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.

#### ELEMENTARY STUDENT–PARENT HANDBOOK 2020-2021 - ACKNOWLEDGEMENT

**You will find the Elementary School Parent Handbook online at** [**https://www.abaoman.org/bts**](https://www.abaoman.org/bts)**.**

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

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

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

STUDENT’S SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE OF FATHER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE OF MOTHER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Both parents’ signatures are kindly requested)**

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 Superintendent 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

We would like to remind you that the material in your child’s digital portfolio (SeeSaw) is private and should not be shared on social media.

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

INFORMATION UPDATE

Please email Nurse Suni on 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

Please ensure we have your most recent emergency contact details registered at the school. You can either email 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 FATHER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE OF MOTHER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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SIGNATURE OF FATHER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE OF MOTHER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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STUDENT’S SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE OF FATHER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE OF MOTHER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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**

Elementary Student Internet, Email and Tablet Agreement

*Due to distance learning, the following agreement now applies to all students in EC and ES - please discuss those relevant to your child (according to their age and access) before signing. Students in Grades 3-5 should also sign this agreement.*

**At ABA we expect you to be a kind, responsible and respectful Digital Citizen, by:**

* Keeping the information private (Privacy & Security)
* Being Safe online (Internet Safety)
* Being kind and respectful to others online (Relationships & Cyberbullying)
* Thinking before posting online (Digital Footprint)
* Use your IT skills to find appropriate online content (Information Literacy)
* Giving credit to anyone’s work when downloading from the internet (Creative Credit & Copyrights)

**When working with my tablet or any other device:**

* I will not share any personal information, inappropriate content, screenshots, photos or videos of any person of our ABA Community without their permission, via airdrop, email, social media, or other applications
* I will keep my passwords private, and only share them with my teachers and parents
* I will show respect to other people’s accounts, passwords, devices and personal information
* I will always have my teacher or parent’s permission before sending an email, and I will use appropriate language, emojis, photos, videos and documents
* I will follow the Seesaw blogging general guidelines

* I will bring my device to school every day fully charged, and keep it in its case at all times
* I will only use my device to support my school learning program

**Online Learning**

* I will only join video conference meetings scheduled by my class teachers
* I will not attend any video conference without having a teacher present
* I will not take a Screenshot or Screen record of anyone during a video conference
* I will ask teacher’s permission first, if I need to record a video conference
* I will use my teacher’s or the Elementary Library recommended websites

**Seesaw General Blogging Guidelines:**

Your post must have a caption or short explanation (no more than 50 words).

1. Think before you post. *Ask yourself:*

* *What is the purpose of my post?*
* *Do I want everyone to see it?*

2. Use appropriate language and proper grammar and spelling.*Ask yourself:*

* *Is this inappropriate?*
* *Does it have a title or explanation*
* *Do I have spelling or grammar errors?*

3. Treat other people the way you want to be treated.*Ask yourself:*

* *Would I want someone to say this to me?*

4. Any time you use media from another source, make sure to cite the creator of the work

5.Commenting Guidelines: as a blogger, you will be commenting on other people’s work regularly. Good comments:

* are constructive, but not hurtful;
* consider the author and the purpose of the post;
* are always related to the content of the post;
* include personal connections to what the author wrote;
* answer a question, or add meaningful information to the content topic;
* follow the writing process. Comments are a published piece of writing.

**I will inform my teacher or my parents if:**

* I receive messages that are unpleasant or that make me feel uncomfortable in any way
* I find myself logged into an inappropriate website

**No Expectation of Privacy**

The school can and does monitor student internet access and activity, including but not limited to sites visited, content viewed, images saved and emails sent and received. The school may examine a student’s personal device and search its contents if there is a reason to believe that school policies, regulations, or guidelines regarding access to the network or use of the device have been violated.

**Parental responsibility**

It is expected that parents have the necessary parental controls and security settings on their child’s device, as well as ensuring that none of the following are installed: non-educational games; social media applications; applications that have access to adult content. The school provides an educational email account to facilitate learning in the classroom. Parents should be responsible for any personal email account created by/for their child. Parents will monitor their child’s use of the internet, online behavior, and social media within the home, and notify the school in the event of any incident.

**Consequences of Inappropriate Use**

Students who misuse ABA’s Google Applications, Seesaw or any other teacher recommended application will be subject to discipline which may include loss of access to their student’s Google email account, or Seesaw and/or other appropriate disciplinary or legal action in accordance with ABA’s Student Code of Conduct.

These agreements apply to device use at school, on excursions, camps, or during extra-curricular activities. I understand that if I do not follow this agreement, I will lose my internet and E-mail access rights for a period of time or receive other consequences determined by my teacher and the ABA administration.

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

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STUDENT’S SIGNATURE (Grades 3 to 5 only): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE OF FATHER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE OF MOTHER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_