



Universal American School Kuwait

(Revised)

New and Returning Staff Orientation

2018-2019



August 25, 2018



New Staff Orientation and Back-to-School In-Service Schedule - August 2018

Thursday, August 16, 2018 (New Teachers)

1. New teachers arrive in Kuwait and settle into living quarters
2. New overseas hires visit the Business Office to collect settling-in allowance and to collect salary advances if needed, after 9:00 a.m.

Friday, August 17, 2018 (New Teachers)

1. New teachers arrive in Kuwait and settle into living quarters
2. New overseas hires visit the Business Office to collect settling-in allowance and to collect salary advances if needed, from 10:00 a.m. to 12:00 p.m.
3. Mini Neighborhood Walk at 10:00 am on August 17, 2018. Meet in Hawally Hilton lobby – Go to (co-op, ATM, pharmacy, plastic souq, etc). The Welcome Committee will organize this event - April

Saturday, August 18, 2018 (New Teachers)

- 8:00 - 9:00 a.m. New overseas hires visit the Business Office to collect settling-in allowance and to collect salary advances if needed
- 9:00 -10:00 a.m. New Overseas Employees take photos in the Multi-purpose Room for Civil I.D. Paperwork.
- 10:00 - 12:00 p.m. Meet with Mrs. Sawsan Mohamed, Human Resource Director - All Papers / forms requested by HR should to be submitted at this time
- 12:00 - 3:00 p.m. Shopping at Avenues - Meet in Hawally Hilton lobby – Suzann

Reminder: Fill out New Staff Activities sign-up sheet in Welcome Pack to April Weems on August 17th at walk.

Sunday, August 19 – Monday, August 20, 2018 - (Eid Al Adha Holiday)

Tuesday, August 21 - Friday, August 24, 2018 - New Staff Activities

Tuesday, August 21st EID begins

11:30 a.m. - Afternoon at The Promenade (walking) Lunch, Q & A, Ice Skating -
Leave from the Hawally Hilton with Ms. Cheryl Wells

Wednesday, August 22nd

1:00 p.m. - Lunch and Ice Breakers at Hawally Hilton Basement
Organized by the Welcome Committee

Thursday, August 23rd

8:00 p.m. - Pizza & Movie Night at Hawally Hilton Basement

Organized by the Welcome Committee

Friday, August 24th

**6:00 p.m. - Kuwait Cuisine Dinner at Beirut Street Restaurant
with Ms. April Weems**

Saturday, August 25, 2018 (New Teachers/Team Leads/HOD)

9:00 – 12:00 p.m. ACE Training with David for New Teachers – UAS Library

9:00 - 10:00 a.m. Team Leads Meeting in Cheryl's Office (KG)

9:00 - 10:00 a.m. Team Leads Meeting in Principal's Office (ES)

9:00 - 10:00 a.m. Team Leads and HOD Meeting (MS)

9:00 - 10:00 a.m. HOD Meeting in Principal's Office (HS)

10:00 - 10:30 a.m. Brunch (Coffee, Fruit, Danish) - Cafeteria (Welcome Committee)

Postponed to a later day - **Kuwait Bus Tour with Cultural Awareness/History of Kuwait**
(Messila to Kuwait City via Gulf Street) - Mrs. Sarah Borisly Tour Guide
Organized by the Welcome Committee

12:00 – 1:00 p.m. - **Lunch in the Cafeteria –**
Compliments of Mrs. Noura Al Ghanim

1:30 - 2:00 p.m. Meet the Superintendent - Session location: UAS Library

- Welcome to UAS –Superintendent
- Introduction of Administrative Team
- Introduction of New Teaching Staff
- 2018-2019 Calendar
- Handbooks – Student/Parent and Staff
- Forms – Leaves, Requisitions, Professional Development, etc.
- Q & A – Distribute Classroom Keys to New Staff
- Building Tour or visit the Business Office if necessary. (Tour with Division Administrator)
- ROAD Show

2:15 p.m. - **Presentation: School Culture –** Mrs. Sarah Borisly
Presentation: Maintaining a Balance - Mrs. Jane Al-Sabah,
ES Counselor - Session location: UAS Library

3:30 p.m. - New Overseas Employees take photos for Civil I.D. Paperwork

**[Building Hours Saturday, August 25th 8:00 a.m. - 8:00 p.m. - Sunday through
Thursday 6:00 a.m. – 8:00 p.m.]**

Sunday, August 26, 2018 (New & Returning Teachers Report to Work)

*NOTE: New staff may need to leave school campus for fingerprinting, blood work, chest x-ray, etc. for visa processing **during this week**, which may create last minute changes to scheduled events.

8:00 - 8:30 a.m. Coffee and Doughnuts – Outside Uniform Store in the Basement

8:30 - 9:00 a.m. Welcome with the Owner and Superintendent in the Auditorium

9:00 - 2:00 p.m. Work in classrooms, lunch on your own. (KG)
10:00 – 11:00 a.m. Google Help Session - New Teachers Room 321 (KG)
2:00 - 3:00 p.m. All KG meeting in Amal's room (KG)

9:30 - 10:00 a.m. Welcome by ES Admin / Intro Support Staff (ES)
10:00 - 10:30 a.m. Ice Breaker (ES)
10:30 - 10:45 a.m. Break (ES)
10:45 - 12:00 p.m. Review of Staff Handbook (ES)
12:00 - 1:00 p.m. Staff Lunch - Art Room (ES)
1:00 - 3:00 p.m. Work in classrooms (ES)
1:00 – 3:00 p.m. Google Help Session - New Teachers Room 321 (ES)

9:30 - 10:00 a.m. Meet and Greet (MS)
10:00 - 11:00 a.m. Campus Leadership Team Meeting / others work in rooms (MS)
10:00 – 11:00 a.m. Google Help Session – New Teachers Room 321 (MS)
11:00 - 12:00 p.m. Lunch (MS)
12:00 - 1:00 p.m. Results Team Lead Meeting / others work in rooms (MS)
1:00 - 2:00 p.m. Department Meeting (MS)
2:00 - 3:00 p.m. Team Build Activities in Art Room (MS)

Prep: Coffee, water, hard candy, breakfast and luncheon (HS)
9:15 - 9:20 a.m. Welcome by High School Admin (HS)
9:20 - 10:00 a.m. Intro Support Staff (HS)
10:00 - 10:30 a.m. Ice Breaker (HS)
10:30 - 10:45 a.m. Break (HS)
10:45 - Noon Staff Wellness (HS)
Noon - 1:00 p.m. Mentor/Mentee Luncheon (HS)
1:00 - 2:45 p.m. Department Meetings (HS)
1:00 – 3:00 p.m. Google Help Session – New Teachers Room 321 (HS)
2:45 - 3:00 p.m. End of the day in Library (HS)

Monday, August 27, 2018 (All Teachers)

8:00 - 8:45 a.m. Full Staff ACE Protocol Overview in the Auditorium
8:45 - 10:15 a.m. Full Staff ACE Protocol Divisional Plenary Session (Locations TBA)
10:15 – 11:30 p.m. Island Workshops “Jigsaw” (Locations TBA)
11:30 – 12:15 p.m. Lunch on your own
12:15 – 1:30 p.m. Island Workshops “Jigsaw” Continued (Locations TBA)
1:30 – 2:15 p.m. Summary/Wrap-up/Next Steps
2:15 – 2:45 p.m. Q & A

Tuesday, August 28, 2018 (All Teachers)

8:30 - 10:00 a.m. KG department meeting, “Nuts and Bolts” (KG)
10:00 - 3:00 p.m. Work in rooms, lunch on your own (KG)

8:00 - 10:00 a.m. Running Records / Guided Reading Read Aloud Workshop (ES)
10:00 - 10:15 a.m. Break (ES)
10:15 - 12:00 p.m. Guided Reading / Center Based Learning (ES)
12:00 - 1:00 p.m. Lunch on your own (ES)
1:00 - 3:00 p.m. Work in classrooms (ES)

8:00 - 9:00 a.m.	New Teachers PlusPortals Training (MS)
8:00 - 11:00 a.m.	Returning Teachers work in rooms (MS)
9:15 - 10:30 a.m.	New Teachers TeachersPlus Training (MS)
11:00 -12:00 p.m.	Lunch (MS)
12:00 -1:30 p.m.	BYOD Training, AR Training – All Teachers (MS)
1:30 - 3:00 p.m.	Teachers work in rooms (MS)

Prep:	Coffee, water, hard candy & breakfast ((HS)
8:00 - 8:30 a.m.	Breakfast/ Welcome for the day (HS)
8:30 - 9:00 a.m.	Fish Video (HS)
9:00 - 10:30 a.m.	Student Code of Conduct and Discipline (HS)
10:30 - 10:45 a.m.	Break (HS)
10:45 - 12:00 p.m.	Staff Code of Conduct (HS)
12:00 - 1:00 p.m.	Lunch on your own (HS)
1:00 - 2:45 p.m.	Department Meeting (HS)
2:45 - 3:00 p.m.	End of the Day (HS)

1:30 – 2:00 p.m. 6+1 Traits Representatives Meeting (Curriculum Office)

3:15 – 4:30 p.m. Trip to the Teacher Supply Store – Suzann AlOthman – Meet in School Foyer

Note: School funds are not available to support purchases made for classroom materials

Wednesday, August 29, 2018 (All Teachers)

2 hour grade-level planning meeting, at discretion of Team Lead and TBD at Team Lead meeting on 8/25; Sarah and Cheryl to attend. (KG)

8:00 - 9:00 a.m.	PlusPortals Training – New Teachers (ES)
9:00 - 9:15 a.m.	Break (ES)
9:15 - 10:30 a.m.	TeachersPlus Training Staff (ES)
10:30 - 12:00 a.m.	Classroom Management / ESL Learners (ES)
12:00 - 1:00 p.m.	Lunch on your own (ES)
1:00 - 3:00 p.m.	Teachers work in classroom (ES)

8:30 – 9:00 a.m.	Teachers work in rooms (MS)
9:30 - 2:00 p.m.	Teachers work in their classrooms (MS)
2:00 – 3:00 p.m.	Middle School Social Contract (MS)

Prep:	Coffee, water, hard candy & breakfast (HS)
8:00 - 8:30 a.m.	Breakfast/ Welcome for the day (HS)
8:30 - 12:00 p.m.	Departmental Meetings – Curriculum (HS)
12:00 - 1:00 p.m.	Lunch on your own (HS)

2:00 - 3:30 p.m. Insurance Coverage and Banking - Auditorium (New Staff)

6:00 - 8:30 p.m. Staff Dinner at the Palm Palace Restaurant for the Admin Team and New Staff

Thursday, August 30, 2018 (All Teachers)

8:30 – 9:00 a.m. Emergency Procedures Protocols:
● 8:30 Lockdown (hear the horn, review procedure)
● 8:40 Fire Drill (Walkthrough process and designated areas for line-up)

2:00-3:00 p.m. Final department meeting in preparation for Open House on Sunday, August 27th (KG)

1 hour grade-level planning meeting, TBD at Team Lead meeting on 8/25 (KG)

9:00 - 11:00 a.m. First Day Start Up / Team Work in Classrooms (ES)
11:00 - 12:00 p.m. Lunch on your own (ES)
12:00 - 1:30 p.m. Teachers work in classrooms (ES)
1:30 - 3:00 p.m. Grade Level Meetings with Interventionists (ES)

8:00 - 8:30 a.m. Breakfast (MS)
8:30 - 9:30 a.m. First MAP process (MS)
9:30 - 11:00 a.m. Results Team Process and Norm Building (MS)
11:00 - 3:00 p.m. Classroom Prep (MS)

Prep: Coffee, water, hard candy & breakfast (HS)
8:00 - 8:30 a.m. Breakfast/ Welcome for the day (HS)
8:30 - 9 00 a.m. SSP/Counseling (HS)
9:00 - 9:15 a.m. Break (HS)
9:15-11:00 a.m. First Day Process (HS)
11:00 - 12:00 p.m. PlusPortals Training – New Teachers (HS)
11:00 – 12:00 p.m. Classroom prep – Returning Teachers (HS)
12:00 - 1:00 p.m. Lunch on your own (HS)
1:00 - 2:15 p.m. TeachersPlus Gradebook – New Teachers (HS)
2:15 – 2:45 p.m. Classroom Prep – New Teachers (HS)
2:45 - 3:00 p.m. End of the day (HS)

Friday, August 31, 2018 – International Teacher’s Dinner and Cultural Event at Bayan Bilingual School (BBS) – Dinner is provided by Northwest Bilingual School. – (5:00 – 9:00 p.m.) (A bus for UAS Staff will leave at 5:00 p.m. from the Teacher Residence) *** although optional, this is a good introductory activity to network with other international teachers.

Saturday, September 1, 2018– Free Day (building is not available on Friday). Building will be open on Saturday from 8:00 a.m. to 5:00 p.m.

Sunday, September 2, 2018: School Starts with Students – Regular Schedule – 7:00 a.m.–3:00 p.m. ***Note that the school is open for teachers Sun-Thurs. 6:00 a.m. – 8:00 p.m.***

Thursday, September 6, 2018 – Welcome to Kuwait Orientation for Newcomers at the AWARE Center in Abu Fatira – Dinner is provided, website: www.aware.com.kw – (7:00 – 9:00 p.m.) (A bus for UAS Staff will leave at 6:00 p.m. from the Teacher Residence) *** although optional, this is a good opportunity for newly arriving Westerners to meet the AWARE team and discover the many services designed to assist with cultural adjustment and settling comfortably in Kuwait.