School Handbook and Policy

Welcome
To the

ARABIC LANGUAGE SCHOOL
1. School Contact Information

- Principle         Hala Dibbeh   972-765-6185
- Vice Principle    Nada Al-Ghussain 214-578-6819
- Secretary
- Treasurer
- Books and Supplies
- Counselor
- Nurse
- Operation
- Test Center
- Certification

Mailing Address:
Fax Number:
Website:
E-mail:

Teachers
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2. Background

The Arabic Language School was established in Dallas, Texas in 1991 and has been teaching the Arabic Language to communities of diverse cultures and origins.

The Arabic Language School has developed its own curriculum selected from Arabic Language education curriculums adopted in various Arab countries. This curriculum was derived from the best possible elements of the various curriculums adopted in many countries and has proven success among students with diverse cultures and origins.

3. Academics

- **Learning Aids**
  Arabic language schoolteachers may suggest several things for helping all students to learn including:
  
  - **Grouping:** The teachers may place the student in a group based on that student’s achievement, performance, interest, and learning style.
  - **One-on-One:** The teacher may cover the material with the student again during regular class time or during another part of the day.
  - **Tutoring:** The student may be required to attend tutoring sessions before or after regular school hours.
  - **Partner:** Student might have a partner who can review with him/her if need it at class time only

- **Education Programs**
  * To meet the needs of students a variety of programs are available:
    1. Groups while students work together
    2. Private class at home
    3. Express courses
    4. Summer academic programs
    5. Others

- Summer Academic Programs
  1. Students may choose to attend the Arabic Language School Summer Program to participate in enrichment or remedial classes. Information may be obtained in the school office about these programs.
  2. Summer class curriculum completely differs from the Arabic Language yearly curriculum with separate tuitions, registration fees, and education plan.
  3. Summer programs, registration fees, tuition and supply must be paid in full before the student starts his/her first summer classes.
  4. None of the summer programs registration fees, tuition, and supply will be refundable after the first day of the summer program begins.
  5. The Arabic Language School announces summer classes thru advertisements.
4. Curriculum Summary

The Arabic Language School Curriculums are tailored to students of all ages, cultures and origins. The school selects subject expert teachers who possess adequate qualifications to teach such curriculums.

- **Pre-K and KG Curriculum:** This curriculum adopts similar curriculums taught in the DFW metropolis pre-schools. It focuses on teaching the Arabic alphabets with an additional teaching of Arabic conversation, skills, manners, and behaviors through children friendly activities.

- **Children curriculum:** Focused on teaching Arabic reading, writing, spelling and handwriting, comprehension, composition, grammar and conversational speaking in a fun friendly environment.

- **Teens & Adults curriculum:** Focuses on proper reading, writing, and pronunciation of the Arabic Language and includes a faster pace curriculum for advanced students. Includes comprehension, composition, and Arabic grammar.

- **Customized Curriculums:** These Curriculums are customized to suit students’ specific requirements and objectives. These Curriculums are customized with the customer and can vary on a case-by-case basis depending on audience and skill levels.

- **Additional Curriculum:**
  1. Teaching the Holy Book of Al-Qur’an Al-Karim. This curriculum was established to give faster teaching of the holy book in different options and steps such as
     *Introduction: Express class to learn the Arabic alphabets and their rules.
     *Recitation: Reading the Qur’an from the 1st - 30th chapter within one year.
     *Memorizing: Memorizing the holy book.
     *Meanings: Understanding the holy book (word by word)
  2. Islamic Education: Focusing on teaching Islamic education programs such as: Tuwheed, Fiqh, Hadeeth, Tajweed, and Tufseer.

5. School Locations

Arabic Language School does not have a specific location. It’s a moving mobile school. Classes held, depend on the location that school will sign a contract or make an arrangement where classes may be held in hotels, churches, mosques, office buildings, any self convent place or at home.

6. School Terms and Sessions

- School Terms and sessions start on the first week of October and continue until the end of May. This is interned all school holidays, emergencies and bad weather.
• June, July, and August school will attempt the summer academic programs. School days and times are arranged depending on location/arrangement/contract passed by monthly schedules.
• Arrival: School is not responsible for students who came before prior to class time.
• Registration yearly starts in September.
• Dismissal: Teacher or the principle will release children to their parents. School does not have any responsibility for any student after the class time is over.
• Arabic Language School does not increase more than four classes per month for any group of the education programs. This does not include or count with emergency holidays and bad weather.

7. Admission/ Placement/ Withdrawals

• **Admission**
  ★ Students under 18 years old must have a parent or guardian sign their application form that includes student name, date of birth, and phone numbers.
  ★ Students above 18 years old, counted as an adults they have full responsibility of filling their own applications and sign it.

• **Placement of Student**
  The principle will determine placement of the new student after he/she completes his/her registration steps, and has the right of designation to move a student to any level during any time.

• **Withdrawals**
  Parents/ students must notify the school two months in advance prior to moving (Compile records).

8. Registration and Application

• Signing an application with the Arabic Language School is an agreement between the parent/student/contractors and the Arabic Language School. It is an agreement that both parties are responsible to share, understand, and respect all rules and rights, which are submitted by the school.
• A registration fee of $300 is a non-refundable fee has to be submitted with the application.
• Registration fees will be used just for school purposes only and counted as a school supplies(p.6-8):
• The registration fee does not count with the percentage given for premises of contractors.
• **Registration Steps:**
  1. After agreed to school standing and policy. This will be either verbal, phone, website, advertisement, or any other contact. Student must fill an application with all information needed and sign it.
2. Student will be tested either in writing or reading. The principle will decide in which level the student will be admitted.
3. Student will receive all information including student supplies, yearly calendar, holidays, class time, yearly curriculum plan, and school program all in a school package.
4. All registration fees include first month tuition. Student supplies must be paid in full with the application before a student attempts his/her first class.

9. Payments and Tuitions

- Failing to attend classes before the 1st class starts; a refund of 75% out of the monthly tuition fees will be refundable. Refunds will be mailed between 4-6 weeks (no cash refund).
- After student attends his/her first class. Student will count as a present until the end of school year and be advised to make all monthly tuitions on time to avoid any late payments or legal actions matters.
- During vacations, sickness, school year holidays, or absences, student must submit the full amount of the monthly tuition on time.
- The monthly tuition must be submitted by or before the start of the first class of each month. If tuition is late, a fee of $20 will be automatically added to the student account and each day late an extra charge of 2 dollars daily until the payment is paid in full. This includes holiday’s emergences and bad weather. (Arabic Language School work days are 7 days p/week from October thru May.)

10. Check Acceptance Policy

- Check paid to School must include student/parents/guardian name and address. A returned check for non-payment, a fee of $35 will be charged to the account for non-sufficient funds or closing account. Checks will no longer be accepted for rest of the school year. Alternative forms of payment include cash, cashier check, or money order payable to the Arabic Language School.

11. Leaving School with/without a further notice of two months in advance

A. For a student who will leave the school due to moving to another state or city must write a letter explaining the reasons. That will help the school to clear all of the student records. Student might be asked of proof of moving such as utility bill, phone number. Students/parents will be subject to the payments of 60 days tuition from the day of notice.

B. Student leaving school without any further notice of a written letter by two
months in advance will be subjected to any of the following:

1. Judgment legal right to pay all school year tuition includes late payments subject to court fees and lawyers. Up to the end of the school year.
2. Dismiss the file, which means student can not apply for any of the Arabic Language School locations as an old student and will be treated as a new student under the current school policy and rules with a new registration fees and tuitions.
3. All of the above.

12. Drop Classes

- Dropping Classes with a written notice by two months in advanced will be subject under section (11-A).
- Dropping classes without a further notice of a written letter by two month in advance will be subject under section (11-B).
- Student who drops school before attending any classes will not be subject under any of (11-A) or (11-B) section.

13. Low Income, Lost Job

_A form must be filled with the school. All proofs must be shown as requested._

- School will work with student/parent, depending on situation, amount will differ.
- Private classes/express classes/summer courses are not included. (For yearly groups only).
- School does not cover more than three months of the paying plan.
- Student must continue submitting his/her regular monthly tuition after his/her three months payment plan ends, and must keep his/her file in good standing until the end of the school year.

14. School Supplies

- School provides classroom furnished supplies such as school’s own text books, paper handouts, and classroom flash cards.
- School might provides pencils, erasers, colored pencils, crayons, papers, and scotch papers for the students at the class time only.
- School might use different supplies, such as a projector, speaker, computer, T.V, video, CD player, tape recorder, and any other supplies that cover the need of education only.
- For Pre-K, school provides a package of: 3 pencils, colored pencils, Crayons, four sets of mini flash cards for each student.
15. Textbooks

- The Arabic Language School provides textbooks and other instructional materials for just classroom use only.
- When a student is issued a textbook, his/her name should be written in the textbook in ink. Books should be properly covered at all times or placed in a binder.
- Students are responsible for the textbooks issued to them. A lost textbook must be paid for prior to receiving a new one. If a textbook should be found after it has been paid for there will be no refund if the lost textbook is recovered. All textbooks provided to the student will be their own.
- School does not provide textbooks for pre-k and kindergarten.

16. Student Handbooks/workbooks and supplies

- Students must pay for their own handbooks, or workbooks depending on their grade level.
- School has the right to withhold the handbooks/workbooks to the students, waving damages and loss. Teachers are fully responsible for passing out to the student’s monthly packages, which is approved by the principle. Packages cover a one month curriculum out of the education plan and must be followed by the instructors of the school. (The Curriculum plan is approved by the Arabic Language School.)
- Pre-k and kindergarten students will receive paper handouts every class session. They will be distributed by the teacher to avoid damage or loss.
- School will not handout any weekly or monthly curriculum to a student who leaves with/without a further notice or drop class with/without a further notice.
- School might pass the cumulative student handbooks/workbooks for adult students only.
- Students must have their own pencils, erasers, notebooks, zipper binders, and etc.

17. Attendance

- School does not hold any cover classes for any kind of absents/ cancellations/ early release.
- Missing more than two classes per month might cause the student to repeat the same monthly curriculum.
- The school has the right to remove any student who is excessively absent, late, or has early releases.

For missing or canceling classes student might be advised to attend a nearest location for tutoring.

18. Holidays
• Arabic Language School may change school days and times due to holidays. School holidays are listed in the school yearly calendar.
• The Arabic Language School mostly follows the district school’s holidays to allow the family to vacation, etc.

19. Tutoring
• Arabic Language School does not offer individual private tutoring under any circumstance. School director only decide if student needs to be submitted under tutoring.
• School schedules daily tutoring classes, after or before school time to help every student. This is to help students understand the curriculum, homework, or complete their class work.
• Time of tutoring arranged by the school director.
• Any student is allowed to be under this program for no extra charge when needed.
• Students might subject to relocate to a different location for tutoring.
• For private and express classes student could be advised to sign up at any of the schools other location, if he/she needs tutoring.

20. Classroom Interruptions
The school class should not be interrupted needlessly. Parents and students are asked to observe the following guidelines:
• If a student must leave class during school hours, a note from his/her parent or legal guardian must be sent to the teacher. The note should state the time the student will be picked up. Approval from the principle is necessary before a teacher may allow a student to leave. Anyone who picks up a student during the class time may be asked for identification. The Parent/Guardian must come to the classroom to meet the adult who is signing him/her out.
• For protection of all students, anyone who wished to contact the children or teachers must come to the Principle.
• Forgotten lunches, money, or supplies are to be left with the principle/teacher and will be delivered to the appropriate student.
• Because of the tremendous amount of essential business, which must be transacted over the telephones, students are asked not to use the telephone except in emergencies. Principle will only deliver emergency telephone messages. After-school plans should be made ahead of time. If parents change after-school arrangements, they should send a signed, written notice to the principle/teacher. If the principle does not have a written notice, the student will follow his/her usual routine.
• Floral arrangements, balloons, cookie grams, and etc. will be delivered before the class stared.
• If parents wish to speak to their child’s teacher during the day, they should call the principle. The teacher will return the call as soon as possible. Parents are encouraged to make appointments to meet with teachers.
• Parent/guardian is not allowed to stay sit or attend at the classroom when class is started and must leave immediately before the class time to avoid interruptions.

21. Insurance

• The Arabic language school does not provide any kind of Insurance for students/employee and shall not responsible for cost of treating injuries, or assume liability for any other costs associated with an injury. (At this time)

22. Communications

Students are an important link between the school and their homes. Students should share all communications with their parents. We will use newsletters, parent conferences and meetings, e-mail, phone calls, and take-home folders as ways to share information and gain feedback.

23. Homework

• Homework will be an extension of unfinished classroom work. Parents are not expected to re-teach their children. Parents are expected to help if needed. Students should know and understand what they are to do before they leave school for the day. Students should not spend more than 30-60 minutes on their homework. If homework takes more time, students should talk to their teacher privately and explain the problems they are having with the homework. Teachers may be able to help students solve some of these problems if they are aware of the situation.
• Pre-K and Kindergarten homework shall not exceed 10 minutes a day.
• Failing in homework, students might follow one of the options below and follow the schedule of their curriculum.
  1. - Student must attend to any other school locations to finish his/her assignment.
  2. - Student might be subject for touring classes.
  3. - Student might review the monthly curriculum if fail to follow 1 or 2.
  4. - All of the above.

24. Changing Address/ Telephone Numbers

• Under any changes of address or phone numbers student/parent must inform the school to ensure records are up to date and parents can be notified of a student’s illness or emergency.

25. Counseling Services
The Principle always offers counseling to students, parents, and teachers under request. Counseling is arranged in a form of a meeting outside the school session on any school locations. All discussed matters will be confidential.

26. Curriculum

- The Arabic Language School Curriculum includes one or more of the following:
  - Arabic Language Arts: Arabic reading, writing, spelling, handwriting, and grammar.
  - Arabic Speech: Composition and Comprehension
  - Arabic Culture, traditions, and customs.

27. Safety

For student safety Parents are fully responsible dropping and picking their children in and out of the school premises.

28. Principle Conferences

- Since the principal may be observing in classrooms or attending scheduled meetings, parents are encouraged to call in advance to schedule an appointment with the principal.
- School does not arrange any appointments during class time. Appointment will be arranged before or after school times.

29. Parent Conferences

- During the first semester, teachers will schedule a conference with each student’s parents. The teacher will discuss the student’s progress in class. Although, teachers and parents may also talk with each other by telephone, e-mail, or in person at other times during the school year.
- Parents may call the school principle to leave a message for their child’s teacher at any time. The teacher will return the call as soon as possible to talk or schedule conference time.

30. Emergency Procedures

- Under any emergency, the procedures will be followed based on the school premises
31. Inclement Weather

- Bad weather will not require early dismissal of school.
- Extreme weather condition cautions on the local radio and TV. There will be no school class will be covered at one location for all students in different times, a note will be send to parents for that day.

32. Field Trips

- Field Trips arranged by the Arabic Language School would be proved and agreed between school and students/parents directly under the understanding of full responsibility from student/parent about guiding their own children/food/drink safety and security.
- Field trips will be passed with the school calendar

33. Health Services

- School covers first aid injuries only
- Students are not allowed to have any medications in their position at the school premises.
- Exceptions: inhalers can be carried and a person with diabetes will be permitted to possess and use monitoring and treatment supplies (all this must appear on the application form.)

34. Education Plan

- Depends on the yearly curriculum, type of class, contracts, and arrangements.

35. Employees

- All employees must fill applications with the Arabic Language School when they apply for a job and attach all certificates, resume and experience they have.
- The school has the right to run background checks and information with a full permission and understanding from the employer side that all this information will be completely confidential and it is just for school purposes only.
- Arabic Language School will not sell or pass any private information about their employees without a written agreement or signature of approve from the employees.
- Arabic Language School does not keep any unacceptable applications or information for any employees who does not be qualified for a job at any of the school premises
- School does not offer any kind of benefits, insurance for any employee beside their pay check.(At this time)
- Arabic Language School employees get paid monthly by the number of hours they
work.

- School does not submit any payments for any employees for holiday’s emergencies absent or bad weather.
- For Arabic Language School teachers, the following items must be understood:

1. Teacher must have at least a high school diploma.
2. Complete a full course of training, with a certificate issued to him/her by the Arabic Language School director only.
3. Follow the education monthly curriculum plan until the end of the year.

36. Volunteer

- Volunteers must see the school director for openings.
- Volunteers do not count as employees for the Arabic Language School and are not covered of The Arabic Language School sections.
- School has the right of running a background check about the volunteers.
- Any gifts given to the school volunteers by the Arabic Language School will be taken out by the school expense cost.

37. Donation & Support

- Arabic Language School will accept any kind of donation includes/money/supplies/gifts/toys/educational books/snacks.
- All donations or gifts submitted to the Arabic Language School are accepted only with a proof of a signing letter that includes all items that have been passed
- Arabic Language School does not accept any cash donations. (Only at fundraiser parties cash is accepted)
- Arabic Language School is not responsible for refunds or returns any kind of donations after submitting it to the school under any reason.

38. Lost and Found

- All found items would be put in the lost and found. School is not responsible for lost items
39. Food & Drinks

- The school does provide any snacks, drinks, and food sometimes. A student is required to provide his/her lunch/snack by their parents.

40. Movies

- Arabic Language School provides only educational movies approved by the school. A pre note will be passed out for the programmed movie the students are going to watch.
- Parents/students have the right to accept or deny the education movies without a reason.

41. Party/ Celebration Guidelines

Any parties or celebrations cannot take the place of lunch/snack. There are few class parties per year that may be planned during the school day. The Arabic Language School will schedule the following celebrations:

- Religious Holidays
- End-of-Year celebration
- Individual Student Birthdays

Parents may only offer cupcakes, cookies, pizza, chips, or ice cream to be passed out for student birthdays after the snack period. Students handing out invitations to individual birthday parties or other events may only do so if all the students in the class are invited.

42. Statement of nondiscrimination

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Arabic Language School are hereby notified that this school does not discriminate on the basis of race, color, religion, national origin, sex, age or disability in admission or access to, or employment in its programs and activities.

43. Notifications

The principle or appropriate administrator will notify a student’s parent by phone or in writing of any violation that may result in a suspension. Notification will be made within
two school days after the principle becomes aware of the violation.

44. Standards for Student Conduct

Each Student is expected to:
• Demonstrate courtesy, even when others do not
• Behave in a responsible manner, always exercising self-discipline.
• Attend all classes, regularly and on time.
• Prepare for each class; take appropriate materials and homework to class.
• Meet school and locations standards of grooming and dress.
• Obey all teachers and classroom rules.
• Respect the rights and privileges of students, teachers, and other school staff and volunteers.
• Respect the property of others, including classroom property and facilities.
• Cooperate with and assist the school staff in maintaining safety, order, and discipline.

45. Disregard for Authority

• Failing to comply with directives given by school personnel.
• Leaving school grounds or school facilities without permission.
• Refusing to accept discipline management techniques assigned by a teacher or principal.

46. Mistreatment of Others

• Using profanity or vulgar language or making obscene gestures
• Fighting or scuffling or assaulting.
• Threatening another student or school employee on or off school property.
• Engaging in bullying, harassment, and making hit lists.
• Engaging in conduct that constitutes sexual harassment or sexual abuse, whether by word, gesture, or any other conduct, including requests for sexual favors directed toward another student or school employee.
• Engaging in inappropriate or indecent exposure of private body parts.
• Hazing
• Causing an individual to act through the use of or threat of force
• Committing extortion or blackmail
• Engaging in inappropriate verbal, physical, or sexual conduct directed toward another student or school employee.

47. Property Offenses

• Damaging or vandalizing property owned by others.
• Defacing or damaging school property, including book, furniture, and other equipment, property of others, while school is using their premises.
• Stealing from students, staff, school, or property where school at.
• Committing or assisting in a robbery or theft even if it does not constitute a felony according to the Texas Penal Code.

48. Possession of Prohibited items

Possessing or using:
• Fireworks, smoke, or stink bombs.
• A razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person.
• A “look-alike” weapon
• An air gun or BB gun
• Ammunition
• Stun gun
• Illegal knife
• Mace or pepper spray
• Pornographic material
• Tobacco products
• Matches or a lighter
• Electronic devices that are not approved by the campus principal (ex. CD players, MP3 players, Game Boys)
• A laser pointer
• Any articles generally not considered as weapons, including school supplies, when the principal determines a danger exists.

49. Prohibited Items

In an effort to ensure safety in the school, the following items are prohibited:
1. Knives of any size, including pocketknives.
2. Fireworks of any kind
3. Razors
4. Chains
5. Laser pointers
6. BB guns or pellet guns of any size or shape
7. Any other object used in a way that threatens of inflicts bodily injury to another person.
8. Any toy resembling a weapon
9. Electronic toys
10. Collectibles of any kind
11. Any item that causes disruption to the class.

School is not responsible for personal items lost or stolen.
50. Possession of telecommunications Devices

The school prohibits students from using a paging device or cellular phone during the school day (i.e., phone, text messaging, taking photographs).
- First offense: If the student uses the device when in class, it will be confiscated and returned only to a parent or guardian.
- Second offense: will result in a $15 fine before the phone is returned.
- Third offense: will result in an additional $15 fine before phone is returned.
- Fourth offense: the phone will be confiscated until the school term with a $15 fine.

51. Illegal and Prescription Drugs

- Possessing or selling seeds or pieces of marijuana in less than a usable amount.
- Possessing, using, giving, or selling paraphernalia related to any prohibited substance.
- Possessing or selling look-alike drugs or items attempted to be passed off as drugs.
- Abusing the student’s own prescription drug, giving a prescription drug to another student, or possessing or being under the influence of another person’s prescription drug on school property.
- Having or taking prescription drugs or over-the-counter drugs at school other than as provided by the school policy.

52. Safety Transgressions

- Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety.
- Engaging in verbal (oral or written) exchanges that threaten the safety of another student, a school employee, or school property.
- Making false accusations or perpetrating hoaxes regarding school safety.
- Engaging in any conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence.
- Throwing objects that can cause bodily injury or property damage.
- Discharging a fire extinguisher without valid cause.
- Sexual Assault and Sexual assault against another student in the same school.

53. Discipline Management Techniques

Discipline is used to improve student conduct and encourage students to adhere to their responsibilities. Disciplinary action will draw on the professional judgment of teachers and principle. Discipline will be given to the seriousness of the offense, the student’s age and grade level, the frequency of misbehavior, and the student’s attitude. Discipline for a
particular offense may bring into consideration varying techniques and responses.

54. Protecting Students Rights

Your child will not be required to participate without parental consent in any survey, analysis, or evaluation.

- Political affiliations or beliefs of the students and their parents.
- Mental or psychological problems of the students and their parents.
- Sexual behavior or attitudes.
- Illegal, antisocial, self-incriminating, or demeaning behavior.
- Critical appraisals of individuals with whom the student has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or parents.
- Income, unless when information is needed to determent the students eligibility to participate in a special program or to receive financial assistance.

55. Techniques

The following disciplinary techniques may be used alone or in combination.

- Verbal (oral or written) correction
- Cooling-off time or “time-out”
- Seating changes within the classroom
- Temporary confiscation of items that disrupt the educational process
- Rewards
- Behavioral contracts
- Counseling by teachers or principle
- Parent-teacher conference
- Detention
- Assignment of school duties such as cleaning or picking up litter
- Out-of-school suspension
- Restitution or other compensations for loss, damage or injury.

56. Grading

- Arabic Language School should issue a graduate certificate, for all students by the end of every school year.
- Student can be retained in the same grade of level if he/she fails to pass his/her final exams.
57. Complaints on School Locations

Procedure for receiving and resolving Arabic Language School complaints

Complaints from employees, students, parents, and the public, by formally adopted policy, should be registered and addressed in the following manner.

- Complainants must be in good standing with the Arabic Language School.
- Employees, students, parents, and the public are expected to discuss their complaint at the lowest possible administrative level, either with the principle for employee concerns, or the appropriate teacher for student issues.
- The complainant must file with the principle a written notice two days of the time that they knew or should have known of the event causing the complaint.
- Principle will take immediate action within two days. All principle decisions are final and cannot be appealed beyond the corporate level.
- Special complaints (forms of Harassment)
  - Harassment from employees, students, parents and the public must be filed with a registered written letter explaining in detail the purpose of the complaint, addressed to the school director.
  - The principle has the right to take immediate action that redeems to be fit for the school.
  - Arabic language school will not be responsible about any complaints after the school year ends.