



مدرسة الرشيد الأمريكية الخاصة
Al Rashed American Private School



Academic Year 2021 - 2022

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Introduction

The parent-school contract provides protection and guarantees the rights and responsibilities of both parties in the financial and administrative aspects of the school, and it strengthens the commitment of both sides to the requirements of obtaining a safe educational service according to the standards of transparency and accountability of the concerned parties. This document came to build a systematic partnership between the two parties that is in the interest of the student in the first place, and it guarantees the rights of both parties, calling on all to cooperate within an organized framework that governs the relationship between the parent and the school. 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.

Important Definitions

Authority: Sharjah Private Education Authority (SPEA)

School: Al Rushed American Private School

Parent: Both parents of the child when both have the legal standing of guardians or are the legal guardian by court order

Student: All those who are admitted and registered at the school to be educated at any grade level

Contract: This document which is signed between the school and the parent

Policies: The principles, guidelines and rules adopted by a school and shared with all parties 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.

Educational Services: The services provided by the school to support students' learning and academic progress.

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.



1. Communication Means

Effective communication is essential to building a school-parent partnership which strengthens the student's learning experience. Communication can and should happen through different means. Therefore, Al Rushed American School seeks to use various means of communication to target all parents.

- School Website: <http://alrushedsch.ae>
- Paradigm Platform
- Microsoft Teams Platform
- Telegram Channel: <https://t.me/joinchat/AAAAAE8dr7u8PPkdNsDG1w>
- Telephone Calls: 06 535 8000
- E-mail: info@alrushedsch.ae
- Facebook: <https://www.facebook.com/AlRushedAmericanSchoolKG>
- Instagram: <https://www.instagram.com/alrushed/>
- YouTube Channel: https://www.youtube.com/channel/UC_4HsDbvVEEO3nIXPCwhZYw
- Parents Council: It is a council consisting of 12 members whose aim is to involve parents in the educational process and consolidate relations between them. They meet monthly with the school administration to discuss many issues related to the educational process and present initiatives, proposals, and possible solutions.

1.1. School Responsibilities

- Using various communicating means with parents via their contact details they provide.
- Using Arabic and English to communicate with parents.
- Informing parents of all applied policies, potential changes, and all updates.
- Updating all information related to the school's policies, expectations, programs, staff, and any information deemed necessary by the school.
- Informing parents of their children's progress through regular assessment reports and hosting parents' conferences.



- Providing parents with the opportunity to see and review all of their children's work and assessments.
- Receiving parents' complaints and grievances, studying them, and doing the needful in a manner that preserves all rights for all parties.

1.2. Parent Responsibilities

- Providing 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 children.
- Committing to implementing school decisions made towards their children, and fully cooperating with the administration.
- Attending regular meetings organized by the school for parents.
- Attending the school when invited by the school administration.
- Continuous communicating with the school to follow up on the academic progress of their children.
- Committing to paying all financial obligations to the school on time, without any delay or procrastination.

2. Student Registration Acceptance

2.1. School Responsibilities

- Announcing the opening of registration as the school deems appropriate according to specific dates.
- Informing the parents of everything related to the school policies such as curriculum, assessment, etc.
- Informing the parents of the age requirement for students, fees and payment dates.
- Informing the parents of the necessary documents to accept the student registration in the school.



2.2. Parent Responsibilities

- Applying to fill out the registration form for their children in the school.
- Submitting the documents required for registration without any shortage.
- Providing any document that the parents renewed to the registration department (Emirates ID, passport, residence visa) upon re-registration.
- Referring to the accounting department to complete the required procedures for registration.
- Signing the contract stipulated between the parent and the school.

Important Note: Receiving the application and its attachments is not considered final acceptance until it is approved by the Sharjah Private Education Authority (SPEA).

Age Requirement Table

Grade	Minimum Age	Age
KG1	4 years old	From 01/09/2016 to 31/08/2017
KG2	5 years old	From 01/09/2015 to 31/08/2016
Grade 1	6 years old	From 01/09/2014 to 31/08/2015
Grade 2	7 years old	7-9
Grade 3	8 years old	8-10
Grade 4	9 years old	9-11
Grade 5	10 years old	10-12
Grade 6	11 years old	11-13
Grade 7	12 years old	12-14
Grade 8	13 years old	13-15
Grade 9	14 years old	14-16
Grade 10	15 years old	15-17
Grade 11	16 years old	16-18
Grade 12	17 years old	17-19

Required documents to register a new student:

1. A copy of the student's valid passport.
2. A copy of the student's unified number (citizens).



3. A copy of the student's valid residency (non-citizens).
4. A copy of the student's valid ID in addition to the student's original ID.
5. A copy of the parents' valid IDs in addition to the original IDs.
6. A copy of the student's birth certificate.
7. A copy of the family book (for citizens).
8. A copy of the mother's family book (for children of female citizens).
9. A copy of the decree issued by His Highness the President of the UAE or his deputy to the owners of the decrees.
10. Two (2) recent personal photos of the student.
11. A financial clearance certificate of the student from the previous school.
12. A certificate of good conduct of the student from the previous school.
13. A copy of the vaccination record in addition to the original medical file from the previous school.
14. The diplomatic card (for those whose guardian is a diplomat).
15. Student transfer certificate from the previous school, duly attested and officially approved.

A - Transferring within the Emirate of Sharjah:

- The transfer is done electronically to schools that apply the American and British curriculum.
- Provide a transfer certificate from the school that applies the Ministry of Education curriculum.

B - Transferring from outside the Emirate of Sharjah:

- A transfer certificate attested by the entity from which the certificate was issued (The school keeps the original transfer document.)



C - Transferring from outside the Country:

- A transfer certificate attested and sealed by the Ministry of Education and stamped by the Ministry of Foreign Affairs and the Embassy of the United Arab Emirates from the country the student is coming from.

16. Report Card:

- Certificate of success for the last grade for registration in any of the grades (second grade - eighth grade).
- Certificate of success for the last two academic grades for registration in any of the grades (9th grade - 12th grade).
- Report Card approved by the Sharjah Private Education Authority.

Student Transfer:

Parents who want to transfer their children from the school must submit a Withdrawal Request Form at the registration department and the accounting department, noting that parents will not get any document for the student (transfer certificate, report card ...) unless they obtain a clearance from the accounting department.

3. Curriculum and Educational Programs

The school implements the American curriculum from kindergarten to the twelfth grade, in addition to teaching the Ministry of Education curriculum for Arabic language, Islamic Education, Social Studies and Moral Education.

Note: The Noorania subject is taught as an enrichment subject from the first to the fifth grade.



3.1. Mandatory Subjects/ Courses

As per the rules and regulations in the UAE, it is mandatory for:

- All Muslim students to study Islamic Education from Grade 1 to Grade 12 inclusive.
- All Arab students (registered at the school with an Arab passport) to study Arabic as a first language from Grade 1 to Grade 12 inclusive.
- All students (speakers of other languages) registered at the school to study Arabic as an additional language from Grade 1 to Grade 9 inclusive.

Please see the table below for the necessary information about the mandatory subjects/courses that are taught in the school.

Grade/ Cycle	Mandatory Subjects/Courses
Kindergarten	Islamic Education – Arabic – English – Mathematics – Science – Physical and Health Education – ICT - Art.
Grades (1-5)	Islamic Education – Arabic – Moral Education – Social Studies – English – Mathematics – Science – Physical and Health Education – ICT – Art.
Grades (6-8)	Islamic Education – Arabic – Moral Education – Social Studies – English – Mathematics – Science – Physical and Health Education – ICT – Art.
Grades (9-12)	Islamic Education – Arabic – Social Studies – English – Mathematics – Physics – Physical and Health Education – ICT – Art.

3.2. Elective Subjects/ Courses:

The school offers a set of elective subjects/courses for the high school (grades 9-12) to support students' orientations and prepare them for the university.

Kindly check the table below to know the necessary information about the elective subjects/courses that are offered in the school.



Grade/ Cycle	Elective Subjects/Courses				
High School (9-12)	English	Math	Science	ICT	Business Studies
	PublicSpeaking CreativeWriting Language & Writing Enrichment Expository Writing Journalism	Pre-calculus Calculus Trigonometry Statistics	Chemistry Biology EarthScience Nutrition	Robotics Web Design Mobile App	Business Studies Economics Accounting

3.3. Assessment Policy

- Assessment Types:

The school uses a number of basic assessments in the school from kindergarten to fifth grade, including diagnostic assessment in English and Arabic, mathematics, and formative assessment which is in the form of ongoing assessments throughout the learning process that inform students and teachers about the students' progress.

Formative assessment is directly related to instruction, using various tools in addition to tests (summative assessments) to measure cognitive and knowledge abilities and progress in each subject. All of these assessments are based on the curriculum standards. While in the other grades from 6-12, there are additional tests that are conducted, such as midterms and end-of-term assessments, all of which are summative and based on the curriculum standards.

- International Tests:

For grades 3-9 students, a set of international tests are conducted (MAP, TIMSS, PIRLS, CAT4, PISA) to measure the academic and cognitive skills as well as the academic progress in English, math and science. Students in grades 9-12 are prepared to take standardized international tests, such as (EmSAT, SAT, IELTS, TOEFL), and these tests are important for students before joining universities.



- Promotion and Grade Retention Policy:

The school does not seek to retain students in KG to grade 5 unless it is seen as educationally beneficial for them to do so. In general, the student's failure to attend school and absence without an acceptable excuse could be a factor in making this decision. For the other grade levels, the student is promoted if he/she obtains a passing mark in all subjects.

Note: For more details, please see the assessment policy in the school website .

3.4. Graduation Requirements and Equivalencies

As an accredited school, Al-Rushed Private American School offers its graduates a high school diploma according to the American curriculum accepted by colleges and universities.

To graduate and obtain a high school diploma, the student must be full-time and complete 28 credit hours in all subjects during the secondary cycle from the ninth to the twelfth grade.

School accreditation link:

<http://www.advanc-ed.org/oasis2/u/par/accreditation/summary?institutionId=65268>

4. Fees

4.1. Annual School Fees

- It is important to note that fees included in this contract and any increases noted are in line with the Schools Fees Framework approved by the Sharjah Private Education Authority.
- Fees are updated and approved by the Sharjah Private Education Authority every academic year.

4.2. Additional Fees

- The school vouches that no additional mandatory fees will be required from parents during the academic year, except for what has been approved by Sharjah Private Education Authority.
- The optional additional fees are determined annually after the approval of the Sharjah Private Education Authority, and include the fees of school uniform, transportation, any extracurricular activities for students, tablets, educational resources, and additional stationery that students need.



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- The table below illustrates the approved annual school fees:

Grade	Tuition Fees	Book Fees	Uniform Fees (5% VAT included)
KG 1	11300	1000	367.5
KG 2	11300	1000	367.5
Grade 1	14200	1700	367.5
Grade 2	14200	1700	367.5
Grade 3	14200	1700	367.5
Grade 4	16400	1700	367.5
Grade 5	16400	1700	367.5
Grade 6	16400	1700	367.5
Grade 7	18700	1800	367.5
Grade 8	18700	1800	367.5
Grade 9	18700	1800	367.5
Grade 10	20900	2300	367.5
Grade 11	22100	2300	367.5
Grade 12	25100	2300	367.5

No.	Emirate	Transportation Fees
1	Sharjah	3000
2	Ajman	3500
3	Dubai	4000

General Notes:

- Charges apply for lost or damaged textbooks, library books.
- It is the responsibility of the parents to provide the approved school uniforms for their children in case they do not wish to purchase from the school.
- Bus transportation is optional and outsourced provider, under the supervision of the school.



- The school provides healthy food, according to the health standards and requirements for handling food in school canteens, by accredited external suppliers, under the supervision of the official authorities in Sharjah.
- The amount of the registration fee for new students is deducted from the total fees in case of withdrawing upon registration.
- If the student enrolls in the school on any date after the start of the school year, school fees will be collected from the date on which the student joined, and the academic year is divided into 10 months, through which the expenses are calculated.
- The school can collect fees in installments with a maximum of four payments. The first payment is due before the start of the first term, while the dates of the other payments will be determined by the school administration, and parents will be informed.
- It is not permissible to collect registration fees from new students unless they are guaranteed a seat in the school.
- Parents are supposed to check with the accounting department if they delay making a check payment, or pay it in cash 10 days before the due date.

4.3. Fee Payment Methods

- Parents are supposed to pay re-registration fees that do not exceed 10% of the total fees or 500 AED, according to the regulations and rules approved by SPEA.
- Parents are supposed to hand over checks with payment dates upon registration and re-registration to guarantee seat reservation throughout the academic year, with dates as of (August 25th, 2021 / November 5th, 2021/ December 5th, 2021/ February 5th, 2022).

4.4. Fee Refund Procedures

School Fee Refund:

- Registration and re-registration fees are non-refundable, whatever the reasons for withdrawal are.



School Fees are refunded as follows:

- If the parent pays the full fees and decides to withdraw before the beginning of the school year, he is entitled to fully recover the fees paid and only the registration or re-registration fees will be deducted.
- If a student attends for two weeks or less, a month's fees will be deducted.
- If a student attends school for a period ranging between two weeks and less than a month, then two months' fees will be deducted.
- If a student attends for more than a month, three months' fees will be deducted.
- The charges of one month's fee refund are estimated at the total fees divided by ten months.
- Fees for books and school uniforms are not refunded. As for transportation fees, the same that applies for the school fees.
- If parents withdraw or cancel the registration of their children before the end of the academic year, the discounts obtained along with the sibling discount will be canceled, and the parents will be refunded the remaining amount after cancelling all the discounts.
- Book fees are refunded in case the student does not join the school, and before the beginning of the school year only, provided that the books remain new as they were received.
- The amount of the refunded fees is calculated starting from the date of the withdrawal request formally submitted by the parents regarding their desire that their children will not attend school and not from the date of abandoning school. A request letter must be submitted to the school administration and not through an informal means of communication such as a phone call, a verbal statement, or a WhatsApp message, so as to ensure that the approval of the school administration is taken, which will undertake its procedures based on the written request.

4.5. Fee Reduction Policy

- There is a discount in fees for registered siblings only, and it does not exceed 5% for each student.

4.6. Blocking Certificates

- The school has the right to withhold the student's result and not issue the transfer certificate until the fees owed by the school are paid, whether for the full fees or for one of the required payments, and the parents have no right to object if the delay in payment occurs on their part.



4.7. Parents Requirements

- Parents are required to pay the value of the books borrowed from the library in case of loss or damage.
- Parents are required to pay the value of any school belongings, equipment, tools, and furniture damaged by their children.

5. Commitment to School Calendar

5.1. School Responsibilities

- The school must provide the parents with the school calendar after approved by the Sharjah Private Education Authority. The school shall also provide them with the school hours in the first week of school.

5.2. Parent Responsibilities

- Parents must adhere to the school calendar and the school hours announced by the school.

- School Calendar

2021/2022

Date	Applicable for
August 29, 2021	<u>Beginning of School Year</u> All public and private schools
December 12-30, 2021	<u>Winter Break</u> All public and private schools
March 27, 2022 to April 14, 2022	<u>Spring Break</u> All public & private schools that follow the Ministry of Education curriculum. As for the schools following other curriculums, the break will be for three continuous weeks as per each Emirate and the dates shown, or two straight weeks plus a third week accommodated over the rest of the year.



- School Timings

KG 1 & 2	Cycle 1, 2, and 3
7:30 AM – 12:45 PM	7:20 AM – 1:45 PM

6. Conduct Management Policy

6.1. Conduct Management Policy approved by SPEA

Kindly refer to the Student Conduct Management Regulation:

https://www.moe.gov.ae/Ar/Legislation/Documents/Student%20Behaviour%20Management_Distance%20Learning%202020_English.pdf

6.2. Conduct Management Policy Approved by the School

The Student Conduct Management Regulation is crucial, for it helps the school administration to evaluate learners' conduct. The Student Conduct Management Regulation is handed out at the beginning of the school year to all parents, teachers, and students to view its provisions and deal with children in accordance with its educational rules and guiding procedures. Providing an educational environment for schools, and preparing them to perform their educational tasks by addressing the behavioral cases that affect the educational process through the procedures mentioned.

7. Health, Security 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.

7.1. School Responsibilities

- Hiring an Environmental, Health and Safety Officer at the school.
- Providing an appropriate and healthy learning environment that guarantees students' safety.
- Providing students with adequate medical care while maintaining the confidentiality of their reports.



- Encouraging students to adopt healthy lifestyles and enhance their awareness of this aspect, including eating healthy food and doing sports.
- Forming a school team for the environment, health and safety, and for emergency cases.
- Determining a duty schedule during the entry and exit of students and break time to ensure their safety.
- Committing to applying health and safety measures received from the competent authorities.
- Cooperating with the official authorities concerned with security, health and safety to train employees and students such as (Civil Defense, Prevention and Safety Authority, etc.)
- Providing services and needs of people of determination.
- Providing school buses that meet the health, security and safety standards and requirements stipulated by the official authorities.

7.2. Parent Responsibilities

- Sharing with the school all information related to their children's medical conditions and history, including medications started before or after enrollment.
- Ensuring that meals and snacks provided to students adhere to the school's standards and guidelines in this regard.
- Not objecting the school decision to confiscate food and drink items that contradict health and safety standards applied in the school.
- Adhering to environment, health and safety procedures when visiting the school, such as (adherence to visiting dates and disclosure of the required data upon entry ... etc.)
- Following the school procedures and mechanism for the process of picking up and dropping off students, and adhering to designated entry and exit points to ensure safe delivery and reception of students, and adhering to the times set by the school.
- Committing to responding all correspondence issued by the school.
- Adhering to the standards and guidelines set by the school for school transport, its timing and procedures.



8. Special Needs

8.1. School Responsibilities

If the student has special needs:

- Studying and determining the nature of the needs of these students.
- Preparing individual plans by specialists to provide the necessary support for each of these students.
- Following up on the situation of these students and provide them with the necessary support.

8.2. Parent Responsibilities

- Providing the school with copies of all medical, psychological, or educational assessments or reports related to the student upon joining the school. These documents are a prerequisite in enabling the school to provide the best educational services to these students.
- Cooperating with the school regarding their children's recommendations and follow-up.

9. Transportation

It is a non-compulsory service that the school provides to help parents transport their children to and from the school within its capabilities, and it is subject to the requirements set by the competent authorities.

9.1. School Responsibilities

- Providing a safe and easy transportation for students registered in the bus service within the standards of security and safety requirements in all buses.
- Providing transportation officer and informing parents of his/her contact details.
- Providing a supervisor for each bus to ensure the safety of students throughout the bus trip.
- Determining the areas covered by the transportation service and bus routes.
- Retaining each trip data, students' names, addresses, and parents' mobile numbers to communicate and update continuously.
- Allocating a seat for each student at the beginning of the school year upon completion of the registration requirements for the school transport service, and the school has the right to



apologize from remote and difficult-to-reach places or if the number of students registered in the bus is less than 12 or is complete.

- Providing a means of communication between the driver, bus supervisor and transportation officer during the bus trip.
- Providing a means of communication between the bus supervisor and parents during the bus trip.
- Adhering to all regulations and rules issued by the competent authorities.

9.2. Student and Parent Responsibilities

- Delivering their children to the place of departure of the school bus at the specified time. The driver or supervisor does not bear any responsibility if there is any delay, and the bus will not wait in the absence of the student. In this case, parents are responsible for transporting their children to school.
- Educating their children about the importance of traffic safety and its application when waiting for the school bus, boarding on and getting off it, and respecting the driver, the supervisor and their colleagues in the bus.
- Informing the school administration of any violation by the bus driver and the supervisor and avoiding dealing with the situation directly.
- Parents are not allowed to get on the bus whatever the reasons are.
- Submitting a written request to the transportation department in the school of the desire to transfer their children to another bus. Knowing that the school is not obligated to approve their request if a seat on the bus is not available, or the area is far.
- If the parents or their representatives are not present to receive the student, the school administration has the right to return the student to the school. The parents shall bear the measures taken by the administration towards this, including attendance to pick up the student.
- The student must maintain the cleanliness of the bus, its furniture and equipment, otherwise the parents pay the fine for damaging or dirtying the bus, which will be estimated by the school administration.
- The parents are bound by the school administration decisions regarding depriving the student from the school transport service if he/she commits one of the following violations:

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- The student violates any of the school transportation safety rules and exposes others to danger during the trip.
- The student refuses to get on the bus in the student gathering area agreed on in advance with the transportation officer.
- The student leaves the bus before reaching his/her designated place without prior permission from his/her parents.
- More than three written complaints are filled out against the student in one term.
- The parent does not adhere to the bus timings continuously.
- The student or his parent attacks the bus supervisor or driver.
- Upon registration/ re-registration and reservation of a seat for transportation service, if the parent wishes to withdraw from the transportation service before the start of the school year, 500 dirhams will be deducted from the fees.
- If the parent cancels the transportation service within the first two weeks of the school year, 50% of the service fee will be deducted.
- If the parent cancels the transportation service after the first two weeks of the school year, the service fee will be deducted fully as the school has reserved the seat under the student name and deprived other students from the service, and also paid to supplier of the transportation service.
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10. Procedures of Dispute Management & Resolution

The best way to solve a problem is talking and listening to all parties of the dispute, through meetings and discussions to ensure all parties' rights and reach fair decisions. However, some problems and complaints may require more procedures that parents can resort to in order to resolve any dispute within the school.

In-school Dispute Resolution Steps:

- In case there is a disagreement or dispute between the parent and any party within the school, the parent can meet with the subject coordinator or the general administrative supervisor based on the dispute type.
- If the dispute is not resolved, the parent can meet with the principal or vice principal.



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- In case the dispute is not resolved after meeting with the principal, the parent should write an official letter to the governing body.
- The governing body shall establish a committee to study the complaint and resolve it, provided that the committee consists of a teacher, a parent, a member of the school leadership, and a member of the governing body, while ensuring that there is no direct or indirect link between the members of the committee and the complaint.
- The committee shall study the complaint and then issue a written report within (10) working days and send it to the school principal and the concerned parent.
- If the parent's dissatisfaction persists, the problem must be referred to the Sharjah Private Education Authority (SPEA) through the communication channels available at the Sharjah Private Education Authority.

The Almighty said, ((O you who have believed, fulfill [all] contracts.)) [Surah Al-Maeda: 1]