



School Guidelines and Procedures

Student & Family Handbook

2022-2023

Updated July 2022

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A Message from the School Board

Dear Parents and Guardians,

السَّلَامُ عَلَيْكُمْ وَرَحْمَةُ اللَّهِ وَبَرَكَاتُهُ

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, Oman Private School

A Message from the School Principal

Dear Parents and Guardians,

السَّلَامُ عَلَيْكُمْ وَرَحْمَةُ اللَّهِ وَبَرَكَاتُهُ

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 unrelenting 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 an international school, Oman Private School will implement these programs in the upcoming 2022-2023 school year. We are very excited about offering our 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, our international program allows for the integration of local culture as well as Islamic teachings and values.

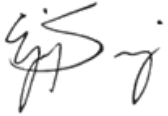
Our current location provides us with the necessary space for our growing enrollment, but it has all of the facilities that we need to offer our students more opportunities for inquiry based learning. Unlike most schools in Muscat, OPS is surrounded by beautiful green spaces and gardens. In addition 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. To fully integrate technology with learning, all students also use Apple iPads for all their classes.

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, Oman Private School



Vision & 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.

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.

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.

Facilities and Location

Our facilities include a computer lab, science labs, a library, an art room, indoor/outdoor sporting facilities, and a 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, Muscat, Sultanate of Oman, and is easily accessible from the neighbouring districts.

Inclusive Education

OPS is an educationally inclusive school where the teaching and learning, achievements, attitudes and well being of every student is important. As part of our Inclusion Policy, our school takes pride in the different cultural and ethnic backgrounds that make up our staff and student body. Learning diversity will be recognised and planned for so that any barriers to learning and participation will be challenged so that all pupils will be provided with equal opportunities to perform activities required in daily life both physically and academically. Parents will be involved in the education of their children, and they will be fully informed when special educational provision is being considered for their child.

Academic Integrity

Academic integrity at OPS is illustrated throughout the inquiry process as students conduct themselves as principled learners and critical thinkers who respect and give credit to the ideas and work of others. We strive to instill in the students what academic integrity is and its importance as outlined in our Academic Integrity Policy. 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.

Safety and Security

The safety and security of our school community is paramount. OPS frequently conducts fire drills to train all staff and students proper exit procedures in the case of an emergency. To reduce the likelihood of infections spreading, we kindly ask all parents to refrain from sending children to school with visible signs of illness including, but not limited to: fever, rash, diarrhea, vomiting, untreated lice with viable nits and displaying a general unwell demeanour (unable to participate in class activities). Please report all absences directly to our school office and provide a medical certificate for prolonged absences. If your child has any allergies or other illnesses requiring medication, we kindly ask you to inform our school office.



We would like to kindly remind all parents and drivers to use extreme caution when dropping off and picking up children. There are designated areas for school buses to park. Please be mindful of your speed and be watchful for children before and after school.

Lines of Communication



Oman Private school uses Class Dojo and Google Classroom as the primary platforms for communication. All teachers will provide their school email address so that caregivers may communicate with them directly. All important information pertinent to each class will be delivered via Class Dojo channels. There will be periodic circulars and additional forms or newsletters delivered to students. Communication with your child's class teacher and individual subject teachers is warmly welcomed. All parents are required to join the designated Class Dojo channels and if any assistance is required, please see administration for help. Teachers are always available by appointment through our school office. Regarding questions, issues or concerns, parents always have the right and responsibility to contact the school.

Parent participation in the school community is valued and OPS is open to parent volunteers helping in classes, reading stories to students, or helping with school events. There are many reputable studies providing evidence that a child who witnesses a healthy partnership between parents and the school will have a more positive attitude towards school and learning. Each class teacher is available to discuss how you may become involved in the life of the school and your children's learning.

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 12 use Google Classroom.

International Assessment

As an international school, teaching at Oman Private School (OPS) is based on frameworks from grade 1 through 12. The curriculum is a respected programme that is based on best practices drawn from research into how children learn most effectively to create a relevant and engaging framework for children. The curriculum framework provides for the development of the whole child encompassing social, physical, emotional and cultural needs in addition to academic benefit. It highlights the development of an international outlook in our students and prepares children for the skills they will need to be successful young contributors in the future. Our teachers utilize effective approaches to learning and teaching to enhance students' thinking skills and develop their understanding of themselves and the changing world. As an international school, OPS is committed to the concept of a cooperative learning community that includes our students, teachers and staff, caregivers and stakeholders. The values of OPS should be modelled through implementation and maintenance of the programme.

What do we want the students to become? *Learner Attributes*

Learner Attributes		How can you help at home?
Innovative	Innovative and equipped for new and future challenges. Students welcome new challenges and meet them resourcefully, creatively and imaginatively. They are capable of applying their knowledge and understanding to solve new and unfamiliar problems. They can adapt flexibly to new situations requiring new ways of thinking.	Encourage your child to try to think of solutions to problems independently. Encourage your child to read books at home about different topics, including fiction. Pose different real-life problems and questions to your child. Ask questions that will require thoughtful responses such as: What if...? I wonder.... What do you think...?
Responsible	Responsible for themselves, responsive to and respectful of others. Students take ownership of their learning, set targets and insist on intellectual integrity. They are collaborative and supportive. They understand that their actions have impacts on others and on the environment. They appreciate the importance of culture, context and community.	Talk to your child about making ethical decisions and making right choices in everything they do. Compliment them for being honest (even if it means that there will be a consequence) when they have behaved inappropriately. Teach them the importance of honesty, trust, and fairness. Role model the caring behavior you would like to see in your child all the time. Using kind words, helping people without being asked, being an active listener, helping the less fortunate, show your child that you care about people.

Engaged	Engaged intellectually and socially, ready to make a difference. Students are alive with curiosity, embody a spirit of enquiry and want to dig more deeply. They are keen to learn new skills and are receptive to new ideas. They work well independently but also with others. They are equipped to participate constructively in society and the economy – locally, nationally and globally.	Encourage your child to try new things – new foods, new games and new activities. Expose them to different people by interacting with others of varying cultural backgrounds. Encourage your child to really listen to others when they speak and to see different perspectives. Remember being a good listener is an important part of communicating with others.
Confident	Confident in working with information and ideas – their own and those of others. Students are confident, secure in their knowledge, unwilling to take things for granted and ready to take intellectual risks. They are keen to explore and evaluate ideas and arguments in a structured, critical and analytical way. They are able to communicate and defend views and opinions as well as respect those of others.	Encourage your child to try new experiences and activities. Explain to your child the difference between trying new things and becoming involved in things that may potentially harm themselves or others. Help them overcome their fears and insecurities.
Reflective	Reflective as learners, developing their ability to learn. Students understand themselves as learners. They are concerned with the processes as well as the products of their learning and develop the awareness and strategies to be lifelong learners.	Set aside a time daily to discuss what they have learned in and outside the school. Talk about their strengths and areas for improvement. Together discuss the goals that your child could set for themselves. Share memories together and discuss the impact different experiences have had on your life.

Developing the learner attributes page 3, 2021.

Student Expectations

The bar is set high for our students and there are clear expectations regarding student conduct. OPS advocates that our student body should reflect a culture of collaboration, support, production, open-mindedness, and mutual respect. Student attendance must be consistent and on time as tardiness will not be tolerated. The school calendar has been provided highlighting holidays and we strongly discourage absences from school on dates other than those scheduled school holidays. Absences and late arrivals have a direct impact on the academic progress of students and cause undue disruption to the class and routine. Any student that arrives to class after 7:50 am will be directed to administration to receive a late slip to enter class. This will be documented with subsequent warning letters issued. Should the issue continue, the school will meet to discuss further steps to assist in rectifying the matter.

Kindergarten students have slightly modified timings as their day is from 7:30am – 12:00pm.

7:30am	Daily Assembly
7:45am – 9:55am	Classes Commence
9:55am - 10:15am	1 st Recess
10:20am – 12:30pm	Classes Commence
12:25pm – 12:45pm	2 nd Recess
12:45pm – 2:10pm	Classes Commence
2:10pm	Dismissal

As such, parents are requested to fulfill their obligation to ensure their child is present and on time daily and help their children strive for outstanding attendance rates. Excessive lates may count as full day absences.

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)
	Attendance Rates Per Academic Calendar Year			
	Unsatisfactory	Acceptable	Good	Outstanding
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. Missing 6 or more days in the term is considered unsatisfactory without a valid reason.	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)

Late Arrivals

Students who arrive after 7:50 a.m. will need to seek permission to enter the school and acquire a late slip from Administration before entering class. Repeated lates may result in disciplinary action taken against the student in accordance with our Student Code of Conduct Policy which can be found on our website. We also expect all students to arrive to class prepared with all stationary, books and iPads as requested. As reading skills are at the foundation of academic success, all students should plan for time **daily** outside of school hours to read from a variety of genres and sources. Our school uniform helps instill a sense of school spirit, community and professionalism. As such, uniform compliance is mandatory for all students.

Based on a number of factors considered, we kindly ask your cooperation to refrain from sending any food or cakes on your child's birthday.

Administrative Hours

- School administration offices are open Sunday to Thursday, 7:30 AM to 3:30 PM.
- School hours are Sunday to Thursday, 8:00 AM to 3:00 PM
- Except for students using the school bus, the school is not responsible for supervising your children before or after school hours. Arrival and departure times must be observed promptly.

Students Leaving School Early/Excused Absences/Extended Leave

- 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.
- All absences, other than those outlined above, will not be accepted.
- Parents or guardians must meet with school administrators to justify other absences.
- Upon the accumulation of thirty (30) unexcused absences during a school year, the students may be asked to repeat the entire school year.
- 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.
- Students require written permission from their parents/guardians before they are permitted to leave early for the day.
- If a parent/guardian would like to pick his/her child up early, he/she is required to sign out their child from the front reception desk.

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 or any other emergency, 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.

Curriculum

Kindergarten 1 and 2 provide a foundational level for young learners to embark on their learning journey. They will begin to form friendships, understand classroom protocols, and learn academic basics that will prepare them for first grade.

Cambridge Primary and Lower Secondary offers a broad curriculum for a balanced educational experience. Students will be challenged with the rigor of an internationally recognized program while having plenty of opportunities for creative development and expression. The curriculum is designed with progression stages to help build confidence in our students. The Cambridge philosophy is shared with Oman Private School in that students should be given opportunities to understand and discover communities and cultures locally and in different parts of the world.

Cambridge International General Certificate of Secondary Education (IGCSE) examinations are internationally recognized exams taken in over 140 countries in more than 4500 schools around the world each year. Cambridge IGCSE is an excellent foundation for further study including pre-university programs. The IGCSE qualification is recognised by leading academic facilities around the world as a valuable certificate of achievement.



Assessment

Assessment is integral to all teaching and learning. It is not something that only happens during report card times. Children should be excited to share their learning experiences and demonstrate their knowledge and skills with their peers, teachers and caregivers. Learners should be given the opportunity during assessments to use a variety of learning styles, express different points of view,

apply multiple intelligences and demonstrate individual strengths while sharing their understanding of learning outcomes. Assessments should give parents an opportunity to celebrate student learning in a healthy and positive manner.

Our teachers understand that assessing the process is just as important as assessing the product and consider the following as part of assessing a student:

- Are the students asking questions of more depth and relevance?
- Are learners make connections between different subjects and integrating knowledge to help them solve real problems?
- Are students demonstrating mastery of skills?
- Are learners increasing in concrete knowledge?
- Are students able to work independently and contribute effectively during collaboration?

Students are assessed may be done internally and marked by teachers or externally and marked by Cambridge International depending on the stage and examination being administered. Depending on the subject and grade, students may be assessed through practical work, short questions, participation, short tests, term examinations, oral work, reflections, individual or group work, presentations, and projects.

Students from grades 1 to 4 are assessed without the use of examinations for the majority of their subjects. Exams are introduced progressively beginning with our grade 5 students.

How do we discover what the students know and have learned?

Beginning with pre-assessment tasks, teachers get a picture of what the children already know as a starting point for the inquiry process. Assessment must be *ongoing* and inform the learning process to adjust lessons appropriately throughout the lessons (formative assessment). This style of assessment is connected directly to teaching and planning the next steps for the unit. Progression and Checkpoint tests are available throughout grades 3 to 8. Upper secondary students are assessed through the International General Certificate of Secondary Education (IGCSE) examinations and Bilingual examinations.

How do we communicate the results to parents?

Reporting through report cards is supplemented with parent meetings throughout the academic year:

- Term 1 Progress Reports: Sent electronically in the middle of term 1 via Class Dojo to inform caregivers of successes and areas to be focussed on.
- Term 1 Report Cards: Distributed after the term 1 examination period and followed up with parent-teacher-student conferences in person.
- Term 2 Progress Reports: Sent electronically in the middle of term 2 via Class Dojo to inform caregivers of successes and areas to be focussed on and followed up with parent-teacher-student conferences.
- Term 2 Report Cards: Distributed after the term 2 examination period.

Anytime throughout the academic year: Conferences by appointment.

Please remember that parents are welcome to request a conference with any teacher at any point during the school year. If you would like to meet with a teacher, you may either call the school office to set up an appointment or email the teacher directly.



How can parents help, support and be involved?

Your support and ability to volunteer your time is always welcomed and appreciated. Show interest in your child's learning by asking them about the theme, central idea, concepts and skills they are inquiring into. Always encourage children to "find out" and do some research rather than providing direct answers for them. Draw attention to examples of the learner profile and attitudes noticed in themselves and others through their actions and speech. Encourage as much reading as possible. Supporting your child to complete their homework or projects should not go beyond helping them get the supplies they need. ALL homework and projects must be authentically the students' work for a teacher to truly gauge their understanding of the concepts and objectives for the unit. Teachers cannot assist students to reach their goals if they cannot identify areas that need to be addressed because of work being submitted by someone other than the student.

Honor Roll Guidelines

Students from grade 5 through 12 who achieve a minimum 90.0% average in their classes receive honors status. Candidates are determined in accordance with the grading scale for OPS as well as attendance guidelines. In the calculation of grade averages, the following classes will be considered: English, Arabic, Mathematics, Science(s), Physical Education, Islamic Studies, Art and Design, Geography, ICT and Omani Social Studies. Honor Roll is announced at the end of each grading period, giving students two opportunities each school year to achieve Honor Roll status. Students who maintain this status after completing their final exams will be awarded official certificates. The principal may withhold a student's name from the honor roll if the student has a Level I or higher offense as defined in the Behavioral Guidelines & Possible Consequences chart.

Outstanding Student of the Year – Principal's Choice Award

Over two terms, if a student maintains a 90% average or better in all subjects, they may be eligible for the Student of the Year Award.

- ✓ Any failed class or "NA" (Not Assessed) without an approved excuse negates the qualification for the Honor Roll.
- ✓ Conduct and citizenship are essential factors in honors status.
- ✓ Any indication of "poor" conduct would be cause for disqualification.

Other Awards

Other awards may be given to students for exemplary actions and performance such as perfect attendance, most improved student, and outstanding athlete.



Admission Guidelines

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.

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

Tuition and Other Expenses

Tuition fees: For more information please contact the Administrative Department.

Transportation Guidelines

OPS provides a transportation service to our students for an additional fee. 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.
- For more information, please contact the Administrative Department.

- ✓ There will be a fee for Parents/Guardians who do not pick up their child promptly upon dismissal for all grade levels including Kindergarten. Please contact the Administrative Department to inform them of mitigating circumstances.

Bus Guidelines

Please refer to the Bus Policy.

Homework Guidelines

Please refer to the Homework Policy.

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, Clubs and Events

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. 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.

Illness & Communicable Diseases 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 viruses, flu, coughs, and other illnesses. 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. A student showing signs of ill health or of being infected with a disease shall immediately be quarantined at school and be sent home as soon as safe and proper transportation can be arranged. Students must remain at home until the communicable condition has been resolved to the satisfaction of the school.

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 and cleared of COVID. 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.

Electronic Use Policy

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.

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.

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.

Social Media Use

Accessing social media platforms while on the school premises is **prohibited**. Students who participate in social media must remember that it is at their own discretion under the supervision of their guardian. 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:

- 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.
- 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.
- Post recordings of OPS community members or events.
- Use the OPS name, logo, uniform, photos or other intellectual property when creating groups, communities, or posts, or in such a way as to imply that OPS has endorsed or is affiliated with, or is represented by such groups, communities or posts.

✓ Please note that all social media apps are blocked and inaccessible on the student iPads.

Oman Private School reserves the right to use photos of students for internal and external promotional materials. If parents wish to be excluded from this, kindly inform administration.

Netiquette – Online Protocols for Students, Teachers and Parents

Should the need arise to teach our students online, it will be a seamless transition that our teachers are trained and ready for. Online learning days count towards the required 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 and Dojo) 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) promptly.
- Post your online essential agreements within your Google Classroom 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 5-12 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 and 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, 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.
- 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.

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.

Uniform Guidelines

- 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's 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 in grade 5 and above must wear navy blue or white hijab.
- For all girls, decorative and fake nails, perfume, make up, high heels or jewelry (except simple earrings) are not allowed. If uniforms are not worn properly, please adhere to the Discipline Policy.
- Long nails are not permitted whatsoever.
- 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.**



Grade	Items Required
	Females
Primary (KG – Grade 4)	- Long sleeve dress shirt - Pinafore dress - Pants - PE long sleeve shirt - PE pants - Black shoes - Sport/running shoes for PE
Primary (Grade 5-6) & Secondary (Grades 7-12)	- Long sleeve dress shirt - Pinafore dress - Pants - PE long sleeve shirt - PE pants - Black shoes - Sport/running shoes for PE - Blue or white hijab
	Optional for all students: Black hoodie with school logo. Students who wish to wear hoodies or jackets must purchase the official hoodie with logo.

Grade	Items Required
	Males
Primary (KG – Grade 6) & Secondary (Grades 7-8)	- Long sleeve dress shirt - Pants - PE polo shirt - PE pants - Black shoes - Sport/running shoes for PE
Secondary (Grades 9-12)	- White dishdasha/thobe (can be purchased anywhere) - Blue vest - PE polo shirt - PE pants - Black shoes or sandals - Sport/running shoes for PE
	Optional for all students: Black hoodie with school logo. Students who wish to wear hoodies or jackets must purchase the official hoodie with logo.

OTHER IMPORTANT SCHOOL DOCUMENTS TO REFER TO – Available on School Website

- Oman Private School Inclusion Policy
- Oman Private School Language Policy
- Oman Private School Academic Integrity Policy
- Oman Private School Assessment Policy
- Oman Private School Bus Policy
- Oman Private School Discipline Policy
- Oman Private School Homework Policy
- Oman Private School Electronic Devices Policy
- Oman Private School Covid-19 Policy



PARENT/GUARDIAN & STUDENT ACKNOWLEDGEMENT OF RECEIPT

As the parent of a student in Oman Private School, I agree that it is my responsibility to read and understand all contents of the Student & Family Handbook.