Please complete and return the following forms:

* **Off-Campus DIstance Learners,** please return forms to the Security Gate **no later than November 3rd.**
* **On-Campus Learners**, please return these forms **AND your Travel/Exposure Declaration Form** on the 1st November. ABA **must attain** the Travel/Exposure Declaration Form from each family on the 1st November drop-off **to allow** your child on-campus.

#### HIGH SCHOOL STUDENT–PARENT HANDBOOK 2020-2021 - ACKNOWLEDGEMENT

**You will find the High School Parent Handbook online at** [**https://www.abaoman.org/bts**](https://resources.finalsite.net/images/v1598863433/abaomaneduom/jb0vyftxkvabjv4iatrn/HSParentHandbook-1.pdf)**.**

We have read through the Student-Parent Handbook and understand and accept the rules and the procedures of the ABA High School.

STUDENT’S NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GRADE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TEACHER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE PARENT/GUARDIAN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE OF PARENT/GUARDIAN 2 (if appropriate) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EXTRA-CURRICULAR ACTIVITIES AND FIELD TRIPS - PERMISSION

We encourage extra-curricular activities and field trips as an important part of a student’s education. Many take place outside normal school hours and some entail travel away from the school campus. To enable your child to participate in extra-curricular activities, please sign the following:

My child has permission to participate in extra-curricular activities and field trips outside school hours and on or off school premises if accompanied by an adult to whom the Head of School has delegated authority. I understand that parents are responsible for any medical expenses.

SIGNATURE OF PARENT/GUARDIAN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MEDIA PERMISSION - USE OF YOUR CHILD’S IMAGE

Students and teachers regularly use IT to record images to support everyday learning experiences. These images are shared within the school community on internal platforms. At times, images are selected for use on the ABA website. Student names are never associated with images when published to a public domain such as the website or a school publication. Please select your preference:

* I am happy for ABA to feature my child’s photo on materials
* I DO NOT WISH my child’s image to be used on the website, social media or school publications

SIGNATURE OF PARENT/GUARDIAN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

INFORMATION UPDATE

Please email Nurse Suni on [nurse@abaoman.org](mailto:nurse@abaoman.org) to update any recent immunizations, eg: boosters, recent illnesses, current medication, allergies or other important information about your child.

If you are not sure which Immunizations are needed In Oman, you can find the information at <https://www.abaoman.org/community/health>.

If you have any questions or concerns about health issues, please feel free to email: [nurse@abaoman.org](mailto:nurse@abaoman.org)

Please ensure we have your most recent emergency contact details registered at the school. You can either email [registrar@abaoman.org](mailto:registrar@abaoman.org) or go to <https://www.abaoman.org/bts> where you will find the link to send information.

I have ensured that the school has up-to-date information on record, and commit to keeping the school informed about any changes to my child’s health status, or our contact and emergency information.

SIGNATURE OF PARENT/GUARDIAN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child Protection Policy 7.6.3

ABA seeks to be a safe haven for all our students. Child Protection procedures derived from this policy will be stated in an ABA Child Protection Handbook. This handbook will be communicated to all who work with ABA students.

All staff employed at ABA must report suspected incidents of child abuse or neglect whenever the staff member has reasonable cause to believe that a child has suffered, or is at risk of suffering abuse or neglect.

Reporting and follow up of all suspected incidents of child abuse or neglect will be in accordance with Omani law and the child protection procedures resulting from this policy statement.

**Parent commitment**

We acknowledge that by enrolling our children at ABA, we understand the commitment to upholding rights and protecting all children. We also recognize the importance of these values in the education of our children and agree to reinforce these values at home. I / We undertake to:

* Support the ABA Child Protection Policy and procedures included in the Child Protection Handbook which is located within the Parent Portal Handbook tab on the ABA website.
* Be present in Muscat, and if we must leave, arrange a caretaker for our child/children, and inform the school of those arrangements, including emergency contact information, to the Secondary School or Elementary School Main Office. This caretaker must be able to serve in the capacity of in loco parentis, with full authority to make parental decisions to ensure appropriate supervision and to respond to a medical emergency.
* Share in the responsibility to bring forth information that supports the ABA Child Protection Policy with respect to the “Child Protection Disclosure Flowchart” found in the Child Protection Handbook.

The ABA Child Protection policy works for the child, for the family, and for our community. Research indicates that international communities are as prone to child abuse as communities in their home country. Child abuse is a multi-faceted issue that involves the dynamics of the child, the family, and the community. The ABA Child Protection Policy works to respond at all three levels.

STUDENT’S NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GRADE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TEACHER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE OF PARENT/GUARDIAN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE OF PARENT/GUARDIAN 2 (if appropriate) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

THE ABA WAY - Roles, Responsibilities and Expectations

As members of the ABA community, we have a collective responsibility for promoting and maintaining a school climate of trust and respect. Through building a strong parent-school partnership, student achievement, success and well-being will be supported. Shared expectations of respective roles, responsibilities and expectations in line with our Mission, Vision and Values, will help ensure that the school culture continues to be one where all feel safe and valued.

Members of the ABA community (parents, staff and students) are expected to:

* Respect the laws of the Sultanate of Oman, the School’s policies\*, protocols and procedures\*\*.
* Embrace the School’s Mission, Vision and Values.
* Support the School’s curriculum, programming, and pedagogy.
* Support the Parent-Teacher Association (PTA) and Booster Club in school activities and events to enhance our sense of community.
* Promote and support efforts to maintain safety and security by following procedures or directions given

by the ABA security and traffic staff.

* Treat all ABA employees, parents and students with civility, honesty, and respect.
* Presume good intent in communications and take any personal questions, inquiries or concerns directly to the person who is responsible or closest to the issue, using the published communication guidelines\*\*.
* Work together with the school employees and other parents, as appropriate, to support the academic, social, and emotional plans for students.
* Attend appropriate meetings/conferences.

Parents

* Provide a home environment that supports the development of positive learning attitudes and habits.
* Stay informed about your child(ren)’s progress and experience.
* Attend appropriate school meetings/conferences.
* Keep up to date with school news through publications, emails, newsletters, and social media.
* Encourage full attendance and punctuality; please avoid taking family holidays outside school holidays.
* Inform the school of any change of address, email details, or personal circumstances. If you will be out of town and your children will be cared for by another person, please provide up to date contact information for that person and the dates of your trip.

*(Adapted from the following Sources: National Association of Independent Schools, International School of Luxembourg, American International School Lusaka)*

\* The Policy Manual can be found in the library

\*\* The Student and Parent Handbooks are kept on the website.

The ABA Way is not intended to be fully definitive or exclusive.  Where specific issues are not addressed above, conduct will be judged on the basis of what is morally, legally, or socially acceptable within the context of our school.

In enrolling your child (ren) at ABA, parents should understand and agree to the ABA way. Not doing so may lead to the school taking action. In the event that a parent/guardian has engaged in significant or repeated violations of this understanding, the School reserves the right to discontinue enrolment or not to re-enrol a student.

STUDENT’S NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GRADE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE OF PARENT/GUARDIAN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE OF PARENT/GUARDIAN 2 (if appropriate) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**By signing this document, you agree to ensure that these expectations are communicated to, and respected by all adults involved in your child(ren)’s care. For example; nanny, driver, etc.**