

Health and Safety Policy

Written by	Admin Officer & School Counselor	Reviewed by	VP	November, 2022
Approved by	Principal	Next Review		November, 2023

General Policy Statement on Health & Safety Management

The school fully endorses the policy to provide and maintain safe and healthy working conditions, equipment and systems of work for all its staff, students and visitors. To this end, information, instruction, training and supervision are provided as necessary.

Responsibility is also accepted for the safety and health of other people who may be affected by the schools' activities, as far as reasonably practicable. The allocation of safety- related duties, the particular arrangements made to implement this policy and the way in which the policy is to be monitored, is set out below.

A copy of this statement will be made available to all staff and students via the school website. The policy will be kept up to date to take account of changes in the schools' activities. To ensure this, the policy and the way in which it has operated will be reviewed when necessary and confirmed by the Principal of the School.

The Responsibility for Carrying Out the Policy

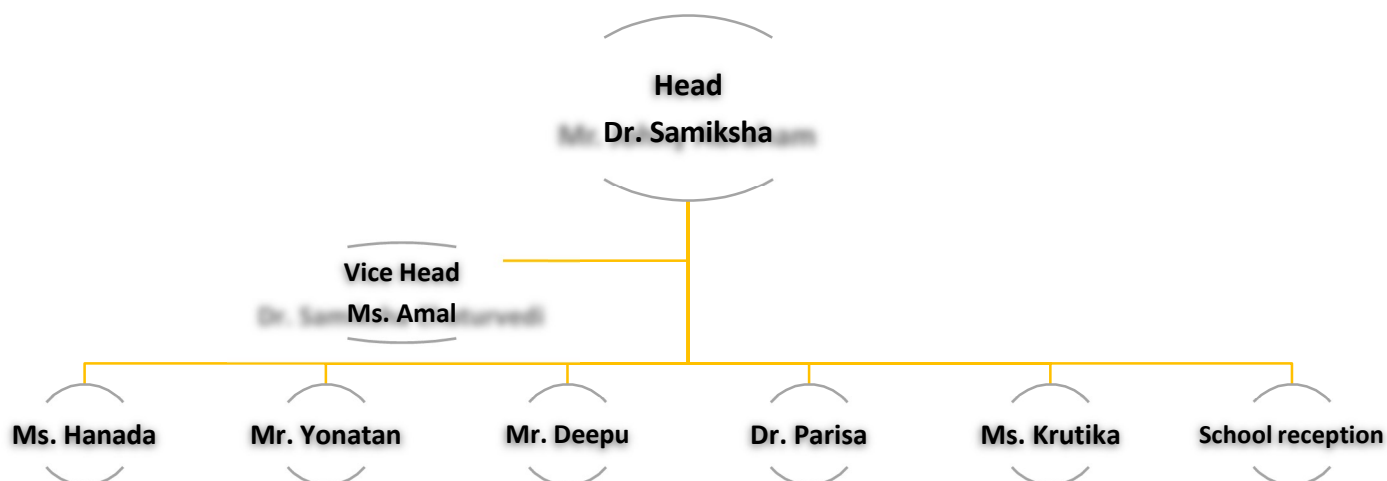
The responsibility to carry-out the Policy for safety and health in the school lies with the Principal of the School. Successful management of safety and health can only be effectively achieved when the participation of staff at all levels in the school is built into all its processes for identifying and controlling risk. For routine safety and health matters the line of responsibility follows the normal managerial lines in the school.

All members of the school have a responsibility to co-operate with their colleagues to achieve a safe and healthy workplace, and to take reasonable care of themselves and others. They are required to work in accordance with this policy and associated procedures.

Responsibilities extend beyond minimum compliance with statutory obligations; there is a responsibility to encourage good practice and due concern. Whenever a member of this School notices a safety or health problem that he or she is not able to put right, it must immediately be reported to a person in authority.

The school COVID-19 Task Force

The school team, which will be responsible for deciding on, and overseeing all health and safety measures during the reopening phase. This team will be responsible for conducting the school's risk-assessment and for ensuring the effective implementation of the school's reopening operational plan.



رؤيتنا: إعداد طلاب بمهارات القرن ٢١ ليكونوا مواطنين يتحملون مسؤولية بناء مجتمعهم ويحافظوا على هويتهم

Our Vision: To inculcate and develop 21st century skills in students and enable them to become productive and responsible citizens.

Sections COVID-19 Task Force

KG Section	Primary Section	Senior Girls Section	Junior Boys Section	Senior Boys Section
Ms Ghada Hamed Section TF Head	Ms Diana Oudeh Section TF Head	Ms Yasmin Shehada Section TF Head	Mr Hammoud Wardi Section TF Head	Mr Ali Kashef Section TF Head
MS. Health & Safety Officer	MS. Health & Safety Officer	MS. Health & Safety Officer	Mr. Health & Safety Officer	Mr. Health & Safety Officer
MS. ... Building & Facilities Officer	MS. ... Students Affairs	MS. ... Students Affairs	Mr. ... Students Affairs	Mr. ... Students Affairs
MS. ... Students Affairs	MS. ... Building & Facilities Officer	MS. ... Building & Facilities Officer	Mr. ... Building & Facilities Officer	Mr. ... Building & Facilities Officer

Responsibilities:

- Responsible for all the precautionary measures for schools' reopening.
- Use this manual to conduct a risk assessment and ensure that the school readiness
- Responsible for the designated isolation room within the school premises.
- Must listen to all members and partners, and collaborate to ensure that the school remains a safe environment for all.
- Continuous monitoring, gaps or challenges in following up the guidelines must be identified and addressed immediately.
- Handling any emergency health situation.
- Following up and monitoring the implementation of health and safety procedures.
- Conducting all necessary trainings for students and staff.
- Disseminating awareness information to parents and other concerned stakeholders.
- To ensure all health and safety guidelines prescribed in this document and/or assigned by concerned health authorities, are in place prior to School reopening.
- To ensure effective communication, risk assessment and training are in place to handle all possible scenarios.
- Make sure to assign a staff member holding a current certification in pediatric first aid in KG and Primary Section.

Key point:

As time goes by, students, teachers, parents and School staff members might feel safe and become less cautious in following rules and guidelines. Feeling safe is great, however, it is extremely important that everyone continues to be cautious and follow the guidelines, until told otherwise from the concerned authorities in the UAE.

Consultation for Health & Safety

All members of the School are encouraged to raise concerns about safety and health with appropriate managers or supervisors. Additional formal consultation will take place through the School Safety Committee. The membership of the School Safety Committee shall consist of the Head of School, Administrative Officer, Building Warden, First Aid Officer and Student Representative. The Committee shall be chaired by the Head of School, or his nominee, and shall meet quarterly each year. Minutes of meetings shall be made available to all members of School staff via email. The primary role of the School Safety Committee is to advise the Head of School on the implementation of matters relating to safety and health in the local area. This will be achieved by:

1. Consideration of reports on such matters as accidents and other incidents, safety inspections, and reports from those with delegated safety duties;
2. Assisting in the development of safety rules and safe systems of work;
3. Advising on the safety content of information and training for staff and students;
4. Monitoring of this policy.

Safety Training New Staff

The immediate manager or supervisor will ensure that all new members of staff are inducted for safety and health as soon as practicable, by using the guidance, Safety and Health Office checklist and School checklist as a framework. Records of induction should be kept.

New students will be informed about the same points as part of their introduction to the School. Students should also be made aware of the student guide to safety and health produced by the Supervisor & Teachers.

The need for specialist training should be identified by Managers and Supervisors. All requests for such training should be directed to either the Head of School or the Administrative Officer. Members of the School will not be expected to undertake any procedure for which they have not been adequately trained.

Risk Assessments

There is a legal requirement to assess risks. Where these are found to be significant, the assessment must be written. It is the responsibility of Leaders and supervisors to satisfy themselves (while not necessarily examining every assessment) that risk assessments are:

1. Conducted
2. Completed to a consistent and reasonable standard
3. Relate to the actual work being undertaken
4. Reviewed
5. Supported by adequate and appropriately maintained records

It is the responsibility of persons in control of areas or activities to ensure risk assessments are carried out. A general risk assessment form listed below as Risk Assessment Form. There are five principal steps in the process of carrying out a risk assessment. These are to:

1. Look for the hazards, ignoring the trivial and concentrating only on significant hazards, which could result in serious, harm or effect several people.
2. Decide who might be harmed and how, thinking about people who may not be in the workplace all the time, e.g., Cleaners, Visitors and Contractors.
3. Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or more should be done.
4. Record your findings.
5. Review your assessment on a regular basis.

For example: If a laboratory procedure is carried out frequently the risk assessment only needs to be undertaken once. A single risk assessment will cover the procedure being repeated over and over again. However, eventually you will need to review your assessment in the light of changes in substances and procedures that could lead to new hazards. In an office environment, changes may be made to the layout and/or introduction of new electrical equipment i.e., kettle, heaters.

Electrical Safety

The following arrangements for electrical safety apply to all electrical equipment in use in the school, including personal items.

Only electrical equipment that is properly installed and maintained are used in School. The indication that equipment has been properly maintained is that a label is attached to each item bearing a date after which it should no longer be used. This also applies to personal equipment held by staff. For example, a lamp, coffee percolator, overhead projector, etc. Items not bearing such a label, or where the date on the label has been passed, should be withdrawn from use and given to the appropriate manager or supervisor. No personal electrical equipment other than the phone/laptop chargers are allowed in School.

All portable appliances are regularly inspected, tested and tagged. All members of the school should routinely check that their electrical appliances are not damaged and that there are no obvious signs of misuse such as damaged or discolored plug tops and worn cables.

Any item that becomes faulty should be taken out of service and labelled and either discarded or sent for repair by the person in charge.

Equipment and furniture should be sited so as to avoid the need for leads to trail across floors. Where these cannot be avoided, proprietary rubber strips should be used to reduce the risk of tripping. The use of socket adaptors should be avoided wherever possible. Only power boards with individually switched outlets and overload protection are permitted. Extension leads are seen as temporary measures to be used only until additional socket outlets have been provided.

All power consuming equipment such as lights, projectors, computers etc. are to be switched off immediately after use. School equipment held off-site will be included in periodic inspections and the holder being responsible for bringing it into the school.

Not Enrolled Children

Under any circumstances, if children who are not enrolled, but brought into school premises, must be under immediate and close supervision of a parent or guardian at all times. They are not permitted in any area other than the reception. No staff is allowed to bring their children or siblings to School without prior written permission from Principal, if they are not registered with the school.

Use of School Services & Facilities

Textbook & School uniforms distribution

- Textbooks and notebooks for the new academic year will be packaged and sanitized.
- Ministry books will be distributed later. School will inform parents as soon as we receive them.
- School will inform Parents about the school uniform during the Parent Orientation.
- No books will be taken back and hence, parents are requested to check if they have received correct books as per the checklist before leaving the counter.
- No return of books will be accepted, even if there is a change of stream or elective or any combination subjects. In this regard, parents are asked to ensure that they have complete understanding of the streams, elective subjects etc. of their child, before collecting books from school. If parent need to consult with school on this, they may write to counsellor@easuae.com or speak to the School Counselor on 0525980552.
- Once the books are collected, parents are requested to instruct their children to keep the books in their own custody and refrain from any sort of sharing of books or stationery to avoid the spread of contamination.
- Parents can collect the books on the same day after presenting the payment receipt. For Fee related matters, you may call on 06 5092727 or 0508703255 and speak to the accountant.

Registration & Admissions

- Registration should be encouraged to be completed online. If necessary, registration visits should be based on an appointment.
- Visits will not be allowed during drop-off, pick-up, and break time to avoid having the visits during children crowding time.
- Appointments must be made in advance via the main reception for face-to-face meetings. These meetings will be planned after School hours when students have left the school premises.
- A log will be kept.
- Online payments are encouraged.

Student Affairs

- School will conduct continuous awareness sessions to all students to ensure that they are aware of all health and safety School protocols and measures.
- All students will be briefed on their academic program and plans prior at the beginning of the academic year. It is essential that students understand how the school schedule will differ compared to the regular schedule.
- Students must be aware of their roles and responsibilities during the reopening phase.
- School will provide counseling and support programs through the School Counselor in partnership with specialized partners.
- School will continue to provide academic support programs for students to ensure that they have the skills and knowledge necessary for them to complete their learning.

Extracurricular activities

- Activities are a very important part in student life. It is very important that students understand the safety precautions and all students must listen to the instructors for information regarding safety.

Safety in the Use of Computer Workstations

“Working Comfortably with Computers” and note that the same principles of adopting correct posture at the computer applies to lap tops as well as desk tops. Be aware that if you are working from home, you should also apply the same principles.

It is warranted that you switch off all computers and overhead projectors after use to prevent overheating hazard and to save power.

Safety in Laboratories, Swimming pool, Gym and Play areas

It is the duty of Supervisory academic and technical staff to familiarize themselves with the safety and health legislation and Codes of Practice which are relevant to the work being undertaken in their area of responsibility and to ensure that other members of staff and students comply with these requirements.

- Practical lessons will go ahead and equipment will be cleaned thoroughly.
- Cleaning procedures check list will be available for practical/laboratory lessons.
- Safe methods of working exist and are implemented.
- Staff, Students and others under their supervision are instructed in safe working practices.
- New employees working within their School are given instruction in safe working practices.
- Regular safety inspections are made.
- Positive, corrective action is taken where necessary to ensure the safety and health of all Staff, Students and others.
- Toxic, hazardous and highly flammable substances are correctly used, stored and labelled.
- They monitor the standard of safety and health throughout the section in which they work, encourage staff, students and others to achieve the highest possible standards of safety and health and discipline those who consistently fail to consider their own well-being or the safety and health of others.
- All signs used meet the statutory requirements.
- They report, as appropriate, any safety and health concerns to the appropriate person in authority. All work will be conducted in accordance with the School's Safety and Health Policy and any specific Codes of Practice relating to particular activities standards.

USE OF SCHOOL TOILETS

Students:

- Students must use the toilet facility only when genuinely needed and must not spend extra, unnecessary time in the washrooms.
- Students are not permitted to use electronic devices in the washroom for any purpose: calling, photography, and videography.
- Students must not vandalize the toilets by damaging facilities or writing graffiti anywhere in the toilet premises.

Staff:

- To keep all toilets open and available to children and staff throughout the school day.
- To allow children access to toilet facilities at all times with permission from an adult.
- We recognize that toilet needs are highly individual and do not conform to regimental timetables.
- To ensure that the toilet and washroom facilities are suitable for the range of anticipated users, including children with disabilities and special needs.
- To ensure the toilet and washroom facilities cater for the needs of all children from ethnic and religious communities, and ensure these needs are met in a sensitive, informed and appropriate manner.
- To ensure that the toilet facilities provide visual privacy for users.
- To ensure that all toilet areas have properly maintained supplies, at all times, of water, soap, hand drying facilities and toilet tissue, provided at a convenient height.
- To encourage children to leave toilets clean after use thus showing respect for others.

Using Other School Facilities

- Certain types of play sections/areas will be closed upon receiving instructions from authorities (i.e., dress up sections, indoor soft play areas, reading corners with soft furniture).
- Open areas will include furniture and equipment that is easy to clean.

Maintenance Plan

Emirates American School realizes that an essential component of an effective School program is a well-conceived School facilities maintenance plan. A properly implemented plan provides School administrators comfort and confidence when contemplating the future of their campuses. A comprehensive facility maintenance program is a School's foremost tool for protecting its investment in School facilities.

The objective of the EAS Facilities Maintenance Plan is to provide a clean, orderly, safe, cost-effective, and instructionally supportive School environment that contributes to the school mission of educating our children to meet the intellectual, physical, and emotional demands of the 21st century.

Reasoning

School requires a safe, well-maintained working and educational environment. Regular planned preventative maintenance activities must take place, in line with relevant authority requirements.

Objectives

- 1) Resource management
- 2) Providing a safe environment for students and staff
- 3) Creating a physical environment that is conducive to learning.

The success of the facilities maintenance plan is contingent on:

Administrators who:

- ❖ recognize that facility maintenance contributes to the physical and financial well-being of the organization
- ❖ understand that School facility maintenance affects building appearance, equipment operation, student and staff health, and student learning
- ❖ appreciate that facility maintenance requires funding
- ❖ acknowledge that strategic planning for facilities maintenance is a team effort that requires input and expertise from a wide range of stakeholders
- ❖ coordinate facility maintenance activities throughout the organization
- ❖ demand appropriate implementation and evaluation of facilities maintenance plans

Facilities staff who:

- ❖ understand a wide range of facilities operations and issues
- ❖ receive training to improve their knowledge and skills related to facilities maintenance
- ❖ educate School administrators about facility operations
- ❖ teach other staff how they can help with facilities maintenance
- ❖ cooperate effectively with policy-makers and budgetary decision-makers
- ❖ appreciate that facility maintenance decision-making is influenced by instructional needs

Teachers who:

- ❖ recognize that facilities maintenance supports student learning
- ❖ educate students about how to treat School facilities appropriately
- ❖ communicate their expectations for facilities as they relate to enhancing student learning
- ❖ treat facilities with respect

Students who:

- ❖ see School facilities as their learning environment
- ❖ treat facilities with respect

Parents and community members who:

- ❖ recognize that School facilities are the training grounds for future citizens and leaders
- ❖ respect decision-making regarding School facility use and maintenance
- ❖ contribute to School facility maintenance decision-making as requested
- ❖ consent to the financial obligations associated with good School facility maintenance

Levels of Responsibility

- 1) The Admin Officer reports to Principal for the maintenance of grounds, buildings and other School assets; and for approval of the maintenance budget.
- 2) The Admin Officer is responsible for the development of the Annual Maintenance Plan and the Assets Register
- 3) Recommendations for major upgrade expenditure are to be included in the formulation of the School annual budget for Management Board approval.
- 4) The Admin Officer delegates responsibility for all maintenance activities to the Maintenance Staff / Contractor.
- 5) This plan is to be read in conjunction with relevant policy documents including the School Workplace Health and Safety Policy and the Risk Management Policy.

Maintenance Projects Plan

The projects can be categorized in the following areas:

- Reactive/Emergency Maintenance
- Routine Maintenance
- Preventive Maintenance Programs
- Responsive Maintenance
- Long Term Maintenance



رؤيتنا: إعداد طلاب بمهارات القرن 21 ليكونوا مواطنين يتحملون مسؤولية بناء مجتمعهم ويحافظوا على هويتهم

Our Vision: To inculcate and develop 21st century skills in students and enable them to become productive and responsible citizens.

Reactive/Emergency Maintenance Projects:

- 1) Reactive or Emergency Maintenance Projects will continue. Although “breakdown” maintenance is necessary, the objective will focus on Preventive Maintenance Programs in an effort to reduce such reactive or emergency type projects translating to an organized reduction in maintenance expenses.

Routine Maintenance:

- 1) The School Service Staff are responsible for the day-to-day cleaning of School buildings.
- 2) Admin Officer audits the School premises in Term 1, Term 2 & Term 3 to make recommendations. After the approval from the Management responding to the recommendations.
- 3) The School maintenance/grounds person is employed to remove rubbish, cut grass, trim trees overhanging buildings, tend gardens and assist with constant upgrading of School grounds, including landscaping.
- 4) The AC maintenance staff is responsible for maintaining normal temperature of 25° C all around the premises and also doing all the periodic required tests, maintenance and cleaning based on the procedure.
- 5) The Swimming pools are cleaned, backwashed and done chemical dosing three times in a week.
- 6) Maintenance staff are responsible for the following:
 - Locks, excluding work that must be carried out by a professional locksmith.
 - Supply and fitting of light tubes and globes.
 - Replacement of castors on chairs.
 - Regular inspections of gutters and down pipes.
 - Cleaning of silt and acid traps.
 - Checks of security fences and minor repairs as required.
 - Soft fall areas in playgrounds/ovals to be maintained at a safe depth.
 - Repainting of signs/blackboards.
 - Movement of furniture, whiteboards, blackboards and notice boards.
 - Minor repairs to classroom fans.
 - Classroom comfort features.
 - Additional bells and sirens.
 - Repair of insect screens.
 - Minor repairs to furniture and equipment.
 - Minor wall, ceiling and door repairs.
 - Cleaning of minor graffiti immediately it appears.

- Re-screwing of internal door hinges.
- Replacement of clock batteries.
- Minor landscaping maintenance.
- Replacing tap washers.
- Replacing signs.

Preventative Maintenance:

The Administrative Officer is responsible for arranging the following:

- Annual checking of electrical equipment by professional trades people.
- Annual pest control treatment.
- Tests of alarm systems and smoke detectors are arranged in Term 1 & Term 3.
- Bi-annual filter checks and cleaning for air-conditioning units.
- Bi-annual checking of air-conditioning via maintenance contract with professional tradespeople.
- Annual inspection of ceiling, floors, paving, plumbing, internal painting, door hinges, hooks and locks.
- Annually microwave testing
- Bi-annual fire equipment testing and repairs / replacement.
- Bi –annual RCDC testing and repairs / replacement.

Responsive Maintenance:

- There will always be maintenance emergencies that need to be attended to.
- Maintenance request form is given to all School Staff.
- School staff must make requests for maintenance through the maintenance request form.
- A direct approach to the Maintenance Staff will be ignored.

Long Term Maintenance:

Protection of the School's assets and safety of School staff and students requires a regular cycle of upkeep of School buildings, grounds, plant and equipment. This includes checking:

Every 2 years:

- Replacement of glass where necessary.
- Powder coated finishes where necessary.
- Furniture replacement where necessary.

Every 5 years:

- Internal painting if required.

Every 10 years:

- External painting if required.
- Replacement of floor coverings if required.
- Replacement of notice boards if required.
- Replacement of guttering if required.
- Replacement of electrical wiring if required.

Every 25 years:

- Roof refurbishment/replacement if required.

General Office Safety

For routine office activities, with low risk of injury, no formal assessment of the work is necessary. Non- routine office activities should be assessed, and where any significant hazards are identified, the results of the assessment should be recorded. A copy of the office safety checklist is available from the Health and Safety Office and individuals should use this to check the safety of their own office accommodation and listed below as Class room check list. Problems identified should be reported in the normal way.

Falls are the most prolific cause of injury in offices, accounting for almost half of all office injuries. Next come the handling and lifting of goods, materials and equipment, followed by stepping on, or striking against things; falling objects; machinery; transport; and the use of hand tools. Training in safe handling and lifting is available for any staff likely to lift equipment with any regularity. The maintenance of high standards of general housekeeping in offices goes a long way to preventing injuries. Care should be given to the general layout and storage of items to minimize the possible hazards. Particular attention should be given to: the condition of floors and floor coverings; trailing leads; storage of items, particularly heavy ones, on shelves above shoulder height; safe methods of reaching up.

Visitors and Contractors

Visitors to the School should be asked to report to the reception. The member of the unit who the visitor wishes to see will be telephoned from the reception and asked to report to the reception to meet their visitor and subsequently accompany them in the unit.

The planning and undertaking of building, alteration and repair work, and the installation and maintenance of any equipment, by persons from outside the school will be adequately controlled to ensure the safety and health of members of the school. The contractors must follow the safety guidelines as per the contract and as per those applicable to the Visitors.

- Any staff who wishes to meet a parent or visitor must inform the Supervisor and should have taken prior written permission, if it is not a notified meeting.
- For notified meetings such as PTM, parents are allowed to enter the approved areas only.
- Staff are not allowed to take any outside personnel inside sections or classrooms without written approval from Principal.
- No staff is allowed to bring their children, siblings or relatives and friends to School without prior written permission from Principal, if they are not registered with the school.
- No visitor is allowed to enter the accommodations of the service/security staff without written permission from the Admin Officer.

COVID-19 Special safety measures for contractors

- All non-essential support and maintenance service providers will be entering Schools after School hours; when all Students, Teachers and Support Staff are not present.
- Contractors must advise the school of suspected cases and sign a declaration of understanding prior to entering the school site that this information will be shared immediately.
- Any suspected cases will not enter the school campus. Any confirmed cases will have to go through the track and trace protocol before other team members, who have been working with this person, are allowed back on-site.
- Complete record of temperature checking for visitors, contractors and sub-contractors will be maintained with all personal details.
- Sign in and sign out process, waiver forms to be signed before return to School, staff who have travelled will have to go through isolation protocol as per the applicable governmental rules.
- Pre-approval of subcontract staff signed off by the School Facility Manager prior to entering the school campus, with a minimum of 48 hours' notice.
- Maintenance work or deliveries should happen after the schools' opening hours. Proper precautionary measures will be applied especially for pick up or drop of items by designating a specific location and following a contactless process.
- Regular cleaning and sanitizing of AC systems must take place.
- All maintenance teams will adhere to the requirements determined, this includes, daily temperature checks, PPE requirements, hand washing standards etc.

Food Policy

At Emirates American School, we believe that healthy eating should be promoted as an enjoyable activity, as well as one that contributes to good health. We believe it is the schools' role to develop pupils' abilities to make informed food choices, in a way which acknowledges and respects the eating habits of individuals and families.

- The school will provide facilities for pupils bringing in packed tiffin and ensure that drinking water is readily available at all times.
- The school will work with the pupils to provide appropriate eating arrangements.
- The school will work with parents to ensure that packed lunches abide by the standards listed below.

We recommend packed tiffin should include:

- At least one portion of fruit and one portion of vegetables every day.
- Source of non-dairy protein (e.g., lentils, kidney beans, chickpeas, hummus and falafel) every day.
- Dairy food such as milk, cheese, yoghurt, custard everyday
- Water, fresh fruit juice, yogurt.

We recommend packed tiffin should not include:

- Snacks, such as crisps.
- Confectionery, such as chocolate bars, chocolate-coated biscuits and sweets. Cakes and biscuits are allowed but encourage your child to eat these only as part of a balanced meal.
- As part of our commitment to promote healthy eating, all children are encouraged to bring fruit or vegetables for playtime. We participate in the School Fruit and Vegetable Scheme which provides children in Kindergarten and Primary stage with a daily fruit or vegetables. Class Teachers will plan this into the school day at an appropriate time for their children.

School Canteen:

School takes extra care to select renowned and established Caterers to run School Canteens for both boys and girls every year. Municipality approved food items are sold in the canteen. The school ensures highest standards of hygiene in and around the canteen. Samples of every item of food meant to sell in the canteen are kept in the School Clinic every morning for verification of the food value and for the purpose of inspections from the Municipality.

Outside Food:

- Ordering food from outside is not permitted.
- Cake cutting and distribution in class during birthday is not permitted.
- No staff or any outside person is authorized to distribute any edible items to students or staff. If any such person wants to do so, must take written permission from Principal. A copy of this must be given to the Admin Officer before any such food is brought into the School premises.
- Food brought by parents or outside organizations to School for the students or staff is not allowed unless prior permission from the Principal is taken.

School will not be responsible for any mishap due to any food items ordered by any staff without the written approval from the Admin Officer. The School has a Municipality approved Canteen and members of the staff are allowed to bring their own food or may avail the canteen facilities. Any food supplied by any external source is prohibited. Also staff must restrain from ordering food from outside for safety reasons. If an order is to be placed, it must be with the above said approval only. Security guards and Supervisors should take note of any offence and report immediately to the Principal to avoid unwanted circumstances which may even lead to food poisoning etc.

Do not leave any valuable personal belongings like original certificates, jewelry or documents in the School. The School will not be responsible unless informed in writing with acknowledgement to keep the belonging in safe custody of the Admin Officer. For any reason, do not bring any personal belongings like small furniture, stationaries, electronic products, toys etc. If in any such urgent cases, need to take prior approval from the Admin officer. The MOE has warned and prohibited use of individual Electrical appliances in the Staff room.

Break times, Food and Nutrition

- Pre-selected and pre-packed lunch service, with no live cooking taking place at School.
- Clear signs and markings for students to identify break places
- Encourage students to bring healthy food from home while alerting them not to share it with others.
- Teachers to supervise to ensure that children do not share food.
- Vending machines are allowed
- Students are required to wash hands with soap and water for at least 20 seconds before and after mealtimes.
- Banning common food and buffets in the dining hall/canteen.
- Food suppliers are required to comply with health requirements
- Performance and health and safety standards of all vendors and contractors must be monitored daily.
- Staff must bring in their own food and drink.

Transportation

Transportation manual was developed to assist in understanding the School bussing system throughout our division. It provides an overview of specific responsibilities within that system.

Within broad guidelines established by the School Management, the responsibility for the School bus transportation system is delegated to the Admin Officer and members of his staff. The School has also adopted several specific policies relating to School bus discipline, emergency procedures, and the like, but it is stressed that a safe and successful transportation operation requires the cooperation and understanding of students, parents, bus drivers, School administration and School Management.

This manual is published in order that students, parents and all other concerned with the safe operation of the bussing system have the opportunity to become aware of the major factors and interlocking responsibilities which combine to provide a safe and adequate School bus service.

General and Legal:

1. The MOE authorizes School Management to provide transportation and the School has chosen Bright Bus Transport Company to operate the School bus transportation service system for the convenience of students and parents in the Regional Areas. Therefore, the authority to establish rules and procedures governing that School bus system rests with the School Management.
2. Students who choose to jeopardize the safety of the bus or fellow passengers may lose their right to access the transportation system.

SECTION- I

GENERAL ADMINISTRATION & OPERATION OF TRANSPORTATION SERVICES:

Day-to-day administration of all School bus services is the responsibility of the Transportation Department of the School Board Office. School buses in your division are managed by the Transportation coordinator. Questions or problems relating to specific bus routes should be referred to the Transportation coordinator.

SECTION-II**Responsibility of the Parent(S) or Guardian:****1. General:**

Parents will play the key role in influencing their children in all aspects of safety, at home, at play, and going to and from School. This is particularly true of younger children.

2. Parents can promote School bus safety in the following ways:

- Go over with and discuss with your children the contents of this booklet, particularly the responsibilities of the students.
- Provide extra help and guidance during the first several weeks of School, especially for kindergarten, grade one and grade two students. The children must have a good understanding of the location of bus stops; behavior while waiting for buses, as well as on board; what to do when buses are late, etc. Safety is of utmost importance and should be emphasized by the parents.
- Report any obvious and significant safety problems to the Transportation Coordinator giving specific details as to bus number, date, time, place, etc.
- Remind children that even though all vehicles are required by law to stop when flashers are in operation on a School bus, vehicle drivers are sometimes negligent or careless and do not stop when they should, therefore, children should always proceed across the road with utmost caution.
- Promote an awareness in other drivers that it is a traffic offence to pass **IN EITHER DIRECTION** a stopped School bus with its red lights flashing.

3. What parents should be aware of regarding School bus service:

- Students should be at the bus stop at least 5 minutes before the normal pickup times.
- Parents having problems concerning bus routes or pickup points should be referred to the Transportation Coordinator of the School.
- Parents are responsible for students until they board the school bus and following unloading at their designated stop in the afternoon.
- Parents will be responsible for willful damages to School buses caused by their children.
- When the bus transportation privileges of a student are suspended, under the provisions of School Management policy, School attendance is still mandatory and the parents must make their own alternative arrangements. Transportation Assistance Allowance will not be paid in those circumstances.
- Be aware of School Policy relating to general suspension of transportation services through emergencies, such as inclement weather.
- Provide written note or phone call to the driver, or contact dispatch to relay a message, if your child is to return home by any other route than normal, or is not to ride the bus home at all.

4. Guidelines Regarding Items permitted in the School Bus:

- Only Items required for curriculum are to be transported
- Lunch containers & books - children take care of their own
- Nothing Is Allowed in the Aisles
- No Firearms or Live Animals
- No Skateboards, Golf Clubs, Water Guns, Crazy Carpets, Etc. **

Permission to transport anything not mentioned above must be obtained from the Transportation Coordinator.

Cell phones, Gameboys, Discmans, Laptops, iPods:

- a) Cell phones can be used by students of the bus providing they are on the 'vibrate' mode to ensure the ringing is not a distraction to the driver or other students. The voice volume must be such that it does not distract or disturb others.
- b) Gameboys, Discmans, laptops, iPods, etc., can be used by students providing they are quiet and are not a distraction to the driver or other students.

School Policy Regarding Video Cameras:

- Video cameras may be used in School buses. Buses with video cameras in them will have signage indicating that the bus may be monitored by a video camera
- Emirates Transport has installed video cameras on School buses as a means to deter vandalism and identify student activity that may pose a threat to passenger and driver safety.
- The video footage will not be shared except to the authorized authorities.

SECTION III**Responsibilities of the Student:**

Students riding on the bus must remember they are responsible for their conduct to the bus driver / bus assistant and through him to the principal.

1. The driver / bus assistant is in full charge of the bus and his/her directions must be obeyed.
2. The driver / bus assistant will report any misconduct to the principal of the School concerned.
3. The driver / bus assistant may assign specific seats to students at any time.
4. While the bus is in motion, students must not extend parts of their bodies out of the windows, try to get on or off the bus, or move about within it. All students must be seated and fasten their seatbelts when the bus is moving.
5. Students must not throw paper or other material on the floor or out of the bus windows.

رؤيتنا: إعداد طلاب بمهارات القرن 21 ليكونوا مواطنين يتحملون مسؤولية بناء مجتمعهم ويحافظوا على هويتهم
Our Vision: To inculcate and develop 21st century skills in students and enable them to become productive and responsible citizens.

6. While on the bus, students must conduct themselves in a quiet and courteous manner, showing consideration for the comfort and safety of others.
7. Eating, Scuffling, fighting, and using obscene language on the bus are strictly prohibited.
8. Students causing willful damage to the bus will be held fully accountable.
9. When leaving the bus, students must observe the bus driver/ bus assistant instructions. They are not permitted to cross the road.
10. In extreme cold or inclement weather, or under hazardous road conditions, students must be properly dressed. Parents must also arrange for alternate shelter and care if necessary.
11. Safety of students required to ride on School buses shall not be placed at risk by requiring operation of School buses, or other transportation, during extreme inclement weather or under hazardous road conditions. The responsibility for safety of children who are required to travel on School buses or other School-provided transportation is of necessity shared by the school, its staff, bus drivers and parents. School system staff and bus operators shall exercise their responsibilities in accordance with the guidelines approved by the school.

SECTION IV

Student Conduct on School Buses:

Bus Assistants are an important part of Emirates American School staff. They are responsible for the safety and conduct of the students while they are on the bus. Students riding on a bus are expected to give the bus driver / bus assistant respect, consideration and cooperation, and always and immediately carry out his/her reasonable instructions.

Purpose:

To establish behavioral expectations with appropriate and consistent consequences that promote self-respect, respect for other and property.

Guidelines & Procedures:

- a) If a student chooses to break a rule, the following processes may be applied:
 - Student warned by bus assistant
 - Student assigned designated seat; parents called
 - Principal, parent, student, bus assistant conference
 - Suspension of bus privileges for designated period of time; parents notified and made responsible for transportation

- b) If, in the opinion of the bus assistant, the student's behaviour is sufficiently negative to warrant, the bus assistant may step outside of this process and refer the student to the principal for appropriate disciplinary action.
- c) For minor incidents of a continuing nature, bus assistants are encouraged to contact the parents prior to referring to the principal.

The following procedures shall be carried out when it becomes desirable or necessary to suspend a student from riding a School bus.

1. Decisions to expel a student from riding a School bus shall be made by the Principal in accordance with School rules.
2. Prior to the next pickup time the parents of the student must be personally informed by the Principal (or designate) of the suspension and the reasons for the suspension.
3. Under extreme circumstances, the Transportation Coordinator/ Social worker may inform the parent that the student will be denied transportation prior to the Principal having been informed.
4. Re-instatement on the School bus may take place through –
 - a) a meeting and/or communication with the parent(s), student, Principal and bus assistant to resolve the situation, provided the suspension is for five days or less; or
 - b) a meeting with the Supervisor for problem resolution.
5. In the interests of safety, students are prohibited from taking large and cumbersome objects on the School bus.

SECTION V

Duties and Responsibilities of School Bus Driver:

Policy:

The School believes that the bus should be operated in a safe and courteous manner.

Guideline:

The bus driver shall:

- a) Be properly licensed for operating a School bus.
- b) Be familiar with and adhere to the requirement of the **Highway Traffic Act** and related sections of other **Acts**.
- c) Prior to being employed, provide the Transportation Coordinator with a driver's abstract from the Motor Vehicles Branch.
- d) Have a medical examination prior to employment and as required by law thereafter – a copy of which must be supplied to the Transportation Department.
- e) Be thoroughly familiar with and adhere to transportation policies.

رؤيتنا: إعداد طلاب بمهارات القرن 21 ليكونوا مواطنين يتحملون مسؤولية بناء مجتمعهم ويحافظوا على هويتهم.
Our Vision: To inculcate and develop 21st century skills in students and enable them to become productive and responsible citizens.

- f) Attend seminars and in-service activities as required.
- g) In situations where Schools may be closed due to weather or road conditions, plant break down, or epidemic, the school shall pay a driver basic salary for that day.
- h) Suspension of license for any driving infraction will be reviewed by the Transportation Committee.

Schedule Requirements:

The bus driver shall:

- Conduct a bus evacuation drill with the students during the first week of School and one other time during the school year, and advise the Transportation Coordinator of the dates on which drills were conducted.
- Arrange their schedules to ensure that the bus arrives at the school at the times specified by the school.
- Be at School fifteen minutes before the dispersal time.
- Before leaving the school, take a roll call to ensure that the load is complete.
- Leave the School when the load is complete, or if the load is incomplete, at the direction of the principal or designate.
- Provide the Transportation Coordinator with a phone number at which the driver can be reached in the case of emergency.
- Bus drivers shall not smoke in the bus.
- Shall not take drugs while driving the bus that will affect his/her driving capabilities.
- Bus drivers shall ensure that students will reach their School and home safely. Students will not be allowed off at other stops without written consent of the parents.
- Under extreme conditions where this cannot be assured, the students will remain on the bus until released to a parent or alternate as designated by parent/guardian, and confirmed by the Transportation Coordinator.
- The bus driver shall seek the assistance or advice of the Principal whenever a student engages in conduct injurious to the safety of other students.
- The bus driver shall submit all relevant document (ie; Driving License, Passport & Visa copy, Emirates ID, Municipality Health Card, Vaccination Card etc.)

Technical Requirements:

The bus driver shall:

- Ensure the bus and equipment are in safe mechanical condition.
- Ensure that the bus interior is clean and that the exterior lights are free of any obstacles.
- Use alternating flashing lights as per Highway Traffic Act.

Procedures regarding mobile in buses:

- Identify yourself by using your name and bus number.
- Answer by giving your name or bus number.

SECTION VI**School Bus Collision:****Policy:**

The School believes that a format shall be established, and followed, for the reporting of School bus collisions.

Procedures:

The driver of the School bus must first contact the Transportation Bus Company, via phone, and relay the following information:

1. Location
2. Number of students on the bus
3. Are there any injuries?
4. Number of vehicles involved.

The bus Coordinator must immediately:

- 1) Call 998 for National Ambulance Services.
- 2) Send a relief bus to the scene of the accident. The Transportation Coordinator, or designate, will attend if possible and protect the scene until the Traffic Police give permission to move vehicles.
- 3) All parents will be notified by telephone or by a note sent home with their child.

SECTION VII**Responsibilities of the School Administration:****1. General**

School Administration is responsible for the day-to-day operation of the bus system at the School level. This involves primarily the supervision of arrivals and departures, and dealing with disciplinary problems. From time to time safety aspects should be brought to the attention of the students.

2. Arrival and Departure of Buses

The School Administration shall:

- Arrange for alternate shelter and care if necessary.
- Arrange for appropriate supervision of students during loading and unloading.
- Restrict students not riding buses from using the loading area.
- Bring any bus timetabling problems to the attention of the Transportation Coordinator.
- Have a clearly understood procedure for students to follow when a bus is missed.

3. Disciplinary Action

Based upon reports submitted by bus assistants, or by supervisors of the loading and unloading activities, School Administration will deal with each case as provided by School policy.

4. Dissemination of Information

The School Administration shall:

- Ensure that the regulations, responsibilities and disciplinary channels are made known to staff and students at the beginning of each School year and throughout the year as required.
- Make available a copy of this handbook for the use of the student and parents or guardians.
- Institute a year-round follow-up program to encourage a continuing safety consciousness on the part of all Students and Teachers.
- Make every effort to inform parents of younger children of their responsibility for their children, in respect to bus safety, expected behavior and disciplinary measures which will be taken for breach of regulations.
- Where it deems necessary, coordinate meetings with Drivers, Students, Teachers, Parents and the Transportation Coordinator.
- Ensure that any problems are discussed with the bus assistant immediately.

SECTION VIII

Duties and Responsibilities of School Bus Assistant:

All Bus Assistants entrusted with the job from Emirates American School will supervise, maintain discipline and instruct the children during the operation of the bus. The following rules are for the benefit of all concerned to improve the quality of service we provide to our students. They also outline the responsibility of each bus supervisor and they must be strictly adhered to at all times. As the responsibility of all students travelling in the bus lie entirely with you, please be vigilant and follow these rules as no one else will be liable for your actions. The safety of our children are of paramount importance at all time.

Guideline:

The bus assistant shall:

1. Ensure that all students are seated while the bus is moving and are using seat belts where they are provided. No student is to be seated in the center seat of the rear row.
2. Ensure that no students are left on board at the final destination. Ensure that the attendance is taken at the beginning of the trip to ensure that all children are boarded and mark off at the end of the trip to ensure that no student is left on board before you leave the bus.
3. Ensure students under 11 years age returning home are dropped off with a guardian. In case the guardian is not available, inform the School that the student is being returned to the School after the remaining students are dropped off.
4. Ensure students behave themselves and look after their safety during the journey. Report any incidents to the School transport coordinator.
5. Ensure doorways, aisles and emergency exits are clear of any obstructions during the journey.
6. Assist students with crossing streets if required.
7. Assist in evacuating the bus in case of emergency.
8. Refrain from eating, drinking and using the telephone while students are on the bus.
9. Participate in educating students about traffic safety and how to use the bus, and supervise any pre-approved entertainment program on the bus.
10. Ensure that the senior boys occupy front row seats, children below age of 9 occupy middle rows and senior girls seated at the rear rows.
11. Don't allow any unauthorized person to travel in the bus.

SECTION IX**Transportation Special arrangements due to COVID-19****Students Arriving and Leaving Schools**

- Parents are not permitted to enter the School premises, but they can drop off/pick up their children in designated Gates.
- People with compromised medical conditions, including the elderly, should not come for drop-off and/or pick-up.
- School opening timings: 7:00am – 2:30 pm from Monday to Wednesday and Thursday from 7:00am to 1:30 pm.

رؤيتنا: إعداد طلاب بمهارات القرن ٢١ ليكونوا مواطنين يتحملون مسؤولية بناء مجتمعهم ويحافظوا على هويتهم
 Our Vision: To inculcate and develop 21st century skills in students and enable them to become productive and responsible citizens.

- School has Designated Entrance and Exit Gates for Parents drop off and pick up at with no interaction inside the school. Upon arrival at School, students will pass through several designated entrance Gate:
 - Gate 1 (Main Gate): for Students of Determinations
 - Gate 3: Junior and Senior Boys sections.
 - Gate 9: KG Section
 - Gate 10: Primary and Girls Section
 - Gate 8: School Buses
- The temperature of each student and staff member will be measured in these entrance points.
- Additional temperature checks can be conducted by the School medical team, as and when required throughout the day.
- A designated segregation zone is available inside School premises for individuals who are found to have a high temperature (starting from 37.5)
- Traffic management is controlled by School Security Guards and Sharjah Police, to ensure the safe drop off and collection of students.
- Security Guards will be present at each School to support traffic flow and ensure health and safety measures are adhered too.
- Only one family member or a guardian is allowed to enter the School facility for drop-off and/or pick-up his/her child.
- A pre-approved isolation area is designated in the school for at risk cases.

Special Arrangements for School Buses

- The school will reschedule its transportation timings of students to ensure it is aligned with the operational plan of the School and as per the number of users. The school will follow the procedures below to ensure that School buses are clean and safe at all times.
- Buses will be sanitized daily.
- Hand sanitizers will be included/installed in all buses.
- Gate No.8 will be for the entrances of buses
- Drivers will practice all safety procedures and protocols as published by the relevant local authority.

PARENT STAFF AND COMMUNICATION POLICY

Parents are key partners; their collaboration and understanding are essential to have a successful and smooth School reopening. School will use all different creative methods to ensure that parents understand their role as partners.

Roles and responsibilities of the School

- School will communicate with the parents regarding the description of the “delivery model” that the school will follow and what are the main elements of the model that parents should be aware of. This will include any new School policies and procedures.
- The regular School communication channels will be maintained to keep the parents updated with anything related to health and safety measures.
- Teachers will regularly communicate and provide information to students on the associated risks, safe practices, and controls.
- Phone lines for admissions, finance and other educational support services/appointments will be well manned.
- School maintains a log of a student or a staff member who is at-risk (with medical certificate stating their medical condition).
- Identify an emergency contact channel or phone number for parents, students, and staff to report symptoms of the virus.
 - Emergency Phone Number: 052-9491569, 050-7715141
 - Emergency Email: covidtaskforce@easuae.com
- Wellness & Happiness office support will be made available throughout the school day to support

Contact details of School Wellness Team

S. No	Sections	Contact Person	E-mail ID
1	Kindergarten	Supervisor	ghadahamed@easuae.com
2	Grade 1 - 3 and Grade 4 - 6 Girls	Supervisor	diana@easuae.com
3	Grade 4 - 8 Boys	Supervisor	hammoud@easuae.com
4	Grade 7 – 12 Girls	Supervisor	yasmin@easuae.com
5	Grade 9 – 12 Boys	Supervisor	ali@easuae.com
6	Primary and Grade 4 – 12 Girls	Social Worker	socialworkergirls@easuae.com
7	Grade 4 – 12 Boys	Social worker	socialworkerboys@easuae.com
8	Head of Wellness Team	School Counselor	yonatan@easuae.com

رؤيتنا: إعداد طلاب بمهارات القرن 21 ليكونوا مواطنين يتحملون مسؤولية بناء مجتمعهم ويحافظوا على هويتهم.

Our Vision: To inculcate and develop 21st century skills in students and enable them to become productive and responsible citizens.

Emirates American School contemplates on having easily accessible and efficient communication options as we understand that Parent communication is one of the core areas to be taken into account for the benefit of all stakeholders and the school. School communicates through the following mediums:

Letters and Circulars

All letters and circulars sent to Parents should be approved by the School Principal and issued by the section Supervisor.

Email

Email communications to parents should be approved by the respective Head of Department after consulting the Senior Administrators.

Telephone Calls

Teaching staff should not be interrupted during School hours to take calls unless in case of extreme emergency. The school reception will take the details of the parent and send it to the concerned teacher/supervisor. The teacher should make a point to call back the parent after School hours on the same day from the Supervisor's office.

Social Networking

Staff will not communicate with students or parents via their personal social networking sites or apps such as WhatsApp, Facebook etc. The school has authorized accounts for this purpose.

Written Reports

Written reports will be issued three times a year to each child's parent (One progress report and two semester reports). These reports identify areas of strength, areas for improvement, and general information about the student's progress at the school. Pupils are given the opportunity to comment on their own progress through their portfolios and parents are invited to give their feedback.

Parent Teacher Meeting

In addition, parents will meet their child's teachers during parent teacher meeting to discuss the progress of the child. It is obligator for all staff to be present to greet, meet and clarify any queries the parents may have.

Home - School Communication

- A calendar of School events is produced yearly and published on the school website.
- School Newsletters are sent to Parents' 3 times a year.
- The school encourages parents to share any issues about their child at the earliest opportunity. Teachers and coordinators must arrange to respond to parents as quickly as possible.

School Website

The school website provides important information about the School and an opportunity to promote the School to a wider audience. To ensure that the website is being used effectively the following is being followed:

- School Policies will be available to parents on the website.
- School Newsletters will be available on the website.
- The website will be updated with recent events, news, upcoming events, and important information on a bi-weekly basis.
- All information going on the website should be approved by the Head of School.
- Photos and videos of School events should be uploaded on to the website by no longer than one academic week after the event.

Parent Council Meetings

The school values and respects all recommendations and suggestions by the members of the Parent Council. Parent Council Meeting is held once in a month to discuss ongoing School activities, School improvement strategies and to explain important policies and procedures.

Medical Policy & Procedures

Medical procedures

- The school clinic medical staff will follow all guidelines as instructed by the concerned health authority, and they will ensure that strict sanitation and disinfection protocols are implemented in the School clinic as per the health authorities' guidelines.
- The school clinic medical staff must ensure that specific levels of essential items are in stock, and the clinic is equipped with water faucets, soap dispensers and hand sanitizer dispensers, ample supply of PPEs, and no-touch thermometers.

- The school clinic includes designated rooms for the following:
 - Isolation room (separate from the nurse room) with adequate ventilation and a toilet for patients with suspected/ confirmed COVID-19 case.
 - Treatment room for treating minor illnesses, accidents, and injuries.
 - Waiting area for triaging.
 - Area for students who are waiting for parents' pick-up.
- The school clinic medical staff, will train all students, teachers and School staff on health protocols and procedures.

Managing a suspected cases of COVID 19:

- If a child/teacher/staff begins to show one of the following symptoms of COVID-19 while at School, they must get isolated instantly, and the parent/ guardian of the child to be notified immediately and the patient should be referred to the hospital to take the necessary action.
 - Fever ($\geq 37.5^{\circ}\text{C}$) cough
 - body ache or fatigue
 - shortness of breath
 - sore throat
 - runny nose
 - diarrhea and nausea
 - headache
 - loss of sense of smell or taste
- The patient should not return to School until the PCR result is obtained.
 - If the result is negative and there is a clinical assessment of a probable COVID-19 case, the patient should complete a 5-day quarantine.
 - If the result is negative and there is no clinical assessment for a probable case, the child can resume Schooling so long as they are symptom-free.

Action in the Event of an Incident - First Aid Procedures

The school has a qualified first aid officer available to deal with any incidents or render assistance when needed. There is a portable First Aid kit located in clinic and main security guard room and a fixed kit installed in the Main reception area, Supervisors room, Science labs and multipurpose hall. While there are no specific incident responses required, due to the school not using or encouraging the use of hazardous substances, the First Aid officer follows the School's first aid and notification and investigation policies.

The First Aid procedure is as follows:

- Ensure your own safety in the situation.
- Tend to the injured person (s) as required by first aid procedures.
- Contact your line manager and he/she may contact 998 to get an ambulance to attend.
- Assist the injured person to a medical Centre/hospital for treatment by a doctor as informed by your line manager.
- Remain with the injured person (s) until medical aid arrives or you have reached a medical Centre/hospital with the approval of your line manager.

Upon completion, an incident, injury and hazard notification form is filled out and sent off in accordance with School's policies.

Monitoring of the Policy

Day to day monitoring of compliance is the responsibility of all those with managerial responsibility. Supervisors and line managers should also use reports of injury, near misses and sickness linked to work to determine whether existing arrangements require modification in order to prevent a recurrence.

Monitoring the effectiveness of the policy will be carried out by way of planned School/Section inspections.

© Admin EAS Sharjah, 2021 All rights reserved



Emirates American School



المدرسة الإماراتية الأمريكية

INCIDENT INVESTIGATION REPORT FORM

Student's Details:

Name of the Student:	Grade/Section :
Parent's contact information:	Parent's email id:
Teacher in Charge :	

Name of person reporting: _____ Date of report: _____

Relationship of reporting person with the student: _____

Reporting Person's contact no: _____

Level of Incident:



Level	Violation	Level	Violation
1	Disturbing Class / not paying attention / Acting a bad Behaviour	2	Absent without excuse
1	Repeated Late to class with no accepted excuse /escape class	2	Smoking inside school or possession of its tools.
1	Repeated Late to morning assembly with no accepted excuse	2	Incite to provoke, threaten or intimidate colleagues.
1	Using Mobile / tablets / headphones	2	Verbal abuse of students, employees or guests of the school
1	Long Hair for boys / weird hair cut / Long Nails / makeup	2	Not attending school events without excuse
1	No Books, Copy Book + Materials	2	Bring mobile and / or misuse of any means of communication.
1	No Home Work / assignments	2	Enter / Leave the class without a permission
1	No School Uniform / P.E Uniform	2	Refuse to comply with instruction of inspection or hand of prohibited items.
1	Eating in Class / assembly	2	Violation of public morals or school discipline policy and the values of the society
1	Sleeping during the lesson / activity	2	Writing on school furniture / bus seats or playing with the fire alarm or elevator
3	Bullying in all its forms and types	4	Leaked exams questions or participate in any form
3	Photographs, possession, publication and circulation of photos of students or school staff without their permission.	4	Bring, present or display of unauthorized, information or electronic material
3	Attempting to defame / abuse colleagues and school staff in the social media.	4	The use of means of communication or social communication for purposes that illegal or immoral or in harm to the school or others.
3	Transferring and copying assignments, research or projects and attributing them to him.	4	Systematic theft or covering it.
3	Tampering, vandalism and destruction of school buses/ hurt driver, supervisor and road users.	4	Possession of any kind of weapons or. sharp weapons inside school
3	Impersonating third parties in official transaction or falsifying school documents.	4	Insulting religions or provoking everything that causes strife
3	Leave school without permission or escape during school hours.	4	Physically assaulted others causing injuries
3	Recklessly driving a car inside or around school and not following safety instructions.	4	Sexual abuse / harassment within school, bus, or during activities
3	Physically assaulted others without injuries	4	Causing fires inside school
3	Destroy or seize school furniture / equipment	4	Possession, bringing, promotion or use of drugs in the school or bus, or appearing under the influence of drugs, psychotropic substances



Emirates American School



المدرسة الإماراتية الأمريكية

Brief description of incident: include date, time, location of specific incident

Date of incident:

Time of incident:

Location:

Signature of Reporting Person: _____

INVESTIGATION REPORT

Action taken in case of violation Level 1 & 2 / Decision of Disciplinary Committee (in case of violation level 3&4) :

Signature Discipline committee Members

	Level 1	Level 2	Level 3	Level 4
1. Section head				
2. Social worker				
3. School counsellor				
4. Assistant Principal				
5. Vice Principal				
6. Principal				

ACKNOWLEDGEMENT

Parent: _____

Student: _____



Emirates American School



المدرسة الإماراتية الأمريكية

Brief description of incident: include date, time, location of specific incident

Date of incident:

Time of incident:

Location:

Signature of Reporting Person: _____

INVESTIGATION REPORT

Action taken in case of violation Level 1 & 2 / Decision of Disciplinary Committee (in case of violation level 3&4) :

Signature Discipline committee Members

	Level 1	Level 2	Level 3	Level 4
1. Section head				
2. Social worker				
3. School counsellor				
4. Assistant Principal				
5. Vice Principal				
6. Principal				

ACKNOWLEDGEMENT

Parent: _____

Student: _____



General Area Checklist

Staff Name: _____

Sl. No:	Area	Findings	Action Taken	Work Completed - Date
1	Reception			
2	Security Room			
3	Bus bay			
4	Visitors parking			
5	Corridors			
6	Playground			
7	Multipurpose Hall			
8	Swimming Pool			
9	Store Rooms			
10	Pantries			
11	Other Areas			

Signature: _____

Date: __/__/2019

رؤية: إعداد طلاب بمهارات القرن 21 ليصبحوا مواطنين يتحملون مسؤولية بناء مجتمعاتهم وحفاظها على هويتهم.
Our Vision: To inculcate and develop 21st century skills in students and enable them to become productive and responsible citizens.

Tel: 06-5092727, 06-5527443 Fax: 06-5527443 PO. Box: 45683 Sharjah - U.A.E. www.easuae.com E-mail: info@easuae.com



Classroom Checklist

Sl. No:	Class Name	Lights	Tables & Chairs	Cupboard	Computer	Projector	Projector Screen	White board	Soft boards	A/C vents	Floor Tiles	Toilets	Other Items
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													
Staff Name: _____ Signature: _____ Date: ____ / ____ / 20__													

رؤيتنا: إعداد طلاب بمهارات القرن ٢١ ليصبحوا مواطنين يتحملون مسؤولية بناء مجتمعاتهم ويحافظوا على هويتهم.
Our Vision: To inculcate and develop 21st century skills in students and enable them to become productive and responsible citizens.

Tel: 06-5092727, 06-5527443 Fax: 06-5527445 PO, Box: 45683 Sharjah – U.A.E. www.easuae.com E-mail: info@easuae.com





Maintenance Report Form

Staff Name: _____

Date: ____ / ____ / 20__

Sl. No:	Work Type	Reported when (Date)	Reported By	Area	Materials Required	Materials Used / Replaced	Action Taken	Description of Work	Duration of Work
1	Electrical Work								
2	Plumping Work								
3	Painting Work								
4	Carpentry Work								
5	Floor Tiles Work								
6	Other Work								

Our Vision: To inculcate and develop 21st century skills in students and enable them to become productive and responsible citizens.

Tel: 06-5092727 **P.O. Box 45683, Sharjah – U.A.E. Website:** www.easuae.com **E-mail:** info@easuae.com