



School Guidelines and Procedures

2020-2021

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Message from the School Board

Dear Parents and Guardians,

Assalamu Alaykum Warahmatullahi Wabarakatuh.

In this manual you will find essential information regarding academic standards, policies, procedures, and legislative requirements of the Ministry of Education with respect to the operation of Oman Private School. This manual brings together information from a number of sources to ensure that the policy is clear and consistent. We encourage you to become familiar with this document as to ensure that there is complete understanding of the rules and regulations here at Oman Private School. If you have any inquiries please feel free to contact our administration.

We also encourage you and your children to take advantage of the academic and extra-curricular opportunities offered at Oman Private School and involve yourself in your children's school activities.

Our school is similar to a small community. We need the input and co-operation of all stakeholders and concerned individuals to make it a warm and pleasant environment in which learning can take place. Hereby, you are cordially invited to join in the efforts to make Oman Private School one of the best schools in the country in shaa Allah.

Sincerely,

Juma Ali Suleiman Al Gheilani
Director, OPS

Message from the School Principal

Dear Parents/Guardians,

Assalamu Alaykum Warahmatullahi Wabarakatuh,

Welcome to Oman Private School, especially to our new students and parents. I would like to thank the families of Oman Private School for their unremitting support and encouragement.

Oman Private School was established in 1977. Since then, our school has grown and evolved over the years. Oman Private School aims to provide the very best education while staying true to Islamic values. As a candidate school for the International Baccalaureate (IB) Primary Years Program (PYP) and Middle Years Program (MYP), Oman Private School will be continue to implement these programs in the upcoming 2019/2020 school year. We are very excited about offering the IB program. It is an inquiry-based curriculum that is recognized worldwide. It changes the way that students learn and allows them to think critically while building their character and transforming them into global citizens. Above all, the IB program allows for the integration of local culture as well as Islamic teachings and values.

This academic year the school has relocated from Madinat Sultan Qaboos Street to Al Safa Street in Bousher. Not only does this new location provide us with the necessary space for our growing enrollment, but it has all of the facilities that we need to offer our students more opportunities for inquiry based learning. Unlike most schools in Muscat, OPS is surrounded by beautiful green spaces and gardens. In addition to our state of the art science and IT facilities, all of our classrooms are fully equipped with Touch Screen Interactive Boards to promote inclusive and personalized learning. This academic year we also will be piloting the use of Apple iPads in our classes and fully integrating this technology tool for the 2020-2021 school year.

We have outstanding Arabic and English native speakers who are dedicated to the development and growth of our students. We strive to instill qualities of respect, independence, and leadership. At OPS, learning is not just about answering questions; it's about questioning answers.

I encourage all parents and students to read this handbook carefully to develop a better understanding of the school's policies. I also ask the assistance of our parents to support and enforce these policies. By doing so, collectively we will be able to create a safe and friendly environment for all students to learn and thrive.

I finally ask Allah (SWT) to bless our continued efforts to provide "Quality Education and Personal Excellence" for students at Oman Private School.

Sincerely,

Ejaaz AbdulAziz Sameja
Principal, OPS

Vision and Mission

Our mission is to provide inquiry-based learning and develop our students to become just, charitable, honest, critical thinkers. Our institute encourages students to develop their character as well as grow scholastically and spiritually so that they may contribute to the betterment of the world.

We strive to provide quality education that is acknowledged worldwide, so that our students as leaders can accomplish remarkable goals in life, grow closer to their innate roots, while being able to communicate in a multicultural world respectfully.

We provide guidance to facilitate our students to accept any challenge, make a positive contribution to society, and become esteemed humanitarians and lifelong learners.

Our Commitment

Our commitment is to provide quality education leveraging the best practices of education to build the character of our students.

We measure performance by our students' excellence in academics, moral values and extra-curricular activities, in addition to developing an enduring interest in sports along with the pursuit of academic excellence.

Our goal is to build the Leaders of tomorrow for a better world. Our core objective is to help students connect with their Islamic values, while also achieving the highest level of education.

We will teach our students to have critical thinking skills, creative thinking while also developing life skills, character, knowledge, wisdom and excellence in leadership.

Our Values

Our values include mercy, forgiveness, sincerity, compassion, integrity, discipline, respect for self and others, empathy, pride in work and tolerance are as much a part of our curriculum as math and science.

Principles of Learning

As an IB candidate school, OPS aims to develop the following characteristics in all members of our school community as outlined in the International Baccalaureate Learner Profile:

- Inquirers
- Knowledgeable
- Thinkers
- Communicators
- Principled
- Open-Minded
- Caring
- Risk-Takers
- Balanced
- Reflective

Who We Are

من سلك طريقاً يلتمس فيه علماً سهل الله له به طريقاً إلى الجنة

Prophet Muhammad (peace be upon him) said: “Whoever follows a path to seek knowledge, Allah will make the path to Jannah (Paradise) easy for them.” [Sahih Muslim 2699; Sunan Tirmidhi 2945]

Our school is a community. Parents, teachers, and students come together to share and grow with each other. We believe parents should be closely involved in the educational process. We believe teachers and students should communicate closely, so that individual students’ needs can be met.

Education can inspire, transform and change the world. Our goal is to motivate, guide and be instruments for our students to lead the change. Through the gifts of Islam, we’re advancing and contributing knowledge to the world.

“Knowledge is that which benefits, not that which is memorized.”

Facilities and Location

Our facilities include: computer lab, science lab, library, indoor/outdoor sporting facility, swimming pool, inspiring classrooms include Interactive Smart Boards with Document Cameras, and IRS remotes. We have a separate play area for Kindergarten.

In addition, we continually keep everything clean and cared for, and our school is surrounded by the natural beauty of green spaces, promoting calmness and tranquility in our students and staff.

The school is centrally located on Al Safa St, Bausher, Muscan, Sultanate of Oman, and is easily accessible from the neighbouring districts.

Curriculum

Our curriculum is based on the International Baccalaureate, which we infused with Islamic culture to create something that not only educates – but inspires.

Islamic studies, arts, sports, science, math, and language arts are all part of our curriculum, as is character development. We also offer extensive programs in Arabic, information technology, physical education, and have an eclectic array of extracurricular activities.

Faculty

Our faculty members are certified teachers from various nationalities to provide an international experience for our students as they come from various parts of the world. We have outstanding Arabic and English native speakers who are dedicated to the development and growth of our students. We strive to instill qualities of respect, independence, and leadership. In addition, all of our teachers pursue professional development to ensure that they are constantly learning, growing, and maintaining the high level of education and are committed to lifelong learning. They are passionate, caring, talented, and know how to challenge their students to extract their potential. Teaching is their life's work, and they're honored to help your children learn and grow.

Admission Guidelines

Admission Policy:

Admission applications to Oman Private School should be submitted at the beginning of the school year. All applicants must complete the application package and provide the necessary documents at the time of registration.

The required documents are:

- Birth Certificate
- Residence Card (6 years of age and older)
- Citizenship Card, Immigration documents or Proof of residency
- Most recent report card
- Copy of medical card
- Immunization records and other relevant health/medical information.
- Proof of Guardianship and relevant legal documentation.
- Parent's/Guardian's driver's license
- Parent's/Guardian's legal document.

The admission procedure involves completing the following tasks:

- An application form and payment of the non-refundable registration fee.
- An entrance assessment.
- An interview with the student and his/her parent(s) or guardian(s).

All accepted new students are subject to a probationary period.

If a student is expelled from another school for behavioral issues, they will not be accepted at Oman Private School if such information was not disclosed at the time of application. Oman Private School reserves the right to expel the student.

Tuition and Other Expenses

Tuition fees: For more information please contact the Admin Dept.

✓ **Please note that all students must be fully toilet trained before admission to Oman Private School.**

Transportation Guidelines

For more information please contact the Admin Department.

DROP-OFF AND PICK-UP

In order to ensure the safety of our students, parents must comply with the following procedures:

- To ensure students always leave school in the custody of a safe adult who is authorized in writing to do so by a parent or legal guardian.
 - It is the parents' responsibility to supervise their child/children during pick-up.
 - Drop-offs and pick-ups are only allowed in a designated parking area.
 - Children should only be allowed to exit or board a vehicle in a designated parking space.
 - Parents and their children should obey designated school personnel who are directing traffic, or any traffic signs around the school.
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- ✓ There will be a fee for Parents/Guardians who pick up their child after 3:00 pm
 - ✓ For Kindergarten, there will be a fee for Parents/Guardians who pick up their child after 12:30 pm

Bus Policy

Overview

This policy is the list of regulations that is furnished as information for all students who ride Oman Private School buses whether on daily, regular runs or on field trips. Parents/Guardians and students should read this policy, sign the related form if the student is riding the bus, and return it to the school. If the student is on a field trip, the field trip form will include permission for riding the bus.

BUS FEES

Bus fees: For more information please contact the Admin Department.

CONDUCT ON THE BUS

STUDENTS MUST:

- Recognize that the bus driver and teacher/s is the authority on the bus.
- Students must follow the directions of the bus driver and be courteous to him/her and to fellow students.
- The driver has authority to assign seats to maintain discipline or promote safety.
- Go directly to a seat, and remain seated unless directed by the driver to do otherwise.
- Not mark or deface bus. Obscene writing, drawing, or pictures are thus prohibited.
- Parents will have to pay for damages caused by their children.
- Not use profanity or indecent language.
- Not tamper with the emergency door.
- Not fight, slap, or scuffle with others.
- Not throw objects on the bus, out a window, or at the bus from the outside.
- Not carry large/oversized objects that would block the aisle, cause loss of passenger seat space, obstruct the driver's view, or create a safety hazard. Objects will be permitted only if they can be held on the student's lap or stowed under the seat. Please keep aisles free of your belongings.

MEETING THE BUS

STUDENTS MUST:

- Be on time and at their bus stop at least five minutes before the regular pickup time, but no earlier than ten minutes before. The bus driver will not wait for latecomers. Watching for the bus from a window or a door is allowed, so long as the student is ready at the curb when the school bus comes to a complete stop.
- Stay away from the main road while waiting for a bus; do not approach the bus until your bus driver opens the door to let you on.
- When there are several students waiting to board a bus, observe the following:
 - stand in a single line, enter one by one, without pushing or shoving.
- Not engage in play or other activities that may endanger themselves or others while waiting beside the road.
- Not run alongside a moving bus, but wait until it has stopped, then walk to the front door.
- Report immediately to the driver any illness or injury on or around the bus.
- Not throw paper or litter on the floor. Please deposit litter in the wastebasket when you leave the bus.

- Not sell or consume food/beverage, nor chew gum on the bus.
- Not engage in unnecessary loud talking or laughter and please remain reasonably quiet so the driver's attention is not distracted.
- Please remember it is illegal to put your hand(s), leg(s) or head out of the window of a moving bus.
- Not operate radios, and/or other unnecessary audio equipment. Driver may disallow audio equipment with headphones if such equipment is in his/her judgment detrimental to the overall safety of the bus.
- Not sit on textbooks or other objects.
- Not have any unsafe objects in their possession (water pistols, animals, reptiles, insects, matches, knives, firearms, etc.).
- In case of an emergency, remain quiet for the driver's instructions and carry them out promptly.
- Ride the bus, which he/she is assigned in the morning and in the afternoon.
- Not use pens or pencils while on the bus.

LEAVING THE BUS

STUDENTS MUST:

- Remain seated until the bus comes to a full stop.
- Leave the bus in an orderly manner; students in the front seat discharge first.
- Have books and other possessions ready and exit the bus without unnecessary delay.
- Leave the bus stop area when safety permits as soon as discharged from the bus.
- Do not loiter around the bus.
- Only if it is necessary, cross at the front of the bus and a distance of at least (10) ten feet from the bus. Cross only when the driver has signaled to you that it is safe to do so.
- In the event that the school is closed because of weather conditions, communication will be sent to parents via SMS.

MISCELLANEOUS PROCEDURES

If students leave items on the bus that are needed overnight or over the weekend, the driver has no obligation to arrange for their pick-up.

Parents/guardians alone are responsible for the safety and wellbeing of their children once they have arrived at their stop. Please make sure that there is somebody home waiting for children that are too young to stay home alone. The school may terminate bus service to students whose parents do not provide supervision for them when they get off the bus.

Consequences for misconduct

- Please see the behaviours and consequences guidelines section.
- Report of conduct sent to the administration with note to parents.
- Suspension from bus riding privileges until a meeting with the student's parents has taken place.

Definition of severe misconduct

Includes the following – but not limited to:

Being openly "defiant", not following instructions of bus driver, fighting, use of profanity, bringing harmful, dangerous items to school (animals, matches, knives, firearms, etc.), throwing object in/out of bus, yelling at or insulting actions to anyone inside/outside the bus, or destroying property.

Changing Buses or Address

Students are expected to ride the same bus to the same destination, except when their residence is relocated. When the family is moving, please notify the school administration at least seven (7) working days in advance, so that we have time to make necessary changes (i.e., to review the location, change bus to accommodate students, etc). Please be aware that if you move to an area where we do not have service, or the bus servicing that area is full, you will be required to bring your child to the closest meeting point. No students may ride a different bus to or from school for the purpose of visiting a friend, going for tutoring, or if no one is at home, etc unless with written permission from a parent/guardian. It is the parent's/guardian's responsibility to make transportation arrangements under these circumstances.

Bus Departure Times

The buses at Oman Private School will depart promptly after school. Students who miss their bus must call their parents to pick them up from school.

Vomiting or urination on the Bus

Students who vomit or accidentally urinate while on the bus more than twice will lose bus transportation privileges until the appropriate medical attention is given to them.

Communication Guidelines

Oman Private School uses Class Dojo and Telegram to send student and school information. Each teacher will provide their personal school email addresses so that you may communicate with them directly. Teachers are always available for a meeting with parents and this can be scheduled with our reception department.

Google Education Suite allows each student to have personalized accounts that are managed by the school directly through the Apple iPad Management System. Grades 1 to 3 use Google Drive as the main platform for sharing student school work. Grades 4 to 10 use Google Classroom.

Attendance and Punctuality Guidelines

SCHOOL HOURS

- School administration offices are open Sunday to Thursday, 7:30 AM to 2:30 PM. (This will be updated in November 2020).
- School hours are Sunday to Thursday, 8:00 AM to 1:15 PM. (This will be updated in November 2020).
- Except for students using the school bus, the school is not responsible for supervising your children before or after school hours.

STUDENT ABSENCES AND REPORTING LATE TO SCHOOL

A good attendance record enhances a student's academic record. Therefore, Oman Private School encourages parents to be punctual when dropping their children at the school. Doctor's appointments, travel arrangements, and personal vacations should be scheduled outside regular school hours.

When their children will be absent from school, parents or guardians are responsible to notify the school administration office before 8:00 AM.

If a student arrives late, they must sign in at the reception desk with the parent. If not, that student will be marked absent for that school day. When a student is marked absent and they take the school bus, the bus driver is notified so that the driver will not expect that student to be on the bus. Our gates are locked at 8:00 AM to keep our children safe. If you need access to the school after this time, simply ring the bell and you will be admitted. Visitors should sign in at reception and wear a "Visitor" tag to identify themselves to the staff, again for the safety of your children. Strangers are not permitted on the school grounds.

8:00 am	First Virtual Class Commences
9:30 am	1 st Recess 15 mins
9:45	Virtual Classes Resume
11:15	Lunch 30 mins
11:45	Virtual Classes Resume
1:15	Dismissal

- ✓ Please be aware that the commencement of virtual classes on the first day of school in September 2020, counts towards the required 180 school days as mandated by the Ministry of Education. Attendance is NOT optional.

ATTENDANCE RATES	Attendance Rates Per Term			
	Unsatisfactory	Acceptable	Good	Outstanding
	Below 92% attendance rate (6+ days absent)	92%-95% attendance rate (4-5 days absent)	96%-97% attendance rate (3 days absent)	98%-100% attendance rate (2 or fewer days absent)
Oman Private School strives to maintain a minimum of 92% attendance rate. This equates to no more than 14 days absent during the academic school year. With just 70+ school days during the term, missing 6 or more days in the term is considered unsatisfactory without a valid reason.	Attendance Rates Per Academic Calendar Year			
	Unsatisfactory	Acceptable	Good	Outstanding
	Below 92% attendance rate (14+ days absent)	92%-95% attendance rate (9-14 days absent)	96%-97% attendance rate (5-8 days absent)	98%-100% attendance rate (4 or fewer days absent)

STUDENTS LEAVING SCHOOL EARLY

- Students require written permission from their parents/guardians before they are permitted to leave early.
- If a parent/guardian would like to pick his/her child up early, he/she is required to sign out their child from the reception desk.

EXCUSED ABSENCES

Excused absences are only permitted for illness, medical appointments, family emergency or other reasons that have been pre-approved by the principal.

- An absence of more than three consecutive days requires a doctor's note or the principal's approval.
- Students are allowed one day to make up a 3-day absence. Teachers may allow additional time if circumstances warrant.
- If a student is absent for more than four days, teachers may assign homework for all the missed classes.
- Parents must give the school office two weeks' notice when requesting homework for a pre-arranged absence.

UNEXCUSED ABSENCES

- All absences, other than those outlined above, will not be accepted.
- Parents or guardians must meet with school administrators to justify the absence.
- The student will then be assigned detention to complete all missed assignments.
- Upon the accumulation of thirty (30) unexcused absences during a school year, the students may be asked to repeat the entire school year.

EXTENDED ABSENCES

If parents/guardians take their children out of school for extended trips, they must pick up a withdrawal form from the homeroom teacher at least two weeks before leaving. This will allow teachers and students to communicate about missed assignments.

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Discipline Policy

Oman Private School promotes a progressive discipline policy and gives its teachers considerable autonomy in enforcing school policy for any disciplinary problems that may occur. The teachers develop a behavior monitoring system for their classes that is professionally acceptable and in accordance with the school discipline policy.

Parents and guardians must have a clear understanding of the school rules and policies and are expected to cooperate with the school administration when these policies and rules are enforced.

A summary of behaviors and consequences can be found in the [Behavioral Guidelines & Possible Consequences](#) chart below.

EXPECTED BEHAVIOR

Students are expected to:

- Obey and respect the teachers and all school staff. Students are expected to display appropriate classroom behavior.
- Adhere to the Oman Private School uniforms. Parents and guardians can check with the school office for uniform specifications and sales.
- Respect the safety and welfare of others.
- Respond appropriately and respectfully to the directives of faculty and staff.
- Place trash in designated receptacles.
- Respect school property.
- Obey playground supervisor(s).

SCHOOL RULES

Students are expected to follow these rules:

- Students should not wear make-up to school.
- Clogs, sandals, or slippers are not appropriate footwear.
- Jewelry is not allowed, except for simple single earrings for girls only.
- Obvious body piercing is not allowed.
- Unusual haircuts for boys such as partly shaved, mushroom cuts are not allowed.
- Students should not use nail polish or colouring, hair dyes, or hair sprays.
- Pop, gum, or candy may not be consumed on school premises.
- Students must not swear or use any foul language.
- Students should not throw dirt, rocks, or sticks at each other, or at school property.
- Spitting, kicking, or hitting is not tolerated.
- Students should not run, yell, or engage in rough physical play inside the school buildings.
- Colored eye contact lenses are prohibited.
- Proper online etiquettes must be observed during virtual classes.

SUSPENSIONS AND EXPULSION

Students will be sent to the office immediately for the following actions:

- Copying ideas or the work of other students (please see the Academic Integrity Policy)
- Defying a teacher's authority.
- Being disrespectful of other students, using offensive language at school, whether in the classroom, hallways, gym, playgrounds, or on the school bus.
- Fighting, physically or verbally threatening other students, teachers, or school staff.
- Endangering the safety of other students, teachers, or school staff.
- Vandalizing or damaging school property or the property of other students, teachers, or school staff.
- Vandalizing or tampering with the fire alarms or fire extinguishers.
- Possessing prohibited products include, but are not limited to: cigarettes, cigars, loose tobacco, rolling papers, snuff, chewing tobacco, e-cigarettes, personal vaporizers, and electronic delivery systems, or any other form of tobacco product.
- Possessing controlled substances, illegal substances, narcotics, include and not limited to alcohol, amphetamines; cannabinoids; cocaine; phencyclidine (PCP); hallucinogens; methaqualone; opiates; barbiturates; benzodiazepines; synthetic narcotics; designer drugs; or any metabolite of any of these substances.
- Possessing dangerous objects/weapons (or any object that resembles a weapon), matches or lighters.
- Disregard for Oman Private School rules and regulations.
- Possession of unsuitable material in print or electronic media.
- Any of the above actions **MAY RESULT IN SUSPENSION OR EXPULSION**, as deemed appropriate to ensure the safety of students, teachers, school staff, and school property.

APPEAL PROCESS

In the case of a student expulsion, the student and his/her parent(s) or guardian(s) may write a letter to the principal to appeal the decision within one week of the expulsion. A review panel made up of three teachers will review the appeal and make recommendations to the principal. The parents or guardians will be notified of the appeal results within two weeks from the day that the appeal was received.

If the parents or guardians are not satisfied with the review panel's decision, they may write to the School Board for another review within five weeks of the expulsion. Parents or guardians will be notified of the results of the School Board's decision within 30 days of the receipt of such an appeal.

THE SCHOOL BOARD DECISION IS FINAL

SUSPENSION POLICY

In cases of in-school or out-of-school suspension, the administration will notify the parents or guardians of the circumstances surrounding the disciplinary action.

A student will not receive credit for work they were given during the suspension.

A student returning after an out-of-school suspension MUST be accompanied by a parent or a guardian for a conference with the principal.

DETENTION

A student referred to the office for unacceptable behavior in the classroom or elsewhere, may be placed in detention in an area designated by the administration.

Depending on the severity of the behavioral problem, the administration may also require a parent conference. Failure to report for detention may result in suspension from school until a parent conference can be held.

BULLYING

OPS defines bullying as student behavior that is targeted, one-sided, malicious and intentionally repeated towards another student or students. Forms of bullying include, but are not limited to, physically hurting another person, social exclusion, name calling, gossip and rumors, stealing or breaking other's property and harassment based on gender, ethnicity, race, etc. These are forms of bullying whether they occur in real-time or on the internet. Any confirmed offence will result in disciplinary consequences as outlined in the Behavioral Guidelines Chart. **There is no excuse for intimidating or harassing another person.**

LEAVING SCHOOL GROUNDS

Leaving the school grounds during the school day or after a school activity, without authorization, will result in suspension. The student will not be allowed to return to the school before a parent conference takes place.

Behavioural Guidelines & Possible Consequences

Behaviour	Possible Consequences
<p>Minor misbehaviors that warrant addressing:</p> <ul style="list-style-type: none"> • Tardiness/lateness or non-attendance to class • Interfering with the learning of others • Dress code violation • Littering • Chewing gum • Disruptive bus behavior 	<ul style="list-style-type: none"> • Student receives a verbal warning and/or note hom • Student may have a minor in-school punishment such as cleaning trash around the school
<p>Level 1</p> <ul style="list-style-type: none"> • Repeated minor misbehaviors • Inappropriate use of language, swearing, cursing • Inappropriate display of affection • Unexcused absence from class • In appropriate use of technology policy • Disruptive bus behavior 	<ul style="list-style-type: none"> • Parent contact/conference with Teacher • Detention: 1-5 days (with in-school punishments) • Possible suspension from the school bus 1-3 days; letter • Letter home; student file letter
<p>Level 2</p> <ul style="list-style-type: none"> • Repeated level 1 behaviors • Direct defiance to faculty or staff request • Deliberate damage to property or graffiti/vandalism • Inappropriate language to faculty or staff • Leaving campus without authorization/skipping school 	<ul style="list-style-type: none"> • Admin and Teacher conference with parent • In-school suspension 1-3 days; letter • Out of school suspension 1-3 days; letter • Possible suspension from the school bus 1-5 days; letter • Letter home; student file letter • Parents of students will be charged for all school property that is lost or damaged by a student • Behavioral contract¹
<p>Level 3</p> <ul style="list-style-type: none"> • Repeated level 1 or 2 behaviors • Theft • Plagiarism/academic dishonesty • Physically threatening comments or gestures • Harassment/Racism • Bullying, including cyber-bullying • Fighting • Smoking/vaping or similar behaviours at school 	<ul style="list-style-type: none"> • Admin and Teacher conference with parent • Behavioral/Academic contract • In-school suspension 1-3 days; letter • Out of school suspension 1-3 days; letter • Disruptive bus behavior-could result in permanent suspension from bus service; letter • Loss of privileges • Loss of extracurricular participation (sports, clubs, etc.)
<p>Level 4</p> <ul style="list-style-type: none"> • Repeated level 1, 2, or 3 behaviors • Altering/tampering with school records, tests, etc. • The possession, use, sale or distribution of tobacco, alcohol, and/or drugs (prescription or otherwise) on school property, school transportation or at school sanctioned events • Physical attack on another person • Violation of school guidelines that endangers the reputation of the school or other students • Possession of weapons or dangerous objects 	<ul style="list-style-type: none"> • Admin conference with parent • Behavior contract • Out of school suspension and suspension from all school activities 1-5 days; letter • Possible suspension from school activities for academic term • Second violation alcohol/tobacco use is minimum out of school suspension of not less than 5 school days and all school activities • Drugs: Suspension and probable expulsion; student record file • Expulsion; permanent student record file

¹ [Appendix 1- Behavior Contract](#)

- ✓ Please be aware the *Behavioural Guidelines & Possible Consequences* chart applies to behaviours during live, in school classes as well as any virtual classes the school conducts.

Student Rights and Responsibilities

- ✓ Every student has the right to an engaging, relevant and Islamic education
- ✓ Every student has a responsibility to bring all appropriate materials and supplies to class as outlined in the school's book and supply lists.
- ✓ Every student has a responsibility to complete all assignments on time and put forth their best effort on every task.
- ✓ Every student has a right to be safe and secure in the school community.
- ✓ Every student has a responsibility to respect the security of others and deal with conflicts appropriately.
- ✓ Every student has a right to expect reasonable, Islamic and socially responsible behaviour from others.
- ✓ Every student has a responsibility to treat themselves and others with respect and care by speaking and acting in a socially Islamic responsible manner.
- ✓ Every student has a right to a positive learning environment.
- ✓ Every student has the right to be heard, valued and supported by their peers and teachers.
- ✓ Every student has a right to be part of a school of which they can be proud.
- ✓ Every student has a responsibility to take pride in the school by helping maintain the halls, the classrooms, and all materials and equipment.
- ✓ Every student has a responsibility to respect the reputation of others.

Uniform Policy

All students are expected to adhere to the school uniform requirements. Students must wear the uniform to and from school and keep it neat and clean. Parents/guardians should make sure socks and stockings are changed DAILY. All students are to wear black shoes with their uniforms. Sport shoes must be worn with the PE uniform on PE days.

All uniforms must be purchased from the school approved supplier. If your child has not received his/her uniform, they will be allowed to wear regular clothes until the uniforms are received. Girls must wear loose clothing, either long skirt with a long-sleeve blouse or loose pants with a knee-length skirt. Girls grade 5 and above must wear navy blue hijab.

For all girls, perfume, high heels or jewelry (except simple earrings) are not allowed. If uniforms are not worn properly please adhere to the behavior management procedure.

A teacher may have a student removed from class if his or her clothing is considered inappropriate. The student will be asked to report to the principal's office for further action such as having the parent bring in a change of clothing.

As accidents can easily happen with younger students, all students from Kindergarten through grade 2 must bring a change of clothing (including socks and under garments) in a plastic bag clearly labeled.

All uniforms and personal belongings must be clearly labeled. The school cannot be held accountable for lost or missing articles of clothing.

Antiperspirants and/or deodorants are expected to be applied as deemed necessary by a student's age/maturity.

Any items that are lost may possibly be retrieved at the School's Lost and Found (located at the front desk). Items that have been left in the lost and found for more than 60 days will be discarded. Please label all belonging appropriately.

- ✓ Please be aware during any virtual classes, students are not required to wear their school uniforms. However, all students must be dressed appropriately (no pajamas) with their hair and teeth brushed and looking presentable.

Novelty Items and Toys

From time to time, various novelty items are brought to school, which not only interfere with the educational process but also, in some instances, can cause injury to fellow classmates or damage to the items. Some examples of these are caps, water pistols, toys, or, jewelry, money, etc. Game cards and any other trading cards are not allowed at school. If the students bring them, they will be taken away by the administration. We appreciate your understanding and cooperation in this matter. Students are advised that these or similar items or any type of toy are not to be brought on school buses or to school. This is to ensure the safety of the student as well as to prevent possible damage to a toy and disruption to the educational environment of any students or staff.

Homework Policy

Homework can be an important component of the learning process if planned in a way that enhances and reinforces concepts learned in class. It may be a tool to help students foster the skills necessary to develop good study habits. Homework should ONLY be administered on the suggestion and direction of the student's teacher with a clear purpose in mind. It is important to note homework is supplementary.

DEFINITION

Homework consists of school related projects or assignments which are completed outside the regular school day. Both the time and the nature of the homework will vary according to factors such as age, grade, special needs of the individual student, and the units of study being emphasized in the classroom.

PURPOSE

Homework can serve several important purposes for the student, including:

- To practice what they have learned at school.
- To get ready for the next day's work.
- To use resources such as libraries, encyclopedias and the Internet.
- To develop a sense of responsibility.
- To practice effective study habits.

- To reinforce and apply school learning.
- To allow students and parents/guardians to spend quality time together, developing a love and appreciation of learning.
- To help children learn good habits and attitudes. Homework can teach children to work by themselves and encourages discipline and responsibility.

TIME

Daily reading is **required** “homework” for all grade levels. This can be as shared reading with another person or independently. Teachers must make every attempt to provide students with sufficient time to complete their work during scheduled classes. Other homework may include homework or long term project work that has been assigned by the teacher, or “free choice” activities, such as studying spelling words, practicing handwriting, or memorizing Qur’anic verses.

GRADE HOMEWORK TIME

Parents are requested to take a “hands off” approach to their child’s homework. While gentle guidance is acceptable, students will benefit more from making attempts (even if there are mistakes!) to do their own work. If students do not use time at school (or home) wisely or do not plan long-range projects well, they may fall behind in classwork. When this happens, it will be necessary for the student to spend more than the suggested time on the homework to catch up. It is a disservice to students for anyone to complete their work for them. Students must consult with their teacher to get the assistance they need to complete the outstanding work. The onus is on the student to complete the work and parents can continue to play a guiding role.

GUIDELINES SPECIFIC TO PRIMARY YEARS PROGRAMME STUDENTS

- Daily reading is required across all grade levels. Studies indicate that children who read for pleasure are likely to perform better academically than their peers.
- Sufficient class time should be allocated to complete schoolwork.
- Any homework assigned should not exceed a reasonable amount of time to complete ([as detailed below](#)). Homework should generally only consist of assignments that students were not able to complete during class time or long-term projects to work on over time.
- Completing any homework should never be at the expense of the students’ ability to conduct a happy and balanced lifestyle. This lifestyle should include time for relaxing, exercising, extra-curricular activities, time with family and free/play time.
- Some homework or projects may take more time to complete and as such, teachers must allocate sufficient time for students to complete them (not due the next school day). Students are encouraged to be agents of their own learning and be given choices as to when homework can be done to fit into a healthy lifestyle and still meet deadlines.
- Any homework assigned must be relevant and not redundant. All teachers must collect homework assigned, provide meaningful feedback on it and discuss it with the student to help students develop their skill set.

- It is the responsibility of every student to review their teacher's reflections on the assigned work and correct, and apply the new information moving forward.
- Students should feel welcome to be open communicators with their teachers, and as such teachers must establish trust with their students so students do not anticipate “punishments” for incomplete work. Rather, a dialogue around time management and goals for how to finish projects on time should be encouraged.
- Reasonable consequences should be outlined by teachers for incomplete work and assignments solely as a means of teaching students the value of time management and being principled.
- Teachers are responsible for posting homework they have assigned on the homework board in each class (or virtual class homework board) so that assigned homework and due dates are communicated to co-teachers, parents and students.

Grade Level Guidelines

Grade 1

- A minimum of 15 minutes of reading each day.
- Homework from any subject can be given that should require the student no longer than 10 minutes to complete with no less than 24 hours given to complete the work.
- Long-term projects must be given at least 1 week to complete with minimal expectations for the work to be done outside of school hours.

Grade 2

- A minimum of 20 minutes of reading each day.
- Homework from any subject can be given that should require the student no longer than 10 minutes to complete with no less than 24 hours given to complete the work.
- Long-term projects must be given at least 1 week to complete with minimal expectations for the work to be done outside of school hours.

Grade 3

- A minimum of 20 minutes of reading each day.
- Homework from any subject can be given that should require the student no longer than 15 minutes to complete with no less than 24 hours given to complete the work.
- Long-term projects must be given at least 1 week to complete with minimal expectations for the work to be done outside of school hours.

Grade 4

- A minimum of 25 minutes of reading each day.
- Homework from any subject can be given that should require the student no longer than 20 minutes to complete with no less than 24 hours given to complete the work.
- Long-term projects must be given at least 1 week to complete with minimal expectations for the work to be done outside of school hours.

Grade 5

- A minimum of 30 minutes of reading each day.

- Homework from any subject can be given that should require the student no longer than 30 minutes to complete with no less than 24 hours given to complete the work.
 - Long-term projects must be given at least 1 week to complete with minimal expectations for the work to be done outside of school hours.
- ✓ Please be aware it would be considered reasonable and expected that students in the Middle Years Programme will have significantly higher expectations regarding homework and project assignments and deadlines.

Student Activities

A variety of activities for students are offered. These encompass cultural activities, athletic activities, and various clubs and student organizations. In addition, numerous events are scheduled throughout the school year.

ATHLETICS

Our school offers after-school clubs such as, taekwondo, swimming and football for certain age groups. These clubs will require a signed permission slip from a parent/guardian to join. Clubs will require fees.

CLUBS AND EVENTS

Oman Private School offers and sponsors a wide variety of student-oriented clubs, events, and activities. Clubs and events are added and/or revised from time to time to reflect student interests. Certain events are open for family members only for the student's safety. Parents are encouraged to visit and participate in events on designated days.

PERMISSION SLIPS

Written permission by a parents/guardian is required before a student can participate in any field trip and in most student activities.

LIBRARY BOOKS

Students may borrow books from the library, subject to regulations set by the librarian, in conjunction with the administration. Students will be asked to pay for any lost or damaged books. Students will be asked to pay a fine if they do not return borrowed book/s on time. If the fine is not paid, the said students will lose the right of checking books out of the library. Students must have permission from the librarian to check out any books from the library. Students are responsible for their own books that they borrow from the library.

Honor Roll Guidelines

Students from Grade 6 and up at Oman Private School are eligible for the Honor Roll if they meet the following criteria: They must maintain at least a “6” average or better on the IB scale in all subjects. Please refer to the MYP Assessment Policy for further information on the IB grading scales.

Any “NA” (Not Assessed) without an approved excuse negates the qualification for the Honor Roll. CONDUCT AND CITIZENSHIP ARE ESSENTIAL INGREDIENTS IN HONORAL STATUS. ANY INDICATION OF “POOR” CONDUCT WOULD BE CAUSE FOR DISQUALIFICATION.

OUTSTANDING STUDENT OF THE YEAR

Over three terms, if a student maintains a “6” average on the IB scale or better in all subjects they may be eligible for the student of the year award.

CONDUCT AND CITIZENSHIP ARE ESSENTIAL INGREDIENTS IN HONOUR STATUS. ANY INDICATION OF “POOR” CONDUCT WOULD BE CAUSE FOR DISQUALIFICATION.

REPORT CARDS

- Official report cards will be issued **3 (three) times** a year.
- Parent–teacher interviews will be scheduled following the issuing of each report card.
- No parent–teacher interviews will be scheduled in June.
- Parents/guardians are encouraged to keep in touch with the school. They will be notified of any recurring problems.

MAKE-UP WORK

Responsibility for initiating make-up work requests rest solely with the student and his/her Parent/Guardian. There is a 30 day limit on make-up work when a student has been absent because of an emergency, travel or extended illness, which must be approved by a doctor. Class attendance is an integral part of student achievement and performance. However, attendance itself will not be factored into the student’s grade.

Grading Standards

Please see the PYP Assessment Policy and the MYP Assessment Policy for details on grading standards.

Computer Use Guidelines for Students

OVERVIEW

With the expansion of computers and technology occurring in Oman Private School, it is necessary to establish a set of rules to assure that the technology will be operational and available at all times. This agreement will assure Oman Private School's administration, faculty and staff that we are in mutual agreement with students and their parents/guardians as to what is acceptable computer and technology use. For further information, please refer to the Electronic Devices Policy.

CLASSROOM AND COMPUTER LAB RULES

Students may use a computer only when there is a teacher, aid or volunteer present. No CDs may be brought in from home for use on any computers at Oman Private School without prior consent from the classroom teacher or the computer teacher. No food, drink or gum is allowed around computers at any time.

USE OF USBs

No USBs owned by Oman Private School may be brought out of the school buildings. No personal USBs will be allowed in any of the school's computers except for those designated as resource computers. No files may be copied on to any of the school's computers from personal USBs or removable media. Any files edited on a computer must remain on the USBs or removable media (Zip drive, etc.).

A STUDENT MAY NOT:

- Write or draw anything profane, abusive, obscene, or not inappropriate.
- Copy, or import sounds that are profane, abusive, obscene, or not appropriate for school.
- Alter any files on the computer except those owned by the user; no changing file or folder names, deleting files or folders, no moving files or folders.

- Change any computer system setting including system files, desktop appearances and icons unless instructed to do so by the Information Technology Teacher.
- Connect or disconnect any cables or peripherals unless approved by the Information Technology Teacher.
- Touch another student’s computer or USB unless instructed by the Information Technology Teacher.
- Use the computer or network for financial gain, for commercial activity, or for any illegal activity.

PRIVILEGES

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The staff of Oman Private School will incorporate regulations for the use of technology and their rulings will be final. The administration, faculty, and staff of Oman Private School may deny, revoke, or suspend Internet access due to a student’s inappropriate use.

BRINGING THEIR OWN DEVICE

Please refer to the Electronic Device Usage Policy.

Internet Terms and Conditions of Use

ACCEPTABLE USE

The purpose of the backbone networks making up the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. Internet access must be in support of education and research and consistent with the educational objectives of Oman Private School. Use of another organization’s network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to, copyright material, threatening or obscene material, or material protected by trade secret.

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Social Media Policy

OVERVIEW

Social Media is a part of expanding technology and can be a valuable tool for collaborating, learning, and sharing ideas. Oman Private School recognizes the value of adapting to changing methods of communications. In recognition of this, Oman Private School has developed the following policy to provide direction for students, staff, and parents when participating in online social media.

BASIC PRINCIPLES

Social Media is simply a form of electronic communication through which users create online communities to share information, ideas, personal messages, images, and other content. In its basic form, it is no different than any other form of communication. However, it creates risks that are not present in some traditional forms of communication. **It is immediate.** Students should be cautious when posting content while they are emotionally charged. **It is permanent.** It is virtually impossible to completely remove something from the internet once it has been posted. The only way to completely protect against the possibility of permanent damage is to not post inappropriate content. **Nothing is private.** While students must exercise care with privacy settings and personal profile content, it should always be assumed that online content has the potential to reach audiences far beyond the student's intended audience. As a result, there is a need for a greater level of awareness, responsibility, and accountability on the parts of students and parents.

Interacting with others in a social media setting is no different than interacting face-to-face. Accordingly, the rules of interaction found elsewhere in this policy manual apply equally to interacting on social media. Students and parents must maintain the principles of respect, dignity, prudence, concern for others, and safety. Activities which are inappropriate, unethical, illegal, posted with the intent to damage the reputation of others, posted with reckless disregard for others, or which cause undue discomfort for others should be avoided.

Students must take care to ensure that they don't post material that includes inappropriate content about students, parents, employees, School Board members, PAC, Alumni and Volunteers of Oman Private School. It is strongly recommended that parents monitor their children's use of social media to ensure that these basic principles are met.

STUDENT AND PARENT RESPONSIBILITIES

Students who participate in social media must remember that their posts reflect on the entire Oman Private School community. As such, their online contributions are subject to the same standards as their behavior in the real world. Students and their parents must be aware that online posts are public and leave a permanent digital footprint. Ultimately, students should not post anything they wouldn't want friends, enemies, parents, teachers, or future employers to see.

Parents, by extension, must take accountability for their child's online presence. In addition, it is expected that where parents have concerns about the progress of their child, behavioral concerns, or concerns with Oman Private School's staff or policies, they use private channels of communication. In most cases, this means that parents should not use social media to discuss these issues. Students must not:

- Misrepresent themselves online by using someone else's identity.
- Use social media sites to publish defamatory or harassing remarks about other students, staff, or parents.
- Use social media sites to post comments that reflect poorly on the school.
- Use social media during class time unless specifically authorized by the teacher.
- Use the Oman Private School name, logo, uniform, photos or other intellectual property when creating groups, communities, or posts, or in such a way as to imply that the Oman Private School has endorsed or is affiliated with, or is represented by such groups, communities or posts.

IN ADDITION TO THE FOREGOING, STUDENTS MUST:

- Take reasonable care to protect the privacy of other students and staff. This means that students may not post video recordings of Oman Private School community members or events. Periodically review their privacy settings to limit access to their profiles and search ability. For example, students should not make posts or personal information available to “friends of friends.” Always respect the privacy of others. If another student posts questionable content, students must not repost the content.
- Follow the school’s code of conduct. Having one’s own opinion is important. However, if a student chooses to publicly disagree with another person’s opinion, it must be done in a respectful way that is constructive and not hurtful. The manner of expression must be no less respectful than the manner of expression in the classroom.

Failure to abide by this Policy may result in disciplinary action as determined by the Administration.

- ✓ Please note that all social media apps are blocked and inaccessible during school hours on the student iPads. Students may only engage in any chat conversations during school hours as directed by their teachers, related to school work.

Netiquette - Online Protocols for Students, Teachers and Parents

Online learning days count towards the required 180 attendance days by the Ministry of Education, therefore attendance is mandatory and work done during the online classes will count towards the student report cards.

TEACHER PROTOCOLS

- Be a role model for online behaviours and etiquette - your students will copy you.
- Eat breakfast, dress appropriately and prepare yourself for the class before it starts. Have all resources and materials ready before to start.
- Use proper posture.
- Greet students as they enter the “room” and take a few minutes to check on everyone/socialize.
- Take attendance.
- Expect students to use manners “please” and “thank you” at all times.
- Speak and write professionally - do not use LOL TTYL or ALL CAPS or unnecessary exclamation marks with students. Yes, grammar and spelling matter.
- Keep your messages and instructions clear and concise (checklists are good).
- Use mute/unmute posters to help direct students when you want them quiet or speaking.
- Teachers must have their cameras turned on while teaching live lessons.
- All written communication with students must be through the school’s approved platforms (i.e. Google Classroom, Telegram, Dojo, etc.) It is not acceptable to create private groups with students.
- Log into your “room” 5 minutes before your students are due to arrive - always be the first in the class.
- Log out of your “room” only after all students have exited or you have removed them. Never leave students alone in the meeting without your supervision.
- Remind students to stretch, and drink water when your class ends, but to be on time for their next class.
- Reply to students questions (outside live classes) within 1 day
- Post your online essential agreements within your Google Classroom/Telegram platforms.
- Be mindful of how much homework you give - please refer to the school’s Homework Policy.
- Advise students that if they do not follow the online protocols, there will be consequences as outlined by the school.

- Be flexible and positive and remember that online learning impacts students and families in different ways and there may be circumstances you are not aware of. Remember, new users will make mistakes as they learn.
- Only use your @omanprivateschool.com account to login to your meetings.

STUDENT PROTOCOLS

- Students are required to participate in all classes and complete all assignments during the online classes - it is not optional to join classes.
- Content that students cover during the online classes counts towards report cards.
- Eat breakfast, dress, brush your teeth and hair and be prepared for class before class starts. Girls in grade 6-10 are required to wear their hijab during online classes.
- Find a quiet, distraction-free place to work - no toys, **phones**, games, pets, etc. Headphones are recommended. No chatting using other devices during class time.
- Prepare your materials before class so you are not getting up once the class has started.
- Enter the class at the scheduled time promptly.
- Laying down in bed, on the sofa etc. is not acceptable. Use a table and chair or desk for your classes.
- Greet your teacher upon entering the class respectfully.
- Always use manners “please” and “thank you.”
- Use your mute function when not answering questions or participating in discussions.
- Use the Meets chat box respectfully for classwork purposes only. Chatting on social media apps is inaccessible to students.
- Keep emojis appropriate and purposeful (question👉, confused😞, agree👍, good job👏 etc.)
- Students must have their cameras turned on while participating in live lessons
- Take stretch breaks, move around, drink water and refocus between classes.
- Make sure you understand your learning platform (Google Classroom, Google Drive, Telegram, etc.) If you are confused, contact your teacher directly.
- Students who do not abide by the online protocols will have to face [consequences](#).
- Contact your teacher using the appropriate platform (Google Classroom, school email, Telegram) only.
- Only use your @opsstudent.com accounts to login to your meetings and never share your password.

PARENT PROTOCOLS

- Parents should not be placed in the role of teaching. Teachers will work diligently to train students on using devices, apps and tools. We kindly ask for your patience during the initial learning curve while students become familiar with the technology. Students should be encouraged to try accessing programs independently, however, they may require some assistance initially. If teachers and parents work together, students will benefit and adapt quickly to these new expectations and learn to excel in a digital world.
- Ensure that your child has eaten, is dressed, brushed their hair and teeth before joining their first class.
- Teach your child that manners are required even online, they must use “please” and “thank you” and respect themselves, their peers, and their teachers.
- Provide a calm, quiet, distraction free space for your child to work each day. Providing headphones may be useful.
- Children should be seated in a desk or using a table and chair (not laying in bed or on the floor).

- Ensure that all equipment is available and charged for each class day.
- Parents should not actively participate in live sessions. Students should be fully engaged.
- Do not video or audio record or take pictures of live lessons as it is a breach of confidentiality.
- To contact your child’s teachers, please refer to the [communications section](#).

Covid-19 and Communicable Diseases Guidelines

GENERAL GUIDELINES

In light of the Coronavirus epidemic, Oman Private School has designated a Covid Committee as part of our increased effort to control the spread of Covid-19 as well as any viruses, flu, coughs, and other illnesses.

The following are mandatory guidelines for all students, staff, and visitors to Oman Private School:

1. Any person entering the school must first sign in at the front desk while maintaining a 1.5 meter distance between yourself and any other person. Everyone must use their own pen at the sign in desk. If you do not have a pen, the person writing at the first desk will record the information for you. Pens must not be shared.
2. Any person entering the school must have their temperature taken from the forehead (not the hand) by the front desk attendant and it must be recorded in the log book. The front desk attendant will ask if the person entering has any symptoms of cough or shortness of breath. This will be recorded in the log book.
3. Any person entering the school must be wearing a proper mask (covering the nose and the mouth, secured tightly). If a mask is not worn, the school will provide one at the entrance.
4. All rooms must be aired out by opening the windows and doors for every classroom every 2 hours for a duration of 5 minutes.
5. The hotline for the school to report any student with any suspicious symptoms for Covid is: 9937 3609.
6. Students from kindergarten to grade 4 are not required to wear a mask while in their classrooms, however they must practice social distancing and adhere to proper coughing/sneezing protocols.
7. Students from grade 5 to 10 are required to wear a mask at all times and must practice social distancing and adhere to proper coughing/sneezing protocols.
8. If any member of the school shows any symptoms or feels sick, they will be escorted to the designated isolation room immediately. Their parents will be called, and the school will call the partnering clinic (Bousher Health Center) to come and escort them out of the school.
9. The focal point meeting place for the Covid Team is the art room.

We ask that you keep your child/children at home if they are sick or show ANY signs of fever or illness. Do not risk infecting others at the school. Please do not assume that they will get better while at school.

OTHER ILLNESS GENERAL GUIDELINES

Parents' help and cooperation is essential to prevent the spread of communicable diseases, such as conjunctivitis (pink eye), strep infections, lice and viruses. Students under treatment for conjunctivitis and strep throat must stay out of school for the first 24 hours of antibiotic treatment. A child who has been ill with a fever or symptoms of vomiting or diarrhea should not return to school until he/she has been checked. If a student has lice please be sure to not send them to school until fully treated as a courtesy to the school community.

MEDICATIONS

The policy of Oman Private School is that no medication will be dispensed in school without a written physician's orders and written parental/guardian consent. This includes over the counter medications and medicinal substitutes such as nutritional supplements. Students in grades 5 and up may self-administer a prescribed inhaler, provided a physician's order and written parental permission have been submitted to the school. The school will revoke this permission if inappropriate use of the inhaler has been brought to the attention of teachers/administration.

School Volunteer Guidelines

Our school programs in the past have been successful because of help from parents and volunteers. Volunteers have helped teachers by working with individuals and small groups of students and assisting with projects such as Hot Lunch, Sports Day, and Supervision during recess. Parents have also assisted teachers with clerical chores, such as photocopying materials, collating and stapling papers, and laminating materials. If you wish to volunteer on a regular basis, please notify the office.

Emergency School Closure Procedures

Oman Private School has an intricately orchestrated daily timetable that can be applied to live, in school classes as well as virtual classes. Therefore, in the event of a viral outbreak, the school will be able to continue following the schedule without significant disruption to student learning. When extreme weather arises and creates hazardous driving conditions, school may be cancelled for the day and communication will be sent to parents via SMS.

The decision to cancel will be made before 7:00 AM. When necessary, school may be let out early due to weather conditions; please note, however, that no students will be sent home if the parents/guardians have not been contacted.



BEHAVIORAL CONTRACT

TO: PARENT/GUARDIAN AND STUDENT

_____ will begin this contract on _____ to help in
(Full Student Name) (Date)
assuring his/her academic and social success within our school. This contract will be used to assist in determining their continued and future enrolment at Oman Private School.

GOALS FOR STUDENT:

- 1.
- 2.

REWARDS IF GOALS ARE MET:

- 1.
- 2.

CONSEQUENCES IF GOALS ARE NOT MET:

- 1.
- 2.

Special Note: The rewards mentioned above are null and void if said student commits an act that would require a suspension and/or expulsion. This will be determined by the school's policies and the school administration. By signing this contract all parties agree to the stipulations in the document and will follow accordingly. The contract will be reviewed by the student, parent/guardian, teacher and principal again on _____.
(Date)

Signature of Student

Signed Name of Parent/Guardian

(Date)

(Date)

Signature of Principal

(Date)

Signature of Teacher

(Date)