

# **Manarat School - Kuwait (MSK)**

## **STUDENT HANDBOOK**

**2015 – 2016**





September 2015

Dear Parents and Students of MSK,

MSK would like to welcome back all our returning students and their families and to give a warm welcome to our new students and their families.

Last year was the first year that we graduate students with a Scientific Diploma at MSK and with the highest number of graduates so far. We are very proud of this achievement.

MSK staff are prepared for a productive year and an environment conducive to engaged learning. We expect to see everyone at our first Parent Teacher Conference, an opportunity for you to meet with the teachers and learn about the plans for the year.

Please read this handbook and share any questions that you may have. Several additions have been made, two major ones include the new Time Schedule that includes prayer time and MSK Grading System. It is essential to return immediately the forms that require your signature.

We look forward to a successful year!

Kind regards,

Samar Haddad, MA.Ed  
Principal  
Manarat School – Kuwait



## **Introduction to Parents**

This handbook describes Manarat School-Kuwait (MSK) policies, programs and guidelines for our students and their families. It tells about the rules of the school, the kinds of behavior expected of students, and the rights and responsibilities of teachers, parents, and students. Our teachers will discuss the handbook with their classes. After your child understands his/her rights and responsibilities, he/she will sign the Teacher - Student Contract. Please review this handbook with your child, sign the Parent/Student Understanding, and return the contract to your child's homeroom teacher.

Both rewards and consequences are the result of choices. We all must face the results of our actions, whether positive or negative. One of the most important responsibilities a school has is to establish a positive environment that contributes to learning. Students are accountable for appropriate behavior at all times during the school day. Every endeavor is made to provide rewards and to encourage positive behavior; however, behavior that negatively affects the learning environment cannot be tolerated. Negative behavior in the school environment adversely affects student learning.

The school and the home are a cooperative team working together for the future of your child. Neither the school nor the parents can do it alone. We need your support in helping to teach and sustain appropriate behaviors. Most importantly, at this time, we ask you to sit with your child and to let him/her know that you support the school and that we are all working together.

*The mission of Manarat School-Kuwait (MSK) is to provide an individualized program that connects education with real life experiences. We empower students to become independent learners who are confident, caring and responsible global citizens.*

The Guiding Principles of MSK are:

1. Our individualized learning program connects education with real-life experiences by:
  - i. taking into account the students' abilities and requirements so that the program stems from their life experiences and social environment;
  - ii. encouraging active student involvement and appropriate social participation;
  - iii. relating information to prior student knowledge; and
  - iv. teaching critical thinking skills.
2. We empower students to become independent learners by:
  - i. teaching them to use information and resources independently;
  - ii. supporting critical decision making;
  - iii. appreciating their abilities and creativity;
  - iv. encouraging them to be life-long learners; and
  - v. understanding their potential and developing their desire to achieve.
3. We empower students to become confident and caring by:
  - i. teaching them to take pride in their accomplishments, thereby enhancing self-esteem;
  - ii. supporting Student Council community service projects; and
  - iii. adhering to the United Nations' Universal Declaration of Human Rights as well as the Declaration of the Rights of the Child.
4. We empower students to be responsible global citizens by:
  - i. supporting good citizenship in the school, home and family, community, region and world at large;
  - ii. promoting cultural understanding;
  - iii. celebrating diversity;
  - iv. teaching universally-accepted ethics and morals; and
  - v. providing knowledge of other cultures through the study of Social Studies, World Geography and World History.

### **School Expectations**

- Each student and staff member has the right to experience a safe and friendly school environment where all individuals are treated with respect.
- Listening to each other helps us all get to know each other, to understand our environment, and to acquire new knowledge and most of all, it teaches us how to understand one another.
- We all learn how to set goals for the day, the week, the year, for a lifetime and how to develop internal discipline and strategies to reach those goals.
- We all learn how to set priorities and how to accomplish things in life that give academic success as well as those that give personal gratification.
- We all learn to accept responsibility for our actions and to understand that each of us is responsible for the choices we make in our lives. We all learn to settle conflicts without comparisons, competition or blame. We try for a “win-win” situation so that all of us maintain our self-esteem.
- Being responsible means learning to understand another’s point of view and to understand how to listen as well as how to be heard.
- Overall, we learn to create, within our lives and within the school, conditions that foster, enable and release creativity, talent, ability and potential. We expect the best from ourselves and from others.

### **Policies, Programs and Services**

Manarat School-Kuwait (MSK) is a model school program developed for students with learning potential, who are experiencing challenges that are interfering with their ability to be academically successful. MSK was created in order to help these students more fully develop their intellectual, social-emotional, and physical potential, thereby providing them with the necessary skills to be successful at higher levels of education and in life.

Students at MSK learn through their strengths. They are taught learning strategies and have the opportunity to develop skills and talents that will assist them in understanding their strengths. Through this understanding, the students learn compensatory skills that aid them in developing strategies to overcome obstacles to their academic achievement.

MSK students receive services based on their Individual Education Plan (IEP). This document is created by your child’s teachers and the MSK specialists and is reviewed regularly. It is based on the body of evaluations conducted thus far, outlining the current skill levels, defining measurable objectives, and providing a baseline for improvements.

Student progress is reviewed on a regular basis. We recognize that we cannot provide programs for all students. On occasion, we find that a student who has been accepted is not benefiting from the program. When this happens, the parents are advised and all efforts are made to provide assistance in finding a more appropriate learning environment.

### **Arrival and Departure Procedure (Refer to Time Schedule for 2015 - 2016)**

**Arrival** - Doors open at 6:45 – students should not enter school before this time. The back gate will close at **7:10**. Students should arrive on time at 7:15 for our Morning Assembly for Grades PK – 5 and Homeroom for Grades 6 - 12 where students will be given “**Skills for Adolescence**”. Their first class begins at 7:25.

**Departure** - Parents are expected to pick up their children on time. Dismissal for PreK – K is 1:00 and for Gr 1-12 dismissal is 1:40.

**Tuesdays, PreK and K at 12:30 and Gr 1-12 at 1:00.**

### **Attendance Policy**

The successful progress of students depends on prompt and regular attendance. We expect students to attend school every day to receive the maximum benefits of instruction. Parents will be notified if a child is late on a repeated basis. Habitual tardiness gives the child the impression that education is not important and does not help a student develop a sense of internal discipline. Arriving on time is the beginning of showing good

organizational skills. As with any absence, any work missed may be made up within a reasonable period of time.

### **Attendance Procedures**

- Attendance is taken at 7:25 each day.
- Students arriving after 7:25 must get a Tardy Pass from Reception before going to their classroom.
- Students in Grades 9-12, if late to school for 3 times, they will receive a detention and a 1-day absence will be registered on the attendance record.
- Parents or guardians are asked to call 2572 2083 by **7:25 AM** if their child will be absent or tardy.

### **Early Dismissal from School**

No student will be released to the nanny or driver without express permission from the parent. Parents need to inform the school 24 hrs prior to dismissal. Permission via a telephone call may only be accepted by a member of administration.

### **Excused Absences or Tardiness**

An excused absence or tardy is one for which no negative consequence is assessed against the student. Only a written note from a parent or guardian may excuse students who are late to school for a valid reason or who need to leave school early. Students should give their notes to their Homeroom Teacher.

Valid reasons for being absent or tardy are:

- Illness: Students who are sick should not come to school.
- Dental or medical appointments: Such appointments should be made outside of school time if at all possible.
- A family emergency requiring immediate attention.
- Excused absences may also be granted for religious holidays, exceptional educational opportunities or any other reason deemed necessary by the parent or guardian of a student and approved by the Principal.
- It is important for parents to request, in writing, to have extended absences excused.

It is the responsibility of the student to obtain all missed work and to make up the work in a reasonable amount of time. Work missed due to an excused absence must still be made up.

### **Extended Unexcused Absence from School**

If a child is absent from school for more than ten consecutive days and the parents have not notified the school, the **student will be considered to be withdrawn** and the child's name will be removed from the list of students. The child will have to reapply if the parent desires reenrollment. Excessive unexcused tardiness or absences may result in the following:

- verbal warning to students and parents
- written warning to students and parents
- parent/student meeting with an administrator to create an attendance improvement plan
- other actions deemed appropriate by the school administration

Extended vacations are considered unexcused absences and are strongly discouraged. When a student exhibits a pattern of excessive absences, except in the case of serious or chronic illness, parents are called for a conference and other disciplinary procedures will be taken.

### **Books and School Supplies**

Books that belong to the school are assigned to each student during the course of the school year. Books include hard cover and soft cover books, as well as workbooks. It is expected that students will treat all books with respect and will keep them in good condition for return at the end of the year. Students should not write in books unless explicitly instructed to do so by a teacher (e.g., in workbooks).

If a student loses or damages a book, parents are responsible for the cost of the replacement. The school will provide information about replacement costs for a book

should a problem arise. Replacement books will not be provided until payment for the lost book is received. The final report card will not be issued if there are outstanding charges for lost books. Lists of supplies that we use in the classroom will be sent home.

### **Clinical Services**

#### **Specialists Services**

- School Psychologist - provides: initial assessment as part of the admission process; on-going academic and behavioral assessments as needed: and behavior and/or counseling services and support, as needed.
- Medical Staff – our school nurse oversees the medical needs of our students.
- Physical Therapy – PT services are available for students whose doctors have prescribed such services.
- Occupational Therapy – OT is available for identified students.
- Speech/Language Therapy – S/L therapy is provided for identified students.
- Reading Intervention – our Literacy Specialist works with our teaching staff and with identified students in individual or small group sessions.
- Career Advisor – Our Career Advisor will work with Gr 12 students and their parents in seeking appropriate post-secondary education.
- Math Resource Teacher – Our Math Resource Teacher works with students who have been identified as needing significant intervention.
- Behavior Coordinator – Our Behavior Coordinator works with students who have behavior concerns and will create Behavior Intervention Plans as needed.

### **Communication**

#### **Parent/Teacher Conferences**

Mutual understanding between home and school is essential to the educational and psychological growth of a child. Our hope is that the two-way exchange of information will help parents understand their child's progress more fully and help the teacher to teach more effectively. Communication Books and Homework Diaries are used for daily communication. Formal Parent/Teacher Conferences are scheduled immediately following each grading period. Informal conferences are encouraged as needed.

### **Confidentiality**

Students are entitled to strict confidentiality. A parent must sign a release form if any information is to be released. Without the express written permission of the parent, no information will be released or shared.

Confidentiality for both students and staff is of the highest priority. No discussions of students or of students' participation in MSK, their reports, their academic abilities, and their progress will be shared and discussed outside of MSK. If outside agencies (e.g., other schools) request student information, we will check with the Student Affairs Officer to see that the parents have signed a permission form. We DO NOT provide information without the permission of the parents. Information cannot be released to or for parents who are not in good financial standing.

### **Curriculum**

The MSK curriculum, has been adapted and modified from a USA curriculum. MSK continues to review and revise its curriculum to meet the individual needs of our students. Instruction is in English except for Arabic and Islamic Studies. Instruction is multi-sensory allowing for the use of technology, manipulatives and other methods in order to meet the individual learning styles of the student. At our Open Day event, teachers will share the Scope and Sequence for the individual classes for the year.

### **Discipline and Behavior (Rules, Consequences and Rewards)**

No verbal or physical abuse is permitted at any time. Gossiping is not accepted. We do not tell stories and we do not try to get other people in trouble. We keep our hands, feet and other objects to ourselves and respect each other's space. We are expected to treat others as we would like to be treated.

**No mobile phones, cameras, laptops, video games or other electronic devices are permitted on school grounds without express permission.** Any electronic device accidentally brought to school is to be turned in at the start of the day and picked up after school. Confiscated devices will be turned in to administration and returned at a time to be determined. Parents will be notified of repeat incidents.

**Students are under the direct supervision of an adult at all times.**

Students may not leave the school premises without the written permission of the parent. In the case of an emergency, the parent may personally come for the child. Drivers or nannies may not pick up students without written parent permission. If a parent wants to provide permission over the telephone, the parent must speak directly with Administration. Student back packs and pockets may be subject to inspection at any time. There should not be an expectation of privacy for things brought into the school.

**STUDENT Rights and Responsibilities**

<b><u>RIGHTS</u></b>	<b><u>RESPONSIBILITIES</u></b>
You have the right to expect that you will be treated with respect.	↪ You have the responsibility to treat others with respect.
You have the right to a safe place to learn, free of disruption.	↪ It is your responsibility to follow the school's discipline guidelines, and to be responsible for your own actions.
You have the right to a meaningful learning experience with an appropriate and challenging curriculum.	↪ You have the responsibility to work to your highest potential.
You have the right to be disciplined in a fair and humane way.	↪ It is your responsibility to respect the rights and property of other students and all adults.

**PARENT Rights and Responsibilities**

<b><u>RIGHTS</u></b>	<b><u>RESPONSIBILITIES</u></b>
You have the right to expect to be provided with a written code of student behavioral expectations.	↪ It is your responsibility to help your children understand the behavioral expectations and to reinforce the fact that we are responsible for our actions.
You have the right to be notified if your child violates the expectations.	↪ You have the responsibility to recognize that decisions are made regarding discipline and conduct at school. Your cooperation is necessary concerning actions taken in the best interest of the child.
You have the right to expect periodic updates on your child's academic, social, and behavioral activities and progress.	↪ It is your responsibility to take an active interest in your child's activities and progress and to facilitate their success in any way possible (ex. regular attendance, responsible study habits, homework completion, Parent –Teacher Conference).

## **TEACHER Rights and Responsibilities**

<b><u>RIGHTS</u></b>	<b><u>RESPONSIBILITIES</u></b>
You have the right to be protected from physical harm, theft, or destruction of personal/school property.	↪ It is your responsibility to model and teach respect for personal and community property.
You have the right to expect to be treated in a respectful manner.	↪ You have the responsibility to model and teach respect for others.
You have the right to expect students to work to their potential.	↪ It is your responsibility to provide the best possible education in a nurturing and cooperative classroom climate using motivational teaching strategies, activities and positive reinforcement.
You have the right to exclude students from activities when they are misbehaving.	↪ You have the responsibility to model, teach, discuss and enforce the rules throughout the school year in a fair and consistent manner.
You have the right to call for a parent/teacher conference when appropriate.	↪ It is your responsibility to talk with the Administration, other staff, parents, and students when necessary.

Teachers shall maintain discipline in the school. This relationship shall extend to all activities conducted with the school program, and may be exercised at any time for the safety and supervision of the students in the absence of their parent/guardian.

The behavior standards and procedures shall ensure the following:

- MSK definitions of disruptive behavior are set and clear;
- The expectations of the teacher for student behavior are fair, reasonable, within MSK guidelines and are known by the student;
- The student knows the consequences for his or her own behavior;
- Disruptive behavior by the student shall lead to the development by the teacher and the student of a plan to prevent future disruptive behavior;
- Continued disruptive behavior by the student shall result in the involvement of parents/guardian, administrative staff, as well as the teacher and student in the development of a Behavior Intervention Plan;
- The written remedial plan shall be filed and shall serve as a warning that the student, upon violation of the plan, shall be removed from the classroom;
- Disruptive behavior by a student that could cause harm to himself, other students or the teacher shall be cause for immediate removal from the classroom.

Behavior that interferes with regular MSK operations and behaviors that violate standards of social conduct or safety are not acceptable. These include, but are not limited to, the following examples:

Bullying  
Classroom disturbance or continued classroom disruption  
Dishonesty - cheating  
Dress code violation  
Inappropriate language or gestures  
Internet use violation  
Leaving school premises without permission  
Non-compliance (not following teacher's directions) - defiance  
Physical aggression  
Playground misconduct  
Possession of unauthorized items or tools  
Smoking or possession of tobacco  
Stealing  
Substance abuse

Vandalism

Violations of Behavior Expectations as indicated in MSK Rules

Weapons – includes any item that may be misused in a threatening manner

The VP – Administration is in charge of overseeing overall student behavior in the school. For chronic misbehaviors and/or major misconduct, students in Grades PreK-5 are referred to the School Psychologist and those in Grades 6-12 to the Behavior Coordinator.

**Interventions/Consequences** may include, but not limited to the following:

Redirection for student behavior

Verbal warning

Loss of privileges

Time out

Parents informed

Written warning

Student Study Team referral

In or out-of school suspension

Behavior Intervention Plan

Financial restitution

Conditional re-enrollment

Expulsion

#### **Hierarchy of Rewards – may include the following**

- Verbal praise
- Behavior points
- Tangible items earned such as Pizza party or popcorn party
- Certificates
- Student of the month
- Special activities
- Classroom responsibilities
- Permission to help with a younger class as reading buddy or math tutor
- Assisting another teacher
- Field trips and other activities outside the school
- Other rewards to be brainstormed by each individual class

#### **Dress Code for Students**

- Students may not wear hats, hoods, and caps in the school. They may be worn to, from, and outside as appropriate.
- During Homeroom, students will be observed for compliance with the Dress Code. All school uniforms should be clean, pressed, and fit accordingly. If a student is not in uniform, the Homeroom teacher will send the student to the VP - Administration. The parents will be called to bring in the missing uniform, or authorize purchase of a uniform. Repeated violations may result in student being sent home for the day.

#### **Uniform Guidelines**

MSK has a set uniform – parents will purchase uniforms from the school. Substitutions or similar styles are NOT acceptable.

Grades PreK- Grade 12

- Boys - School Shirt with school logo
- Girls – School Shirt with school logo
- Navy or black Slacks – Sweatpants or cleats are not considered part of any school uniform.

Uniform Shoes: Trainers/sneakers only. Sandals and/or crocs are not acceptable.

Optional Items: Jacket with school logo is encouraged. Neutral colors are also allowed.

Sweater or light jacket: Must be in a solid color that compliments attire. No logos except for school logo.

### **Electronic Toys. Money and Personal Belongings**

Students may not bring electronic toys, money (only lunch money) or valuables to school unless requested as the school cannot be responsible in the event of loss or damage.

### **Events**

MSK offers programs and personnel to meet the needs of its students and to provide a program of extracurricular activities. A common concern throughout MSK is to help students have a well-rounded school and academic life with a number of activities that the students can get involved.

Students participate in a wide variety of events. MSK annually participates in international Day, Kuwait National Day, Art Expo, Earth Day and Beach cleaning, MSK Bazaar, recycling activities and fund raising opportunities to serve the community.

### **Field Trips**

Field trips within our country and to nearby points of interest are scheduled by various classroom teachers throughout the school year. Out-of-country field trips that relate to the course of study may be possible. All of these trips are designed to supplement different aspects of the classroom curriculum and to help students explore ideas that flow from their classroom instruction. Parents will receive sufficient advance notices of field trips, which shall include the trip date, destination, and other necessary details. Parents will be asked to sign field trip forms confirming their knowledge of the trip. Students may be requested to pay the cost of meals and entrance fees. It is expected that all students on a field trip will wear the school uniform unless permission is given to do otherwise. **Attendance on school field trips is expected! Grades are given for activities leading up to, during and after these events.**

### **Gifts/Benefits/Parties**

Staff members cannot accept gifts or benefits. It could be reasonably seen as an inducement to act in a particular way or to place a staff member under an obligation, even if this is not the case. If a student wishes to give a gift to a teacher, we encourage homemade cards, other small items made by the student, or small gifts that cost no more than 15 KD. According to school policy, staff may not accept expensive gifts.

### **Parties**

Class celebrations are held at the discretion of the teacher and by a pre-approval from administration for special occasions and holidays. We ask parents to be careful in what is provided for celebrations and parties. If there is a doubt as to what is appropriate, please consult the teacher. Please alert the teacher ahead of time (at least one day ahead) if you, as a parent, want to bring food for a celebration.

### **Hygiene**

At MSK, hygiene practices are employed as preventative measures to reduce the incidence and spreading of disease. It is essential that students keep their body and their belongings clean.

### **High School Programs**

Students in PreK – Grade 8 will be placed in a section that is appropriate for his/her academic achievement and social/emotional development. Students who are determined to be able to meet the academic rigor required to earn the High School Literary or Scientific Diploma (as indicated by their Special Needs Designation from the Public Authority and the administration of MSK), will be placed in the Challenge Academic Program (CAP) in Grade 9. Students who are determined to meet the academic rigor required to complete the designated coursework and are motivated to complete the required activities for the ASDAN Award (as indicated by their Special Needs Designation from the Public Authority and the administration of MSK) will be placed in the Vocational Academic Program (VAP) in Grade 9. Class work toward the ASDAN Award will begin in Grade 9.

## Homework (HW)

All students are required to attend class ready to learn. Each student must have the correct academic book(s) for the class, pen/pencil and paper, and completed HW. Completing HW assignments is a responsibility that students have for themselves and their class. Parents should make sure that an area is set aside for doing HW and time for HW to be completed at home. They are also asked to monitor whether HW is completed. As our students are being educated at the academic level appropriate for their ability, we ask that the child be encouraged to complete HW without assistance.

Guidelines for students in PreK - K are as follows:

Parents will read to their students 10-20 minutes/night

Guidelines for students in Grades 1-5 are as follows:

All students should read 20 minutes or more each night

Homework should total **at least** 5 minutes per grade level per day. For example: a grade four student would have 20 minutes of homework per day. Homework/home study will be given each Sunday through Thursday.

Guidelines for students in Grades 6-8 are as follows:

Homework should total **at least** 45 minutes per day.

Homework/home study will be given each Sunday through Thursday.

Guidelines for MSK High School students are as follows:

- Homework should total **at least** 1 hour per day
- Homework/home study will be given each Sunday through Thursday.

## Studying

It is especially important for middle and high school students to study every night, regardless of whether there is a specific homework assignment. Rereading assignments, lecture notes, etc. assists in preparing the student for future academic success in college and other post-secondary institutions. For secondary students, studying over the weekend is expected as well as working on long-term assignments.

MSK students use HW diaries to write down their assignments for the day.

## Grading for Absences (Refer to MSK Grading System)

Parents must call the school when their child will be absent.

- Class work and homework - make up work will be provided and must be completed within a reasonable period.  
Assignments turned in beyond this time will lose 10% in points/day.  
Grades will remain a zero until the work is turned in.
- Tests or exams – to make up a test or exam a medical excuse must be provided or approved by Administration.  
If no medical excuse is provided, the grade will be a zero.
- If an absence occurs immediately before the end of a grading period, an "Incomplete" can be given. Teachers will set the deadline for turning in the missed work. This will be considered for Quarters 1-3 – it is not possible for the last quarter of the year.

## Extended absences

- Students having surgery or other medical procedures which cause them to miss the majority or all of a reporting period – this will be considered an extended absence.
- During the period of the absence, the report card will show NA in place of grades
- It is not reasonable to expect the student to make up this work.
- If the parent provides official documentation that the student continued his/her education while absent, the school will then pass or fail the student for the year based on the grades earned during the rest of the year.
- If no official documentation is received, the school will evaluate the academic progress for the year to determine if the student will or will not be promoted.

### **Library and Media Center**

Students may check out library books. These books are of the student's own choosing. Secondary students may come with their classes. All classes regularly use the library and/or Media Center for projects. Students can borrow books for two weeks viable to an extended period. Students will be required to pay a fine for not returning a book on time – 250 fils per day - and for books that are lost or damaged.

### **Lost and Found**

Lost and Found items are turned in to Reception. We ask parents to check occasionally to see if their children's belongings are there. **All personal items should be marked with the student's name.** Items are not kept past thirty (30) days.

### **Lunch and Snacks**

Our school offers a Canteen for students to purchase sandwiches, salads and juices for lunch. If you prefer to send a snack for your child, please send healthy foods and limit the number of sweets. We ask that you do not send soft drinks (soda). Please do not send Red Bull or other so-called energy drinks. Students are not permitted to order food to be delivered except for special occasions. MSK provides a break for eating a snack 9:25- 9:30. Healthy snacks must be brought from home. Drinks and food should NOT come in glass containers. If seen, they will be confiscated and thrown away. We encourage students to bring bottled water from home.

### **Medical**

Each year, all students must present a completed Medical Form provided by the school. One part will be completed and signed by a doctor after doing a thorough physical examination and the other part to be completed by the parents. It is important for us to be aware of any medical history or change in medical status your child may have so that we can provide appropriate care while s/he is at school.

**Returning students must have current medical forms and vaccination records on file for continued attendance.** Health information will be treated with confidentiality.

Students with severe medical conditions will not be accepted into classes without a current medical report and knowledge of the child's current medical treatment.

#### **Administration of Medication**

No medications, whether prescription or over the counter, are given without written consent from parents or guardians. Students should not be in possession of, or self-administering any medication. Some students may have permission to carry their asthma inhalers or Epipen for allergic reactions.

#### **Permission to Administer Over-the-Counter Medication**

Parents must sign a consent form (included in the Medical Form) that authorizes the school nurse to give a student over-the-counter medications at her discretion. These medications include common drugs like paracetamol (Panadol) for headaches. Please specify any precautions to be observed before giving these medications.

#### **Prescribed Medications**

The school nurse administers the prescribed medications when the following requirements are met:

- A current signed consent form by parents or guardians is in the file to give the medication (this form is separate from the form authorizing the use of over-the-counter medications).
- There is a current signed medication order from a licensed health care provider (doctor or nurse). This order **must be renewed at the beginning of each school year** and at other times as needed.

Parents must send medications to the school in a pharmacy or manufacturer-labeled container. The label **must** state the following information:

- Student's Name                      Name of Drug      Dosage & Administration
- Physician's Name                      Expiration date

### Communicable Diseases

Parents must notify the school immediately if a student has contracted a communicable disease.

### Emergency Medical Authorization

All students are required to have a properly completed Emergency Medical Authorization form on file in the office. These **forms must be completed by the second week of each new school year**. This form gives the person in charge instructions as well as authority to help the student in the event of a medical emergency. **No student may attend MSK without an Emergency Medical Authorization form on file in the office.** This includes all programs both during and after school hours.

### Exclusions from School Due to Illness

The school sets guidelines for excluding children from school due to illness. We depend on parents to be partners with the school in promoting the health of students and staff. Sometimes the guidelines are clear and objective such as thermometer reading, or an obvious case of chicken pox. Some areas are more subjective. It is the responsibility of the school nurse to implement the policy. **If you get a call that your child is ill, please come promptly to pick him or her up.** No parent is called until a full assessment is made of the child.

### PE Excuses

The nurse may excuse a student from PE, if necessary, for up to three days. After three days, the student must obtain, in writing, the recommendation for activity level from a licensed medical provider. Included in this should be the length of time this exclusion or limitation is in effect. It is the responsibility of the parent or student to coordinate make-up activities with the PE teacher if required. Communication between classroom teachers, PE teacher, nurse, and parent/student is essential.

### MSK Policy on Sending Students Home

Please keep your child home from school if s/he has had any of the following in the past 24 hours:

- Fever of 38.5 Celsius or higher (children should be fever-free and off Panadol and/or ibuprofen 24 hours before returning to school)
- Recurrent diarrhea or vomiting and/or significant nausea
- Flu-like symptoms
- Sore throat particularly with swollen glands
- Cold symptoms such as repeated coughing or sneezing which are likely to spread infection
- Significant headache or stomach ache
- Obvious infections such as chicken pox (all lesions should be crusted over before returning to school)
- Contagious skin disease such as impetigo
- Any illness where the child is unable to participate fully in classroom activities

Note: Individuals placed on antibiotics for a contagious condition should be on them for 24 hours before returning to school.

Please notify the nurse of contagious illnesses so that we may alert other parents of outbreaks. Please do not hesitate to contact the nurse at anytime if you have any questions.

### Elevator Use for Medical Reasons

Must be supported by a current note from a medical doctor. Permission will be given, by the Principal, through recommendation of MSK nurse.

### Report Cards/Progress Reports

Report cards will be sent home four times a year - at the end of each quarter. Report cards include the student's grades for each subject and record of attendance. Progress reports may be sent home to alert parents to less than satisfactory progress within a quarter. Comments may also address the student's attitude and behavior.

### SMS Messages

**Please be sure we have your current mobile number(s).** When letters, permission slips or report cards are being sent home, or events are being announced, we will send an SMS using

messages to the grade(s) affected. We cannot send individual SMS messages. MSK is using “WhatsApp” to contact parents. This application is used to share school information **ONLY**, it is **NOT** used for social interactions. Please provide the school with the relevant mobile number. If we need to close school, we need to be able to reach you immediately.

### **Transportation**

MSK provides a fee-based transportation service for students depending on geographic location and space availability. Parents are encouraged to request bus service as quickly as possible as space fills rapidly.

Students who ride the buses, upon arrival must immediately enter the school. They may not go to the Bakala without parent permission and school approval.

### **Visitors**

All visitors to the school, including family members of staff have to sign in at Reception and receive a Visitor Badge. No visitors, either student guests or parents, are permitted in the classrooms without permission from administration.

### **Digital Citizenship Agreement**

Manarat School – Kuwait (MSK) believes that the Internet and all other IT resources in our school can help students learn better. The reason why we have Internet access, computers, projectors and many other IT tools is to give students the best possible education by helping them better learn on their own and in groups and share their understanding with others. To be able to do that students are expected to accept and follow our school's Digital Citizenship Agreement which includes but is not limited to:

1. **RESPECT Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation or relationships I post.
2. **RESPECT Others.** I will show respect to others. I will not use electronic mediums to flame, bully, or stalk other people. I will show respect for other people and myself in my choice of websites, I will not visit sites that are degrading to others or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas. I will not take pictures of MSK's personnel and I will not post them on social Media.
3. **RESPECT Property.** I will respect the property of others including school IT property such as networks, hardware, software, or other user's files and data. This includes, but is not limited to, the creation, uploading, or downloading of computer viruses or other malicious software.
4. **RESPECT Intellectual Property.** I will request permission to use resources. I will suitably cite any and all use of websites, books, and other media. I will only use software and media others produce with their permission. I will use free and open source alternatives rather than pirating software. I will purchase, license and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.
5. **PROTECT Yourself.** I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts and resources.
6. **PROTECT Others.** I will protect others by reporting abuse and by not forwarding inappropriate materials or communications.

Failure to abide by the school's Digital Citizenship Agreement may result in one or more of the following:

- Disciplinary action by the Administrative Team.
- The notification to the appropriate legal authorities for prosecution, if required.
- Responsibility for damages to all IT equipment, networks, and hardware or software systems resulting from deliberate or willful acts of vandalism.

**NOTE:** MSK HAS FULL ACCESS TO ALL SYSTEMS FOR MONITORING PURPOSE.

## CONTRACT SIGNATURES

### Digital Citizenship Agreement

**Student:** I understand and will abide by MSK's Digital Citizenship Agreement.

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parents:** I have read MSK's Digital Citizenship Agreement with my child. We have taken the time to openly discuss, understand and commit to the Digital Citizenship Agreement.

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Student Handbook Agreement

**Student:** I understand and will abide by MSK's Student Handbook.

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Teacher:** I have reviewed MSK's Student Handbook with my student in an effort to ensure that s/he understands what is expected of students at MSK.

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent:** I have read MSK's Student Handbook with my child. We have taken the time to openly discuss and understand the policies, programs, services and behavioral rules and consequences established by MSK. We will cooperate in fulfilling the recommendations made of the Student Handbook.

I understand that the school may be trying to reach me for an emergency or that my child may be sick and need to go home as soon as possible. I will answer the telephone when, and if, MSK calls me.

My current telephone number for "WhatsApp" is: \_\_\_\_\_

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

MSK has permission to use pictures of my son/daughter on the MSK website.

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please return this sheet to your student's Homeroom Teacher by 13 September 2015. This sheet will be placed in the student's file.