



Parent/Guardian – School Contract

School Principal
Dr. Leena Ibrahim

2021- 2022



School Contract with the Guardian 2021-2022

Parent/Guardian – 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. SPEA will uphold the agreement stipulated in this contract when a party refers a matter to SPEA for deliberation and endorsement.

Definitions

- **Authority or SPEA:** The Sharjah Private Education 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.
- **Our School:** AKAPS- Al Rmatha KG-G9
- **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 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.

Vision: "to build lifelong learners who can demonstrate 21st century skills for a productive global citizenship".

E safe school vision: Our school community is ensured to participate safely online.



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1. Communication

Effective communication is essential to building 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, SMS's, Facebook, Telegram, Emails, pamphlets and/or newsletters, 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.

The language of communication is both English and Arabic correspondence with our parents is done via Phone calls, SMS sent by school, emails sent by the teachers, departments and/or school.

Social Media: Facebook, Instagram, Telegram, Google classroom, MS Teams.....etc.

1.1 School responsibilities

- 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 (Parent/Teacher Conferences twice a year) and meetings. The school will exercise fairness, objectivity, transparency and credibility in the assessment reports shared with parents (End of Year Report once a year).
- Providing parents, the opportunity to see and review all of their child's work and assessments.

1.1.1 Parent/ guardian responsibilities

- Supplying the school with valid and updated contact details, including home and mobile numbers, Valid ID, Birth Certificate, Residence Visa, Passport Copy, e-mail addresses and home locations.
- Updating the school about any changes in the contact information.
- Supplying the school with the details of their children's travel; (departure, destination and returning).
- 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 jeopardize 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.

2. Acceptance of the Students Enrolment in the School

Admission:

The management of The Al Kamal American Private School-Al Ramtha is pleased to offer a holder of Emirates ID enrolment In Grade /Year for the academic year...

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Student Special Support

To ensure a productive learning experience for all students at the school, including those with special needs, 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 provide the best education for your child. 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 they are aware or suspect that their child (or anyone in his or her immediate family) has a learning difficulty, and the parents must provide the school with copies of all written reports and other relevant information. Parents will be asked to withdraw their child 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 special needs has been deliberately withheld.
- Refer to the school's policy on "special educational needs" for full details.

The management of Al Kamal American Private School-Al Ramtha is pleased to offer a holder of Emirates ID enrolment In Grade /Year for the academic year.....

2.1. School Responsibilities

To ensure a productive learning experience for all students at the school, including those with special needs, 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.

2.2. Parent/ guardian responsibilities:

- 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 provide the best education for your child. 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 they are aware or suspect that their child (or anyone in his or her immediate family) has a learning difficulty, and the parents must provide the school with copies of all written reports and other relevant information. Parents will be asked to withdraw their child 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 special needs has been deliberately withheld.
- Refer to the school's policy on "special educational needs" for full details.

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3. Curriculum and Educational program

Please refer to table below for detailed information regarding the school's curriculum and programmes

Grade: Curriculum/ Programme:		
K-9	International American Curriculum	California CCSS

3.1. compulsory Study Materials:

1. All Muslim students to study Islamic Education from Grade 1 to Grade 9 inclusive.
2. All Arab students (registered at the school with an Arab passport) to study Arabic as a first language, and U.A.E Social, National Studies from Grade 1 to 9 inclusive.
3. All students registered at the school with a non-Arab passport to study Arabic as an additional language and U.A.E Social and National Studies from Grade 1 to Grade 9 inclusive.
4. All students to study Moral Education from Grade 1 to Grade 8 inclusive.

Phase 1-phase4 (Kindergarten through Grade 9)	Languages (English /Arabic) Mathematics, Science U.A.E Social National Studies, ICT, Music, P.E, ART & Moral Education.
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3.2. Elective Study Materials:

G9 - Business

3.3. Evaluation Policy:

- Ongoing assessments using appropriate milestones for Early Years Education+ G1- G9
- Quizzes & Exams for G1-G9.
- Projects
- Diagnostic test at the beginning and the end of the academic year

Promotion and retention policies: We offer a focus on language and creativity. Children graduate to the level above at the end of each academic year where appropriate.

Extra-curricular activities and celebrations: Clubs, School Broadcasting, Scientific Experiments, Robots, Story
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Writing in Arabic and English

3.4. Graduation requirements and Equivalencies:

Not Applicable

4. Fees:

- Responsible/authorised party for payment of fees **parent** name.
- School, vouches that no additional mandatory fees will be required from parents during the academic year **2021-2022** except for fees clearly indicated in this contract.

4.1. Annual School Fees:

The fee structure for the academic year **2021-2022** is as follows:

Grade	school fees (AED)	Uniform (AED)	Discount (AED)	total (AED)
KG1	8500	250	Go back to scholarship policy and school discount fees	
KG2	8500	250		
G1	9000	275		
G2	9500	275		
G3	11000	300		
G4	11500	300		
G5	12000	300		
G6	12500	350		
G7	13000	350		
G8	13500	350		
G9	14000	350		

New Student

- For new students, and according to the Schools Fees Framework, the school will charge parents 500 AED of the total fee amount to be paid within ten (10) days of the issuing of the acceptance letter.
- This amount is non-refundable.
- This amount is deductible from the first term of the academic year.

4.2. Extra Fee Recipient

Not Applicable

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4.3. Fee Payment Mechanism:

Payment of approved fees is expected in 3 instalments according to the following timetable:

Status	Percentage	Amount (AED)	Date due (dd/mm/yyyy)
First instalment	50%		
Second instalment	25%		
Third instalment	25%		

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

4.4. Fee refund mechanism:

For students who are withdrawn from the school during the academic year, fee deduction will be applied as per the Schools Fees Framework quoted below.

- If the student attends school for two weeks or less, one month’s fee will be deducted.
- If the student attends school for a period ranging between two weeks and one month, two months’ fees will be deducted.
- If the student attends for more than a month, three months’ fees will be deducted.

4.5. School fee reduction policy:

First: Sibling child: First 5%, second 5%, third 5%, forth 10% and on onward.

For sibling discount whether applying for admission or already admitted at the School, is eligible for tuition fees discount, the parents or guardians responsible for the payment of tuition fees.

Second: Outstanding student in every grade (One-twelfth) 50%.

1. At the end of each year, the outstanding students in each stage are identified according to the final approved official grades. The names of the outstanding students deserving of the scholarship are placed on the big size honor board (*Mention the student’s name, grade, outstanding rate and discount rate in a clear place for all visitors to the school.*)

a. For the grad from grade 1 to grade 11, the scholarship will be deducted from the fees for the following year in the event that the student continues, either if he discontinues or moves out of school his right to the scholarship will be forfeited and transferred to the next student.

2. If two or three students meet at the same stage and with the same grades, a 50% tuitions discount will be distributed equally to them.

3. An outstanding student in the twelfth grade will receive a 50% discount on tuition fees payable by cheque. And

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- a. if he obtains a rank from the top ten at the UAE or emirate of Sharjah level, he will receive an additional 25% tuition fee discount.
- b. This will be paid to him by cheque at the school's annual graduation celebration.
4. The chairman approve to apply the student's outstanding discount from the first to the fourth stage to current academic year 2020/2019, and in the following academic year 2020/2021 it applies to all grades

Third: Staff child: First 25%, second 30%, third 35%, forth 40%, fifth 45%


The new employee deserves the scholarship on tuition fees after completing one year, and if he has a child's in school during the first year this scholarship will be deducted for him in the following year and he must fill out the scholarship application and sign it from the parents and submit it to the administration.

Fourth: Current staff working: First 50%, second 35%, third 30%, forth 25%

The discount rate for the children of current employees as of today 18/06/2020 and they are still on their job will remain the same discount as mention above.

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4.6. Scholarship Policy:



AL KAMAL AMERICAN INTERNATIONAL SCHOOLS

INTERNAL MEMORANDUM

TO : ALL PRINCIPALS

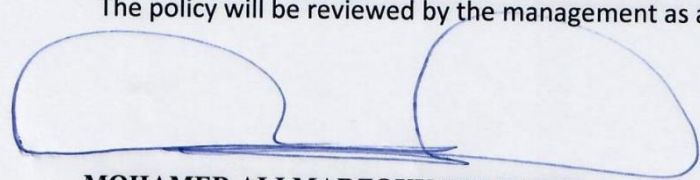
SUBJECT : SCHOLARSHIP POLICY

DATE : 18 JUNE 2020

The Management would like implement new Scholarship/discount policy for our Schools. This policy was communicated to all Principals for comments and feedback and it has been agreed by them.

Hence all the Principals are requested to implement the scholarship/discount policy attached. The policy will be effective for the academic year 2020-21 onwards, except for Point No.4 in Second Clause regarding the Outstanding Students Scholarship for students of Grade 1 to 4, which will be applicable from academic year 2019-20.

The policy will be reviewed by the management as and when required.



MOHAMED ALI MARZOUK BIN KAMIL
VICE CHAIRMAN

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Date: 18/06/2020

Scholarship Policy from 2020/2021
onward
(Tuition Fees Discount)

First: Sibling child: First 5%, second 5%, third 5%, forth 10% and on onward.

For sibling discount whether applying for admission or already admitted at the School, is eligible for tuition fees discount, the parents or guardians responsible for the payment of tuition fees.

Second: Outstanding student in every grade (One - twelfth) 50%.

1. At the end of each year, the outstanding students in each stage are identified according to the final approved official grades. The names of the outstanding students deserving of the scholarship are placed on the big size honor board (*Mention the student's name, grade, outstanding rate, and discount rate*) in a clear place for all visitors to the school.
 - a. For the grad from grade 1 to grade 11, the scholarship will be deducted from the fees for the following year in the event that the student continues, either if he discontinues or moves out of school his right to the scholarship will be forfeited and transferred to the next student
2. If two or three students meet at the same stage and with the same grades, a 50% tuitions discount will be distributed equally to them.
3. An outstanding student in the twelfth grade will receive a 50% discount on tuition fees, payable by cheque. And
 - a. if he obtains a rank from the top ten at the UAE or emirate of Sharjah level, he will receive an additional 25% tuition fee discount,
 - b. This will be paid to him by cheque at the school's annual graduation celebration.
4. The chairman approve to apply the student's Outstanding discount from the first to the fourth stage to current academic year 2020/2019, and in the following academic year 2020/2021 it applies to all grades

Third: Staff child: First 25%, Second 30%, third 35%, forth 40%, fifth 45%

The new employee deserves the scholarship on tuition fees **after completing one year**, and if he has a child's in school during the first year this scholarship will be deducted for him in the following year and he must fill out the scholarship application and sign it from the parents and submit it to the administration.

Fourth: Current Staff working: First child 50%, Second 35%, third 30% and Forth 25%.

The discount rate for the children of current employees as of today 18/6/2020 and they are still on their job will remain the same discount as mention above.

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Terms and conditions

1. In the event that the student deserves two scholarships, he will obtain the highest discount, and cancel the lower discount.
2. The scholarship is awarded for one academic year and cannot be backdated.
3. For staff scholarship an application should be submitted annually, the original in his file and copy attach with accounting documents.
4. In all cases, the scholarship cannot be received in cash (except for class 12).
5. In all scholarships: The student will not receive the scholarship until all debts are paid, and the deduction starts from the settlement date for the remaining amounts and is not retroactive.
6. Scholarship for employees: it will stop immediately on the day of resignation or termination from work with the school, and the student will be required to pay the discount value for the subsequent period.
7. The student does not deserve the scholarship unless he complies with all terms and conditions.

Application process

The application is to be submitted to the principals of the school, A complete application requires the following documents:

- Completed and signed Tuition Fee Discount Application Form.
- Copy of registration application form.
- Copy of child's passport.
- Copy of parents passports.
- Copy of all emirate ID two side (parents and child)
- For staff, copy of labor card & residence visa.
- For outstanding, A copy of the transcript of grades from ministry
- For all applicants should attach copy of statement of account in school till date.

Approval process

The principal of the School reviews the application for (second, third and forth discount categories for approved. The main center must be informed of the final list of outstanding students and their data, along with an excel list of the final grades approved for all stages



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AL KAMAL AMERICAN PRIVATE INTERNATIONAL SCHOOL			
AL AZRA OR AL RAMTHA OR HALWAN BRANCH			
ACADEMIC YEAR 2020/2021			
HONOR BOARD			
STAGE	STUDENT NAME	GRADS RATE	DISCOUNT RATE
GRAD 1	XXXX	99.00%	50%
GRAD 2	YYYY	99.50%	25%
GRAD 2	RRR	99.46%	25%
GRAD 3			
GRAD 4			
GRAD 5	ZZZ	99.50%	17.0%
GRAD 5	OOO	99.49%	16.5%
GRAD 5	PPP	99.48%	16.5%
GRAD 6			
GRAD 7			
GRAD 8			
GRAD 9			
GRAD 10			
GRAD 11			
GRAD 12			

Registration	School Stamp	Principal

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Staff Scholarship Application form
(Tuition Fee Discount)

Application Date:/...../.....	Academic Year:/.....
Name of child:	Date of birth:/...../.....
Account No:	(DD/MM/YYYY)
Grad & Class:	Staff employee No:

Father (or Guardian)
First name:
Family Name:
Account No:
Mobile No:
Email:
Nationality:
Passport No:
<input type="checkbox"/> Employed, Self-employed <input type="checkbox"/> Not employed If employed, or self- employed Name of Company
Position:
Date of joined:

Mother (or Guardian)
First name:
Family Name:
Account No:
Mobile No:
Email:
Nationality:
Passport No:
<input type="checkbox"/> Employed, Self-employed <input type="checkbox"/> Not employed If employed, or self- employed Name of Company
Position:
Date of joined:

Comments:



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3. For **staff scholarship** an application should be submitted annually, the original in his file and copy attach with accounting documents.
4. In all cases, the scholarship cannot be received in cash (except for class 12).
5. In all scholarships: The student will not receive the scholarship until all debts are paid, and the deduction starts from the settlement date for the remaining amounts and is not retroactive.
6. Scholarship for staff: it will stop immediately on the day of resignation or termination from work with the school, and the student will be required to pay the discount value for the remaining period.
7. The student does not deserve the scholarship unless he complies with all terms and conditions.

Application process

The application is to be submitted to the principals of the school, A complete application requires the following documents:

- Completed and signed Tuition Fee Discount Application Form.
- Copy of registration application form.
- Copy of child's passport.
- Copy of parents passports.
- Copy of all emirate ID two side (parents and child)
- For staff, copy of labor card & residence visa.
- For outstanding, A copy of the transcript of grades from ministry
- For all applicants should attach copy of statement of account in school till date.

We herewith acknowledge having read and understood the Tuition Fee Discount Policy of the AL KAMAL AMERICAN PRIVET INT SCHOOL. We also confirm having truthfully and comprehensively submitted all information required by the Chairman of the AL KAMAL AMERICAN PRIVET INT SCHOOL.

Signature Father (or Guardian)

Signature Mother (or Guardian)

.....

.....

Date:

Date:



School Contract with the Guardian 2021-2022

Please submit this form and supporting documents to: Registration Department of the AL KAMAL AMERICAN PRIVET INT SCHOOL

For internal use only:

Application received on (date): _____

Registration comments & signature: _____

Financial Comments & signature: _____

HR comments & signature: _____

Principal Decision of & signature: _____

- Original for administration file.
- Copy for staff file.
- Copy for accounting.





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4.7. Certificate Blocking Mechanism:

The school may hold back from issuing the transfer certificate, school certificate or refrain from re-registering the student for the following year until the financial settlement is made.

The circular (7) 2021 from SPEA guaranteed private schools their right to refrain from issuing transfer certificates or end-of-year certificates, as well as to refrain from re-registering the student for a new academic year, until a financial settlement is made that guarantees schools their rights.

4.8. Financial Sanctions Mechanism:

The school reserves the right to not re-enrol students for the following academic year when fees are repeatedly not paid on time. This will be documented by the school through the issuance of dated warning letters.

The school also reserves the right to not issue the concerned student his or her progress report and to refer the issue to the SPEA.

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5. Commitment to the School Calendar

AL KAMAL AMERICAN PRIVATE SCHOOL-AL RAMTHA

2021-2022 ADMINISTRATIVE CALENDAR

AUGUST 2021						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Aug 12 - New Hijry Year
Aug 29 - Start of Academic Year

FEBRUARY 2022						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Feb 03 - Islamic Competition
Feb 03 - World Cancer Day
Feb 06-10 - Dictation Marathon
Feb 10 - Intl. Day for Women and Girls in Science
Feb 17 - Show and Tell activity (Open Day)
Feb 24 - Global Day
Feb 28 - Prophet's Ascension / Israa' and Mea'raj

SEPTEMBER 2021						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Sept 12 - World First aid Day
Sept 13 - E-Safe School
Sept 16 - Show & Tell Activity (Talking about Myself)
Sept 23 - Math Story Telling Day
Sept 26 - Debates Gr 5-9
Sept 29- World Heart Day
Sept 30 - Pajamas Day

MARCH 2022						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

March 03 - World Wildlife Day
March 03 - World Obesity Day
March 07 - UAE National sports day
March 08 - International Women's Day
March 14 - International Day of Mathematics
March 17 - Show and Tell activity (Self Esteem)
March 20 - International Day of Happiness
March 21 - Mother's Day
March 22 - Earth Day
March 27 - Start of Spring Break

OCTOBER 2021						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Oct - Breast Cancer Awareness Month
Oct 05 - Teacher's Day
Oct 06 - Arabic Reading Competition
Oct 07 - Show & Tell Activity (How to love myself)
Oct 16 - World Food Day
Oct 18-22 -National Health Education Week
Oct 21 - Prophet Mohammed's Birthday

APRIL 2022						
Su	Mo	Tu	We	Th	Fr	Sa
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

April 07 - World Health Day & Quraan Competition
April 17 - Start of Term3
April 21 - Int. Mother Earth
April 24 - Science Exhibition
April 24 - E-Safe School
April 28 - World Day of Safety & Health
April 28 - Mental Math
April 20-28 - English Writing Competition
April 30 - Eid Al Fitr

NOVEMBER 2021						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Nov. 03 - UAE Flag Day
Nov. 03-13 - Sharjah Int. Book Fair
Nov. 03-18 - Spelling Bee
Nov. 10 - World Science Day for Peace & Development
Nov 14 - World Diabetes Day
Nov. 16 - International Day of Tolerance
Nov.25 - Show & Tell (Virtual Trip)
Nov.30 - Martyr's Day

MAY 2022						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

May - Asthma Awareness Month
May 01-04 - Eid Al Fitr
May 03 - Labor Day
May 04 - World Asthma Day
May 09 - Reading Competition
May 12 - Show and Tell activity (How to love yourself)
May 22 - Biological Diversity Day
May 25 - Reciting of Holy Qur'an
May 26 - Grade 4 Graduation Ceremony

DECEMBER 2021						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Dec.02- 03 - National Day
Dec.12-30 - Winter Break

JUNE 2022						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

June 02 - Grade 5 Graduation Ceremony
June 06 - English Reading Competition
June 07 - Environmental Day
June 09 - Grade 6 Graduation Ceremony
June 16 - Grade 7 Graduation Ceremony
June 23 - Grade 8 Graduation Ceremony
June 30 - Grade 9 Graduation Ceremony

JANUARY 2022						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Jan.01 - New Year's Day
Jan.02 - Start of Term 2
Jan. 23- 28 - Arabic Diction Marathon
Jan.09 - E-Safe School

JULY 2022						
Su	Mo	Tu	We	Th	Fr	Sa
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

July 06-16 - Intl. Mathematical Olympiad
July 8 - Arafat Day
July 9-11 - Eid Al -Adha
July 30 - Islamic New Year

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School Contract with the Guardian 2021-2022

5.1. School Responsibilities

- To make sure the events mentioned in the calendar punctually occur.
- To organise resources for the events to be held according to schedule.
- To provide required materials for all events to the event managers so the school calendar is followed with a proper zeal and zest.
- The Academic Calendar will be distributed to all stakeholders.

5.2. Parent/ guardian responsibilities

- Before and after school are typically the most stressful times for parents, and they can get some help from their kids by giving them more responsibility in the mornings.
- At the beginning of the start of the school year, consolidate your school, work, extracurricular and family schedules.
- Schedule unscheduled time for the timely compilation of task given to their kids as per upon the school Academic Calendar.

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6. Behaviour Management Policy

6.1. Behaviour Management Policy Approved by SPEA:



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6.2. Behaviour Management Policy Approved by the School:

Our Policy regarding student's attitude and behaviour management can be found in the Parent Handbook

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 behaviour policy which is attached with this contract. This policy will cover expected code of behaviour during the school timings, during extra-curricular activities, , during school trips and students' participation in social-media forums.
- Ensuring the student understands the school's expectations and possible consequences that may arise due to breach of the behaviour code.

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 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 using any social media forum must, at all times, demonstrate respect for the members of the school community (including all students and personnel);
- Parents 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.

6.2.1 Classroom Learning (Face to Face):

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.

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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.

Attendance and punctuality.

The daily routine:

Timing of the day:

KG: From 09:00 am until 12.00 noon

Grades 1 to 9: from 08:00 am until 01:00 pm.

Students' absenteeism and tardiness affect the school's ability to provide effective educational services, it limits the achievements of consistently absent or late students and disrupts 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.

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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 school day and to instances of being late to lessons within the school day	The first five (5) incidents of tardiness in a short period of time such as a month or an academic term	Written warning to student and notify parents. 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.
	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"> • Community hours at the school. • Detention during school • break or after school hours. • Temporary suspension for up to three days • the student will receive a “zero” on any test administered during suspension days. • A written notice announcing refusal to re-enrol the student in the school for the following academic year.
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	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. Parents and student to sign a written pledge not to repeat the offence.
	Any additional incidents to the above	At the discretion of the school, decision might include: <ul style="list-style-type: none"> • Community hours at the school. • Detention. • Temporary suspension for up to three days where the student will receive a “zero” on any test administered during suspension days. • A written notice announcing refusal to re- enrol the student in the school for the following academic year.
These decisions are endorsed by SPEA and consequences resulting from continued tardiness and absenteeism will be upheld by the Authority.		

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6.2.2 Distance Learning:

Distance Learning Initiative was launched to address changing and emerging conditions in order to fulfil the requirements of the Emirati School, as distance learning is a method of self-learning, that leads to strengthening the system of open and continuing education. To achieve commitment and disciplinary behaviour for students and for the stability of the program, guidelines and instructions have been extracted and developed from the Student Behaviour Management Policy in line with this initiative. The behavioural offences are mentioned according to their degree, as mentioned in the Student Behaviour Management Policy, and are coupled with behavioural offences specific to distance learning, in order to achieve the ease and flexibility of access to the detailed procedures mentioned in the Student Behaviour Management Policy. The following behavioural guidelines are prepared in order to promote good behaviour, create an appropriate learning environment and take self and public responsibility among students within the school community.

Positive behaviour marks Reward points are earned when students are following the rules and behaving in a responsible manner.

Every time that they are seen to be following the classroom rules, they will be awarded a behaviour mark.

Distance Learning Classroom Rules

- School uniform is required for live lessons.
- Look presentable with faces washed and hair combed.
- Join the class on time with microphone muted.
- Eat and drink before or after class only.
- Keep all interactions professional and respectful.
- Ensure that all actions taken contribute positively to classroom discussion.
- The use of electronic platforms to engage in bullying or racial abuse will not be tolerated and there will be consequences for such behaviour.
- Capturing images of students or teachers without their permission, even via screenshot) is against school rules and the law in the UAE.
- Modifying images of students or staff so as to defame, offend, or ridicule is against school rules and the law in the UAE.
- Follow online safety rules and do not share usernames and passwords.
- Do not share links to non-educational sites
- Students will access the Internet with the supervision of a teacher in the same manner as any other learning activity.
- Students to protect work by keeping their personal passwords private.
- The school reserves the right to examine all the data downloaded from the Internet to ensure all users are in compliance with our policy. This includes the use of USB sticks to store data. Data stored on USB sticks will be strictly for school related tasks.
- It is unacceptable to gain, or to attempt to gain another user's ID, password or personal information. A breach of this condition will result in immediate suspension of privileges.
- All students assume full liability, legal or otherwise for their actions while online. This includes online communication via sites, email and blogging. Email is not private so messages that may be embarrassing, confidential, harassing, inflammatory or annoying must be avoided.

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- Sending any personal information (full name, address, phone numbers, etc.) via email, blogging or internet is strictly forbidden.
- The school will not be liable for the inappropriate actions of users. The malicious attempt to harm, destroy the data of another user (vandalism) including the creation of or the uploading of viruses, shall result in the cancellation of privileges.
- Deliberate damage to Computers, Laptops, cameras, Scanners, Printers and Interactive whiteboards shall result in the cancellation of privileges.
- Wilful damage or deliberate tampering with network servers and data shall result in the cancellation of privileges.
- Students are encouraged to access information that will enhance the learning programs. At all times users are bound by the laws of copyright and plagiarism.
- The school does not accept responsibility if the ICT skills acquired at school are used for misconduct or to access inappropriate material outside the school setting.
- To teach students to respect copyright and intellectual property.

Exemplary behaviour marks Exemplary behaviour points as per the MOE behaviour policy that will be awarded during distance learning:

Appreciation of Values

- Demonstrates moderation and tolerance.
- Honest and has good character.
- Comments and messages of appreciation by teachers through lessons, and after lessons via Teams or Google Classroom.

Personal Development

- Respects feelings of peers and always offers to help Encourages others to cooperate or involved in conflict resolution Committed to school systems and policies with no behaviour mark deductions. Attendance is at least 99%.

Offences and Behaviours in the Virtual School (Distance Education):

Minor Behavioural Offences (Distance Learning)

- Using the microphone feature, camera or chat without prior permission from the teacher
- Wearing clothes that violate public decency and morals
- Private conversations or disclosure that are not related to study and hinder the lesson during live session.
- Ridiculing a teacher or a colleague Eating while during live session.
- Adding any unauthorised program
- Misusing rights and tools available through Google Classroom or Microsoft Teams
- Playing educational games (without permission from teachers).

Medium Severity Behavioural Offences (Distance Learning)

- Students intentionally joining classes which they do not belong to (without prior permission)
- Discouraging students from attending lessons, threatening or intimidating them, and not attending classes

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- Creating quarrels between students, whether visual or written, by posting on online learning platforms
- Using e-mail or social media to reveal information of a personal nature
- Removing anyone from the group that leads to blocking the course of the lesson, teacher's work and other students' rights
- Abusing or insulting official visitors during live broadcasts
- Using profanity, racial slurs, or other language (text, sound, or hint) that may be offensive to any other user
- Using nicknames on online learning platforms (must be formal names)

Serious Behavioural Offences (Distance Learning)

- Cyberbullying – written, verbal, blackmail, slander on online learning platforms.
- Participating in unofficial mailing lists and posting information about teachers and students without permission
- Posting about the initiative through social media
- Sharing other students' personal information
- Searching for information, obtaining specific copies, or modifying files, or passwords belonging to other users on the network
- Entering and using the account of another teacher or student
- Destroying, modifying, or misusing devices or software in any way
- Installing or downloading software that may harm teachers or students' devices and school software
- Misusing educational content and/or recording conversations between students or teachers and students and posting them without prior permission
- Using any camera for personal use, and/or sharing photos or any information about any of the students' parents, school employees, or any other person without their explicit consent.

Procedure for dealing with offences:

Consequences of all the offences mentioned, are dealt with in accordance with the MOE Behaviour policy regulations. All procedures will be carried out via online communication. The E-Safe learning team will consist of the Principal, the Academic Team, the Head of Section, Social Worker, and Teacher.

6.2.3 Hybrid Learning:

Schools and families are negotiating the learning environment each day. Some students started 100% in a virtual classroom, some families chose to go in person and others are participating in a hybrid model. Consider the nuances of the learning environment of your students. If necessary, create a plan that includes both virtual and in-person instruction or systems that can easily translate from one learning environment to the next.

One of the challenges with the response to the pandemic is the increased awareness of the digital divide. There are students and families without computers or access to wi-fi. As a result, a digital learning plan must take into consideration challenges students face in a virtual environment. School is working hard to mitigate those challenges as much as possible so when planning, the teacher should consider what that might look like. This is also true when considering the behavior expectations in a virtual space. Be thoughtful about how access might impact student engagement.

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Both policies for the students' behavior through class room learning and distance learning are to be applied through the Hybrid learning.

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7. Health. Security and safety

7.1. School responsibilities

- 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.
- Ensure that all parents and children are using the main gate to monitor people entering and exiting the school premises.

HSC (Health & Safety in Charge):

The HSC must insure the health and safety at the workplace of:

- All workers.
- Other people, by ensuring they are not put at risk from work being carried out.
- Provide a safe and healthy environment for workers, including access to facilities.
- Provide the right information and training to all workers.
- Provide and allow for worker participation in health and safety matters.
- Notify all serious illness, injury or near misses.
- Monitor workers' health and workplace conditions to prevent illness or injury.

Officers

Officers must take reasonable steps to:

- Know about current work health and safety matters.
- Understand the hazards/risks associated with the workplace operations.
- Make sure there are resources and processes for managing risks.
- Ensure there are processes for receiving and reviewing information on and responding to incidents, hazards and risks.
- Ensure workplace health and safety processes and resources are being used.

All workers

Workers must:

- Take reasonable care for their own health and safety.
- Take reasonable care that their behaviour does not adversely affect the health and safety of others.
- Comply with any reasonable instruction from the HSC to allow the HSC to comply with the Act.
- Cooperate with the HSC's health and safety policies or procedures.

Note: It is recommended workers should report any incident, risk or hazard to an officer or HSR, and inform visitors of any known hazards or risks in the workplace. Also, a student becomes a worker while on work

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experience. So when they are on work experience, the HSC will have the most influence over their health and safety.

Health and safety representatives

Health and safety representatives can:

- Represent workers on health and safety matters.
- Investigate complaints from workers about health and safety issues.
- Monitor health and safety measures taken by the HSC.
- Provide feedback to the HSC about health and safety compliance.
- Issue provisional improvement notices and direct work group members to cease unsafe work if appropriate.

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.

7.2. Parents/guardian responsibilities

In our school Al Kamal American private school – Al Ramtha, the parents have a powerful role in supporting their children's health and learning.

- ✓ Engaged parents help guide their children successfully through school, advocate for their children, and can help shape a healthy school environment.
- ✓ Parent engagement in schools is parents and school staff working together to support and improve the learning, development, and health of children and adolescents.
- ✓ Parents should not send children to school if they are showing signs of illness. Any student with a fever, vomiting or signs of an infectious disease, parents will be notified and the student must be sent home.
- ✓ The school is responsible for the student's wellbeing during school hours. The school, through the nurse and the Health Office, will handle any illness, injuries or emergencies that arise throughout the day.
- ✓ The parents will be responsible for any follow up medication or treatment and should
- ✓ keep the school's nurse informed of all developments.

The responsibilities of the parents also include:

In our school Al Kamal American private school- Al Ramtha, the parents have a powerful role in supporting their children's health and learning.

- Engaged parents help guide their children successfully through school, advocate for their children, and can help shape a healthy school environment.
- Parent engagement in schools is parents and school staff working together to support and improve the learning, development, and health of children and adolescents.
- Parents should not send children to school if they are showing signs of illness. Any student with a fever, vomiting or signs of an infectious disease, parents will be notified and the student must be sent home.
- The school is responsible for the student's wellbeing during school hours. The school, through the nurse and the Health Office, will handle any illness, injuries or emergencies that arise throughout the day.
- The parents will be responsible for any follow up medication or treatment and should
- keep the school's nurse informed of all developments.

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- Sharing with the school all information related to their child’s medical condition and history, including medications started before or after enrolment.
- 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.

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8. People of determination

The UAE refers to the people with disabilities as ‘people of determination’ in recognition of their achievements in different fields. This page provides information about how people of determination are protected and empowered through services and facilities in the areas of education, health, jobs and more.

8.1. School Responsibilities

- To provide appropriate educational support to students in the general education classroom, which includes matching the curriculum to meet the different learning needs of each student. Learning Support Teams (defined as the team of professionals including the principal, social worker, classroom teacher, special education teacher, school psychologist and other members when appropriate) may recommend different, specialized plans for some students.
- Learning Support Teams (defined as the team of professionals in each school including the principal, social worker, classroom teacher, special education teacher (where allocated), school psychologist and other members when appropriate) may recommend different, specialized plans for some students.
- The school may refer a student to the Learning Support Team for a special educational needs assessment and additional support whilst the student remains in the general education classroom. The student may access Resource Room services, where an individual or small group support is provided for part of the day. All students will have Individual Education Plans (IEP's) or Advanced Learning Plans (ALP's).
- Our Inclusion Department is laid out in the heart of the school to unveil our inclusive education for all. The main goal of The Inclusion Department is to cultivate, in students, the learning skills necessary to access the wider curriculum, to help raise each student's confidence and self-esteem even the most challenged learner. It is a shared responsibility for all the staff to work collaboratively to support these students on their individual journey through their education at School and beyond.
- The Inclusion Department provides an array of provision to students who require individual learning style and needs. Within the population of school, there is a broad spectrum of interventions and accommodations offered to support the needs of all learners. All lessons are differentiated to support the needs of all learners.

8.2. Parents/guardian responsibilities

- Parents of a special needs child need to be alert for all hospitalizations and medical appointments. They also must take care of their child for the rest of their life.
- Parents are vital to the IEP team process. 2 They provide information on the child's strengths and weaknesses at home, background information on the child's history and development, and information on any family factors that may affect the child's learning.
- Provide an environment that is SAFE.
- Provide your child with BASIC NEEDS. ...
- Provide your child with SELF-ESTEEM NEEDS. ...
- Teach your child MORALS and VALUES. ...
- Develop MUTUAL RESPECT with your child. ...

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- Provide DISCIPLINE which is effective and appropriate. ...
- Involve yourself in your child's EDUCATION. ...
- Get to KNOW YOUR CHILD.

The school may refer a student to the Learning Support Team for a special educational needs assessment and additional support whilst the student remains in the general education classroom. The student may access Resource Room services, where an individual or small group support is provided for part of the day. All students will have Individual Education Plans (IEP's) or Advanced Learning Plans (ALP's).

Transportation

Student Transportation Services AKAPS Al Ramtha is eagerly preparing to transport students. We need families in bus zones to tell us their needs so we can provide smooth bus service for all. You can always let us know later if your plans change and you may opt out of busing altogether, or for either morning or afternoon busing only.

Our school continue to provide essential services during the pandemic, follow these guidelines to protect yourself and slow the spread of COVID-19 when using transportation.

9.1. School Responsibilities

1. Determining student eligibility for transportation in accordance with the policies and procedure of SPEA and the School Boards.
2. Planning safe, efficient and effective transportation routes.
3. Selecting the most efficient mode of transportation.
4. Conducting inspections and assessing activities pertaining to bus transportation services, in order to ensure that bus operators are complying with SPEA policies and procedures as well as other contractual obligations.
5. Maintaining a current transportation network database.
6. Assessing walking routes to school.
7. Planning and optimizing efficient bus routes by balancing safety, travel time, load, vehicle size and cost.
8. Processing transportation requests received from the parents.
9. Supporting school bus drivers in maintaining discipline on the bus.
10. Maintaining contact with bus operators and school Principals to ensure the safe and efficient management of school transportation services on a daily basis.
11. Creating and maintaining policies, procedures and safety measures for parents. Communicating to parents where these can be found and how they are applied.
12. Creating and organizing safety campaigns that raise awareness and improve student's understanding of being safe in and around the bus, at the bus stop, and loading and unloading at the school. Have in place rules and regulations for expected student behavior while travelling on the bus.

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

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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 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.
- 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.

9.2. Parents/guardian responsibilities

Parents/Guardians are responsible for student safety and conduct prior to pick up and after departure from the school bus. Parents/Guardians are responsible for supporting the policy and procedures related to student transportation.

Parents/Guardians must:

1. Recognize that riding the school bus is a privilege, not a right, which can be suspended or revoked if expectations are not met.
2. Understand that a school bus will be treated as an extension of the classroom. Improper conduct may result in withdrawal of riding privileges by the school principal or designate after consultation with the student and parent or guardian
3. Understand that student/parent will be held financially responsible for damage to the school bus resulting from improper behavior or carelessness.
4. Impress upon children the need to observe the safety precautions and behaviour code outlined in Responsibility of Students.
5. Write down the bus company and route number for their child and keep it in a safe location in case of lost items or an emergency.

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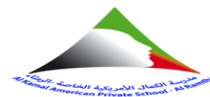


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6. Respect that service is scheduled and therefore buses will not wait for latecomers.
7. Have alternate arrangements for their children should unplanned circumstances, such as a traffic delay/running late, occur as these are not emergencies but are items arising in daily life for which parents/guardians are accountable and responsible.
8. Not pursue the bus if the student misses it as it creates unsafe driving conditions. If the student is not at the bus stop at the designated pick-up time, it will be the responsibility of the parent/guardian to arrange transportation for the student to school.
9. Have familiarity with the Inclement Weather Procedures. Be responsible to monitor the school Telegram, SMS or have a subscription to delays and cancellations announcements.
10. Understand they have the responsibility to make the final decision in sending children to school in the event of inclement weather.
11. Parent/guardian is not permitted to board the school bus
12. Insert booster seat and/or fasten the seatbelt of their child should they be transported in a bus or a mini-bus.
13. Have appropriate supervision arranged at time of pick-up and drop-off for all Junior and Senior Kindergarten students. Ask at the door of the bus for all Junior and Senior Kindergarten students. All students not met by a parent/guardian or appropriate aged sibling will be returned to the school (where they must be picked up by their parent/guardian).
14. Parents and Guardians are encouraged to arrange a neighborhood “buddy” or responsible adult to accompany young students (grades 1-5) to and from the stop.
15. Inform the school bus driver of any allergy or medical conditions which exist.
16. Notify the school immediately of change in address and/or change in emergency contact information.
17. Notify the school of any situation occurring at a stop or on the bus that may have impacted student safety.
18. Understand that the student may not have the same bus driver consistently.
19. Not attempt to request or negotiate special transportation arrangements with Bus Company, bus driver or school principal directly.
20. Be at their kindergarten student’s assigned drop off location (5) minutes prior to the scheduled drop off time to meet their student.
21. Stay home if sick.

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- 22. Use online services when available.
- 23. Wear masks in public settings and when around people who don't live in your household, especially when other social distancing measures are difficult to maintain.
- 24. Use social distancing (stay at least 6 feet away from others).
- 25. Use hand sanitizer after leaving stores.
- 26. Wash your hands with soap and water for at least 20 seconds when you get home.

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10. Special Conditions

Complaints and Grievance Policy can be found in our Parent Handbook issued to each parent.

11. Procedures for managing and resolving Disputes

Every school must set up 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.

At AKAPSW- Al Ramtha it is expected that parents refer to this process for any conflict resolution within the school:

- a. If a 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 head of section such as head of elementary or senior member of the school if applicable;
- c. If the issue is still not resolved, then the parent must meet the principal of the school to try to resolve the issue;
- d. 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;
- e. Each process from (A to C) 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 SPEA by contacting the Compliance and Resolution Commission.

SPEA 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.

12. 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

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education and any sanctions that may be deemed appropriate concerning my child.

If a student repeats his/her current grade, the contract will be revoked automatically and a new parent-school contract will have to be signed by both parties. The new contract shall only reflect the student's current year / grade and fees

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

Principal	Father	Mother	Guardian	Coordinator
Name: Dr. Leena Ibrahim	Name:	Name:	Alternative responsibility:	Name:
Emirates ID:	Emirates ID:	Emirates ID:	Emirates ID:	Emirates ID:

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AL Kamal American Private School–Al Ramtha
American Curriculum



مدرسة الكمال الأمريكية الخاصة – الرمثاء
المنهاج الأمريكي



إقرار وتعهد بخصوص الاطلاع على الدليل الإرشادي

أقر أنا ولي أمر الطالب/ة بأنني اطلعت على الدليل الإرشادي وأتعهد
بالالتزام به وأن أتحمل كافة التبعات القانونية والصحية التي تخص أبنائي أولاً وصحة أفراد المجتمع المدرسي
اسم الطالب/ة: التوقيع: التاريخ:

نموذج الإفصاح عن السفر والوضع الصحي

يُطلب نموذج الإفصاح عن السفر في حال سفر الطالب أو أي فرد من عائلته المقيمين بالدولة ويتم إرفاق ما يثبت تاريخ الدخول للدولة
اسم الطالب/ة المسافر/ة:
اسم عضو الأسرة (المسافر): صلة القرابة مع الطالب:
الصف الذي يدرس فيه الطالب: جهة السفر:
تاريخ الوصول للدولة: منفذ الدخول للدولة:

إقرار وتعهد

بخصوص الأمراض المزمنة

أقر أنا ولي أمر الطالب/ة: بأن إبني/ ابنتي لا يعاني من أية أمراض مزمنة أو مشاكل صحية تتعلق بالأمراض التنفسية أو نقص المناعة وأتحمل مسؤولية هذا الإقرار
اسم الطالب/ة: الصف الذي يدرس فيه الطالب:
اسم ولي الأمر: التوقيع: التاريخ:

To build lifelong learners who can demonstrate 21st century skills for a productive global citizenship.

Vision: “to build lifelong learners who can demonstrate 21st century skills for a productive global citizenship”.

E safe school vision: Our school community is ensured to participate safely online.

School Contract with the Guardian 2021-2022



AL Kamal American Private School–Al Ramtha
American Curriculum



مدرسة الكمال الأمريكية الخاصة – الرمثاء
المنهاج الأمريكي



إقرار وتعهد

أقر وأتعهد أنا ولي أمر الطالب..... المسجل في صف بما يلي:

- الإطلاع على كافة الإجراءات والمعايير الواردة في دليل أولياء الأمور الإرشادي لمدرسة الكمال الأمريكية الخاصة- الرمثاء، والالتزام بها كاملة.
- توفير جهاز حاسوب أو تابلت لإبني/ إبنتي بغرض التعلم الإلكتروني
- توجيه إبني/ إبنتي لما يلي:
- 1- اتباع السلوكيات التربوية المناسبة خلال حصص التعلم الذكي
- 2- الانضباط والالتزام بمواعيد الحصص عن بعد واحترام توجيهات المعلم
- 3- فتح الكاميرا والمشاركة أثناء الحصص
- 4- أداء الواجبات وتسليمها في مواعيدها المحددة
- 5- عدم التشويش على زملاء في الصف أو المعلم/ سيتم تطبيق لائحة السلوك المعتمدة من قبل وزارة التربية والتعليم
- 6- الالتزام بالزي المدرسي وتوفير كافة مستلزمات الحصة من كتب وقرطاسية وأدوات
- 7- الجلوس في مكان هادئ والابتعاد عن مصادر الضوضاء والتشويش
- 8- الالتزام باختيار نموذج تعلم مناسب للطالب والالتزام به منذ بداية العام الدراسي
- 9- الالتزام بعدم دخول المدرسة عند التوصيل صباحا أو الانصراف ظهرا لمصلحة كافة المتواجدين في المدرسة
- 10- سرعة انصراف الطالب وعدم الانتظار داخل المدرسة لمدة أكثر من عشر دقائق
- 11- الالتزام بالتعاميم والتوجيهات والإرشادات الرسمية التي تصل من المدرسة عبر قنوات التواصل الإلكترونية للمدرسة

توقيع ولي الأمر التاريخ:

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