

School Vision

Become an institution of innovative education for a society of knowledge and global pioneering.

School Mission

To equip its graduates with 21st century skills and a high awareness of themselves, their community and the world. It works to ensure they have the ability to make the right decisions, are actively responsible and have essential world-class skills that allow them to pursue their academic and professional goals.



مدرسة رويال الأمريكية
ROYAL AMERICAN SCHOOL



Parent and Student Handbook

**Academic Year
2025-2026**

This policy has been read and adopted by the Royal American School Board of Trustees and Principal:

On behalf of the Board of Trustees
Mr. Mussabah Al Kaabi
Chairman of The Board of Trustees

Maritza Vorster
School Principal

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Royal American School (RAS) – Student & Parent Handbook

Academic Year 2025–2026

Dear Parents and Students,

Welcome to Royal American School (RAS). We wish you every success in the Academic Year 2025–2026. At RAS, we believe that every member of our community contributes directly to the growth and success of our students. This handbook outlines the expectations, responsibilities, policies, and programs that guide our school. It is essential for both students and parents to familiarize themselves with its contents, as it will answer many questions and provide clarity on school operations.

No handbook can anticipate every situation. As our school grows, policies may be revised, supplemented, or updated. RAS reserves the right to make such changes at its discretion, and parents/students will be informed promptly of any revisions.

We believe that a strong partnership between the school and families is the foundation of success. This handbook will help you understand our culture, values, and responsibilities so that we can work together to provide the best possible education for our students.

We look forward to a year that is challenging, enjoyable, and rewarding.

Ms. Maritza Vorster

Principal

Our Commitments at RAS

- Value the uniqueness of every student and promote quality in all we do.
- Create a welcoming atmosphere that encourages curiosity and engagement.
- Ensure student safety across all areas of the school.
- Respect students' voices and encourage them to actively contribute to school improvement.
- Celebrate diversity within our school community.
- Build student confidence and foster lifelong learning.
- Enrich our curriculum with purposeful and well-planned activities.
- Identify and develop student talents.
- Invest in teacher development and follow best educational practices.
- Strengthen partnerships with parents to ensure the best outcomes for children.

Introduction

This policy will form part of all new staff induction and appear on the school website

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Students are at the heart of education. At RAS, our goal is to develop students' knowledge, skills, and values while preparing them to make responsible decisions, work hard, and continue learning throughout their lives. To achieve this, students must benefit from the opportunities provided at school while also recognizing their responsibilities. Families play an essential role in guiding children to commit to learning, respect school rules, and take responsibility for their behavior from the very first day.

Student Responsibilities

Students at RAS are expected to:

- Attend school daily and avoid unnecessary absences.
- Arrive on time for classes and morning assembly.
- Respect the rights, property, and opinions of others.
- Participate positively in lessons and school activities.
- Follow school rules and maintain good behavior.
- Complete assignments and tasks to the best of their ability.
- Resolve conflicts peacefully, seeking adult guidance if needed.
- Maintain a neat appearance, including uniform and grooming.
- Communicate respectfully with teachers, peers, and parents.
- Raise concerns constructively and work towards solutions.

Parental Responsibilities

Parents are role models and essential partners in education. To support student success, parents should:

- Set high expectations for academic performance and behavior.
- Provide a supportive home environment for studying and homework.
- Communicate daily with their children about school.
- Encourage responsibility, resilience, and problem-solving.
- Support children when mistakes occur, guiding them towards correction and growth.
- Work with teachers to provide consistent guidance at home and school.

Parent Reflection Checklist – YES/NO

I have set clear behavioral expectations for my children and explained them.

I have explained what will help my children progress academically.

I have set specific goals and tools to monitor academic and personal growth.

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I have daily positive conversations with my children about school.

I regularly communicate with teachers to support my child's learning.

I connect my child's learning to real-life applications.

I provide a quiet and supportive study environment with necessary resources.

School Expectations and Attitudes**1. Attendance and Punctuality****Student Duties:**

- Attend school every day as scheduled on the academic calendar.
- Be present at the morning assembly and all classes on time.
- Complete assignments missed during absence.
- Remain at school during school hours unless officially permitted to leave.

Parent Duties:

- Ensure children attend school daily and arrive on time.
- Notify the school of any absence.
- If using school transport, inform the bus supervisor and Heads of Department (HODs) before the bus arrives.
- If not using transport, notify HODs directly.

Late Arrivals:

- Students arriving after 7:40 a.m. must enter through the main gate.
- Repeated lateness (3 times) will result in a formal warning letter.
- Persistent lateness may involve further disciplinary action.

Early Dismissals:

- Parents must request permission in advance via the Head of Section or school reception (info@royalschool.ae).
- A doctor's appointment confirmation must be shown if leaving for medical reasons.
- Holidays during term are not permitted.

School Procedures for Absence (per ADEK policy):

1. All absences are recorded in the ESIS system.
2. Parents are automatically notified via SMS.
3. Excused and unexcused absences are noted separately.
4. Exceeding 6 unexcused absences may lead to grade penalties.
5. Excessive absence may affect re-enrollment.

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2. Break Time Rules

To ensure a safe and enjoyable environment, students must:

- Spend break time in supervised areas only.
- Avoid staying in classrooms during break.
- Play safely, avoiding pushing, rough behavior, or shouting.
- Use polite language and show kindness to peers.
- Keep the playground clean and dispose of waste properly.
- Stop play immediately when the bell rings and proceed quietly to assembly.

3. Classroom Expectations

Students are expected to:

- Prepare for lessons by organizing materials in advance.
- Respect teachers and follow classroom rules.
- Raise their hands to speak.
- Help peers and work cooperatively.
- Maintain cleanliness and respect school property.
- Avoid eating in class.

4. Corridors and Stairs

- Walk quietly, without running or shouting.
- Keep to the right and follow directional signs.
- Avoid pushing, crowding, or unsafe behavior.
- Use handrails on stairs and avoid jumping.
- Proceed directly to classrooms without loitering.

5. Parent and Visitor Communication

Parents are encouraged to:

- Respect school values and rules.
- Communicate constructively with teachers and leaders.
- Schedule meetings when needed.
- Support children in correcting poor behavior.

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Unacceptable Behaviors:

- Using loud, offensive, or threatening language.
- Sending abusive or threatening messages.
- Defaming the school, staff, or students on social media.
- Unauthorized entry into restricted areas.
- Physical aggression towards staff or students.

Violations may result in restricted access or legal action.

Social Media Policy (Appendix A):

- Parents must model responsible use of social media.
- Defamatory or insulting posts are strictly prohibited.
- The school may take legal action if abuse occurs online.

Homework Policy

Objectives:

- Build independent work skills and responsibility.
- Reinforce class learning, especially in math and languages.
- Strengthen the partnership between home and school.

Parental Role:

- Provide a quiet study space.
- Discuss homework with children.
- Monitor completion and quality.

Homework Distribution:

- Posted weekly on **Class Dojo, Microsoft Teams, Telegram, and in the Weekly Newsletter.**
- Assignments include weekly plans and daily subject-specific tasks.

Parental Involvement

Parents can support RAS by:

- Attending parent-teacher meetings.
- Joining the Parents' Council or Board of Trustees.
- Participating in extracurricular and cultural events.
- Volunteering in classrooms or activities.
- Contributing expertise to Career Guidance programs.

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Transportation Policy

Parental Responsibilities:

- Follow ADEK school transport regulations.
- Inform the school of unsafe situations involving buses or supervisors.

Student Responsibilities:

- Arrive at the bus stop 5 minutes early.
- Board and leave the bus safely, following supervisor instructions.
- Always remain seated with seatbelts fastened.
- Cross roads safely under supervision.

Assessment Policy

Purpose of Assessment:

- Monitor student learning and development.
- Identify strengths and areas for improvement.
- Support planning for future learning.
- Ensure fair and transparent communication with parents.

Types of Assessment:

1. **Diagnostic** – Establishes baseline in first 6 weeks (Arabic, English, Math).
2. **Formative** – Ongoing, supports weekly planning.
3. **Cumulative (Summative)** – Final evaluations, reported to parents and school administration.

Reporting to Parents:

- Quarterly progress reports.
- Parent-teacher meetings.
- Individual feedback when needed.