Us:
02 586 1222

For More Information:
info@saisabudhabi.com
www.saisabudhabi.com

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ABOUT THE HANDBOOK

Dear Parents,

Welcome to an exciting journey ahead in the Elementary Department at our school! This handbook serves as a guide for you and your child, shedding light on all the essential information about this vibrant academic realm.

We are thrilled to introduce you to the exceptional educators who will be instrumental in shaping your child's educational experience. Within these pages, you will discover their unwavering commitment to nurturing your child's growth and sparking their curiosity. Prepare to witness your child embark on a journey of knowledge with their carefully curated timetable, ensuring they are well-equipped for the engaging and enlightening activities that await them.

In addition to academic pursuits, we have included a section outlining our school's guiding principles and rules, setting the stage for a safe and nurturing learning environment for all our students. We eagerly anticipate partnering with you to witness your child's personal and academic growth, as they create lasting memories and build friendships that will endure a lifetime. Together, let's make this academic year an extraordinary one for your child.

With warm regards,
The Dedicated Team at SAIS

SAIS PRINCIPAL

MS.BAN AL DURI



We extend a warm welcome to our staff and students. As we embark on another academic year, 2025-2026, it is incredible to think about the wonderful experiences that lie ahead with your continued support. Together, we have many reasons to celebrate. Your dedication and perseverance have allowed us to implement policies and practices that have made our school an exceptional place where students thrive.

Thanks to your efforts, the entire community is empowered to reach their full potential. Each member of this institution is devoted to turning dreams and aspirations into reality through sincerity and perseverance.

This year, we focus on embedding our updated vision & mission statement: *The mission of SAIS-AUH school is to ensure each student achieves personal goals, develops individual purpose, and becomes a college and career ready, by providing equitable access and experiences that build skills in literacy, creativity, critical thinking, and collaboration.*

*Sincerely,
Ms.Ban Al Duri*

HEAD OF ELEMENTARY

MS. CRYSTEL ZAKOYAN



Welcome to the Elementary Department at SAIS Abu Dhabi! We are thrilled to have you and your child as part of our school community. As the Head of Elementary, I am excited to introduce you to our department and share with you the incredible educational opportunities we offer to our students.

At SAIS, our Elementary Department is committed to providing a nurturing and stimulating environment where your child's academic, social, and emotional growth is at the forefront of our mission. We understand the crucial role elementary education plays in shaping a child's foundation for lifelong learning, and we are dedicated to ensuring a well-rounded education that prepares our students for future success.

Comprehensive Curriculum:

Our elementary curriculum is thoughtfully designed to meet the diverse needs of our students. We follow a standards-based approach that integrates core subjects such as mathematics, language arts, science, and social studies, while also emphasizing the development of essential skills like critical thinking, problem-solving, and creativity.

Engaging Learning Experiences:

We believe in creating a dynamic learning environment that encourages active participation and engagement. Our teachers employ a variety of instructional strategies, including hands-on activities, group projects, and technology integration, to make learning enjoyable and meaningful for every student.

Individualized Attention:

We recognize that each child is unique, and we strive to provide personalized attention to support their individual needs. Our dedicated teachers work closely with students, offering differentiated instruction and targeted interventions to ensure that every child receives the necessary support to excel academically and reach their full potential.

Holistic Development:

In addition to academic excellence, we place great emphasis on fostering the holistic development of our students. We promote character education, social-emotional learning, and the cultivation of positive values to help students become responsible, compassionate, and well-rounded individuals.

Parent-Teacher Partnership:

We firmly believe that a strong partnership between parents and teachers is vital for a child's success. We encourage open communication, regular parent-teacher conferences, and various involvement opportunities to ensure that parents are actively engaged in their child's education journey.

Sincerely,
Ms. Crystel Zakoyan

ELEMENTARY SUPERVISOR

MS. AMIRA DAOU



My name is Amira Daou the Elementary Supervisor with a master's degree in English Literature; I have more than 15 years of experience working in education filed in and out of UAE in various capacities. I am delighted to have you join us on this incredible educational journey, and I look forward to nurturing your growth and potential in the years to come.

To our new students, I understand that that you have mixed emotions. Some of you may feel a little nervous or unsure about what lies ahead, while others may be bursting with anticipation and curiosity. Please know that these feelings are completely normal. I am here to support you, guide you, and help you make the most of your time in our school.

In the Elementary Section, we believe that education is not just about acquiring facts and figures; it is about igniting a passion for learning, nurturing creativity, and fostering critical thinking skills. Our dedicated teachers are committed to providing you with a well-rounded education that encompasses not only academics but also physical, social, and emotional development.

Beyond the classroom, there are countless opportunities for you to explore your interests and talents. Whether it be through participation in sports, arts, music, or various after school clubs, we encourage you to step out of your comfort zone, discover your passions, and unlock your full potential.

At the end, I want to express my heartfelt gratitude to the parents and guardians who have entrusted us with the education and well-being of their children. We recognize the immense responsibility that comes with this trust, and we are committed to working hand in hand with you to ensure their success. Your involvement, support, and partnership are invaluable and greatly appreciated.

Once again, welcome to our school community. I assure you that you are now part of a warm, caring, and nurturing family that will be by your side every step of the way.

Sincerely,
Ms. Amira Daou

EMERGENCY CONTACT



Ms. Amira
Elementary Supervisor
05 8029887



Ms. Marwa Ali
Inclusion Lead
marwa.aly@saisabudhabi.com



Ms. Isadora Dianco
Books and Uniform
02 586 1222



Ms. Diva
Accountant



Ms. Crystel
Head of Elementary
crystel.zakoyan@saisabudhabi.com

OUR CONTACTS



02 586 1222
056 222 7758



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www.saisabudhabi.com



Al Ramz st, Shakhbout, Abu Dhabi



MEET THE TEACHERS

GRADE 1



Ms. Crystel
Head of Elementary



Ms. Aalia



Ms. Shauna

GRADE 2



Ms. Krystal



Ms. Shayma



Ms. Wasan

GRADE 3



Ms. Amira
Elementary
Supervisor



Ms. Rumaisa



Ms. Duaa

GRADE 4



Ms. Crystel
Head of Elementary



Mr. Frank



Ms. Susan

SAIS

MISSION AND VISION

OUR MISSION IS TO FOSTER A CULTURAL OF INCLUSION THAT RECOGNIZES AND VALUES THE DIVERSITY OF ALL STUDENTS. WE ARE COMMITTED TO :

HELP

- Helping students achieve their personal goals.
- Develop individual purpose and career ready

PROMOTE

- Promoting character, critical thinking, communication, collaboration, and creativity in a safe and socially enriching environment.

CULTIVATE

- Cultivating well-being, leadership, and community service to prepare students for lifelong success.

SUPPORT

- Providing individualized support and removing barriers to learning, ensuring that every student has access to high quality education and opportunities for growth and development.

AT SAIS WE AIM TO CREATE AN INCLUSIVE, EQUITABLE, AND SUPPORTIVE LEARNING ENVIRONMENT WHERE EVERY STUDENT REGARDLESS OF ABILITY IS EMPOWERED TO :

ACTIVELY SEEK

- Understanding through both breadth and depth of knowledge.

EMBRACE

- Embrace individuality and cultural diversity.

LEAD

- Lead by exmple in academics and community service.

THINK

- Think critically and creatively to overcome challenges.

ACHIEVE

- Achieve their full potential.
- Contribute meaningfully to society.

DEVELOP

- Develop responsibility and self direction.

ENGAGE

- Engage as compassionate members of a global society.

ELEMENTARY PLATFORMS



IXL is an interactive and child-friendly learning platform designed for math and language arts. It aligns with standards, generates personalised action plans to address learning gaps, corrects mistakes in real-time, and teaches through video examples and explanations, providing an effective and engaging educational experience for students.



RAZ-Kids is an online reading platform for kids, used for both classwork and homework. It provides interactive eBooks tailored to individual reading levels, fostering reading skills in a fun and engaging way. Parents can monitor progress through detailed reports, supporting their child's literacy development effectively.



Mystery Science helps kids by offering interactive lessons with scientific vocabulary, pictures, real-life videos, and hands-on activities. It engages children, enhance comprehension, promotes critical thinking, sparks creativity, and is used for both classroom learning and homework, providing a well-rounded and engaging approach to science education.



Seesaw is an interactive platform that fosters communication among parents, students, and teachers. It facilitates the seamless exchange of information, enabling the sharing of assignments, updates and student progress. With its user-friendly interface, Seesaw enhances engagement and collaboration within the school community, serving as a valuable tool for educators, students, and parents.



ELEMENTARY PLATFORMS



Students will be using HMH books for Math, English, and Science. To access the interactive HMH platform, please follow the steps below and use the accounts provided by the class teacher on Seesaw.

1. Go to :

<https://www.hmhco.com/ui/login>

2. Select the following:

- a. Country : United States
- b. State: District of Columbia
- c. District/Independent School: All PRINTS
- d. Input the username and password to login or simply click on the direct link:

<http://www.hmhco.com/one/login/?connection=71111326>

Scan to Login



Mograsys is exclusively used by elementary school parents to check their child's grades, progress, and attendance.



Microsoft Teams will be used for grades 3 and 4 only in the case of emergency lockdowns or severe weather conditions that necessitate the closure of schools.



PERIOD TIMINGS

PERIOD TIMINGS FROM MONDAY - THURSDAY

Periods	Timings
Period 1	8 - 8:46
1st Break	8:46 - 9:11
Period 2	9:11 - 9:57
Period 3	9:57 - 10:43
Period 4	10:43 - 11:29
2nd Break	11:29 - 11:49
Period 5	11:49 - 12:35
Period 6	12:35 - 1:15
Period 7	1:15 - 2:00
Period 8	2:00 - 2:40

PERIOD TIMINGS ON FRIDAY

Periods	Timings
Period 1	8 - 8:40
Period 2	8:40 - 9:20
Break	9:20 - 9:35
Period 3	9:35 - 10:15
Period 4	10:15 - 10:55
Period 5	10:55 - 11:35



ACADEMIC CALENDAR 2025-2026

SEMESTER 1

	M	T	W	T	F	S	S		
Aug-25					1	2	3	First Day of School	Monday, August 25th, 2025
	4	5	6	7	8	9	10		
	11	12	13	14	15	16	17		
	18	19	20	21	22	23	24		
Sep-25	25	26	27	28	29	30	31	Public Holiday	4th, September 2025
	1	2	3	4	5	6	7		
	8	9	10	11	12	13	14		
	15	16	17	18	19	20	21		
	22	23	24	25	26	27	28		
Oct-25	29	30	1	2	3	4	5	Midterm Break	Monday, October 13th, till Friday, October 17th, 2025
	6	7	8	9	10	11	12		
	13	14	15	16	17	18	19		
	20	21	22	23	24	25	26		
Nov-25	27	28	29	30	31	1	2	National Day Celebration	On Thursday, November 27th, 2025
	3	4	5	6	7	8	9		
	10	11	12	13	14	15	16		
	17	18	19	20	21	22	23		
Dec-25	24	25	26	27	28	29	30	National Day Holiday	Monday and Tuesday, December 1st and 2nd, 2025
	1	2	3	4	5	6	7		
	8	9	10	11	12	13	14		
	15	16	17	18	19	20	21		
Dec-25	22	23	24	25	26	27	28	End of Semester 1 Exams	November 17th till December 5th.
	29	30	31	1	2	3	4		
								Winter Break	December 8th till January 2nd.

 Public Holiday

 Semester 1 / Semester 2 Start/End Date

 Break / Weekends

ACADEMIC CALENDAR 2025-2026

SEMESTER 2

	M	T	W	T	F	S	S		
Jan-26	5	6	7	8	9	10	11	First Day of Semester 2	Monday, January 5th, 2026
	12	13	14	15	16	17	18		
	19	20	21	22	23	24	25		
Feb-26	26	27	28	29	30	31	1	Spring Break	Monday, March 9 – 22nd, 2026
	2	3	4	5	6	7	8		
	9	10	11	12	13	14	15		
Mar-26	16	17	18	19	20	21	22	Classes Resume	On Monday, March 23rd, 2026
	23	24	25	26	27	28	1		
	2	3	4	5	6	7	8		
Apr-26	9	10	11	12	13	14	15	Grade 12 End of Semester 2 Exams	Monday, May 11th till Friday, May 22nd, 2026
	16	17	18	19	20	21	22		
	23	24	25	26	27	28	29		
May-26	30	31	1	2	3	4	5	Seniors Graduation	Tuesday, June 2nd, 2026
	6	7	8	9	10	11	12		
	13	14	15	16	17	18	19		
Jun-26	20	21	22	23	24	25	26	Day of Arafat, Eid al Adha	(TBC) Monday May 26th till Friday May 29th
	27	28	29	30	1	2	3		
	4	5	6	7	8	9	10		
Jul-26	11	12	13	14	15	16	17	End of Semester 2 Exams	Monday, June 8th till Friday, June 23rd.
	18	19	20	21	22	23	24		
	25	26	27	28	29	30	31		
Aug-26	1	2	3	4	5	6	7	Make up Exams and Last Day of school	(TBC) Thursday, June 24th till Wednesday, July 3rd.
	8	9	10	11	12	13	14		
	15	16	17	18	19	20	21		
Sep-26	22	23	24	25	26	27	28		
	29	30	1	2	3	4	5		

 Public Holiday

 Semester 1 / Semester 2 Start/End Date

 Break / Weekends

ELEMENTARY EVENT CALENDAR

SCAN FOR MORE INFO

2025-2026



ELEMENTARY ASSMEBLY CALENDAR

SCAN FOR MORE INFO

2025-2026



ELEMENTARY COMMUNITY POLICIES

Healthy Eating Policy

In the elementary section, we emphasize the importance of healthy eating habits. We kindly request that only nutritious food options are included in your child's lunchbox and brought to any school events. This policy aims to instill healthy habits and promote good dental hygiene. Any unhealthy food items will be returned home untouched.

The following items are not permitted: ***chocolate, sweets, candies, lollipops, chips, cakes, and soda. Please refrain from packing fried foods and chocolate sandwiches.***

- Our supervising staff members guide students on good table manners during *mealtimes*.
- We encourage children to stay hydrated by drinking water regularly throughout the day.
- Please ensure that your child carries a water bottle in addition to any juice or milk.
- To ensure safety, no child is left unsupervised while eating or drinking to minimize the risk of choking.

Birthday Policy for Elementary Students

Birthday celebrations in our elementary classes are cherished occasions during our Social and Emotional Learning (SEL) time with the class teacher. To enhance the experience, students gather to sing and celebrate together.

We kindly request that parents do not send in cakes or other birthday items to school.

During these celebrations, each birthday child is honored with a special birthday certificate, recognizing their uniqueness and value within the classroom community. Additionally, a picture of the birthday child is taken and posted on our SEESAW platform, allowing for a virtual celebration and sharing of joy with the broader school community. Birthdays are highlighted on the school calendar, ensuring every student's special day is acknowledged and celebrated by the school community.

Birthdays are highlighted on the school calendar, ensuring every student's special day is acknowledged and celebrated by the school community.

HEALTHY JOURNEY PLAN

Semester 2 Week 3	Introduction to Healthy Food, Food and Energy, and Hydration. Introduce the concept of healthy food and explain why it is important for growth energy, and wellbeing. Students explore how food provides energy for learning and play, and discuss the importance of drinking water to keep the body healthy and active, supporting by simple visuals and class discussion (PPT will be provided).
Semester 2 Week 5	Food Groups (Food Pyramid) Students learn about food groups and the food pyramid during the Science period, identifying the components of a balanced meal.
Semester 2 Week 6	Importance of Fasting and Healthy Eating During Ramadan, explaining the meaning of fasting and how healthy food supports the body during Ramadan (Venue: Library Presented by the school nurses)
Semester 2 Week 7	Healthy Ramadan Plan (Iftar and Suhoor) Students design a healthy Iftar and Suhoor mean plan, focusing on balance, hydration, and nutritious food choices.
Semester 2 Week 13	Zumba Activity. Physical activity session in the gym highlighting the link between healthy eating and an active lifestyle.
Semester 2 Week 15	Fruit Salad Activity. Students bring and prepare a fruit salad in class, reinforcing healthy food choices and hygiene practices.
Semester 2 Week 16	Random Lunchbox Check. Informal lunchbox review to encourage healthy food choices through positive reinforcement.
Semester 2 Week 17	Reflection and Celebration. Each class creates a poster with photos and reflections showcasing their healthy food journey throughout the semester.

STUDENT'S WELL-BEING

At our school, student well-being is our highest priority. We are committed to providing a safe, supportive, and inclusive environment where every student feels respected, valued, and emotionally secure.

Our Commitment

We strive to:

- Promote a positive school climate built on respect, kindness, and empathy.
- Safeguard students' physical, emotional, and social well-being.
- Foster healthy relationships among students, staff, and the wider school community.
- Encourage student voice, confidence, and resilience.

Anti-Bullying Approach

Bullying of any kind, including physical, verbal, social, or cyberbullying, is not tolerated.

To reinforce this commitment, the school:

- Implements a clear anti-bullying framework
- Investigates all reported incidents promptly and fairly
- Provides guidance, support, and restorative measures when needed
- Educates students on kindness, digital responsibility, and respectful behavior

Well-Being Initiatives & Events

Throughout the academic year, the school organizes activities designed to strengthen students' emotional and social development, such as:

- Anti-Bullying Week.
- Mental health & well-being awareness sessions.
- Social-emotional learning activities.
- Character education programs.
- Community-building events.

These initiatives help students develop empathy, self-awareness, and positive coping skills.



ONGOING COMMUNICATION WITH PARENTS

We are committed to maintaining close communication with you throughout your child's journey at our elementary school. This involves sharing weekly planners, monthly newsletters, text message updates, or seesaw announcements to keep you informed and engaged.

Important information will be disseminated through our *Seesaw platform*, ensuring you are up to date with school events and activities.

Our teachers strive to respond to your inquiries within 48 hours, recognizing the value of timely communication. Please understand that TEACHERS may not be available to respond during lesson times as their focus is on the students. For urgent matters, please contact *Ms. Amira* or the school office for immediate assistance.

Parent-Teacher Conference Day

Parent-Teacher Conference Day is a significant opportunity for productive dialogue between parents and teachers regarding your child's progress and development. Please mark this day on your calendar, as it provides a valuable chance to discuss your child's academic and social growth.

Communication Platforms

For attendance records and grades, we utilize the Mognasys platform specifically designed for elementary students. Important announcements, communication, and assignment updates will be shared through the user-friendly Seesaw platform, facilitating seamless interaction between teachers, students, and parents.

We look forward to fostering a strong partnership with you to support your child's educational journey and growth.

ATTENDANCE AND PUNCTUALITY POLICIES FOR ELEMENTARY STUDENTS

Punctuality Policy:

Ensuring the academic success of your child is a top priority for us. It is crucial that your child arrives at school promptly by 7:45 am. Drop-off time is between 7:30 and 8:00 am. If a student arrives late (after 8:00 am), they will not be allowed into the classroom until you have checked in with the reception. Late arrivals will be recorded in our school system.

Students who are consistently late will be reported to the head of Elementary or supervisor. The supervisor will then contact the family to discuss strategies for ensuring their child's punctuality. Our school day ends at 2:40 pm, with the doors opening for parent pick-up at 2:40 pm sharp. Students who are picked up late will be supervised until 3:15 pm.

Early Dismissal:

Requests for early dismissal should be communicated to the supervisor and reception in advance. Each case will be reviewed based on the information provided by the family. It is recommended that families discuss early dismissal arrangements before the requested day.

Attendance Policy:

In case of illness or absence, please notify the school promptly. Upon the child's return, a medical report must be provided to ensure they are ready to resume classes. All absences, excluding illness-related ones, must be approved by the Supervisor. Unapproved absences will be marked as unexcused in our system.

ATTENDANCE AND PUNCTUALITY POLICIES FOR ELEMENTARY STUDENTS

Designated Pick-Up Person Policy for Elementary Students

To prioritize the safety and well-being of your child, we kindly request that you introduce the designated pick-up person to the teacher. This individual could be the child's parent, guardian, driver, nanny, or any authorized family member. For the security of your child, we will only release them to individuals who have been previously cleared by you with the teacher. If there are any changes to the pick-up arrangement, please promptly inform the teacher, the head of elementary, or the supervisor. It is essential that we are informed in advance to ensure your child is released to an authorized person.

Class Assignment Policy

At the elementary level, our primary academic objective is to cultivate a diverse and inclusive learning environment for all students. When formulating class lists, this objective takes precedence. While parents are welcome to express teacher preferences, our overarching goal of diversity and inclusivity guides our decision-making process. We cannot guarantee parental requests for specific teachers. As the academic year progresses, if within three weeks of enrollment, the elementary leadership team identifies that a student's academic needs are not being adequately met, we will engage in discussions with the families and our student services department to determine the most suitable course of action for the child's educational journey.



ATTENDANCE AND PUNCTUALITY POLICIES FOR ELEMENTARY STUDENTS

Uniform Policy

We would like to remind you all about the importance of coming to school in the designated school uniforms.

Wearing a uniform:

- Promotes equality and reduces distractions.
- Enhances school spirit and pride.
- Ensures safety by making it easy to identify our students.

Students are required to wear the standard school uniform on a daily basis. On designated physical education (PE) days, students should wear the PE uniform.



ATTENDANCE AND PUNCTUALITY POLICIES FOR ELEMENTARY STUDENTS

Non-Discrimination Policy for Elementary School

At SAIS-Abu Dhabi, in alignment with the Elementary Department's values, we are dedicated to fostering an educational environment that upholds cultural importance by promoting tolerance and respect for all individuals. Discrimination, including racism, intolerance, and prejudice based on factors such as race, color, religious creed, national origin, gender identity, disability, status, or age, will not be tolerated within our school community.

SAIS-Abu Dhabi prohibits all forms of discrimination, harassment, bullying, and retaliation against any of its students. Such behaviors contradict the school's mission and its commitment to providing equal opportunities in education. bullying, whether verbal or physical, that targets characteristics protected by law, including but not limited to race, color, religious creed, national origin, gender identity, disability, or age, is strictly prohibited and violates UAE laws.

This policy extends to all school-related activities, including events, trips, sports activities, and other school-connected gatherings. Any form of retaliation against individuals who report discrimination or harassment, or cooperate in related investigations, is unlawful and will not be condoned.

SAIS-Abu Dhabi treats allegations of discrimination, harassment, hate crimes, and retaliation with seriousness and will promptly address any complaints received. In cases where behavior violating the law and this policy is identified, immediate action will be taken to eradicate such conduct. Corrective measures, including disciplinary actions as warranted, will be implemented, which may involve school-related consequences in accordance with the school's code of conduct.

Additionally, SAIS-Abu Dhabi explicitly prohibits bullying, as outlined in the Bullying Policy section of the school's code of conduct. We emphasize the cultural significance of tolerance and mutual respect within our diverse elementary school community.

GUIDING PRINCIPLES FOR BEHAVIORAL EXPECTATIONS

Positive Discipline Policy

At our elementary school, we place a strong emphasis on fostering a culture of respect for each individual student. Our students are encouraged to develop understanding, independence, and self-control. Through exploration, experimentation, and testing the boundaries of their environment, students learn to navigate the consequences of their actions. This process helps them grasp how the world operates, recognize their own limitations, and learn appropriate assertiveness. In a nurturing and positive atmosphere that offers support and understanding, students acquire self-control and a deeper understanding of the world around them, facilitating their journey toward independence.

We embrace students as they are, understanding that development is a continual growth process, with each age and stage presenting unique characteristics, challenges, and needs. Behavioral guidance is considered a fundamental aspect of teaching and learning. Through positive behavior guidance and role modeling, our staff assists children in developing a positive self-image and engaging in responsible behaviors.

- Expectations are tailored to suit each student's developmental stage, clearly communicated to ensure understanding of requirements.
- Fostering a positive environment that nurtures and encourages desirable behaviors among students.
- Teachers exemplify appropriate behavior as role models.
- Recognition and encouragement of students' efforts to boost their self-esteem.
- Providing students with options to effectively turn negative circumstances into positive ones.
- Utilizing natural and logical consequences to inspire students to be accountable for their actions and make sound decisions.
- Actively promoting and reinforcing positive behaviors like cooperation, assistance, negotiation, and problem-solving.

GUIDING PRINCIPLES FOR BEHAVIORAL EXPECTATIONS

Prohibited Methods of Discipline for Elementary Students:

- Physical punishment, such as spanking.
- Any form of physical gestures indicating disapproval, including shaking, jerking, or squeezing.
- Verbal abuse, shaming, or humiliation.
- Labeling students negatively instead of addressing their behavior.
- Retaliation or mimicking negative behaviors exhibited by students.
- Imposing punitive measures for incidents like soiling, wetting, or toileting issues.

Parent Complaints Policy for Elementary School:

The objective of this policy is to establish clear guidelines and procedures to ensure that parental concerns and complaints are addressed in a professional and organized manner, reflecting an efficient distributed leadership framework.

Parents or guardians are expected to follow the steps outlined below when raising concerns or complaints:

- Parents or guardians can engage with the classroom teacher, the Head of Elementary, or the Elementary Supervisor regarding any concerns related to academic matters, pastoral care, health and safety, or general support.
- The Teacher, Head of Elementary, or Supervisor will document the reported complaints/concerns, initiate an investigation process, communicate with the relevant staff member(s), and provide a response to students/guardians within two working days.
- If the concern remains unresolved, students/guardians have the option to escalate their concerns to the principal for further assistance and resolution.

By adhering to these steps, we aim to ensure that parental concerns are addressed promptly and effectively, fostering a collaborative and supportive relationship between the school and families.

SCHOOL BAG POLICY



SAIS Abu Dhabi promotes student well-being by ensuring that no student carries a school bag exceeding 5-10% of their body weight. All staff are responsible for implementing procedures that monitor, record, and reduce excessive bag loads in line with ADEK compliance requirements.

Grade	Max.Backpack Weight*
KG1	Not Exceed 2 KGs
KG2	
Gr1	
Gr2	
G3	
G4	Not Exceed 3 to 4.5 KGs
G5	
G6	
G7	Not Exceed 6 to 8KGs
G8	
G9	
G10	Not Exceed 10 KGs
G11	
G12	

*Source: Maximum school bag weight calculated based on the WHO Child Growth Chart and ADEK Guidelines.

ELEMENTARY DEVICE USAGE RULES



Dear Parents,

As part of our learning program, we will be using several educational platforms across the subjects we teach. Students will be receiving their accounts soon, and we want to ensure that the use of devices remains strictly for educational purposes only.

To help us maintain proper use, the following procedures will be applied in classrooms:

- Each class will have a clearly labeled device box placed next to the teacher's desk.
- Students will place their iPads in the box every morning upon entering the classroom.
- Devices will only be distributed when required for a lesson and returned immediately afterward.
- iPads are not allowed to remain in student bags, even if not in use.
- Students are not permitted to use devices unattended or access any website/application without the teacher's explicit instruction.
- Additionally, the school has taken further measures to ensure a safe learning environment: access to games, apps, and social media has been blocked on the school's Wi-Fi network.

By applying these strategies, we aim to ensure that iPads are used responsibly and effectively to support student learning.

Best regards,

Ms, Crystel Zakoyan
Head of Elementary Department
SAIS Abu Dhabi

CURRICULUM OFFERINGS FOR ELEMENTARY STUDENTS

Academic Offerings in Elementary

- literacy
- numeracy
- phonics (grade 1-2)
- STEAM
- PBL
- Class assemblies
- educational trips
- theme days
- competitions



CURRICULUM OFFERINGS FOR ELEMENTARY STUDENTS

- The Elementary curriculum is aligned with the California Common Core State Standards (CCSS) for English Language Arts and Mathematics, the Next Generation Science Standards (NGSS) for Science and STEAM, and the Ministry of Education (MoE) curriculum for Arabic, Islamic Studies, and UAE Social Studies.
- Our teaching and learning practices are carefully structured in accordance with these standards and the integrated curriculum scope and sequence. They are reviewed on a termly and annual basis to ensure continued alignment with the National Agenda, the Cultural Consideration Policy, and ADEK recommendations.
- We adopt an adaptive and student-centered learning approach that promotes cross-curricular connections, ensuring lessons are meaningful, integrated, and holistic. Instruction is guided by ongoing assessment data, students' language acquisition levels, and individual learning styles. This allows us to effectively support each child's academic achievement, personal growth, and overall development across all subject areas.



CURRICULUM OFFERINGS FOR ELEMENTARY STUDENTS

Our core subjects provide students with a strong academic foundation and essential lifelong skills:

- **English Language Arts:** Develops reading, writing, speaking, and listening skills. Students build comprehension, vocabulary, grammar, and effective communication through engaging and meaningful learning experiences.
- **Mathematics:** Focuses on problem-solving, logical reasoning, and conceptual understanding. Students learn to apply mathematical thinking to real-life situations.
- **Science:** Encourages curiosity and inquiry through hands-on investigations and exploration of scientific concepts. Students develop critical thinking and analytical skills.
- **Arabic, Islamic Studies, and UAE Social Studies (MoE Curriculum):** Strengthen students' language proficiency, cultural identity, moral values, and understanding of national heritage in alignment with Ministry of Education requirements.
- **Art :** The Art program nurtures creativity, imagination, and self-expression. Students explore a variety of artistic techniques and materials while developing fine motor skills, visual awareness, and confidence in presenting their ideas.
- **Music :** Our Music program fosters an appreciation for rhythm, melody, and performance. Through singing, movement, and instrumental activities, students enhance coordination, listening skills, and creative expression while building confidence and teamwork.
- **Physical Education (PE):** Physical Education promotes fitness, coordination, teamwork, and healthy lifestyle habits. Students participate in structured activities and sports that develop motor skills, resilience, sportsmanship, and cooperation.
- **Swimming :** Swimming classes build water confidence, safety awareness, and essential swimming techniques. Students develop endurance, coordination, and strength while learning important life-saving skills in a safe and supervised environment.

AFTER-SCHOOL ACTIVITIES

Our After-School Activities program provides students with opportunities to explore their interests, develop new skills, and build confidence beyond the regular school day. These activities promote teamwork, creativity, leadership, and personal growth in a supportive environment.

We currently offer:

- **Drama Club:** Encourages creativity, self-expression, and confidence through acting, role-play, and performance activities.
- **Qur'an Recitation:** Supports students in improving their recitation skills, pronunciation (Tajweed), and understanding in a structured and respectful setting.
- **Swimming:** Enhances water safety, stamina, and swimming techniques under professional supervision.
- **Basketball:** Develops teamwork, coordination, discipline, and sportsmanship.
- **Football:** Builds physical fitness, strategic thinking, and collaboration skills.
- **Art Club:** Allows students to explore creativity through various artistic techniques and projects.
- **Gymnastics:** Improves flexibility, balance, strength, and body coordination.
- **Homework Club:** Provides structured time and guidance for students to complete assignments and strengthen their understanding of daily lessons.

Our after-school program is designed to support the holistic development of each child while allowing them to discover and pursue their passions in a safe and engaging environment.





Sharjah American
International School



THANK YOU