



المدرسة الأمريكية بـكالبا
AMERICAN SCHOOL OF KALBA

Home School Agreement: Parents Contract

HIGH SCHOOL – Grade 7-12

Mission: Create an efficient world class education system that engages and empowers every student to become a life-long learner who is responsible, productive and an engaged citizen within (the UAE) and global community.

Vision: School graduates capable of life-long learning who can apply the knowledge, skills and values required for an effective role in society.

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WELCOME

Since 2018, American School of Kalba (A.S.K) has been delivering outstanding education for all students in our care. This school home /school contract highlights information about how we combine the best values with the latest in teaching methods and technologies.

As a school, we are very proud of what we do, and proud of our students who are at the core of the work that we do.

A.S.K is a forward-looking school, focused on ensuring a learning environment that has each student at its centre. UAE traditional values of self-discipline, respect, responsibility, and sensitivity to the needs of others underpin our school ethos. Our students are encouraged to achieve to their fullest potential, with achievements outside the classroom valued as highly as those within the formal curriculum.

We would like to invite you to enroll your child with us and we will ensure that they are given every opportunity to gain both academic success and personal fulfillment and to hone their talents and social skills in a friendly, supportive environment.

We extend a warm welcome to you and very much look forward to working with you as a member of our school community.

Yours sincerely,
The Principal.

ABOUT OUR SCHOOL

American School of Kalba (ASK) was established in August 2018, as a private American Curriculum School, where the curriculum is underpinned by the American Common Core Curriculum. The school is accredited by American International Accreditation Association (AiAA). Our school is also overseen by Sharjah Private Education Authority (SPEA).

ASK is situated in a serene and secure environment in Kalba City in the Emirates of Sharjah. The school runs a three – term year; Autumn term from September to December; Winter Term – Jan to April and the Summer Term that ends in June/July.

At A.S.K, we believe that all students can be successful, and we do not underestimate what they can achieve. We welcome every student regardless of religion, race, ethnicity, or gender.

GOVERNANCE

The board of governors has overall responsibility for the school in terms of strategic direction, educational achievement, financial and people management and operations, including staffing structures. The Governors are responsible for determining and implementing school policies and procedures and making key decisions about the overall running of the school. The principal is the strategic lead who is also responsible for day-to-day operations of the school.

THE PRINCIPAL AND SCHOOL LEADERSHIP

The principal is UK trained with 10 years of experience as a schoolteacher, and 22 years as a school leader in the UK and the UAE. She is assisted by a leadership team of Heads of Departments who form the Senior Leadership Team of the School.

THE STAFF TEAM

Our teachers and support staff are a diverse team of well qualified professionals from various parts of the world who have expertise in delivering a world class education to all our students and meeting their individual needs.

STATEMENT OF CORE VALUES

We provide high quality teaching and learning to enable our students to become confident and independent learners within a safe, welcoming, and inclusive environment.

We have high expectations of all students with regards to behaviour, learning, achievement, attainment, and personal development and well -being.

We promote mutual respect throughout our school community by modelling and encouraging positive attitudes and behavior.

Please find below our parents' communication channels for contacting the school.

ASK Parents' Communication Channels

قنوات التواصل مع المدرسة

Purpose الغرض من التواصل	Contact Person الشخص المسؤول	Communication Channel قنوات الاتصال
Technical Academic Support الدعم الفني و الأكاديمي	Ms Rubina	eskrbs2013@gmail.com
Arabic subjects academic الدعم الأكاديمي للمواد العربية	Mr Mostafa Basyoni	hamzabasyonnee2018@gmail.com
Parents Council	Ms Ruwaya Alkindi	school number 092778883
IT support الدعم التقني	Ms Roudha	roudha@apskalba.com
Reporting cyber bullying/ bullying in school (girls) حالات التنمر الإلكتروني طالبات	Ms Doaa	Doaaosman1978@gmail.com
Reporting cyber bullying/bullying in school (Boys) حالات التنمر الإلكتروني طلاب	Mr Mohamed Hassan	abo_alela2010@yahoo.com
Academic counseling and well being الارشاد الأكاديمي و الدعم الشخصي	Ms Zainab	zainab-hassan@hotmail.com Hot line number: 0501600829
School activities & competition الانشطة المدرسية و المسابقات	Mr Mostafa Eid	mostafaomar710@yahoo.com
Registration التسجيل	Ms Walaa	americanschoolkalba@gmail.com
School Accountant المحاسب	Mr Raheem	raheem@eskalba.com
Teacher's meeting request طلب مقابلة المعلم	Ms Walaa	americanschoolkalba@gmail.com 092778883
General Complaints شكاوى عامة	Ms Walaa	americanschoolkalba@gmail.com 092778883
Urgent Complaints استفسارات و شكاوى مستعجلة	Ms Walaa	americanschoolkalba@gmail.com 092778883

Ms Ruwaya is the chair person of the parents council who leads the group of parents to support the work of school. Parents could contact her if they wish to discuss how to support the school and other matters

D6 COMMUNICATOR:

The D6 is an online tool which parents can download onto their phones. Most school communications and information are usually posted on the D6 please contact the school office for assistance on how to download the D6 app.

1.1 THE SCHOOL'S RESPONSIBILITIES

The school will do its best to:

- Maintain excellent lines of communication with Parents.
- Contact Parents if there is a problem with attendance or punctuality of student.
- Inform Parents of any concerns that might influence student's schoolwork, academic performance and progress, attitude, or behavior.
- Prepare, monitor, and assess homework and other opportunities for home learning on a regular basis.
- Support the crucial role of parents in their commitment to their children's education.
- Give Parents appropriate notice of timescales and deadlines.
- Arrange suitable Parent Evenings, during which time student's progress can be discussed.
- Prepare detailed termly reports for parents to read, approve, and sign.
- Keep Parents up to date with School activities through regular notes, notices, and newsletters on the D6 and parents' WhatsApp groups.
- Ensure all policies and guidelines of the school are readily available for parents' scrutiny.
- Support the **School's Mission Statement**, and part hereof by reference, which Statement is reviewed annually with parents' involvement.
- Provide learning opportunities for all our students.
- Meet the individual needs of students within a collective context.
- Provide a broad, well balanced, detailed curriculum combining provision for need and opportunity.
- Be open and always welcoming towards every parent.
- Inculcate in our students, respect for UAE cultural heritage and Islamic values.
- Recognize and consider every statement made by parents to the school's teachers and school administration
- Ensure that students study the curriculum; make progress and achieve in all subjects.
- Deal with all parents' complaints quickly and professionally
- Treat all parents and students with respect and always ensure professionalism at all levels.
- Work closely with the parents' council towards the development of the school's priorities and to ensure all parents opinions are listened to.

School's responsibilities During Covid 19 and Distance Learning

- To ensure our students would be effective and successful learners during distance learning.
- To support our students to be self-motivated
- To support students to manage strong feelings such as frustration and anxiety.
- Be able to promote calm and optimistic states that promote the achievement of goals.
- Support students to recover from setbacks and persist in the face of difficulties.
- To protect our students in terms of online safety and cyber bullying
- Put safety measures in place to protect students and parents from Covid 19 infection.

PARENTS AND GUARDIAN RESPONSIBILITIES**Parents will do their best to:**

- Ensure their child / children attend school regularly and are punctual.
- Ensure that the student is equipped with all their books and necessary equipment for learning.
- Inform the school of any concerns or problems that might affect the student's work, attitude, or behavior.
- Support their child with homework and other opportunities for home learning.
- Support student by doing he/she meets deadlines and timescales for submitting homework.
- Attend Parents Evening and all requested meetings for discussion about Student's progress.
- Read all notices and letters from the school and respond accordingly.
- Contact the School immediately or **as soon as possible** if the student is absent from school for any reason.
- Keep the School well informed of the dropping off and collection of students.
- Inform the School of any changes in personal circumstances of student as early as possible.
- **Ensure the student attends school on time.**
- Support the School's Mission Statement, guidelines, and policies.
- Ensure the student is appropriately dressed and wears the correct school uniform.
- Contribute to the School's policies and guidelines by completing school questionnaires.
- Support the aims of the school.
- Take part in surveys to develop and improve the school.
- Treat all staff, students, other parents, and all members of the school community with respect.
- Follow the school's complaint policy and procedure in case of any complaints.
- Use the school's communication networks when contacting the school.
- Keep their children at home and inform the school if they show covid 19 symptoms.
- Cooperate with the school by ensuring you and your child follow all covid 19 protocols.
- Support the school with students' behaviour discipline
- Check learning equipment for distance learning
- Provide the necessary devices for the student's online learning

Distance Learning Parents Responsibilities

- Ensure a safe home and online learning environment for your children.
- Place your child's learning device in a common area of your home where you can monitor their online activity and time spent online.
- This strategy will allow you to monitor them in an indirect manner without hovering over them.
- Ensure that the learning space is always clean and disinfected.

- Place a hand sanitizer and disinfectant nearby and make sure your child is washing their hands frequently.
- Check your child from time to time and see if they are having any issues.
- Follow the school's Online safety measures and distance learning code of conduct.
- Staying involved and showing interest in your child's learning will have a positive impact on their success and self-confidence.
- Frequently check your child's learning objectives and learning timetable.
- Check in google classroom e-learning platform daily to review course materials, announcements, and assignment feedback.
- You can support your child by going over the assignment before they start their work and ideally you should also look over the work and provide positive reinforcement to your child for the effort they put into their learning.
- Follow the school's complaints procedure if you have any issues or call the distance learning hotline number which is on the D6.

2. ACCEPTANCE OF THE STUDENT'S ENROLLMENT IN THE SCHOOL

All students applying to ASK will be assessed to enable us to ensure that the student is well placed to maximize his/her learning to reach academic excellence. We look forward to your visit to our school, so we can meet you and give you a tour of our facilities. All students are welcome to apply for admission to the school irrespective of ethnicity, religion, person of determination, special educational needs.

2.1 The School's Responsibilities

- Answer parents' enquiries regarding the admission process
- Explain the admission process to prospective parents
- Provide the registration file with the application form and list of documents parents must provide
- Make the admission process as seamless as possible
- Immediately inform the parent if the student will be admitted immediately or placed on the waiting list
- Provide updates to parents of students on the waiting list
- Contact the previous or current school for information to enable the school to support the student after the admission
- Assist parents to complete the application form where applicable
- Assess the student to identify if they would need support.

2.2 Parents Responsibilities:

Parents must provide the documents listed and follow the procedures before admissions can be processed.

1. Complete "Application for Admission" form.
2. Provide the original and copy of Emirates ID of the students and the parent.
3. Submit 2 copies of valid passport.
4. 2 copies of vaccination card.

5. 2 copies of valid residence for non-Emirati.
6. 6 personal photos for the student.
7. 2 copies of birth certificate.
8. Student last 2 years report cards.
9. TC transfer form from the Ministry of Education (from previous school)
10. Certificate of good conduct / behavior
11. Arrange a tour of the school and meet the principal and academic advisor (optional)
12. Inform the school if your child has special educational needs or is a person of determination.

Steps for enrolment: -

- Receive the registration file from the school administration.
- Fill in the registration form completely and accurately.
- Fill in the health file which is attached with the registration file.
- Bring all the required documents mentioned in the registration file.
- Submit the file to school for reviewing and checking the documents.
- Pay the registration fees of 500 DHS.

3. CURRICULA AND EDUCATIONAL PROGRAMS:

Curriculum Aims

We want our students to become independent learners who take more initiative for their learning.

We want to increase their ability to apply their skills.

We want the curriculum to raise the achievement of our students and impact on learning and progress.

We want our students to become life- long learners who can compete with world class education standards.

We want our students to be proud of their UAE and Islamic heritage, culture, and values.

We want our curriculum to lay the foundation that will enable our children to become productive citizens of the UAE and as global citizens.

The core curriculum meets all statutory requirements based on AiAA accreditation board requirements and the Common Core curriculum of the USA specifically the Engage New York Curriculum. The school day is organized into 7–50-minute periods. Our school is well supported by extra-curricular provision and enrichment activities including educational visits.

The curriculum is organized to build on students' previous learning and how it informs planning and teaching.

Homework:

Weekly homework is uploaded in Google classrooms and the D6 which students are given time to complete. Homework contributes to students' credit hours and GPA therefore parents must ensure that students complete all homework. Parents must contact the subject teacher if their wards have any issues regarding the homework.

3.1 COMPULSORY STUDY MATERIALS:

SUBJECTS OFFERED:

The core compulsory subjects we offer include:

Subject	Grade
Integrated Mathematics	7-12
Maths AP Calculus	10-12
Integrated Science	7-9
English Language and Composition	7-12
English Literature	9-12
Physics & AP Physics	10-12
Islamic Education & Islamic for Non- Arabs	7-12
Arabic Language	7-12
Arabic as a second Language	7-10
National Studies & National Studies for Non- Arabs	7-9
Moral Education	7-8
Information Technology	7-9
Computer Science	10-12
French	7-9
Art	7-12
Physical Education (PE)	7-12

Mandatory subjects:

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

1. All Muslim and non -Muslim students must study Islamic Education from Grade7 to Grade 12 inclusive.
2. All Arab students must study Arabic as a first language from Grade 7 to Grade 12 inclusive.
3. All non- Arabic students must study Arabic as an additional language from Grade 7 to Grade 9
4. UAE National Studies is compulsory for all Arabic and non -Arabic students from grades 7-9
5. All students must study Moral Education from Grade 7 to Grade 12 including Arabic and non-Arabic students

3.2 ELECTIVE STUDY MATERIALS

Students in grades 10-12 have electives including a choice between Chemistry and Accounting, Business and Biology to prepare them for higher education.

Subject	Grade
Chemistry & AP Chemistry	10-12
Accounting	10-12

Biology & AP Biology	10-12
Business Studies	10-12

3.3 EVALUATION POLICY:

ASSESSMENT and EXAMINATIONS:

These will vary dependent on the age, ability and learning needs of the students. Below is a list of internal examinations and standardized tests that students would write during the academic year.

We aim to:

- Provide diagnostic tests all new students who enter the school.
- Diagnose specific strengths and areas for improvement for all of students for English, Maths and the sciences and Arabic Language.
- Assist in the prediction of future attainment and target setting.
- Ensure all departments are consistent in their approach to assessment.
- Use student evaluation to inform teachers' planning so that it responds to the needs of the students.

American School of Kalba(ASK) recognises that teaching, learning and evaluation of learning are fundamentally interdependent. Student evaluations takes place regularly to better inform our students, parents and teachers of the students' progress and achievement.

Mid Term and End of Term Exams

Mid - term exams take place half -way through each term as scheduled on the school calendar. Questions are set by teachers to assess areas of the curriculum covered, the skills and knowledge corresponding to the curriculum and textbook pages. Mid- term report cards are issued, and teachers use the results to set targets and identify students who need additional support.

End of term Exams: Students will write term 1, 2, 3 exams at the end of each term. These exams are set by teachers. Each semester's exam covers the terms work covered or taught throughout the term. End of term report cards are issued at the end of each term.

Continuous Assessment:

Our teachers always assess students' classwork, homework, projects, and these marks are included in each term's exams totaling 100%. Classwork, homework, projects, and other continuous assessments carry 60% marks while the exams carry 40%. The minimum marks every student must attain at the end of each mid-term and end of term exam is 60%. Marks below 60% are considered as a failed mark and students will be re-tested.

What To Study and Revision Packs: Teachers will complete ‘what to study’ packs for all students for each exam. Revision sessions will be organized all subjects to help the students to understand what they must focus on in preparing for the exams.

Parents Consultation Evenings: After each term’s exam, parents are invited to school (following all covid protocols) or Zoom meetings are held, to discuss their ward’s progress and any interventions the school may put in place to support any student who may have fallen behind. Parents can raise any concerns at the meetings after which they must sign and receive a copy of the report.

Standardized Tests and International Examinations: All students in the UAE must write standardized tests at some stage in their school career. These tests are international benchmark tests that are designed in line with UAE National Agenda and Vision 2021. Students in the UAE would meet international standards in maths, science and verbal and non- verbal reasoning and problem solving. These tests are mandatory for all students in the UAE. SAT, MAP, CAT 4 and EMSAT are mandatory yearly exams. The table below is an illustration of the exams, the grade level, and timescales for these exams.

Exam Type	Grade Level	When administered	Subject
NWEA Measure of Academic Progress MAP	7-8	1 st , 2 nd , and 3 rd Semester	English, Maths, Science
CAT 4	7-9	1 st Semester	Aptitude Tests, English and Maths
PISA	10	Every three years	Science & Maths
EMSAT	12	Every Year	English, Maths, Physics, Arabic (Compulsory) Biology Chemistry (Optional)
TOEFL or IETS(outside school)	12	Yearly	English
SAT	11 & 12	Yearly	English, Maths,

The school provides support, revision packs and extra classes for MAP, CAT4, EMSAT and SAT. **Those taking MAP and CAT 4 are registered by the school and the tests are administered online.**

SAT:

SAT is used by most American universities and colleges as an entrance requirement and as a predictor of academic success in university. Scores on each part of the SAT range from 200-800 and are reported separately for Evidence-Based Reading and Writing and Math.

Our school is registered with the College Board as a SAT Test center therefore students must register online themselves with advice from the academic advisor and their teachers, and they must take the SAT tests at our school. Results would be sent by the College Board directly to the students, who can submit it for their equivalency and when applying to universities and colleges of their choice.

EMSAT:

EMSAT is an online UAE test that all Emirati or non- UAE students must take to get their equivalency in the UAE. EMSAT is not compulsory for non- Emirati students, however our students must take it. Students must register for the tests online and select their nearest test center where they can take the test. Students must pass EMSAT if they wish to pursue higher education courses at any UAE university. Through the process of registration, students would receive guidance and support from the Academic Advisor and their teachers if they experience any challenges.

Students writing SAT and EMSAT will receive guidance on when to register and take the exams. SAT, EMSAT, TOEFL and IETS are in person exams where students attend face to face. Students planning to enter international universities must write SAT 1. TOEFL and IETS are English proficiency tests for students planning to study at universities abroad.

Please note that EMSAT scores are for grade 12 students for getting their UAE attestation and equivalency from the Ministry of Education and for admission into UAE universities.

The MOE policy for Grade 12 students who are applying for equivalency is, all Emirati students must take EMSAT, however EMSAT is open to students who are non - UAE citizens. Non -UAE students must take SAT 1 a) for college admission b) for equivalency however, our school policy is that all grade 12 students attending American School of Kalba MUST take both SAT 1 and EMSAT.

MAP standardised assessments:

- Give information about students' strengths and weaknesses are shared with parents and teachers must identify possible solutions and interventions.
- Help identify those students that may need additional support or more challenging teaching.
- Enables meaningful, achievable targets for individuals, classes, and the school by combining attainment data, measures of ability, and powerful predictions.
- Gives ASK independent, objective information to evaluate our school's performance and to act as our school key performance indicators (KPI's)

3.4 GRADUATION REQUIREMENTS EQUIVALENCIES:

At the end of grade 12, students are awarded a high school diploma and a behaviour conduct form. Students must achieve cumulative grade point average (GPA) of at least 2.5 based on 18 credit hours to be able to graduate. Credit hours are calculated on the number of periods a student attends classes every term, it also includes the amount of time spent doing homework, projects, and extra curricula activities. The total credit hours are used to calculate the Grade Point Average. Students who do not meet the total credit hours will not be allowed to graduate.

Therefore, it is important for students to attend all classes and complete all assigned classwork, homework, and projects.

Students completing grade 12 must attest and submit their grades 10, 11 and 12 final school reports to the Ministry of Education to obtain equivalency to attend UAE universities or international universities. Students would receive their high school diploma and transcripts from AiAA the school's accreditation board based on satisfactorily achieving the required pass mark, credit hours and GPA scores.

The table below is an illustration of what parents and students would see on their end of term and mid-term reports and academic transcripts.

Letter Grade	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	F
Percentile	96 -100	91 -95	86-90	81-85	76-80	71-75	68-70	66-67	64-65	62-63	60-61	<60
GPA	4.0	3.8	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.3	1.0	0.0

Steps for attestation: -

- All documents required including reports, transcripts etc to be attested must be submitted to the school administrative officer in the school.
- All the documents will be uploaded on TAMAM (website for attestation of SHARJAH PRIVATE EDUCATION AUTHORITY).
- Fees for attestation must be paid online by the parents` credit card, which can also be submitted to the administrative officer to process the payment.
- After verification and approval from SPEA, Parents will receive the attested documents via email.

Steps for equivalency: -

- Visit the Ministry of Education website and make sure you fulfill all the terms and conditions for obtaining the equivalency which are shown on the Ministry of Education website.
- Ensure all academic certificates for grades 10,11 and 12 are attested
- Parents / students must upload all the attested certificates on MoE website.

- After verification and checking from MoE , The equivalency will be sent to the email registered on the student's account on MoE website.

COLLEGE and CAREER READINESS

Our older students are involved in various activities including the Al Najar programme, a UAE university fair that supports students to choose universities and colleges within and outside the UAE.

The curriculum also focuses on the skills, knowledge and understanding students need to prepare them for higher education and future employment.

4. School Fees for the year 2021-2022:

CLASS	Price in AED		
	Tuition	Books	Total Fee
Grade 6	14,000	1,000	15,000
Grade 7	15,000	1,000	16,000
Grade 8	15,000	1,000	16,000
Grade 9	17,000	1,000	18,000
Grade 10	18,000	2,000	20,000
Grade 11	19,000	2,000	21,000
Grade 12	20,000	2,000	22,000
Uniform Fee (per 1 full set)		AED 350 +5% VAT	

Fee Payment & Refund Policies

Fee payment policy:

1. Annual School Fees payments:

Students can pay annual school fees for each academic year, which includes Tuition fee, books fee, uniform fee, and Transportation fee by the following modes of payments available.

- Full payment by online (thru school website www.apskalba.com /Parent Portal,subject to availability of online payment)
- 50% by Cash or Credit Card + one post-dated cheque dated in the month of January
- 30% by Cash or Credit Card + 2 post-dated cheques for 35% each dated in November and January
- 30% Cash or Credit Card + 4 monthly post-dated cheques from October to January

- e. 30% Cash or Credit Card + 5 monthly post-dated cheques from October to February
- f. 30% Cash or Credit Card + 6 monthly post-dated cheques from October to March

Note: All payments must be made before 30th September, i.e before the end of 1st month of academic year. Partial payments will not be accepted. Post-dated cheques also should be given together with Cash/Credit Card. Only parent's personal cheques will be accepted. Company cheques, cheques of closed, frozen or dormant accounts etc. will not be accepted. All post-dated cheques will be deposited into bank on the cheque date itself. In addition to Tuition fee, Books fee is also compulsorily payable by each students to the school.

The above Annual School Fee Payment options are based on the typical MOE academic calendar which normally starts from September and ends in June. And the months mentioned may change accordingly if there is change in MOE academic year schedule.

- 2. Online Payments made thru ASK online payment gateway are considered and accounted in the respective student accounts only after the actual transfer is received to the ASK bank account. ASK will not be liable for any failed transactions because of technical or network errors at the time of customer making the online payment.
- 3. Post Dated Cheques paid by the customers will be presented to the bank for collection on the due date of the cheque
- 4. In case the customer wishes to settle the post-dated cheque before the due date, the payment for the total value of cheque has to be made before the date of the cheque, by Cash/Credit Card at the ASK Accounts office or by Online payment subject to the availability of PDC settlement option in the ASK online payment gateway
- 5. Additional fees/charges may apply on settlement of bounced cheques, for TC applications, Re-issue of lost report cards etc. as decided by ASK and as applicable from time to time.
- 6. **Other payments:** Other periodic payments subsequent to annual fees payment mentioned above such as settlement of Post-dated cheques, additional books or uniforms, examination fee, re-registration fee etc. can be paid by Cash/Credit card at ASK Accounts office or by online payment thru ASK online payment gateway subject to the availability of online payment option for these services.

Fee return and Refund policy:

Refunds cannot be made once an order has been processed, except for tuition fees. In line with the Fee Payment Policy, where a Customer is eligible for a refund, ASK will only refund the eligible fees in accordance with the SPEA Policy, by a bank cheque in favour of the Parent of the student. Original Identification document has to be provided to school accounts department in order to prepare the refund payment, and the refund may be ready only after minimum 15 to 20 days.

- 1. Registration/Admission fee is not refundable if the student didn't join the school after paying the registration/admission fee. However, Registration/Admission fee will be deducted from the annual school fees subsequently if the student joins the ASK

2. In case of tuition fee refunds, for the excess payments which made in advance already, only the fees equivalent to the remaining unused period will be refunded.
3. Books and uniforms once sold will not be taken back.
4. For any refunds the parent has to apply to Accounts/Admin dept in writing and will need to provide the necessary supporting documents such as original payment receipt, copy of transfer certificate issued by ASK (in case the student is joining another school), copy of Emirates ID/Passport copy of parent, copy of student Identification document etc.
5. The refunds will be prepared only by bank cheque in favour of Parent whose emirates ID/Passport copy is provided to the ASK Accounts while applying for the refund and may take 15 to 20 days in order for the refund payment to be ready for collection.

Fee reduction/discount policy:

- Family/Siblings discount: Students from same family, who have more than 1 sibling studying in ASK will be given discount on tuition fee as per the family discount policy. As per this policy discount will be applicable at 10%,15%, and 20% for the 2nd, 3rd and 4th students onwards.
- Staff Discount: Students of ASK staff members will be getting staff student discount on the tuition fee, as per the applicable staff discount policy, subject to management's approval. The discount percentage may change depending on the staff and the position.

Scholarship policy:

Students with proven exceptional and outstanding academic excellence may be granted educational scholarship by means of fee discount. However, granting of scholarship to a student is under the sole discretion of management

Certificate blocking mechanism:

Students who make defaults in timely payment of their fee are subject to their Termly report cards, Marksheets, Certificates etc blocked and those documents won't be released until the outstanding fees is cleared.

Financial sanctions mechanism:

Implementation of Financial sanctions policy is under the discretion of management and will be informed to parents accordingly.

5. Commitment to the School Calendar:

The term dates on our school calendar are determined by Sharjah Private Education Authority, including the main UAE public holidays. However internal calendar dates and activities such as examination timetables are set by the school. The school takes steps to work with parents to ensure there is commitment to the school calendar on the part of all parties.

The table below shows the 2021 / 2022 academic year calendar

Date	Applicable for
August 29, 2021	Beginning of School Year
December 12th, 2021- January 1st 2022	Winter Break
March 27th, 2022, to April 10 th 2022	Spring Break
June 30, 2022	Last day of School

5.1 The School's Responsibilities

- Keep Parents up to date with School activities through regular notes, notices, and newsletters on the D6, parents' WhatsApp groups and other communication channels.
- Give Parents appropriate notice of timescales and deadlines.
- Inform parents of any changes in the school calendar.
- Adhere to set timetables and dates to minimize disruption.
- Inform SPEA and seek approval to make any changes with regards to the school calendar
- Discuss the approved or internal changes with the parents' council.
- Ensure students reports are distributed on time, according to the time set on the calendar.
- Adhere to the dates and timelines for internal and external school activities to minimize disruption for parents and students.
- Keep a record of student attendance and alert the parent in case the student is absent.

5.2 Parent /Guardian Responsibilities

- Avoid unauthorized absences, that is, taking students out of school during term time without permission.
- Avoid taking your child out of school during term time to go for family holidays.
- Attend all scheduled meetings and individual appointments.

- Inform the school whenever your ward is absent.
- Follow the instructions of the school regarding the calendar.
- Ensure 'Good', regular attendance (at least 94%).
- Submit a leave application for any emergency leave exceeding 1 day, and a Medical Certificate for any medical leave exceeding 2 days

6. BEHAVIOUR MANAGEMENT POLICY:

Aims

- To encourage adherence to an agreed set of principles of behaviour by all students for promoting learning, moving around the school, playing in the playground, eating lunch, taking part in assemblies.
- To support effective learning and teaching
- To ensure consistency and a shared understanding of positive behaviour management
- To develop positive relationships between all adults in school, parents/carers and students
- To achieve a shared understanding and support of the principles of Positive Behaviour Management by all teachers, support staff, non-teaching staff and parents/carers.
- To support student attendance and punctuality

Our Expectations are that each student are:

- Attend school regularly.
- Arrive at school on time.
- Do as asked by adults.
- Work hard
- Be kind and friendly to everyone.
- Treat people, the school building and resources with respect.
- Be respected and listened to

Students who behave well are celebrated and rewarded during our weekly 'Star of the Week' assemblies. The best class is selected each term to go on a trip. Negative behaviour is not tolerated at our school. We expect our students to have self-discipline and take control of their learning and behaviour. Students are expected to adhere to the school code conduct and show respect towards other students and all the staff at our school. Parents must support the school to instill good behaviour and discipline among our students.

6.1 BEHAVIOUR MANAGEMENT POLICY APPROVED BY SPEA

The student code of conduct aims at:

1. Building student positive behaviour in the school community
2. Promoting and encouraging positive conduct and limiting violations and bad behaviour
3. Providing a suitable educational environment to achieve the principle of comprehensive education.

4. Applying the principles and culture of encouraging and caring in society to minimise bad behaviour
5. Promoting student and parent awareness of their obligations to keep self-control and good behaviour
6. Providing a regulatory reference to deal with student behaviour
7. Guaranteeing execution of proper mechanisms to tackle and protect from problem and behaviour violations.
8. Requalifying violating students behaviourally and educationally.

First Category Violations	<p>First Category (minor) Violations</p> <ul style="list-style-type: none"> • 1.1 Being late without acceptable justification. • 1.2 Non-compliance with uniform (school or PE) • 1.3 Failure to bring books/school supplies. • 1.4 Failure to follow positive rules of behaviour inside/outside class. • 1.5 Sleeping in class. • 1.6 Eating in class without justification • 1.7 Non-compliance about completing homework & assignments. • 1.8 Bringing any means of communication, such as mobile (p46; 1st time confiscate until end of day, 2nd time deduct 2 marks & confiscate for one week, third time deduct 4 marks & confiscate for the rest of the Term) • 1.9 Misusing electronic devices, such as playing games & misusing headphones. • 1.10 Any similar action.
Second Category Violations	<p>Second Category Violations (Medium Risk)</p> <ul style="list-style-type: none"> • 2.1 Repeating the irregularities of the first Level more than 3 times. • 2.2 Absence from school without acceptable excuse, including before or after holidays & weekends, or for exams. • 2.3 Entering or leaving the classroom without permission during the session, or not attending sessions/activities without an excuse. • 2.4 Inciting to provoke, threaten or intimidate. • 2.5 Violating public morals, such as dressing/styling to resemble the other gender. • 2.6 Writing/damaging school walls or furniture. • 2.7 Taking, possessing, sharing photos of staff/students without their permission. • 2.8 Verbal abuse • 2.9 Smoking in school or possessing any smoking tools. • Private License holders who use private cars without obtaining necessary school approvals. • 2.11 Trying to steal. • 2.12 Misuse of Means of communication, such as Mobile on trips. • 2.13 Any similar action.

Third Category Violations	<p>Third Category Violations (Dangerous)</p> <ul style="list-style-type: none"> • 3.1 Repetition of one of the Second-Degree Irregularities more than 3 times • 3.2 Leaving school without permission/escaping during the school day. • 3.3 The acquisition, possession, display & promotion of unauthorized materials, information, electronic materials & those contrary to values, morals, etiquette & public order, or modesty. • 3.4 Defaming peers or staff on social media. • 3.5 Bringing or possessing white weapons or similar in school. • 3.6 Sexual harassment in school. • 3.7 Physical assault of peers or staff (physical bullying). • 3.8 Systematic theft or concealment. • 3.9 Attempt to destroy/damage school equipment/facilities & seize them. • 3.10 Tampering of or vandalizing buses, harming Driver/Conductor or road users. • 3.11 For License holders, driving recklessly around school, failure to follow safety rules& security instructions. • 3.12 Failure to deliver means of communication (Mobile) • 3.13 Any similar action.
Fourth Category Violations	<p>Fourth Category Violations (Very Serious)</p> <ul style="list-style-type: none"> • 4.1 Repetition of one of the Third-Degree Irregularities more than 3 times • 4.2 Use of means of communication (eg. Mobile) for illegal/ immoral activity, or in any way that harms the education foundation or its employees/users. • 4.3 Destroying or damaging school equipment/facilities & seize them. • 4.4 The acquisition, possession or use of firearms, white weapons, or the like in school. • 4.5 Sexual abuse in school • 4.6 Physical assault leading to injury of peer or staff. • 4.7 Leaking exam questions or participating in any way. • 4.8 Causing fires in school. • 4.9 Impersonating others in school dealings or forging school documents. • 4.10 Abusing political, religious, or social symbols of the State. • 4.11 Possession, bringing, promotion or use of any kind of narcotic drugs or psychotropic substances or being under the influence. • 4.12 Broadcasting or promoting extremism or atheistic ideas & beliefs against the social & political systems of society. • 4.13 Any similar actions. • 4.14 Insulting the divine religions or provoking all that causes strife at school.

Behaviour and Conduct as a school subject

Under this code of conduct, a student’s conduct at school is a subject, which reflects his scores in terms of morals and behaviour. It is like other subjects, subject to pass/fail evaluation. Conduct total grading points are 100, and granted based on the following two principles:

- **Positive conduct:** it is expected from all students to have positive behaviour without violations. A score of 80 per cent for positive conduct will be allocated automatically to each student at the beginning of every semester. In case of committing a violation, the proper procedure will be taken and penalty points will be deducted from that score according to the type of violation.
- **Excellent conduct:** it reflects great practices made by the student. A score of 20 per cent is allocated for excellent conduct.

The minimum expected score in conduct is 60 per cent. Students will be granted the chance to restore deducted points during the year by obtaining excellent conduct score or complying with positive conduct requirements.

Mechanism of violation penalty

Deduction from the conduct scores will be based on the type of violation as follows:

1. First-degree (simple) violation: 4 points will be deducted.
2. Second-degree (dangerous) violation: 8 points will be deducted.
3. Third-degree (dangerous) violation: 12 points will be deducted.
4. Fourth degree (severely dangerous) violation: student will be failed.

Rules for applying penalties.

Violating students will be treated with full respect for their personal feelings and qualities as per the following rules:

1. The school will ensure and Avoid cruelty, psychological abuse, offence, insult, and mocking
2. Not to generalise or apply a penalty to all students of the classroom or the school for a violation committed by one student
3. Achieve justice and equality in dealing with the students
4. Not applying any penalty to the student without considering school's responsibilities for required procedures
5. Keeping the student confidentiality and privacy and avoiding any act of defamation

6.2 BEHAVIOUR MANAGEMENT POLICY APPROVED BY THE SCHOOL:

Our school code of conduct is written and shared with the school community to ensure our students understand the behaviour that is expected of them as illustrated below.

American School of Kalba

Code of Conduct

- Through my attitudes, I will show that I have self- discipline and I take responsibility for my learning and behaviour
- I will cooperate with my peers, teachers, and school management at all times
- I will always comply with the school's health and safety standards, by keeping myself and other's safe
- I will always maintain excellent attendance by doing my best to attend school every day and I will always be punctual
- I have understanding and appreciation of the religious values in the UAE, and I will always show respect for the religious values through my daily behaviour
- I will always respect the identity, heritage and culture of the UAE and all other global cultures
- I will take initiative and effectively participate in social activities organised by the school
- I will keep my classroom and the school premises always clean and tidy
- I will always show good work ethic by completing all my classwork, homework, and projects on time.
- I am aware of the importance of taking steps to improve the environment
- I will treat my peers and all staff at ASK with respect by listening to other's opinions and carrying out adult instructions and not disturbing my classmates
- I will make sure I come to school prepared with all the necessary equipment to support my learning
- I will not misuse or damage any school equipment or property
- I will follow all the rules regarding the use of school computers by not accessing any inappropriate sites.
- I will not bring my mobile phone to school and agree that it will be seized if I bring it to school.
- I will always wear the correct uniform to school.

Individual Behaviour Plans (IBP)

Following a major sanction, the Designated Behaviour & Discipline Officer & Principal may set an Individual Behaviour Plan (IBP), formed at a meeting of relevant members of staff, parents and/or experts.

ATTENDANCE and PUNCTUALITY

Students must attend school every day except for absence due to ill health or hospital appointments. We have a first day calling system in place when a student is absent from school. Absences without excuse are unauthorized and students could lose behaviour marks if their absence is persistent. Students must also attend school on time and not to be late for assembly and lessons. Again, students may lose marks for persistent lateness and parents invited to school for a meeting.

6.2.1 CLASSROOM LEARNING

Strategies for managing behaviour in the classroom.

It is expected that generally, difficult behaviour will be managed in the classroom using positive behaviour management strategies. The adults in the school will strive to provide a high level of classroom management that will in turn help to promote increased school effectiveness and a reduction in low level disruption. Supervisors will support students to manage their behavior and the social workers will work with all staff and students in all aspects of the school policy. All students must follow the rules that are clearly displayed in class to ensure a positive and safe learning environment. Disruptive behaviour will not be tolerated. All students must come to school ready to learn and show respect for their teachers and classmates. During the pandemic, we expect students to follow the rules to keep themselves and others safe.

Behaviour Consequences:

- **Breach of code of conduct & first and second category violations:**
- **First time: Verbal warning**
- **Second time- Second warning**
- **Third Time – Written warning**
- **Fourth Step – Call the supervisor**
- **Fifth Step: Supervisor has a quiet word with the student, and takes them back to class**
- **Sixth Step – Supervisor writes a report and refers the matter to the social work/principal**
- **Seventh Step- Student is invited to a meeting and signs a good conduct contract**
- **Eighth Step- Parents are invited to sign a contract, and if there is no change the matter would be escalated to the next level.**

Rewards

- **Star of the week certificates**
- **Star of the term certificates**
- **Star of the year certificates**
- **Special trips and treats for students with the most certificates**
- **Special prizes for best behaved students**
- **Trophies for best students and best classes**
- **Positive messages to parents**

COVID-19 rules to be followed by students in school and the classroom.

1. **A physical distance of 1 meter to be always maintained between the students in and outside the classrooms.**

2. Follow the signage in the corridors of the school while students are outside the classrooms in maintaining the physical distance.
 3. Use the sanitizers placed in the corridors to disinfect your hands.
 4. Wash your hands for 20 seconds before and after food and avoid touching your face as much as possible.
 5. Students should wear masks and visors inside the classroom.
 6. If any student feels ill or any discomfort immediately report the matter to the teacher or the supervisor.
 7. Do not share stationary, books or food with your classmates or friends.
 8. Get prior permission from your teachers while visiting washrooms and follow the instructions strictly.
 9. Only two students will be permitted in the washrooms at a time.
 10. A physical distance of 2 meters should be kept in canteen areas. But students are advised to bring their own food and water from home.
 11. Water fountains will not be placed in the corridors for safety reasons.
 12. Physical distancing of 1.5 meters and limited use of equipment should be adhered to in outdoor learning areas.
 13. Boys will use Gate 1 and Girls, gate 6 on arrival and follow the sanitization and safety protocols at the booths placed in the reception at the respective entrances.
- Dispersal also will be as per instructions given by teachers and supervisors

6.2.2 DISTANCE LEARNING

- ALL students must enter their classes with their video cameras on. Please share this information with your child.

Boys Dress Code:

- Boys must wear a shirt with a collar, only school PE T shirts are allowed
- No hats or caps or hoodies are allowed.
- Their hair must be neatly combed so they look presentable in class.

Girls Dress Code:

- Girls must wear long sleeve tops covering the chest area. Sleeveless tops and T-shirts **are not allowed**. They **MUST NOT** wear any revealing clothes.
- Girls must dress properly, hair gathered and tied in a pony- tail and they must wear a Shayla or hair covering where appropriate.
- Caps, hats and hoodies are not allowed.
- They must sit at a desk or table with an appropriate background. Sitting on the bed, floor or sofa is not permitted.
- Recording of any live sessions is not allowed.

Please note: Any illegal chats, pictures or videos shared on the school platforms or during the live sessions will directly be communicated with UAE Legal Authorities

It is prohibited by law to record, capture, or share any of the live classes' sessions and publish them without permission.

STUDENTS' CONDUCT DURING DISTANCE LEARNING

Students must maintain a dignified and active presence online, by being mindful, polite, and constructive.

- The distance learning lessons need to be taken seriously; attendance will be taken every day.
- Log-in for the lessons at the correct time allotted, as per the time- table provided.
- The e-learning platform should not be used for any personal or irrelevant comments.
- Assignments given should be submitted on time, to be marked by teachers.
- Students should check for the previous comments by the teacher, to avoid repetitions and waste of time.
- If the students need to communicate with subject teacher outside the e-learning timeslot, it should be sent to teacher's mail between 5pm and 6pm.
- Students and their parents must follow the e-safety and cyber bullying guidelines.
- Students must stay safe online and avoid communicating with strangers.
- Students must report to the supervisors if they experience cyber bullying or encounter an unsafe situation while online.
- All students are required to abide by the school Code of Conduct Policy, any violation of this policy will result in measures taken by the school based on UAE Cyber Law.
- School credentials are not to be shared with anyone.
- Materials provided by the school are the school ownership and cannot be shared with anyone under any circumstances.

6.2.3 HYBRID LEARNING:

Hybrid learning means that while some students are studying at home online, others will be at school learning face to face in person in the classroom. Parents will receive a timetable informing them of which classes would be online on which days, and which classes would be face to face. Students studying online must follow the distance learning rules above and those studying at school must also follow the strict classroom learning protocols listed above.

If the school switches to distance learning, parents would be informed of any changes.

Student Expectations

Students give their best effort and best online class behavior. They are expected to attend classes unless their parent or guardian notifies the supervisor that he/she is sick. Teachers will take attendance for each class. Students must treat distance learning in the same manner they would treat a typical school day. Use appropriate behavior even in an online class.

7. Health, Security and Safety:

Our aim is to provide a safe and healthy environment for students, staff, parents, and visitors to our school. Our health and safety policy are written to ensure that all members of the school community understand their own responsibilities in maintaining a healthy and safe school environment. In view of this, our school has the following policies in place to protect our students and the rest of the school community:

Child protection, security on the school premises, healthy eating, e-safety and cyber bullying, traffic management plan, canteen plan and food safety policy, accident, and emergency policy, and laid down rules and protocols during the covid 19 pandemic. The school has established a health and safety committee and Covid 19 task force to deal with any health and safety breaches and in case of any break - out of covid 19. The school clinic has isolation rooms and strict protocols for the cleaning and maintenance of the isolation rooms. Systems are in place for contact tracing in case of Covid 19 outbreak.

7.1 School's Responsibilities:

Responsibilities

All members of the school community (teaching and non-teaching staff, parents, students and visitors) work towards the school's aims by:-

- Being fully aware of their own responsibilities for maintaining a safe and healthy environment.
- Being familiar with all instructions and guidance of safety within the school.
- Always Using common sense to take responsible care for their own safety and that of others.
- Reporting any unidentified hazards to the principal / health and safety officer without delay.
- Reporting to the school in case they have symptoms of covid 19.

The health and safety committee to work towards the school's aims by: -

- Recognising their corporate responsibility for ensuring that the health and Safety Policy is implemented in the school.
- Ensuring that safe work practices and procedures are applied within the school.
- Making frequent inspections to ensure that a safe and healthy environment is maintained.
- Establishing a system for the reporting, recording and investigation of accidents and ensuring that this is applied rigorously.
- Ensuring that all members of the school community are aware of their own responsibilities.
- Taking responsibility for devising and implementing a general school Health and Safety policy and Covid 19 health and safety policy.
- Monitoring and reviewing this policy and ensuring that necessary revisions are undertaken.
- Ensuring that all staff are familiar with the Health and Safety policy of the school and any other relevant codes of practice and legislation.
- Facilitating safety and First Aid training for staff.
- Taking active steps to ensure that equipment, buildings, and grounds are

safe, secure, and well maintained and that any damage is quickly rectified.

- Ensuring that there are arrangements for the speedy evacuation of the buildings in case of fire or other emergency and that firefighting equipment is available and maintained.

The Principal and governors work towards the school's aims by: -

- Taking responsibility for the day-to-day operations of the health and Safety policy.

Teachers, assistants and administration staff work towards the school's aims by: -

- Promoting a spirit of safety consciousness amongst students, ensuring that they understand the need for codes of practice and are conscious of their responsibilities in taking reasonable care for their own safety and that of others.
- Being good role models – vigilant and careful.
- Taking quick, firm action to ensure that students are not allowed to jeopardise their own safety or that of others.
- Providing opportunities for students to discuss appropriate health and safety issues.
- To make sure risk assessment are carried out and permission sought from the ministry before any off-site visits

Students work towards the school's aims by:-

- Developing a growing understanding of health and safety issues.
- Contributing to the development of codes of practice.
- Conducting themselves in an orderly manner in line with these codes.
- Taking growing responsibility for maintaining a safe and healthy environment and for their own safe conduct within it.

The Security Officer & Cleaners are responsible to the principal and for:-

- Ensuring, so far as is reasonably practicable, the health and safety provisions and procedures affecting cleaning, ground maintenance and security of the premises are adhered to.
- Ensuring that cleaning materials and equipment liable to be a danger to students or staff, are correctly used and properly stored when not in use.
- Ensuring that all waste materials from the school are appropriately disposed of to avoid health hazards and the spread of infection
- Maintaining a high standard of housekeeping.
- Reporting to the principal and health and safety officer any problem, or imminent danger associated with their responsibilities as soon as it is practicable to do so.

Daily Cleaning and Disinfection During the Covid 19 Pandemic:

The schools cleaning regime shall be at least as follows:

School has identified high risk areas of the school buildings which may require higher frequencies of disinfection and created a schedule for the cleaners to follow and sign off.

- Each room that is in use shall receive a deep clean and disinfection once per day.
- Each room in use shall have its hand contact surfaces cleaned as frequently according to the schedule
- Each room in use shall have its high use hard surfaces cleaned frequently.
- Any room that becomes contaminated with bodily fluids shall be quarantined and deep cleaned and disinfected as soon as possible. Complete a cleaning schedule specific to each area of the school to detail:
 - What is to be cleaned,
 - What chemicals are to be used,
 - The frequency of cleaning,
 - Who is to undertake the cleaning,
 - Method of cleaning,
 - Safety precautions to be taken.
- Ensure that each room in use at the school is provided with the correct identified cleaning materials and there is a system to identify shortages and replace them.
- Identify any higher risk or new chemicals that require a separate COSHH assessment. Train cleaning staff on the findings.
- There are identified cleaning staff responsible to conduct the cleaning in certain situations
- Hand contact surfaces in the circulation space of the buildings shall be cleaned in an appropriate manner on a frequent basis e.g., after each break.
- Any room that has been used each day must be thoroughly disinfected after use focusing on door handles, doors, floors, and all common touch areas.
- Classroom desks and under the desks, chairs and chair backs, floors must be disinfected before and after lunch
- The toilets must be cleaned after each use with particular attention to the toilet seats, floors, taps and wash basins
- Hand sanitizing dispensers and staff signing in machine must be cleaned hourly
- Common touch areas which have been listed by the health and safety officer must be cleaned hourly
- Offices, staffrooms and must be disinfected daily including chair handles, floors, desks, computer keyboards.
- All waiting areas must be cleaned thoroughly and disinfected.
- The reception desk must be disinfected hourly.

Providing students with opportunities to discuss health and safety issues:

- A programme of personal and social education designed to promote mutual respect, self-discipline and social responsibility.

- A programme of health education.
- School council to discuss health and safety

Accident prevention, reporting and investigation: -

- Risk assessments formulated and regularly reviewed.
 - Vigilance by all staff and students to recognise potential causes of accidents and to take action to prevent these where possible.
 - Promptness in reporting potential hazards to the principal and health and safety officer and immediate response to such reports.
 - All staff to complete accident report form and submit to the principal or H&S officer
 - H&S officer and principal must follow all laid down accident and emergency procedures of the MOE and Sharjah Private Education Authority
 - All serious accidents be investigated by the principal and health and safety officer and must be reported to the Sharjah Private Education Authority within 24 hours
- Staff are responsible for:**
- Reporting all accidents to the health and safety officer and a note made in the school accident book by clinic staff and in accordance with school policy as set out in the staff handbook
 - Prompt investigation of all accidents by the principal and health and safety officer to establish cause and adopt remedial measures.

First Aid Provision:

- All staff will be trained as First Aiders in school by the school doctor
- Provision of fully stocked first aid box in the school clinic.
- Notification to parents of any head injury or minor injuries on appropriate the accident reporting form.
- Summoning of an ambulance where necessary by any responsible adult and arrange for someone to meet and guide the ambulance.
If the school is unable to contact a parent (or an alternative nominated person) a member of staff will accompany the child to hospital.
- A list of first aiders is kept with the school doctor and supervisors, along with their training dates.

Fire Precautions:

- A set of regulations for emergency evacuations.
- A termly fire drills.
- Regular checks of equipment, procedures and exits by staff and outside specialists
- Fire risk assessments are carried out throughout the year by health and safety officers and fire officers
- Clear signage of all fire exits and assembly points
- Health and safety officers in each building carry out regular checks to ensure that fire exits are not obstructed

Fire and Emergency Evacuation Procedures:

- Each block has a designated fire marshal who checks to ensure that each building is evacuated following an orderly process

- All staff, students and visitors assemble at designated assembly points
- Supervisors give out registers and teachers and support staff check students' names to ensure that all are present
- In case of a real fire or emergency, all staff have a responsibility to set off the fire alarm and contact civil defence

The use and control of substances hazardous to health: -

- Storage of such substances clearly labelled, locked in the storeroom
- The issue, use and care of personal protection equipment (e.g., rubber gloves) when necessary.
- A list of all chemical substances are kept by the cleaners, health and safety officer and lab technician.

Maintaining Health and Safety in the Science Laboratories:

- A code of practice and code in the laboratories for all science equipment and substances must be displayed in all labs
- Rules for maintaining health and safety standards in the science labs must be clearly displayed in every lab
- Students must be trained and instructed on the importance of health and safety in the labs
- Teachers and lab technician must regularly check all equipment and chemicals to ensure they are safely stored and safe

Electrical Safety:-

- Careful citing of equipment to avoid trailing leads.
- Annual testing by electrical contractors on all portable electrical equipment.
- A code of practice for students using electrical equipment.

Procedure for dealing with special medical conditions: -

- Information given to all teaching/non-teaching staff about any special medical conditions of students in school and about what response may be required in an emergency.
- Regular liaison with parents.
- A requirement that all medicines brought to school must be clearly labelled with the student's name and appropriate dosage and frequency of dosage and lodged with the school doctor.
- For administering of medication, parents must provide a written consent, only the school doctor/nurse are authorised to administer medicines to students.

Medical Procedures During the Covid 19 Pandemic:

Ensure the school clinic and clinical staff licenses are up to date

Medical Staff :

- Attend Ministry of Health covid- 19 training before school reopens
- Follow all Ministry of Health guidelines

- Ensure that clinical staff know the right ways to put on, use, and take off PPE safely.
- Recognize the symptoms of COVID-19— fever, cough, shortness of breath, fatigue, headache, nausea or vomiting, diarrhoea, loss of taste or smell,
- Implement procedures to quickly triage and separate sick patients into isolation rooms
- Make sure specific essential items are in stock, including water faucets, hand sanitizer dispensers, ample supply of PPEs, no touch thermometers,
- Assess and restock supplies on a regular schedule.
- Emphasize hand hygiene and cough etiquette for everyone.
- Clinic staff must stay home if they are sick.
- Clinic staff must go home if they develop symptoms while at work.
- Manage the Isolation room ensuring there is adequate ventilation, and toilet with patients with suspected covid-19 cases
- Students with minor injuries must be separated from suspected covid cases
- Create a designated waiting area for those non covid case students waiting to be picked up.
- **Training and working with the school community**
- We have care plans for students with medical needs.
- Work with the Task Force to plan awareness and training programs for students, parents and staff
- Ask patients about symptoms when they come to the clinic
- Post signs at entrances and in waiting areas about preventative actions.
- Ensure that anyone showing symptoms is isolated quickly and trigger contact tracing as quickly as possible
- Advise them to keep a safe distance of 1.5 metres
- Advise them regarding covid- prevention measures
- Deliver workshops for students, parents and staff

How the School Would Manage a Potential Covid 19 Emergency Case

- If student is suspected of being a COVID-19 positive case, he/she will be immediately moved to the school isolation room. **(Person Responsible: Supervisors)**
- Only the school medical staff are permitted to enter the isolation room wearing full PPE. **(School Nurse)**
- The student's parent/s will be contacted immediately by the school's clinic medical staff and the concerned authorities will also be notified through official channels. **(social worker)**
- The school will strictly adhere to the health authority requirements for managing and transferring any suspected cases of COVID-19. **(Principal)**
- Parents would be called to pick up thier children immediately and seek advice from the health authority. **(Admin Officer to contact the parent explaining the suspected case but not mentioning the name of the student suspected of potential covid 19 case)**
- All areas which may have been accessed by the suspected case will be thoroughly cleaned and sanitized/disinfected following any suspected cases. These areas will be closed immediately until the cleaning is completed. **(Named /trained cleaner)**
- Tracing will be conducted to identify those who may have meet the suspected case. **(Supervisors to follow contact tracing guidelines)**

- Health authority requirements will be strictly adhered to, this may include additional testing and isolation of persons who may have come into contact with the suspected case. **(School nurse to contact MOH for advice)**
- The school has a detailed medical policy and procedure in place, which details the emergency procedures undertaken to handle such situations.

Ensuring road safety: -

- Parking restrictions in the road outside school which parents are regularly urged to obey
- Discuss road safety at assemblies with the students
- Security guards are at the gates to ensure that students cross the roads safely before and after school
- Police to assist with parking and to ensure the safety of the school community
- Implement a traffic control plan

Ensuring Personal Hygiene: -

- Encouragement of a high standard of personal hygiene. This involves teaching all students to wash their hands after using the toilet, and on a regular basis and the provision and maintenance of suitable facilities for this.
- A programme of health education for senior students.
- Providing soap and toilet tissue
- Regular checks and cleaning of all toilet facilities during the school day
- Bins are provided for safe disposal of sanitary towels and bins are also provided for general waste.

Ensuring Playground Safety: -

- Regular inspection and maintenance of playgrounds.
- Students are always supervised on the playground.

Ensuring Safety during Physical Education: -

- All PE equipment regularly checked.
- Close supervision and appropriate rules in place.

Safety on school trips and outdoor pursuit activities: -

- Risk assessment completed for each school trip – consider staff student ratio, issuing of first aid kit, high visibility vests and mobile phone.
- Every group supported by a member of school staff.
- First aid kit is provided on each school bus and where appropriate, students are accompanied by a school nurse
- Buses are checked to ensure that the driver is qualified and has a valid driving licence. The bus / vehicle maintenance records are checked, and insurance is checked taking into consideration the number of passengers the bus/ vehicle must legally carry.

Procedures for return to school after educational visits:

- All students and staff must return to school. Students and staff are not allowed to be dropped off anywhere else
- The group leader / teacher must ensure that all students are collected by an adult.
- Contact the parent / carer if a student is not collected
- Stay with any student who is not collected and wait for them to be collected.

Dismissing Students After School:

- Girls must stay in the girls' area until they are collected
- Security officers are at the gates to supervise the cars and ensure students cross the road safely
- Boys are supervised by the supervisor and monitored by the principal to ensure health and safety and maintain order.
- Students who are not collected on time must be brought into the building and their parents called.

7.2 Parents Responsibilities

Parents work towards the school's aim by:

- Ensuring that students attend school in good health.
- Providing prompt notes/phone calls to explain all absences.
- Providing support for the discipline within the school and for the teacher's role.
- Ensuring early contact with school to discuss matters concerning the health and safety of their children or of others.
- Allowing children to take increasing personal and social responsibility as they progress throughout the school.
- Always accepting responsibility for the conduct of their children.
- Ensuring that the school has up-to-date contact addresses and telephone numbers so that parents may be swiftly contacted in emergencies.

- You must ensure that your child / children have a mandatory covid 19 test prior to joining the school
- Please make sure your child follows the school requirements for return to school after day/s of absence.
- You must immediately pick up your child /children from school in case they become sick or has/have contacted Covid 19 suspected case. Please follow protocols in these cases as communicated by the school.
- In case your child test/children test positive, please do not to bring your child/ children to school until they have tested negative. In this case, they are committed to continue your child's education through distance learning.
- Please DO NOT send your child to school if they test positive for COVID 19. After 14 days, you must present a negative test result before your child can restart school.

Morning Routines during the Covid 19 pandemic:

- Please check your child's temperature and ensure that their temperature reading is 36 degrees.
- Ask your child if they have body aches and pains.

- Check for any coughs, sneezes, headache, body aches and pains, shortness of breath, loss of smell or taste etc.
- Check for any breathing difficulties.
- If the answer is yes, please DO NOT send your child to school.
- Inform the school as soon as possible to enable teachers to arrange distance learning for your child.
- If your child is well, then they must attend school if their group is scheduled to attend school.
- Go through the school's social distancing rules (which are on the D6) with your child every morning and advise your child to wash/sanitize their hands frequently during the day while at school and especially after visiting the toilet and before /after eating
- Assure your child about the safety measures the school has put in place for their safety and discuss Covid with them, how it can be transmitted and how to keep safe while at school.
You must discuss the rules and how he/she must take responsibility for their safety and that of others.

Equipment and Resources for school during the Covid 19 pandemic:

- Every student must wear a mask when coming to school.
- Each Student must wear one mask and bring a spare mask.
- Please make sure your child brings his/her own books, pencils, pens etc because they will not be allowed to share.
- Students must bring their own packed lunch and snacks as the canteen will be shut for health and safety reasons however students would be allowed to pre-order their lunch the day before and they would be provided.
- Students must bring their own bottled water to school. The school will also provide bottled water when needed. (the water dispensers will be removed from the corridors)

Arrival in the morning procedures during the covid 19 pandemic:

- Boys must report to gate 2 and girls must report to gate 4.
- Classes will have staggered starting times to maintain physical distancing.
- Students must line up to be screened at the screening stations where their temperature will be checked, and they must answer a few questions before they can enter the school.
- Students must keep a social distance of 2 meters while waiting to be screened (this will take maximum of 2minutes)

8. People of Determination:

This is how the UAE and ASK has chosen to view the attributes of persons with disabilities, a reflection of their strength of character, their perseverance, and their courage. At ASK, we care about the rights and access to equitable opportunities for people of determination are assured and protected.

At ASK, we recognize the importance of inclusivity in ensuring that our facilities meet the needs of people of determination and ensuring they have access to all that the school has on offer. We believe that people of determination must be treated with respect and fairness without fear of discrimination.

8.1 School Responsibilities:

- view and value student diversity as integral to the human condition
- acknowledge that all students have the right to education in a common learning environment.
- prevent marginalisation and discrimination in education based on the experience of SEND to reduce barriers to participation in learning
- be proactive in removing barriers to learning at ASK, by adapting and modifying curricula, teaching, and learning strategies.
- Fulfil our responsibility to facilitate an inclusive learning environment
- Ensure students are not refused admission based only on their experience of SEND. This will ensure that students will be able to attend ASK as the school chosen for them by their parents.
- Ensure that persons of determination who experience SEND will be guaranteed the right to receive quality education and training at ASK.
- Ensure that students who experience SEND will be actively supported to participate in the process of learning as they develop their potential, and build relationships with their peers, through social interactions in age- appropriate common learning environments.
- Ensure that students who experience SEND will be provided with the support, accommodations and curricular modifications required to enable equitable access to educational opportunities. Appropriate priority will be given to the development of each student's potential, including meaningful participation in the learning process, with peers in the common learning environment.
- Promote the principle of equity for students who experience SEND.
- Fostering the use of inclusive instructional strategies and quality teaching through on-going capacity building, including providing classroom teachers with coaching and mentoring to facilitate learning for all students.
- Ensuring that a student's education is primarily provided by classroom teachers and other educators within a common learning environment.
- Developing and implementing a plan to ensure the accessibility of school premises.
- Organising educational staff and other school resources to meet the learning needs of all students.
- To comply with Accessibility Code so that physical accessibility is achieved, and existing environments such as classrooms, schools all other infrastructure, playgrounds and other spaces be made as fully accessible as possible.

8.2 Parental responsibilities

- Cooperate with the school authorities in the assessment and identification of the student with SEND.
- Support their child's learning.
- Support the student by ensuring he/she meets deadlines and timescales for submitting homework.
- Attend Parents Evening and all requested meetings for discussion about Student's progress.
- Attend all relevant review meetings for planning to meet the student's needs.
- Provide all the necessary information to the school to enable the school to support their ward.

- Contribute to planning the individual education plan for the student.

9. **Transportation:**

- Our school does not provide daily transportation to and from school however we provide transportation for educational visits.
- Parking, drop off and pick up points are provided for parents, students, and visitors to the school

Students Travelling on Private Buses

- We would like to advise parents to avoid using private buses if they can, to avoid contact with other students from other schools.
- If this cannot be avoided, then please check to make sure there is at least 1-meter social distancing in the bus.
- You must also ask the bus company to provide you with a sanitizing schedule and health and safety that is in place for students' safety.
- Please inform the bus drivers that they are not allowed on the school premises.
- Please make sure the bus driver has a negative covid test.

9.1: **Procedures for managing and resolving disputes:**

We want to ask all stakeholders to follow the complaints procedure as follows:

- Call the school office on 09778883 and speak to the administrative officer who would assist you, on the other hand, you may leave your number so that we can call you back.
- Check the parents' communication channels and contact the respective member of staff if you have a complaint.
- You may also send an email to americanschoolkalba@gmail.com
- Where the issue is not resolved, come into the school, and meet the principal or subject teacher (if the issue is about student attainment or learning) where the complaint is about behaviour, or bullying or any other issue, come to the school and meet the social worker or principal.
- Where the complainant is dissatisfied, he/she may write a formal letter of complaint addressed to the governing body and submit it to the school office or email the letter to americanschoolkalba@gmail.com
- The letter will be delivered to the governors on your behalf and the governors will contact the complainant as soon as possible.
- The complainant may also request to meet a member of the governing body face to face which the school can arrange.
- The principal will work with the governors to bring the matter a satisfactory conclusion.
- We shall endeavour, to handle all complaints efficiently, and confidentially and ensure that the issue is resolved as soon as possible.

10. SCHOOL UNIFORM POLICY:

All students must follow the school's uniform policy. The uniform for all students are as follows:

- **Girls:** White Shirt with the school logo, long tartan skirt below the knee (preferably ankle length for older girls), tartan Vest (Jele) black shoes, green tie, white socks
- **Girls' Sports:** White polo shirt with school logo, green track suit bottoms, white running shoes and white socks
- **Boys:** White shirt with school logo, grey trousers, grey tie, black shoes, white socks.
- **Boys' sports:** Grey school track suit bottoms, grey school sports jacket, white socks and white running shoes.

NO hoodies are allowed in the building.

You can purchase the uniform from the school, please contact the administrative officer.



Declaration:

I _____ parent of _____, class _____ have read and understood the American School of Kalba home /school contract

- I will endeavour to cooperate with the school administration and staff to follow all the school's policies and procedures as set out in this contract.
- I shall do my part to respect all members of the school community, including parents, students, staff and the school administration.
- I will work with the school to support my child's education and make sure my child follows all the school's rules and policies.

Parent's Name:

Signature:

Student's Name:

Class:

Date: