

## Parent – School Contract

### Sharjah American International Private School

#### **Introduction:**

A constructive relationship between the school and families is key to ensuring that the students' well-being is at the core of an effective educational experience. It is beneficial for both parties, the schools and the families, if these constructive relationships are based on agreed terms and conditions set out clearly in a contract form.

In addition to this contract, schools should have effective procedures to address and mitigate parental concerns and complaints, while at the same time parents should also be recognized and used as a valuable resource in the educational experience of their children.

To ensure that all parties in this relationship are aware of their duties and responsibilities, families are required to read this document carefully and to ratify it only after all queries have been addressed by the school.

The terms and conditions stipulated in this contract are a reference for dispute resolution. KHDA will uphold the agreement stipulated in this contract when a party refers a matter to KHDA for deliberation and endorsement.

#### **Definitions:**

- **Authority or KHDA:** The Knowledge and Human Development Authority.
- **Child:** the child or children (at any age) admitted by the school to be educated and whose name appears in this document.
- **Contract:** this document.
- **Educational Services:** the services that the school provides in order to support the learning and development of the students.
- **Parent:** both parents of the child when both have the legal standing of guardians or are the legal guardian by court order.
- **Policies:** the principles, guidelines and/or rules adopted by a school and shared with all stakeholders for the purpose of achieving specific objectives. These objectives could be related to any issue pertaining to the operation of the school, such as academics, health and safety or students' behavior.
- **School:**

- **School tuition fees:** any amounts owing to the school for a student's enrolment, education and related activities at the school. These fees are clearly communicated and are stipulated in this contract.
- **Student(s):** all those who are admitted and registered at the school to be educated at any grade level.
- **Third party:** the provider, other than the school, of a specific service for the students via the school.
- **Students of determinations:** are students with a long-term physical, mental, intellectual or sensory impairment, which, in interaction with various barriers, hinders their full and effective participation in education on an equal basis with other peers of the same age.
- **School's policy on "special educational needs"** includes "Students of determinations" and "students with special learning needs".
- **Face-to-face learning or onsite learning:** teaching and learning that takes place when students and teachers are in a physical school building together.
- **Distance learning:** teaching and learning that takes place remotely and is facilitated digitally. Distance learning may be delivered to all students at the same time (synchronous) or at different times (asynchronous).
- **Blended learning:** Blended learning uses both face-to-face learning and distance learning to facilitate teaching and learning.
- **Educational model:** The form of teaching and learning that a school will deliver or facilitate. In this context, 'educational model' refers to face-to-face or online learning; blended learning; or distance learning.
- **School re-opening protocols:** the full health and safety measures that schools should follow and comply with to re-open in the 21/22 academic year.

### **Latest published DSIB Rating for is .**

**1. Admission:** The management of is pleased to offer a holder of Emirates ID no. enrolment in Grade/Year for the academic year .

### **Student Special Support**

To ensure a productive learning experience for all students at the school, including Students of determination, it is essential that the school and the families work in partnership. This is defined by certain expectations from

both parties to set the condition for a successful identification and support mechanism for the students.

### **Parents are expected to:**

- Provide the school with copies of all medical, psychological or educational assessments or reports before entry to the school. Such materials are a prerequisite in enabling us to better assess your child, and enhance our ability to plan for and meet the student's educational needs. Failure to disclose any such information, including the deliberate withholding of information, may result in your child not making the expected progress in school.
- Notify the Principal in writing if you are aware or suspect that your child has or might have a learning difficulty in order to support provision planning systems. Parents will be asked to withdraw their child after obtaining KHDA approval, if, in the professional judgment of the principal and the child's teachers, and after consultation with the parents and with the student (where appropriate), the school suspects that such vital information about Students of determination has been deliberately withheld.
- Refer to the school's policy on "special educational needs" for full details.
- If a registered student is identified as a student with determination as a result of developing unusual behavior or depending on assessment data analysis, parents/guardian will be required to submit Educational Psychological evaluation Report to the SSS department within a period of time that ranges from 2 weeks - 4 weeks. If parents fail to submit the report despite of continuous reminders, school will continue to support the child's based on school screening information, but student's registration for coming academic year will be withheld.

## **2. Curriculum and Educational programmes:**

**a. Mandatory subjects:** As per the rules and regulations in the UAE, it is mandatory for:

- All Muslim students to study Islamic Education from Grade1-12/Year 2 -13 inclusive.
- All Arab students (registered at the school with an Arab passport) to study Arabic as a first language from Grade1-12/Year 2 -13 inclusive.

- All students registered at the school with a non-Arab passport to study Arabic as an additional language from Grade1-9/Year 2 -10 inclusive
- Moral Education is mandatory from Grade1-12/Year 2-13, and can be taught in either Arabic or English.
- Social studies are mandatory from Grade 1-9/Year2-10.
- All mandatory subjects are subject to UAE Ministry of Education modifications.

Please refer to table below for detailed information regarding the school's curriculum and programs. The table also indicates boards and organizations which have accredited or authorized the school. Websites are included if parents wish to seek further information.

<b>Phase/ Cycle:</b>	<b>Curriculum/ Programme:</b>	<b>Accreditation/ Authorisation</b>
<b>K-12</b>	American Curriculum/ California State Curriculum Framework based on CCSS and NGSS	Cognia  Accredited
<b>K-12</b>	American Curriculum/ California State Curriculum Framework based on CCSS and NGSS	Accredited  New England Association Of Schools and Colleges NEASC  <a href="http://www.neasc.org">www.neasc.org</a>

**b. Subjects offering:**

<b>Grade/ Cycle</b>	<b>Subjects Offered</b>
<b>1-5</b>	<u>MOE curriculum:</u> Arabic Language ,Islamic Studies, Arabic Social Studies, Moral Education.  English Language , Mathematics, Science, English Social Studies (as per the California standards), ICT & STEM, French Language, Music, Art, and Physical Education.
<b>6-8</b>	<b><u>Required Courses:</u></b>  <u>MOE curriculum:</u> Arabic Language ,Islamic Studies,

	<p>Social Studies, Moral Education</p> <p>English Language, Mathematics, Science, Physical Education (PE), English Social Studies (as per the California standards) &amp; STEM</p> <p><b>Elective Courses:</b> Young Journalists, French Language, Mathletics, Art , Music, TED Talks, Reading &amp; Writing (R&amp;W 100), , Model United Nation, Science &amp; sustainability, Creative Writing, Innovation in Quran &amp; Sunnah, Cyber Security and Engineering, Coding</p>														
<p><b>Freshmen-9<sup>th</sup>Grade</b></p>	<p><b>Required Courses:</b> English 9, Integrated MathI, Moral Education, Islamic studies, Biology, Arabic language, Physical Education, and Geography, UAE Social Studies</p> <p><b>Elective Courses:</b></p> <table border="1" data-bbox="524 863 1369 1761"> <tr> <td data-bbox="524 863 764 947">English Language</td> <td data-bbox="764 863 1369 947">English Language: Reading and Writing 101</td> </tr> <tr> <td data-bbox="524 947 764 1031">English Literature</td> <td data-bbox="764 947 1369 1031">English Literature: Creative Writing 101</td> </tr> <tr> <td data-bbox="524 1031 764 1146">Science</td> <td data-bbox="764 1031 1369 1146">Environmental Science, Earth &amp; Space Science, Healthand NutritionScience, Immunology</td> </tr> <tr> <td data-bbox="524 1146 764 1339">Business/ Career and College Readiness Electives</td> <td data-bbox="764 1146 1369 1339">Introduction to Business, Introduction to Marketing</td> </tr> <tr> <td data-bbox="524 1339 764 1381">Islamic</td> <td data-bbox="764 1339 1369 1381">Tolerance in Islam</td> </tr> <tr> <td data-bbox="524 1381 764 1493">Computer Science</td> <td data-bbox="764 1381 1369 1493">Programming 1: Python ICT Web Development</td> </tr> <tr> <td data-bbox="524 1493 764 1761">Visual and performing Arts</td> <td data-bbox="764 1493 1369 1761"> <p><b>Visual Arts:</b> Design &amp; Technology: (Painting &amp; Sketching, Graphic Design,IllustratingFashion Design)</p> <p><b>Performing Arts:</b> Choir, Keyboarding, Guitar &amp; Instrumental Skills,Vocal Techniques</p> </td> </tr> </table>	English Language	English Language: Reading and Writing 101	English Literature	English Literature: Creative Writing 101	Science	Environmental Science, Earth & Space Science, Healthand NutritionScience, Immunology	Business/ Career and College Readiness Electives	Introduction to Business, Introduction to Marketing	Islamic	Tolerance in Islam	Computer Science	Programming 1: Python ICT Web Development	Visual and performing Arts	<p><b>Visual Arts:</b> Design &amp; Technology: (Painting &amp; Sketching, Graphic Design,IllustratingFashion Design)</p> <p><b>Performing Arts:</b> Choir, Keyboarding, Guitar &amp; Instrumental Skills,Vocal Techniques</p>
English Language	English Language: Reading and Writing 101														
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Computer Science	Programming 1: Python ICT Web Development														
Visual and performing Arts	<p><b>Visual Arts:</b> Design &amp; Technology: (Painting &amp; Sketching, Graphic Design,IllustratingFashion Design)</p> <p><b>Performing Arts:</b> Choir, Keyboarding, Guitar &amp; Instrumental Skills,Vocal Techniques</p>														
<p><b>Sophomores-10<sup>th</sup>Grade</b></p>	<p><b>Required Courses:</b> English 10, Integrated MathII, Moral Education, Islamic studies, Chemistry or Biology, Arabic</p>														

language, Physical Education, and World History

**Elective Courses:**

English Language	English Language: Journalism English Language: Research and Approaches to Criticism English Language: Reading and Writing 101
English Literature	English Literature: Creative Writing 101 English Literature: World Literature
Science	Environmental Science, Earth & Space Science, Nutrition and Health Science, Immunology
Islamic	Tolerance in Islam
Business/ Career and College Readiness Electives	Business Management, Introto Business Marketing, Accounting and Personal Finance
Computer Science	Programming 1: Python CS Artificial Intelligence 1 ICT Web Development
Visual and performing Arts	<b>Visual Arts:</b> Design & Technology: (Painting & Sketching, Graphic Design, Illustration Fashion Design) <b>Performing Arts:</b> Choir, Keyboarding, Guitar & Instrumental Skills

**Juniors-11<sup>th</sup> Grade**

**Required Courses:** English 11, Integrated Math III, College Algebra, Physics/AP Physics 1, Islamic Studies, Arabic language or French (for non-Arabs), Physical Education.

**Elective Courses:**

English Language	English Language: Journalism
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	<p>English Language: Research and Approaches to Criticism</p> <p>AP Language and Composition</p> <p>Honors Language and Composition</p>
World Languages	French
Biology	AP Biology, Honors Biology, Human Anatomy, Biomedical Science
Chemistry	Organic Chemistry, Chemistry, AP Chemistry, Honors Chemistry, Forensic Science
Physics	AP Physics 1, Honors Physics, Physics, Mechanics, Electromagnetism
Social Science	Psychology, Sociology, Advanced Psychology, AP Psychology, Honors Psychology, Psychology 1, Psychology 2, Economics, Microeconomics, Macroeconomics
Business/ Career and College Readiness Electives	Accounting, Ethical Business Leadership, Intro to Business, Intro to Marketing, International Law
Physical Education	Football, Volleyball, Basketball, Swimming and Badminton
Computer Science	Artificial Intelligence 2, Programming and Coding, Computer Science Principles
Visual and performing Arts	<b>Visual Arts:</b> Design & Technology: (Painting & Sketching, Advanced Art, Graphic Design 2, Applied Art, Interior Design
<b>Seniors- 12<sup>th</sup> Grade</b>	<p><b>Required Courses:</b> English 12, Islamic Studies, Arabic Language or French (For Non-Arabs), Moral Education and Physical Education, Math (Statistics &amp; Probability 1, AP Calculus AB/, Honors Calculus, College Algebra, Advanced Calculus, Mathematics for Business) Science (AP Physics C1, AP Physics C2, Environmental Science, AP Chemistry, Honors Chemistry)</p> <p><b>Elective Courses:</b></p>

English Language	English Language: Reading and Writing 102  English Language: Journalism  English Language: Public Speaking and Debate  English Language: Research and Approaches to Criticism  English Language: Introduction to Linguistics  AP Language and Composition  Honors Language and Composition
English Literature	English Literature: Creative Writing 102, English Literature: World Literature, Honors Literature and Composition, AP Literature & Composition
World Languages	French
Biology	AP Biology, Biomedical Science, Honors Biology, Human Anatomy
Chemistry	Organic Chemistry, Forensic Science
Physics	Mechanics, Electromagnetism
Social Studies	Psychology, Sociology, Advanced Psychology, AP Psychology, Economics, Macroeconomics, Microeconomics, Psychology 1, Psychology 2
Business/ Career and College Readiness Electives	Ethical Business Leadership, International Law
Physical Education	Football, Volleyball, Basketball, Swimming and Badminton
Computer Science	CS Artificial Intelligence 2, Programming and Coding: Computer Science Principles
Visual and performing Arts	<b>Visual Arts:</b> Design & Technology: (Painting & Sketching, Advanced Art, Graphic Design 2, Applied Art, Interior



**Note:** *All the above-mentioned elective courses are subject to change based on student's enrollment and principal's discretion.*

The school curriculum in all other subjects and offered courses is based on California State Standards and Curriculum Framework (<http://www.cde.ca.gov/be/st/>)

## **b. Advanced Placement Program**

Advanced Placement is a program run by College Board Organization that allows High School students to take courses that can earn them college credits and/or qualify them for more advanced classes when they begin their university studies. The AP courses are weighted courses (1.25) provided that the student passes the College Board Exam.

The AP classes are optional courses. All students registered for AP courses must sit for the College Board AP exam and absorb the cost of the required resources and exam.

- AP Biology
- AP Chemistry
- AP Physics 1
- AP Physics 2
- AP Physics C1
- AP Physics C2
- AP Calculus AB
- AP Psychology
- AP English Language and Composition
- AP English Literature and Composition

AP program enables students to pursue college-level studies while still in high school. Through the selected and potential AP courses SAIS is planning to offer, each culminating in a rigorous exam, AP provides willing and academically prepared students with the opportunity to earn college credit and/or advanced placement. Taking AP courses also demonstrates to college admission officers that students have sought out the most rigorous course work available to them.

AP Exams are an essential part of the AP experience, enabling students to demonstrate their mastery of college-level course work. More than 90 percent of four-year colleges and universities in the United States grant students credit, placement, or both on the basis of successful AP Exam

scores. Universities in more than 60 countries recognize AP Exam scores in the admission process and/or award credit and placement for qualifying scores.

Visit [www.collegeboard.org/ap/creditpolicy](http://www.collegeboard.org/ap/creditpolicy) to view AP credit and placement policies at more than 1,000 colleges and universities.

**c. Assessment policy:**

The prime objectives of our assessments are to promote student learning and provide regular and prompt feedback on the learning process and individual needs to students, parents, teachers and administrators.

At SAIS, in KG to 2nd grade, a standards based grading system is utilized. In a standards-based grading system, standards define what students should know and be able to do. Therefore, CONTENT KNOWLEDGE grades should specifically, and solely, reflect students' performance on standards. In Standards Based Grading, both formative and summative assessments are used to better determine the proficiency of the students' understanding. Monitoring outcomes, observation data and progress evidence for each student are written and maintained in the student's learning portfolios and learning journeys, where student's performance is measured and marked against the specified standards/learning targets for that particular cycle.

For grades 3-12- SAIS adopts summative and formative approaches to assessment; students are assessed regularly on different learning skills in each subject area, students are also required to take MAP in the assigned windows (Fall, winter and Spring). Students' progress and growth is measured and then compared to the trends of growth identified by the internal summative assessment (end of semester exams).

Grade	Internal Assessments	External Assessments
KG- G2	<p><u>Standards Based Grading</u></p> <p><b>Summative: Proficiency Scale 0-4</b></p> <ul style="list-style-type: none"> <li>▪ •Project based learning, student-centers, workbooks, checking for proficiency, learning journeys, quizzes, tests</li> </ul> <p><b>Formative: Indicators +++ , ++, +, -</b></p>	<p>MAP, CAT4, WIDA- APT DRDP</p>

	<ul style="list-style-type: none"> <li>•Homework, classwork, exit slips, think-pair-share, centers, KWL charts, questioning, quizzes, summaries</li> </ul>	
G3-12	<p><u>Summative 70%:</u></p> <p><b>End of Semester Final Exam.....30%</b></p> <p><b>Mid-Semester Exam.....20%</b></p> <ul style="list-style-type: none"> <li>•10% Summative 1 (day 1)</li> <li>•10% Summative 2 (day 2, If applicable)</li> </ul> <p><b>Other Modes of Assessment.....20%</b></p> <ul style="list-style-type: none"> <li>•Summative Quizzes (evaluation DOK 1-3), Project, Essay, Debates, Performances, Tests, Research</li> </ul> <p><u>Formative 30%:</u></p> <p><b>Class work.....10-15%</b></p> <p><b>Homework.....5-10%</b></p> <p><b>Formative quizzes .....10%</b></p>	MAP, CAT4, SAT, PSAT, AP Exams, WIDA-APT ,ABT, EmSAT

**d. Promotion and retention policies:**

Our Promotion and Retention policy reflects our commitment to ensure student's success and academic excellence, to implement an inclusive learning environment that accepts students of different ability levels and cater for their needs, and to build personalities that embrace 21st century learning skills.

Promotion from one Grade to the next is based on the student's achievement of specified skills and knowledge as described by the Learning Targets and objectives for each particular grade in different subject areas.

The learning targets are derived from the academic standards based on which the curriculum has been developed. Expected performance levels are identified based on curriculum expectations, passing marks are specified in relation to these levels.

1. In the Elementary Early Childhood grades (grades K-GR2), the SAIS promotion policy states that a student will be promoted to the next grade level, unless an agreement is made between the parent and school confirming that retention would be beneficial to the student. The final decision will be subject to KHDA approval.
2. Passing mark for grades 1-12 is 60/100 for all subjects
3. In Grades 3-12, a student has the right to retake exams if he/she fails one, two or three subjects based on certain circumstances. Failing any retake exam will result in repeating the same grade level.

In grades 1-2, a student who has not met the expectations requirements based on our proficiency criteria of the applicable standards, will be required to repeat the grade level per the mutual understanding and agreement between the child's parent and the school. The student will be subject to possible intervention programs to help reach his grade level expectations.

4. A student who fails more than three subjects will have to repeat the same grade level or maybe subject to academic probation resulting in enrolling in credit recovery courses.

Letter Grade	Percent Grade	4.0 Scale
A+	97-100	4.0
A	93-96	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	65-66	1.0
D-	Below 65	0.5
E/F	Below 60	0.0
AP/IB Courses	An addition of 0.25 to the standard weighting	

## High School Credit Recovery Program

- Based on **Semester 1 result**, in the event of failing a 0.5 Credit or 1 Credit course that is a prerequisite course for other courses (Example: English, Arabic, Islamic Studies, Integrated Math 1, Integrated Math 2 etc.) Students have 2 options to start the credit recovery program:

<b>Option 1 (SEM1/OP1)</b>	
<b>When the course is 0.5 Credit</b>	<b>When the course is a 1-credit course</b>
After school Credit Recovery Program (CRP) will be introduced through which a student will sit for 30-hours after-school instructional program with 30 hours of instructional time as a self-study.	Students will have to complete an after-school CRP of 30-hours of instructional time with a teacher and 30 hours of instructional time as a self-study following semester1. The focus will be on the material offered and assessed in semester 1 only.
<b><i>Students will have a variety of ongoing formative assessments during the semester and Summative assessments as per the cycle of evaluation of the School.</i></b>	
<b>Option 2 (SEM1/OP2)</b>	
<b>When the course is 0.5 Credit</b>	<b>When the course is a 1-credit course</b>
Students can take the course with a NEASC Accredited school or education organization subject to SAIS-D prior approval which requires;	
<ol style="list-style-type: none"> <li>Review and approve the subject's course description and assessment plan</li> <li>All components of assessment including summative and formative assessment will be completed by the hosting school/ organization, and official progress and attainment reports should be REGULARLY shared with SAIS-D.</li> <li>SAIS-D preserve the right to evaluate the student's attainment in reconciliation with the received reports</li> </ol>	
<b><i>Students will complete the ongoing formative assessments during the following semester through Hosting School/ Organization(Data should be shared with the school on 2-4 weeks cycle).</i></b>	

- Based on **End of Year Result**, in the event of failing a 0.5 Credit or 1 Credit course that is a prerequisite course for other courses

(Example: English, Arabic, Islamic Studies, Integrated Math 1, Integrated Math 2 etc.) Students have 3 options to follow:

<b><u>Option 1 (SEM2/OP1)</u></b>	
<b>When the course is 0.5 Credit</b>	<b>When the course is a 1-credit course</b>
<p>A <b>summer school</b> Credit Recovery Program (CRP) will be introduced through which a student will sit for 45-hours summer school instructional program with 15 hours of instructional time as a self-study. (Summer school program duration will be 15 attending days from 8:30am to 2:30pm):</p> <ol style="list-style-type: none"> <li>1. 6 instructional hours per day (6x15=90)</li> <li>2. A student can "Recover" <b>Three</b> 0.5-credit courses maximum.</li> </ol>	<p>A <b>summer school</b> Credit Recovery Program (CRP) will be introduced through which a student will sit for 60-hours summer-school instructional program with 60 hours of instructional time as a self-study. (Summer school program duration will be 20 attending days from 8:30am to 2:30pm):</p> <ol style="list-style-type: none"> <li>3. 6 instructional hours per day (6x20=120)</li> <li>4. A student can "Recover" a <b>two</b> 1-credit course using this particular option.</li> </ol>
<b><i>Students will have ongoing formative and summative assessments during the course of the program</i></b>	
<b><u>Option 2 (SEM2/OP2)</u></b>	
<b>When the course is 0.5 Credit</b>	<b>When the course is a 1-credit course</b>
<p>Students can take the course with a <b>NEASC Accredited</b> school or education organization during summer vacation subject to SAIS-D prior approval. This option is available to all students who have been assigned a status of "CRP-Promoted". It is though highly recommended for students who are CRP-Promoted in more than one core subject (1-credit course). SAIS-D will approve the Credit Recover plan for a student subject to the following requirements:</p> <ol style="list-style-type: none"> <li>5. Review and approve the subject's course description and assessment scheme</li> <li>6. All assessment components including summative and formative assessment will be completed by the hosting school/ organization, and official progress and attainment reports should be REGULARLY shared with SAIS-D.</li> <li>7. SAIS-D has the right to evaluate the student's attainment in reconciliation with the received reports before joining back the school on September</li> </ol>	

***Students will complete all assessments requirements through Hosting School/ Organization (Data should be shared with the SAIS-D regularly).***

<b>Option 3 (SEM2/OP3)</b>	
<b>When the course is 0.5 Credit</b>	<b>When the course is a 1-credit course</b>
<p>After school Credit Recovery Program (CRP) will be introduced during semester 1 of the <b>following academic</b> year through which a student will sit for 30-hours after-school instructional program with 30 hours of instructional time as a self-study.</p> <p>8.4 instructional hours per week per course for 8 weeks</p> <p>9.A student can "Recover" <b><u>TWO</u></b> 0.5-credit courses maximum.</p>	<p>After school Credit Recovery Program (CRP) will be introduced during semester 1 of the <b>following academic</b> year through which a student will sit for 60-hours after-school instructional program with 60 hours of instructional time as a self-study.</p> <p>10.8 instructional hours per week per course for 8 weeks</p> <p>11.A student can "Recover" a <b><u>ONE</u></b> 1-credit course using this particular option.</p>
<p><b><i>Students will have ongoing formative assessments during the semester and Summative assessments (Mid-Semester, Final) as per the cycle of evaluation of the School.</i></b></p>	

- In the event of failing a 0.5 Credit or 1 Credit course that is not a prerequisite course for other courses (Example: Elective Courses, Biology, Physics, Chemistry, Pre-Calculus, Math for Business etc.) Students will be marked as Promoted with Credit Recovery Program with a Zero-GPA for that particular subject whom the student needs to repeat on coming High School Years.

In that case, ***Students will graduate with less than 26 credits provided that they comply with the minimum Graduation requirement of the school.***

- A student may choose to have a combination of the above listed options, such combinations might facilitate his Credit Recover Plan and/or support individual target plan.

**e. Extra-curricular activities and celebrations:** The school celebrates the following events throughout the year:

SAIS curriculum is enriched with a variety of activity programs including;

- •School trips (Semester 1+2)
- •Overseas Trips (Semester 1 & 2)
- •After School Activities (ASA) (Semester 1+2)
- •National Day (Semester 1)
- •International Day (Semester 2)
- •Sports Days (Semester 2)
- •Science Fair (Semester 2)
- •Art Exhibition (Semester 2)
- •Graduation Ceremony (Gr12) (Semester 2)
- •Graduation Ceremony (KG2) (Semester 2)
- •Elementary school concerts and assemblies (Semester 1+2)
- •Talent shows (Semester 2)
- •Inter-school competitions (Semester 1+2)
- •Bake-sale Day (Semester 1+2)
- •Math Olympiads(Semester 1)
- •Math Exhibition(Semester 2)
- •ICT & Innovation exhibition (Semester 2)
- •Peace Day(Semester 1)
- •Health Awareness(Semester 1)
- •Book Fair (Semester 1)
- •Business Fair(Semester 2)
- •University Career Day (Semester 1+2)
- •Mother's Day(Semester 2)
- •Garage Sale(Semester 1+2)
- •Cultural Fair(Semester 1)
- •Science Talk Show(Semester 2)
- •Arabic Day (Semester 2)
- •Islamic Day (Semester 2)

Dates of the above events are mentioned in the school operational calendar.

**f. Graduation requirements:**

Students in High school are required to successfully complete **26 CREDITS** in order to graduate with a High School Diploma from SAIS-Dubai. The following is the breakdown of subjects and credit hours necessary for graduation from Sharjah American International school-Dubai.



- **4 Credits of English**
- **4 Credits of Arabic – (*At least 2 credits are required for non-Arabic speakers*)**
- **4 Credits of Math**
- **4 Credits of Science ( Chemistry, Physics, Biology, Environmental Science)**
- **2 Credits of Physical Education / Health Education**
- **3 Credits of Social Sciences/ Humanities**
- **2 Credits of Islamic Studies - (*Mandatory for All Muslim Students*)**
- **2.5 Credits of Electives**
- **0.5 Credits of Performing Arts**

Students are also required to take English proficiency exams (**TOEFL/IELTS**) and **SAT** (Mathematics) to fulfill the SAIS-D graduation requirements and to meet the equivalency requirements as set by the MOE-UAE. The following is a list of graduation requirements accordingly. These requirements will secure the achievement of an American High School Diploma. Students, who fail to achieve the external components of the graduation requirements, will be graduating with a High School Secondary Certificate

- **SAT** minimum score of **470** in Math
- **TOEFL IBT** minimum score of **80** or **IELTS/ Academic** score of **6.5**
- **70 hours (9-12)** of community service with a certificate of proof.
- Successful completion of the graduation project by the end of grade 12.

The passing mark for all the subjects is 60. Failing to get a 60 in any subject will result in not earning the allocated credit for the specific subject and will result in enrolling the student on an **Academic Probation** and will have to undergo a Credit Recovery Program. Students joining SAIS-Dubai from other schools and not completing the required credits or courses that might affect completing the graduation requirement will be accepted on a conditional basis and will be asked to join a credit recovery program to ensure that they meet the graduation requirement.

### **Credit Recovery Program at SAIS-Dubai**

- Based on **Semester 1 results**, in the event of failing a 0.5 Credit or 1 Credit course that is a prerequisite course for other courses

(Example: English, Arabic, Islamic Studies, Integrated Math 1, Integrated Math 2 etc.) Students have 2 options to follow:

<b>Option 1 (SEM1/OP1)</b>	
<b>When the course is 0.5 Credit</b>	<b>When the course is a 1-credit course</b>
After school Credit Recovery Program (CRP) will be introduced through which a student will sit for 30-hours after-school instructional program with 30 hours of instructional time as a self-study.	Students will have to complete an after-school CRP of 30-hours of instructional time with a teacher and 30 hours of instructional time as a self-study following semester1. The focus will be on the material offered and assessed in semester 1 only.
<b><i>Students will have ongoing formative assessments during the semester and Summative assessments (Mid-Semester, Final) as per the cycle of evaluation of the School.</i></b>	
<b>Option 2 (SEM1/OP2)</b>	
<b>When the course is 0.5 Credit</b>	<b>When the course is a 1-credit course</b>
Students can take the course with a NEASC Accredited school or education organization subject to SAIS-D prior approval which requires;	
1.Review and approve the subject’s course description and assessment scheme	
2.All assessment components including summative and formative assessment will be completed by the hosting school/ organization, and official progress and attainment reports should be REGULARLY shared with SAIS-D.	
3.SAIS-D has the right to evaluate the student’s attainment in reconciliation with the received reports	
<b><i>Students will complete the ongoing formative assessments during the following semester through Hosting School/ Organization(Data should be shared with the school on 2-4 weeks cycle).</i></b>	
<b><i>Summative assessments (Mid-Semester Exam, Final Exam) should be completed through SAIS-D as per it’s cycle of evaluation.</i></b>	

- Based on **End of Year Results**, in the event of failing a 0.5 Credit or 1 Credit course that is a prerequisite course for other courses

(Example: English, Arabic, Islamic Studies, Integrated Math 1, Integrated Math 2 etc.) Students have 2 options to follow:

<b><u>Option 1 (SEM2/OP1)</u></b>	
<b>When the course is 0.5 Credit</b>	<b>When the course is a 1-credit course</b>
<p>A <b>summer school</b> Credit Recovery Program (CRP) will be introduced through which a student will sit for 30-hours after-school instructional program with 30 hours of instructional time as a self-study. (Summer school program duration will be 15 attendance days from 9am to 2:30):</p> <p>2.4 instructional hours per day (4x15=60)</p> <p>3.A student can "Recover"<b>TWO</b>0.5-credit courses maximum.</p>	<p>A <b>summer school</b> Credit Recovery Program (CRP) will be introduced through which a student will sit for 60-hours after-school instructional program with 60 hours of instructional time as a self-study. (Summer school program duration will be 15 attendance days from 9am to 2:30):</p> <p>4.4 instructional hours per day (4x15=60)</p> <p>5.A student can "Recover" a<b>ONE</b>1-credit course using this particular option.</p>
<p><b><i>Students will have ongoing formative assessments during the semester and Summative assessments (Mid-Semester, Final) as per the cycle of evaluation of the School.</i></b></p>	
<b><u>Option 2 (SEM2/OP2)</u></b>	
<b>When the course is 0.5 Credit</b>	<b>When the course is a 1-credit course</b>
<p>Students can take the course with a <b>NEASC Accredited</b> school or education organization during summer vacation subject to SAIS-D prior approval. This option is available to all students who have been assigned a status of "CRP-Promoted". It is though highly recommended for students who are CRP-Promoted in more than one core subject (1-credit course). SAIS-D will approve the Credit Recover plan for a student subject to the following requirements:</p> <p>6.Review and approve the subject's course description and assessment scheme</p> <p>7.All assessment components including summative and formative assessment will be completed by the hosting school/ organization, and official progress</p>	

and attainment reports should be REGULARLY shared with SAIS-D.

8.SAIS-D has the right to evaluate the student’s attainment in reconciliation with the received reports before joining back the school on September

***Students will complete all assessments requirements through Hosting School/ Organization(Data should be shared with the SAIS-D regularly).***

**Option 3 (SEM2/OP3)**

<b>When the course is 0.5 Credit</b>	<b>When the course is a 1-credit course</b>
<p>After school Credit Recovery Program (CRP) will be introduced during semester 1 of the <b>following academic</b> year through which a student will sit for 30-hours after-school instructional program with 30 hours of instructional time as a self-study.</p> <p>9.4 instructional hours per week per course for 8 weeks</p> <p>10.A student can “Recover” <b>TWO</b>0.5-credit courses maximum.</p>	<p>After school Credit Recovery Program (CRP) will be introduced during semester 1 of the <b>following academic</b> ear through which a student will sit for 60-hours after-school instructional program with 60 hours of instructional time as a self-study.</p> <p>11.8 instructional hours per week per course for 8 weeks</p> <p>12.A student can “Recover” a <b>ONE</b>1-credit course using this particular option.</p>

***Students will have ongoing formative assessments during the semester and Summative assessments (Mid-Semester, Final) as per the cycle of evaluation of the School.***

- In the event of failing a 0.5 Credit or 1 Credit course that is not a prerequisite course for other courses

(Example: Elective Courses, Biology, Physics, Chemistry, Pre-Calculus, Math for Business etc.) Students will be marked as Promoted with Credit Recovery Program with a Zero-GPA for that particular subject whom the student needs to repeat on coming High School Years.

In that case, ***Students will graduate with less than 26 credits provided that they comply with the Graduation requirement of KHDA.***

- A student may choose to have a combination of the above listed options, such combinations might facilitate his Credit Recover Plan and/or support individual target plan.

### **Notes:**

**1)** Senior students failing to comply with the graduation requirements of the school but complying with the Graduation requirement of MOE/UAE will be receiving a High School Certificate rather than receiving a High School Diploma.

**2)** Senior students failing to comply with the graduation requirements of the school AND the UAE Exit Qualifications as per MOE will have to Complete 60 hours for 0.5 credit courses and 120 hours for 1-Credit Courses considering the options; **SEM2/OP1 OR SEM2/OP2** and sit for a Summative Exam at the School in order to be granted a High School Diploma or High School certificate in case of completing less than 26 Credits..

**3)** Students failing to pass a certain course will negatively affect their GPA and it will be mentioned on their transcripts as E/F with a zero GPA.

### **g. Graduate certificate:**

- By completing the School's graduation requirements, a student receives an American High School Diploma and an Academic transcript by the end of grade 12.
- The UAE equivalency of the High School Diploma is secured considering all below equivalency requirements:
  - Class of 2022 will follow MOE Ministerial Decree 199.
  - Class of 2023 onwards will follow MOE Ministerial Decree 883.

For the UAE certificate equivalency requirements, please visit the UAE Ministry of Education website (<https://www.moe.gov.ae>)

### **Guidelines for student transfers between schools:**

To be admitted, a student must meet the minimum age for the grade/year group as outlined in the table below. This is a legal requirement per the legislation governing enrolment of students in Dubai private schools.

- For schools that begin in September, the age in the table refers to the age of the student on **August 31**.
- For schools that begin in April, 2022-2023, the age in the table refers to the age of the student on **March 31**.
- This table explains the age/grade requirements:

Level	Grade/Year	Minimum age (for entry)	Maximum age (as a cut-off for this grade)
A	Pre-KG/FS 1	3	4
B	KG 1/FS 2	4	5
C	KG 2/Year 1	5	6
D	Grade 1/Year 2	6	8
E	Grade 2/Year 3	Based on the transfer certificate	9
F	Grade 3/Year 4		10
G	Grade 4/Year 5		11
H	Grade 5/Year 6		12
I	Grade 6/Year 7		13
J	Grade 7/Year 8		14
K	Grade 8/Year 9		15
L	Grade 9/Year 10		17
M	Grade 10/Year 11		18
N	Grade 11/Year 12		19
O	Grade 12/Year 13	20	

### **3.Fees:**

**Fees will be updated and approved by KHDA on a yearly basis in accordance with DSIB rating and the Educational Cost Index (ECI) which is announced yearly by Dubai Statistics Center (DSC), and it will be communicated by KHDA through various channels.**

- a. Responsible/authorised party for payment of fees name .
- b. The School, vouches that no additional mandatory fees will be required from parents during the academic year except for fees clearly indicated in this contract.

- c. The Tuition fee structure at for the academic year is as follows:
- d. The following are additional **mandatory** fees required for the academic year :

Mandatory item	Fee (AED)	Due date (dd/mm/yyyy)	Add to installments

- e. The following additional fees apply for **mandatory** external examinations in the following Grade/Year levels:

Examination	Fee (AED)	Due date (dd/mm/yyyy)	Comments

- f. Parents are required to pay the Board examination fees on a **cost** recovery basis as charged by the **Board examination** itself with no extra charges.
- g. Payment of approved fees is expected in instalments according to the following timetable:

Status	Percentage	Amount (AED)	Date due (dd/mm/yyyy)
<b>First installment</b>	%		
<b>Second installment</b>	%		
<b>Third installment</b>	%		
<b>Fourth installment</b>	%		
<b>Fifth installment</b>	%		
<b>Sixth installment</b>	%		
<b>Seventh installment</b>	%		
<b>Eighth installment</b>	%		

<b>Ninth installment</b>	%		
<b>Tenth installment</b>	%		
<b>Eleventh installment</b>	%		
<b>Twelfth installment</b>	%		
<b>Re-registration fees</b>	%		Deduct from first installment
<b>Sibling Discount</b>	%		
<b>Staff Discount</b>	%		
<b>Other Discount</b>	%	Amount comment	Deduct from first installment Deduct from all installments
<b>Shift Discount</b>			

h. Total fees for the academic year:

<b>Tuition fees (AED)</b>	<b>Other fees (AED) (mandatory + exams)</b>	<b>Discount (AED)</b>	<b>Total Cost (AED)</b>	<b>Prepayment (AED)</b>	<b>Total due (AED)</b>

i. *Private agreements to "facilitate" payments for some families are to have permanent standing, and not to be altered from year to year.*

## **Registration and Refund Policy**

### **General Definitions**

#### **Application fees:**

Schools may charge up to AED 500/ to process the application of new students. This fee includes standard assessment fees. The application fee is not deductible from the tuition fees.

#### **Registration fees:**

Schools may ask parents to pay a deposit to confirm new enrollment. This deposit is payable after the student has been offered a place and parents have accepted the offer. The registration deposit cannot be more than



10% of the total tuition fees, and is deductible from the total tuition fees for the academic year.

### **Re-registration fees:**

Schools may ask parents to pay a re-registration deposit to guarantee a place for their children for the following academic year. This deposit cannot be more than 5% of the total tuition fees, or AED 500/ (whichever is higher) and is deductible from the total tuition fees for the academic year.

### **Registration and Admission Fees (applicable to all Dubai private schools)**

As well as the conditions mentioned in the parent-school contract, the regulations for fees and deposits for admission and registration are as follows:

#### **Existing students:**

- The school may open re-registration anytime during the academic year.
- The re-registration deposit should not exceed 5% of the annual tuition fees or AED500 (whichever is higher).
- The re-registration deposit is deductible from the first term's fees.
- The school cannot ask for payment of any additional fees or deposits other than the re-registration mentioned above.
- Schools that begin the academic year in September can only collect re-registration deposit after the end of the Spring break.
- Schools that begin the academic year in April can only collect re-registration deposit after the end of the Winter break.

#### **New students:**

- Schools can register new students at any time during the academic year.
- New schools must have KHDA pre-approval prior to registering students.
- The registration deposit for new students should not exceed 10% of the annual tuition fees.
- This registration deposit is deductible from the first term's tuition fees.
- If new students enroll at a school during the course of the academic year, the school can charge tuition fees starting from the month of enrolment. (For example, if a student enrolls in a new school in the

3<sup>rd</sup> week of October, the school can charge tuition fees from the beginning of October).

- Schools cannot ask for payment of registration deposit until they have made a formal offer of enrolment. Prior to this, schools can only charge an application fee of AED 500/ maximum.
- The application fee of AED 500/ is:
  - refundable if the school does not offer the student a place.
  - non-refundable if the school offers the student a place but the student chooses not to take it.
  - not deductible from the total tuition fees to be paid if the student is offered and accepts a place.

### **General conditions:**

- Apart from the Registration or Re-registration deposits, schools cannot ask for any additional payment to guarantee student enrollment and re-enrollment
- Schools can only collect annual tuition fees in three installments, due at the beginning of each term. The first term's payment should not exceed 40% of the annual tuition fees; the second term payment not more than 30% of annual tuition fees; and the third term not more than 30% of annual tuition fees
- Schools can also choose to collect annual tuition fees as 10 equal monthly installments. The monthly repayment amount is calculated by dividing the total tuition fees by 10
- Schools may ask for payment of registration deposit only when students have been offered a place.
- The school forfeits the right to collect registration/re-registration fees if these fees were not collected at the time of registration/re-registration, and the student decides to leave the school prior to the start of the academic year.

### **Tuition fees Refund:**

In the cases of both existing and new students, the registration/re-registration deposit will not be refunded unless there are extenuating circumstances. These circumstances include, but are not limited to, evidence of family/student relocation to another country/emirate or any other unforeseen circumstances. Such cases may be submitted to KHDA for review.

In the case of refund, the school fees will be calculated as follows:

- Tuition fees paid prior to the beginning of the academic year are refundable and only the registration/ re-registration fees will be deducted.
- If the student was enrolled in the school for two weeks or less, a month's fees will be deducted.
- If the student was enrolled in the school for a period ranging between two weeks and one month, two months' fees will be deducted.
- If the student was enrolled in the school for more than a month, the full term's fees will be deducted.

### **General conditions:**

- The above refund policy is applicable per term depending on the date of the withdrawal request.
- The refund will be calculated from the start of the term and the date of the official request by the parent stating the intent of withdrawal and not from the date when the student was absent. Being on the school registrar counts as days in school.
- Registration or Re-registration deposits are refundable in cases where a school's quality rating has dropped and students wish to move to a school with a better rating, as stated in the Dubai Schools Inspection Bureau report.
- Book fees are refundable if the student decides to leave the school prior to the beginning of the academic year.
- Any provisions in any other policies or approvals will be repealed in the event that they contradict this policy.

**\*\* when fees are not paid in any mode of learning, the school reserves the right to:**

**1-Suspend students from learning for a maximum of 3 days per semester, excluding exam days.**

**2-Not re-enroll students for the following academic year. This will be documented by the school through the issuance of dated warning letters.**

**3-Withhold students' progress reports and to refer the issue to the KHDA.**

**4-Not issue the Transfer Certificate.**

### **Discount Policy 2020/2021:**

Families can apply for special discount in situations of financial hardship through the Accounts Department for consideration

### **Scholarship Program 2020/2021**

To recognize and appreciate academic excellence, leadership qualities and community involvement, Sharjah American International School-Dubai is introducing a scholarship awards program to students in Grades 1-12. The recipients of these prestigious awards will be known as SAISD Scholars. The SAISD Scholars are students who demonstrate outstanding leadership qualities, community involvement, and innovation in addition to academic achievement.

<b>Scholarship/Grant Title</b>	<b>% Concession of the school's tuition fees</b>	<b>Number of scholarship Awards</b>
Leadership & Entrepreneurship	10%	3
Community Involvement	10%	3
Innovation	10%	3
Academic Achievement	15%	3

**\*\* If the sibling discount was not limited to a specific period of time, the parent must be given one academic year's notice prior to any changes or cancellation of the discount.**

### **4. Communication:**

Effective communication is essential to build a school-parent partnership which will strengthen the student's learning experience. Communication can and should happen through different means, such as the school's website, portal, school email address, pamphlets and/or newsletters, the implemented LMS, Padlet, conversation and telephone calls to target all parents. The language of communication for all schools should be available in the language of instruction at the school and an additional language most suitable to the school community. Please note that WhatsApp is not considered as a communication tool by the school.

### **The responsibilities of the school include:**

- Communicating to parents all policies, possible changes and immediate announcements.
- Using all contact details provided by parents to communicate key messages.

- Updating the information about school policies, expectations, programmes, staff and any other information deemed necessary by the school.
- Informing parents of their child's progress through regular assessment reports (at least 3 times per year) and meetings. The school will exercise fairness, objectivity, transparency and credibility in the assessment reports shared with parents.
- Providing parents the opportunity to see and review all of their child's work and assessments.

**The responsibilities of the parents include:**

- Supplying the school with valid and updated contact details, including home and mobile numbers, e-mail addresses and home locations.
- Updating the school about any changes in the contact information.
- Referring regularly to established means of communications for any updates about the school.
- Being courteous in their approach to staff when enquiring about their child.
- Attending meetings, conferences and reviews related to their child's progress and performance. Failure to do so may jeopardise their child's progress and learning experience. Parents' level of participation, involvement and responsibility in their child's learning will affect his or her chances for re-enrolment the following year.
- Parents should not talk or address other students without the permission of the guardian.
- Parents should check their account on the school portal on daily basis.
- Parents or the person who is taking the child/daughter from the school must show the "Parent school ID" at the gate at all times or else should follow the standard security procedure of the school.
- The school holds the right to share and post students' pictures on the school's social media accounts, school publications and in the school's yearbook; however, if parents do not accept to share their children's pictures they are required to send a written letter requesting not to share their child/daughter picture in any way and the letter should be addressed to the Principal.

**5. Attendance and punctuality:**

First academic day for students	Last academic day for students	Term Break 1	Term Break 2	Term Break 3

## **Sunday to Thursday:**

**KG: 7:30 am - 1:00 pm**

**Grade 1 to Grade 12: 7:30 am - 2:20 pm**

Students' absenteeism and tardiness affect the school's ability to provide effective educational services, the achievements of consistently absent or late students and disrupt the learning experiences of other students in the school.

Likewise, the attendance of teachers is imperative to securing continuous and progressive learning experiences for all students at the school. The school will secure and improve teachers' attendance at all times and ensure that students are not left without a qualified teacher for long durations of time exceeding a week.

Parents, the students and the school must work together to improve and maintain high attendance rates.

Additionally, students must abide by the school behavior code and dress code as detailed in the students' conduct policy.

### **\* Entrance/Exit Policy:**

- Students are allowed to use their allocated entrance/Exit door when they come/leave the school.
- All doors leading to administration area will be locked at 1:30 pm to ensure the safety of the students and their orderly dismissed.
- Parents are kindly requested to take their children from their designated Exits at the end of the day.
- Kg-Grade 4 students should be taken by their parents/Guardian/Older siblings using the appropriate exit assigned by the school's administration.
- Students are not allowed to wait in the administration lobby unless they are with their parents or whenever they have a permission from the Head of School.
- Students can only use the lift whenever they permission from the Head of School. In case of emergency, students can ask permission from any SLT member
- Students who are late to be taken by their parents are requested to wait at the exit doors within the school premises and not in the administration lobby.

- Late room policy for grade 1-grade 4 will be set by the school and will be shared with the parent at the beginning of the academic year. Students who are frequently late to be collected by their parents are required to pay a fee to the school **(50 AED per hour)**.
- In case of students' planned leave, parents need to send a note or directly contact the school informing supervisors/ HOSs about the details of the leave. Parents are kindly requested to contact the Hallway Supervisor at least 3 hours before the pickup time or preferably by 9am. In case of emergency, parents may directly approach the school to take permission to pick up their Child/Daughter through our front desk team after they get the permission from the Head of School if the reason is deemed appropriate by the Head of School.

**The responsibilities of the school include:**

- Sharing and implementing a school policy on attendance and punctuality which stresses that attendance for all students is mandatory on all the days the school is declared open.
- Clarifying to parents and students the definition of a school day, the start of registration process in the morning, the school's expectations in relations to punctuality all through the school day, the definition of absenteeism and a list of what is considered excused and unexcused absenteeism.

**The responsibilities of the parents include:**

- Reading, ratifying and implementing the school's policy on attendance and punctuality.
- Promoting their child's attendance and punctuality and abiding by the timings set by the school for the start and the end of the school day.
- Understanding and upholding the school's policy which states that continued tardiness and absenteeism will result in disciplinary measures and will affect the students' chances of enrolment for the upcoming academic year.

**In case of repeated tardiness and absenteeism the following applies:**

Offence	Frequency	Implications
Tardiness - this refers to being late in coming to school at the start of the	The first five(5) incidents of tardiness in a short period of	Written warning to student and notify parents.

school day and to instances of being late to lessons within the school day	time such as a month or an academic term	Tardiness will be noted in the students' progress report.
	Up to an additional three(3) instances of tardiness in a short period of time, such as a month	Parents and student to be called to a meeting with the principal or a designated person by the principal.  Parents and student to sign a written pledge not to repeat the offence.  Tardiness to be noted in students' progress report.
	Any additional incidents to the above	At the discretion of the school, decision might include one or more of the following: <ul style="list-style-type: none"> <li>• Community hours at the school.</li> <li>• Detention during school hours.</li> <li>• A written notice announcing refusal to re-enroll the student in the school for the following academic year.</li> </ul>
Offence	Frequency	Implications
Absenteeism - this refers to frequent or habitual absence from school or from lessons without a valid medical or family related excuse.	The four(4) incidents of absenteeism in a short period of time such as a month or an academic term	Written warning to student and notify parents.  Absent days will be noted in the students' progress report.
	Up to an additional three(3) instances of absenteeism in a short period of time	Parents and student to be called to a meeting with the principal or a designated person by the principal.



		<p>Parents and student to sign a written pledge not to repeat the offence.</p> <p>Absent days to be noted in students' progress report.</p>
	Any additional incidents to the above	<p>At the discretion of the school, decision might include:</p> <ul style="list-style-type: none"> <li>• Community hours at the school.</li> <li>• Detention during school hours.</li> <li>• A written notice announcing refusal to re-enroll the student in the school for the following academic year.</li> </ul>

**These decisions are endorsed by KHDA and consequences resulting from continued tardiness and absenteeism will be upheld by the Authority.**

### **6. Attitudes and behavior:**

Schools strive to offer all their students a hazard free and emotionally safe environment in which they can achieve their full academic and personal potential. In order for schools to achieve this objective, **the responsibilities of students and parents include:**

- Abiding by the school's code of conduct which is attached with this contract. This policy will cover expected code of behaviour during the school timings, during extra-curricular activities, on school buses, during school trips and students' participation in social-media forums.
- Students must wear school uniform at all times unless they have permission not to wear the uniform.
- Students must wear their school IDs at all times.

- Mobile phones are strictly prohibited in school. When phones are confiscated by a staff member they will be given to the coordinator. Parents can collect the phone from the coordinator's office after they sign a letter that the phone will not be brought to school again or else it will be kept in the deputy principal's office until the end of the academic year.

The school has a zero-tolerance policy for bullying in all its forms. Bullying is the intentional and deliberate intimidation of another person through emotional, physical, psychological and/or cyber means. Instances of proven and intentional bullying may result in immediate suspension of the aggressor from the school. The matter will be referred to KHDA for ratification.

Aligned with the above, the school will not tolerate any form of defamation or intentional harm practiced through social media forums. The school must set a clear policy for parents and students about the use of and participation in social media outlets and/or forums. This policy must include, but not be restricted to, the following:

- Parents and students in all grade levels using any social media forum must, at all times, demonstrate respect for the members of the school community (including all students and personnel);
- Parents and students must not breach confidentiality, defame or make threats to any person in the school community;

Instances of proven and intentional breach of the above will result in sanctions that may include Suspension from the school.

Additionally, students must abide by the school behavior code and dress code as detailed in the students' conduct policy.

**\*\* The school reserves the right to not re-enroll students for the following academic year when behavioral issues are repeated. This will be documented by the school through the issuance of dated warning letters supported with evidence and after obtaining KHDA approval.**

## **7. Health and safety:**

It is the responsibility of the school and the parents to secure a safe and healthy environment for the students. In this regard, the school shall issue and implement various health and safety guidelines that parents are expected to abide by and ensure their children do so as well.

### **The responsibilities of the school include:**

- Providing students with appropriate medical care as per the regulations set.
- Providing students with medical conditions the care and attention they deserve while treating cases with confidentiality.
- Promoting and reinforcing awareness about healthy lifestyle habits, including choice of food and practice of exercise.

### **The responsibilities of the parents include:**

- Sharing with the school all information related to their child's medical condition and history.
- Ensuring that meals and snacks provided to students adhere to the school's policies and guidelines in this regard.
- Upholding the school's decision to confiscate food and drink items which do not fit the expectations set by the school.

### **8. Transportation:**

1. The school is responsible for ensuring the students' safety while on school buses, whether managed by the school or outsourced to a third party. In addition to implementing rigorous safety procedures outlined in a school policy, the school will also ensure the full implementation of the guidelines outlined by RTA on the matter.

The following are expectations set by the school for parents at the school.

#### **a. Private vehicles:**

- To ensure the safety of all students, parents driving to school will receive a route map detailing entry and exit points to the school.
- Parents must abide by the designated entry and exit routes set by the school.
- School personnel and staff helping in the organisation of students' arrival and dispersal times represent the school and their instructions must be obeyed.

#### **b. Buses:**

- For all intents and purposes, school buses, whether managed by the school or outsourced to a third party, are considered part of the school premises when being used by students.
- All safety rules and behaviour expectations set by the school and enforced by personnel must be adhered to by students and parents.

Before the end of the academic year, students using school transportation will need to register for bussing the following year.

At the end of the school day, parents or drivers picking up the students are required to park the car and walk to the exit gate to escort the student to the car. Bus students are expected to move quickly to their busses and take their seats for departure.

**Failure to comply with all transportation rules set by the school will result in disciplinary action and will affect the students' registration chances for the following academic year.**

### **Distance and Blended learning Mode**

#### **School's Responsibilities**

- Providing updated information to parents and the school community about school policies, rules, expectations, possible changes, programmes, and any other information deemed necessary by the school
- communicating to parents the school's timetable and routine. The timetable should include mode of teaching and learning (e.g. live sessions, recorded sessions, self-learning).
- Sharing with parents the school's main points of contact, including how best to reach them.
- Responding to parents' calls and requests in a timely manner
- Informing parents and students of the exams and assessments platforms including expectations and responsibilities of all parties.
- Ensuring flexible timetable that accommodates working parents' need to support their children when possible
- Communicating availability of extracurricular activities and the mode of delivery, if applicable
- Informing parents of tuition fees and other mandatory and optional fees, including deadlines for payments
- Raising awareness and setting clear expectations of safe online behaviour for both parents and students
- Ensuring the safety and security of IT systems and programmes used to deliver distance learning
- Supporting students' wellbeing and raising awareness about ways to protect their mental, physical and emotional health
- Regularly updating parents on their child's progress
- Informing parents about their child's attendance and behaviour when applicable.

- Ensuring that resources required for home activities are accessible and not burdensome on parents.
- Informing parents how different events will be held.
- Communicating with parents on the delivery interventions plans for students of determination

### **Parent's Responsibilities**

- Ensuring your child attends classes, activities, assessments and exams on time.
- Keeping up-to-date with news or announcements from the school and responding in a timely manner when required.
- Being courteous when communicating with staff and students.
- Adhering to the school's requirements for completion of tasks and homework within the time specified by school.
- Complying with the school's policy on assessment and examinations.
- Supporting your child's physical, emotional and mental wellbeing in collaboration with the school, if needed.
- Formally informing the school if your child faces any challenges.
- Making sure students have the devices and resources they need to access distance learning.
- Complying with school policy on parent and student behaviour.
- Keeping your child/children at home if they are generally unwell.
- Ensuring that you immediately pick up your child/children from school in case they become sick or show symptoms of Covid-19. In case this happens, you must follow the protocols as advised by the school.
- In case your child/children test positive, you must not bring your child/children to school until tested negative. In this case, the school will ensure your child's education continues through distance learning.
- In case anyone in your family tests positive for Covid-19, you must inform school and follow the protocols that the school advises.

### **Terms & Conditions:**

- In the unlikely event of a government directive instructing schools to return to a distance-learning model, parents will pay distance learning tuition fees, as specified by your child's school. These may or may not be different from the tuition fees for face-to-face

learning, each school is free to decide whether to grant distance-learning discounts.

- If your child has a chronic illness that prevents them from attending school in person, the school must provide them with a distance learning option.
- After the start of the academic year, all refunds will be regulated by the "School Registration and Refund Policy" and applicable to all education models offered.
- Schools cannot choose to change the education model they are offering once the academic year has started, without prior approval from KHDA.
- If schools offer a discount on tuition fees, this discount will be applicable for the valid period, regardless of any external changes, which may take place during that time (e.g. government directives).
- It is everyone's responsibility to comply with the **Protocols for the Reopening Private Schools in Dubai**. Parents or students who refuse to comply with protocols may be denied access to the school. Schools must show evidence of non-compliance if they choose to refuse a parent or student entry on these grounds.
- Once the academic year has begun, parents can only change the education delivery model for their child/children after seeking written approval/Email from the school.

## **9. Appeal process:**

Every school must set up an appeals process to ensure parents and students the right to fair and impartial decisions affecting their educational experience at the school. It is best to solve issues informally through meetings and discussions; however, at times, there are concerns and complaints that need further deliberations.

It is expected that parents refer to this process for any conflict resolution within the school:

- a. If a student/parent wants to question a decision made by the school at any level, then the parent should meet the person directly involved in the decision such as a teacher or supervisor;
- b. If the parent is still not satisfied, then he/she should meet with the coordinator such as head of elementary or senior school if applicable;

- c. If the issue is still not resolved, then the parent must meet the vice principal and the principal of the school to try to resolve the issue;
- d. If the issue is still not resolved, then the parent must meet the principal of the school to try to resolve the issue;
- e. If the issue is still not resolved after this stage, then the parent shall write an official letter to the board of governors; the board of governors will be required to set up a committee comprised of a teacher, a parent, a school leader and a member of the board of governors. None of the members of the committee shall have any connection to the original concern or complaint; the committee shall study the matter and within 10 working days issue a written report to both the principal of the school and to the parent;
- f. Each process from (A to D) should not exceed more than (5) working days. If the parent is still not satisfied, then the parent has the right thereafter to refer the matter to KHDA by raising it through E-Feedback System.

**KHDA has the right to uphold or repeal any and all decisions. Its final decisions are binding to both the school and parents.**

**This contract is the sole reference for the Knowledge and Human Development Authority to resolve any dispute between the school and the parents. It supersedes all prior or subsequent agreements, and understandings between both parties including school policies which may conflict with its clauses.**

**Declaration:**I/We parent/ guardian of hereby certify that I/we have read the terms and conditions and all related school policies and agree to abide by them. I/we agree to support the school in all aspects of our child's education and any sanctions that may be deemed appropriate concerning my child.

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**Please note that signing this contract implies full acceptance of all the above terms and conditions.**

**Important Information:**

**- This contract is valid as long as your child is studying in this school. Any future amendment of the contract will be shared with you for review and concerns will have to be raised within four**

**weeks of announcement of changes. Beyond this period the changes will be considered accepted by the parent.**

**- Should the student resume classes for the new academic year at the same school, the contract will automatically renew for the entire duration of that new academic year.**

<b>Principal</b>	<b>Father</b>	<b>Mother</b>	<b>Guardian</b>	<b>Coordinator</b>
Name:	Name:	Name:	Alternative responsibility:	Name:
	Emirates ID:	Emirates ID:	Emirates ID:	

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