

Manarat School - Kuwait
(MSK)

STUDENT HANDBOOK

2016 – 2017



September 2016

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.

As a data driven school, we at MSK are stressing the importance of a well-rounded education. Education is a continuous process, specifically in this 21st century. With globalization and the rate of information flow in this data rich age, schools must be prepared to shed outdated information and relearn to stay relevant.

In this pursuit, MSK started a Robotics Program – the first one in Kuwait at a Learning Difficulties' School. Our interested students attended several workshops to learn the skills of making robots, met regularly as a club with their sponsors during school hours to practice and hone their new skills, and then participated in local robotics competitions. This year we plan many new learning opportunities for our students, which you will hear about as the time comes.

MSK has set high expectations for students and staff. Our staff members are provided weekly Professional Development (PD) opportunities and they are fulfilling their own PD goals to enhance learning, skills, and potential by attending advanced university courses, outside teacher improvement courses, and conferences for teachers of students with learning difficulties. MSK offers unique services to our students; new curriculum standards for the various subjects, new PT/OT/Speech standards, engaging learning opportunities, critical thinking skills and enhanced learning through the use of multiple technological tools and new educational strategies.

In addition, this year we are expecting visitors from the Council for International Schools (CIS) to evaluate our five-year report on progress and planning. (We received our Accreditation from CIS in May 2012.)

MSK staff is prepared for a productive year and an environment conducive of 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. We made several changes and additions: a major one includes the new mission and the Guiding Principles for MSK. It is essential to return the forms immediately with your required signature showing support of our school and its policies along with an understanding of our expectations for your child as a student in this school.

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.

MSK mission and the guiding principles

The mission of Manarat School-Kuwait (MSK) is to provide a challenging education that empowers students to become independent learners who are critical thinkers and responsible global citizens.

School profile

Our school's primary instructional focus is to educate students with learning difficulties who are capable of progressing academically. Our students may have diagnoses such as:

- Learning Disabilities (LD)
- GDD
- ADD/ADHD

Our program aims to provide the structure and support needed to help students reach their academic potential. Students may graduate through one of two Ministry-approved plans: a standard high school diploma which may be Literary or Scientific, or a certificate of completion with the ASDAN Award program.

Our teachers, instructors and support staff provide:

- student-centered programs which are collaborative and provide life-related learning.
- a two-tiered educational program in Secondary School;
 - The Challenge Academic Program (CAP) and Modified Academic Program (MAP)
- Arabic programs as required by the Ministry of Education;
 - Arabic Language, Islamic Studies and the Holy Qur'an.
- Individual Education Plans (IEPs).
- support services and therapies: speech, physiotherapy, occupational therapy, reading, math, behaviour Intervention and career advising.
- short-term counseling, crisis intervention and testing services.
- learning resources and activities, such as computers and library/media center.
- instruction in art, computer literacy, physical education and swimming.

Guiding Principles of Manarat School-Kuwait are:

1. We provide a challenging education by:
 - i. using current research based practices and technology to support deeper thinking.
 - ii. encouraging active student involvement and appropriate social participation.
 - iii. challenging students to meet their highest potential.
 - 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 lifelong learners.
 - v. understanding their potential and developing their desire to achieve.
 - vi. teaching them to take pride in their accomplishment thereby enhancing self esteem.
3. We empower students to become critical thinkers by:
 - i. modeling and teaching critical thinking skills.
 - ii. supporting students to reach higher levels of Blooms Taxonomy.
 - iii. using instructional strategies by including open ended discussions, problem solving, authentic assessment and real-life situations.

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.
 - v. providing knowledge of other cultures through the study of Social Studies, World Geography and World History.
 - vi. adhering to the United Nations' Universal Declaration of Human Rights as well as the Declaration of the Rights of the Child.

Policies, Programs and Services

MSK was created in order to help 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.

Arrival and Departure Procedure

Arrival - Doors open at 6:45a.m. – students should not enter school before this time. The back gate will close at **7:10a.m.** Students should arrive on time at 7:15a.m. 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 7:25a.m.

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

Tuesdays, PreK and K leave at 12:30p.m. and Grades 1-12 leave at 1:00p.m.

Attendance Policy

The successful progress of students depends on prompt and regular attendance. 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. As with any absence, any work missed may be made up within a reasonable period of time.

Attendance Procedures

- Attendance is taken at **7:25a.m.** each day.
- Students arriving after **7:25a.m.** 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 parents will be contacted.
- Parents or guardians are asked to call 2572 2083 by **7:25a.m.** 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 administration prior to dismissal. Permission via a telephone call may only be accepted by a member of administration.

Excused Absences

An excused absence is one for which no negative consequence is assessed against the student

Valid reasons for being absent may be but not limited to:

- 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 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.

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.

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.

Grading for 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.

Books and School Supplies

Books that belong to the school are assigned to each student during the course of the school year. 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.

The services of the Specialists Staff are available to support student progress. Information regarding the need for services comes from the student's file or at the request of parents. Where applicable, a doctor referral may be required. Support may be performed as direct individual or group session, classroom case management and progress monitoring and/or teacher collaboration.

Communication

Parent/Teacher Conferences

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.

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 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 may not bring valuables to school unless requested as the school cannot be responsible in the event of loss or damage.

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

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.

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.

STUDENT Rights and Responsibilities

RIGHTS

You have the right to expect that you will be treated with respect.

You have the right to a safe place to learn, free of disruption.

You have the right to a meaningful learning experience with an appropriate and challenging curriculum.

You have the right to be disciplined in a fair and humane way.

RESPONSIBILITIES

You have the responsibility to treat others with respect.

It is your responsibility to follow the school's discipline guidelines, and to be responsible for your own actions.

You have the responsibility to work to your highest potential.

It is your responsibility to respect the rights and property of other students and all adults.

PARENT Rights and Responsibilities

RIGHTS

You have the right to expect to be provided with a written code of student behavioral expectations.

You have the right to be notified if your child violates the expectations.

You have the right to expect periodic updates on your child's academic, social, and behavioral activities and progress.

RESPONSIBILITIES

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 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.

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

RIGHTS

You have the right to be protected from physical harm, theft, or destruction of personal/school property.

You have the right to expect to be treated in a respectful manner.

You have the right to expect students to work to their potential.

You have the right to exclude students from activities when they are misbehaving.

You have the right to call for a parent/teacher conference when appropriate.

RESPONSIBILITIES

It is your responsibility to model and teach respect for personal and community property.

You have the responsibility to model and teach respect for others.

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 responsibility to model, teach, discuss and enforce the rules throughout the school year in a fair and consistent manner.

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

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

Rewards may include the following:

- Verbal praise
- Behavior points
- Tangible items
- Certificates
- Student of the month
- Special activities
- Classroom responsibilities
- Assisting another teacher
- Field trips
- Other rewards

Uniform Guidelines

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

Uniform: Grades PreK- Grade 12 - School Shirt with school logo

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

Optional Items: Jacket with school logo is encouraged. Neutral colors are allowed and no logos except for school logo. In addition, Students may not wear hats, hoods, and caps **in** the school. They may be worn to, from, and outside as appropriate.

If a student is not in uniform, the Homeroom teacher will send the student to the Behavior Coordinator and/or School Psychologist. 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.

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, 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

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.

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 Modified Academic Program (MAP) in Grade 9. Class work toward the ASDAN Award will begin in Grade 9.

Homework (HW)

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

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

Parents should monitor whether HW is completed. We ask that the child be encouraged to complete HW without assistance.

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.

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. Please do not send soft drinks, 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- 9:30a.m.. 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 Admission on a yearly basis. 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.

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.

Exclusions from School Due to Illness

The school sets guidelines for excluding children from school due to illness. **If you get a call that your child is ill, please come promptly to pick him or her up.**

Communicable Diseases

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

PE Excuses

The nurse may excuse a student from PE, if necessary, for up to three days. 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 3 October 2016. This sheet will be placed in the student's file.