

Manarat School - Kuwait
(MSK)

STUDENT HANDBOOK

2023 – 2024



September 2023

Dear Parents and Students of MSK,

MSK would like to give a warm welcome back to all our students and their families!

We would like to congratulate our students for productively completing the past academic year.

We will continue to offer high quality learning and engage our students in student – centered learning. We are very happy to announce that this academic year, we will have our CIS onsite Evaluation visit and we will work together to make it a successful one.

MSK staff is prepared for a creative year and an environment conducive of engaged learning. We expect to see everyone at our first Parent Teacher Conference, an opportunity for you to meet with the teachers and learn about the plans for the year.

Please read this handbook and share any questions that you may have. It is essential to return the forms immediately with your required signature showing support of our school and its policies along with an understanding of our expectations for your child as a student in this school.

We look forward to a successful year!

Kind regards,

Samar Haddad, MA.Ed
Principal
Manarat School – Kuwait



Introduction to Parents

This handbook describes Manarat School-Kuwait (MSK) policies, programs and guidelines for our students and their families. It tells about the rules of the school, the kinds of behavior expected of students, and the rights and responsibilities of teachers, parents, and students. Our teachers will discuss the handbook with their classes. After your child understands his/her rights and responsibilities, he/she will sign the Teacher - Student Contract. Please review this handbook with your child, sign the Parent/Student Understanding, and return the contract to your child's homeroom teacher.

MSK mission and the guiding principles

The mission of Manarat School-Kuwait (MSK) is to provide high quality learning that empowers students with Learning Difficulties (LD) to become independent learners who are critical thinkers and responsible global citizens.

School profile

Our school's primary instructional focus is to educate students with learning difficulties who are capable of progressing academically.

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

Our teachers, instructors and support staff provide:

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

The Guiding Principles of MSK are:

1. We provide high quality learning by:
 - i. Creating a culture and climate that is conducive to learning and engagement.
 - ii. Providing a safe learning environment where learners are supported, encouraged and challenged.
 - iii. Using current research-based practices and technology to support deeper thinking.
2. We empower students to become independent learners by:
 - i. Teaching them to use information and resources independently.
 - ii. Appreciating their abilities and creativity.
 - iii. Understanding their potential and developing their desire to achieve.
 - iv. Teaching them to take pride in their accomplishment thereby enhancing self-esteem.
3. We empower students to become critical thinkers by:
 - i. Modeling and teaching critical thinking skills.
 - ii. Supporting students to reach higher levels of Blooms Taxonomy.
 - iii. Using instructional strategies by including open ended discussions, problem solving, authentic assessment and real-life situations.
4. We empower students to be responsible global citizens by:
 - i. Promoting cultural understanding and celebrating diversity.

- ii. Teaching universally-accepted ethics and morals.
- iii. Providing knowledge of other cultures through the study of Social Studies, World Geography and World History.
- iv. Adhering to the United Nations' Universal Declaration of Human Rights as well as the Declaration of the Rights of the Child.

Policies, Programs and Services

Arrival and Departure Procedure

Arrival – Students from grades 1-12 will use Gate 5 or Gate 6.

Doors open at 6:45 a.m. – students should not enter school before this time. Gate 5 and 6 will close at 7:40 a.m.

Departure - Students from grades 1-12 will use Gate 5 or Gate 6. Parents are expected to pick up their children at 1:25 p.m. Sunday, Monday, and Wednesday and at 12:31 p.m. on Tuesday and Thursday.

Gate 4 will be used for bus service.

Gate 3 will be opened for Parents or late arrivals from 7:45 a.m. – 1:00 p.m. on Sunday, Monday, and Wednesday 7:45 a.m. – 12:31 p.m. on Tuesday and Thursday.

Attendance Procedures

- Attendance is taken each day.
- Students arriving after **7:40 a.m.** must get a Tardy Pass from Reception before going to their classroom.
- According to the Ministry of Education amendments on the Basic Document for all educational levels in the State of Kuwait, when any student arrives late to school for three times, the following procedures will be used.

Elementary: Grades 1 – 5

Days Late	Action taken
3 days	Written warning to student
5 days	One day unexcused absence – Parent is informed
15 days	3 days unexcused absence – Parent is informed

Middle School: Grades 6 – 8

Days Late	Action taken
4 days	Written warning to student
8 days	One day unexcused absence – Parent is informed

Note: When a student is 3 times late for sessions, it will be considered one day unexcused absence and the parent will be informed.

High School: Grades 9 – 12

Days Late	Action taken
5 days	One day unexcused absence – Parent is informed

Note: when a student is late for 1 session, it will be considered one day unexcused absence and the parent will be informed.

- 5% of the grade allocated to the project in the first period class will come from that which was earned in “Skills for Adolescence” assignments in Homeroom period will go toward the final grade of the first period subject.
- Parents or guardians need to call 25722083 if their child will be absent or tardy.
- Parents of students who drive themselves to or from school must notify the school regarding permission)
- **Tardiness in-between classes for Grades 6-12:**
 - If a student is late more than 5 minutes between classes:
 - Teacher will keep a record of late arrival
 - After a third late arrival, student will be sent to Council Team, receive a break detention, make up missed work, parents will be informed and student will receive a zero for that class session and student will receive one day absence.

Early Dismissal from School

No student will be released to the nanny or driver without express permission from the parent. Parents need to inform the school administration prior to dismissal. Permission via a telephone call may only be accepted by a member of administration.

Excused Absences

An excused absence is one for which no negative consequence is assessed against the student. Valid reasons for being absent may be but not limited to:

- Illness: Students who are sick should not come to school and provide a Sick Leave using the School Leave Form.
- Dental or medical appointments: Such appointments should be made outside of school time if at all possible.
- A family emergency requiring immediate attention.
- Excused for religious holidays, exceptional educational opportunities or any other reason deemed necessary by the parent or guardian of a student and approved by the Principal.
- It is important for parents to request, in writing, to have extended absences excused.

It is the responsibility of the student to obtain all missed work and to make up the work in a reasonable amount of time.

Extended Unexcused Absence from School

MSK will abide by the Ministry of Education regulations for extended unexcused absence from school. If a child is absent from school, parents need to notify the school Receptionist of the reason of absence.

If the student’s unexcused absence is repeated during the semester, written warnings will be sent to parents via registered mail and the schedules below show the procedures which will be taken accordingly:

Elementary Level (1-5):

First action	Days of absence (unexcused)	Second action (Deduction)
Verbal warning	3 days of absence	No action will be taken
First warning	6 days of absence	Deduct 2 grades
Second warning	12 days of absence	Deduct 2 more grades
Third warning	18 days of absence	Deduct 2 more grades
Fourth warning	24 days of absence	Deduct 2 more grades
Fifth warning	30 days of absence	Further actions may be taken by the Administration of Examinations and Student Affairs in MoE

Middle and High school Levels (6-12):

First action	Days of absence (unexcused)	Second action (Deduction)
First warning	3 days of absence	No grades to be deducted from total grade
Second warning	6 days of absence	Deduct 1/2 grade from each subject
Third warning	9 days of absence	Deduct 1 grade from each subject
Fourth warning	12 days of absence	Deduct 2 grades from each subject
Fifth warning	15 days of absence	The student will be refrained from taking the semester exam while preserving the semester summative assessment

Extended vacations are considered unexcused absences and are strongly discouraged. When a student exhibits a pattern of excessive absences, except in the case of serious or chronic illness, parents are called for a conference and other disciplinary procedures will be taken.

Grading for Absences (Refer to MSK Grading System)

Parents must call the school when their child will be absent.

- Class work and homework - make up work will be provided and must be completed within a reasonable period.
Assignments turned in beyond this time will lose 10% in points/day.
Grades will remain a zero until the work is turned in.
- Tests or exams – to make up a test or exam, a medical excuse must be provided or approved by Administration.
If no medical excuse is provided, the grade will be a zero.
- If an absence occurs immediately before the end of a grading period, an “Incomplete” can be given. Teachers will set the deadline for turning in the missed work. This will be considered for Terms 1-3 – it is not possible for the last Term of the year.

Grading for Extended absences

- Students having surgery or other medical procedures which cause them to miss the majority or all of a reporting period – this will be considered an extended absence.
- During the period of the absence, the report card will show NA in place of grades
- It is not reasonable to expect the student to make up this work.
- If the parent provides official documentation that the student continued his/her education while absent, the school will then pass or fail the student for the year based on the grades earned during the rest of the year.
- If no official documentation is received, the school will evaluate the academic progress for the year to determine if the student will or will not be promoted.

Books and School Supplies

Books that belong to the school are assigned to each student during the course of the school year. It is expected that students will treat all books with respect and will keep them in good condition for return at the end of the year. Students should not write in books unless explicitly instructed to do so by a teacher (e.g., in workbooks). If a student loses or damages a book, parents are responsible for the cost of the replacement. The school will provide information about replacement costs for a book should a problem arise. Replacement books will not be provided until payment for the lost book is received. The final report card will not be issued if

there are outstanding charges for lost books. Lists of supplies that we use in the classroom will be sent home.

Clinical Services

Specialists Services

- School Psychologist - provides: initial assessment as part of the admission process; on-going academic and behavioral assessments as needed: and behavior and/or counseling services and support, as needed.
- Medical Staff – our school nurse oversees the medical needs of our students.
- Occupational Therapy – OT is available for identified students.
- Physical Therapy – PT services are available for students whose doctors have prescribed such services.
- Speech/Language Therapy – S/L therapy is provided for identified students.
- Reading Intervention – our English Teachers work with identified students in individual or small group sessions.
- Math Resource Teacher – our Math Resource Teacher works with students who have been identified as needing significant intervention.
- Career Advisor – our Career Advisor will work with Gr 12 students and their parents in seeking appropriate post-secondary education.
- Social Worker – our Social Worker works with students who have behavior concerns and will create Behavior Intervention Plans as needed.

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

Communication

Communication Books and Homework Diaries are used for daily communication. Formal Parent/Teacher Conferences are scheduled immediately following each grading period. Informal conferences are encouraged as needed.

Curriculum

The MSK curriculum has been adapted and modified from a USA curriculum. MSK continues to review and revise its curriculum to meet the individual needs of our students. Instruction is in English except for Arabic and Islamic Studies. Instruction is multi-sensory allowing for the use of technology, manipulatives and other methods in order to meet the individual learning styles of the student. At our Open Day event, teachers will share the Scope and Sequence for the individual classes for the year.

High School Programs

Students in grade 1 – Grade 8 will be placed in a section that is appropriate for his/her academic achievement and social/emotional development. Students who are determined to be able to meet the academic rigor required to earn the High School Literary or Scientific Diploma (as indicated by their Special Needs Designation from the Public Authority and the administration of MSK), will be placed in the Challenge Academic Program (CAP) in Grade 9. Students who are determined to meet the academic rigor required to complete the designated coursework and are motivated to complete the required activities for the ASDAN Award (as indicated by their Special Needs Designation from the Public Authority and the administration of MSK) will be placed in the Modified Academic Program (MAP) in Grade 9. Class work toward the ASDAN Award will begin in Grade 9.

Homework (HW)

MSK students use HW diaries to write down their assignments for the day. Homework/home study will be given each Sunday through Thursday.

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

Studying

It is especially important for middle and high school students to study every night, regardless of whether there is a specific homework assignment. Rereading assignments, lecture notes, etc. assists in preparing the student for future academic success in college and other post-secondary institutions. For secondary students, studying over the weekend is expected as well as working on long-term assignments.

Uniform Guidelines

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

Uniform: Grades K- Grade 12 - School Shirt with school logo and Navy blue pants.

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

Optional Items: Jacket with school logo is encouraged. In addition, Students may not wear hats, hoods, and caps in the school. They may be worn to, from, and outside as appropriate.

Health and Safety

MSK has a commitment to provide a safe and orderly learning environment. The MSK Child Protection Policy Manual states that MSK takes seriously its responsibility to protect and safeguard the welfare of children and young people in its care.

Child Protection Policy statement:

MSK recognizes that in order for our students to succeed, they must be supported in more than academic areas. Their self-esteem, confidence, support structure, and ability to communicate with a trusted adult help to prevent abuse. MSK will therefore:

- Establish and maintain an environment where students feel safe and secure.
- Establish and maintain an environment where students are encouraged to talk and are listened to.
- Ensure that students know that there are adults within the school who they can approach if they are worried or having problems.
- Include in the curriculum activities and opportunities for learning skills to stay safe from abuse, within the cultural context.

Discipline and Behavior (Rules, Consequences and Rewards)

No verbal or physical abuse is permitted at any time. Gossiping is not accepted. We keep our hands, feet and other objects to ourselves and respect each other's space.

No cameras, video games or other electronic devices or any other items not related to school work are permitted on school grounds without express permission. Any electronic device accidentally brought to school is to be turned in at the start of the day and picked up after school. Confiscated devices will be turned in to administration and returned at a time to be determined. Parents will be notified of repeat incidents. Students may not bring valuables to school unless requested as the school cannot be responsible in the event of loss or damage.

Students are not to be taken out of classroom to one of the Counseling Team unless there is physical aggression.

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

Student backpacks and pockets may be subject to inspection at any time. There should not be an expectation of privacy for things brought into the school.

STUDENT Rights and Responsibilities

RIGHTS

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

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

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

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

RESPONSIBILITIES

You have the responsibility to treat others with respect.

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

You have the responsibility to work to your highest potential.

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

PARENT Rights and Responsibilities

RIGHTS

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

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

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

RESPONSIBILITIES

It is your responsibility to help your children understand the behavioral expectations and to reinforce the fact that we are responsible for our actions.

You have the responsibility to recognize that decisions are made regarding discipline and conduct at school. Your cooperation is necessary concerning actions taken in the best interest of the child.

It is your responsibility to take an active interest in your child's activities and progress and to facilitate their success in any way possible (ex. regular attendance, responsible study habits, homework completion, Parent-Teacher Conference).

TEACHER Rights and Responsibilities

RIGHTS

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

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

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

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

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

RESPONSIBILITIES

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

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

It is your responsibility to provide the best possible education in a nurturing and cooperative classroom climate using motivational teaching strategies, activities and positive reinforcement.

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

It is your responsibility to talk with the Administration, other staff, parents, and students when necessary.

Teachers shall maintain discipline in the school. This relationship shall extend to all activities conducted with the school program, and may be exercised at any time for the safety and supervision of the students in the absence of their parent/guardian.

The behavior standards and procedures shall ensure the following:

- MSK definitions of disruptive behavior are set and clear;
- The expectations of the teacher for student behavior are fair, reasonable, within MSK guidelines and are known by the student;
- The student knows the consequences for his or her own behavior;
- Disruptive behavior by the student shall lead to the development by the teacher and the student of a plan to prevent future disruptive behavior;
- Continued disruptive behavior by the student shall result in the involvement of parents/guardian, administrative staff, as well as the teacher and student in the development of a Behavior Intervention Plan;
- The written remedial plan shall be filed and shall serve as a warning that the student, upon violation of the plan, shall be removed from the classroom;
- Disruptive behavior by a student that could cause harm to himself, other students or the teacher shall be cause for immediate removal from the classroom.

Behavior that interferes with regular MSK operations and behaviors that violate standards of social conduct or safety are not acceptable. These include, but are not limited to, the following examples:

Bullying
Classroom disturbance or continued classroom disruption
Dishonesty - cheating
Dress code violation
Inappropriate language or gestures
Internet use violation
Leaving school premises without permission
Non-compliance (not following teacher's directions) - defiance
Physical aggression
Playground misconduct
Possession of unauthorized items or tools
Smoking or possession of tobacco
Stealing
Substance abuse
Vandalism
Violations of Behavior Expectations as indicated in MSK Rules
Weapons – includes any item that may be misused in a threatening manner

For chronic misbehaviors and/or major misconduct, students in Grades 1-6 are referred to the School Psychologist and those in Grades 7-12 to the Social Worker.

Interventions/Consequences may include, but not limited to the following:

- Redirection for student behavior
- Verbal warning
- Loss of privileges
- Time out
- Parents informed
- Written warning
- Student Study Team referral
- In or out-of school suspension
- Behavior Intervention Plan
- Financial restitution
- Conditional re-enrollment
- Expulsion

Rewards may include the following:

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

Events

Students participate in a wide variety of events. MSK annually participates in international Day, Kuwait National Day, Art Expo, Earth Day, MSK Bazaar, recycling activities and fund raising opportunities to serve the community.

Birthday parties are discouraged.

Field Trips

Field trips within our country and to nearby points of interest are scheduled by various classroom teachers throughout the school year. All of these trips are designed to supplement different aspects of the classroom curriculum and to help students explore ideas that flow from their classroom instruction. Parents will receive sufficient advance notices of field trips, which shall include the trip date, destination, and other necessary details. Parents will be asked to sign field trip forms confirming their knowledge of the trip. Students may be requested to pay the cost of meals and entrance fees. It is expected that all students on a field trip will wear the school uniform unless permission is given to do otherwise.

Hygiene

At MSK, hygiene practices are employed as preventative measures to reduce the incidence and spreading of disease. It is essential that students keep their body and their belongings clean.

Library and Media Center

Students may check out library books. These books are of the student's own choosing. All classes regularly use the library and/or Media Center for projects. Students can borrow books for two weeks viable to an extended period. Students will be required to pay a fine for not returning a book on time – 250 fils per day - and for books that are lost or damaged.

Lost and Found

Lost and Found items are turned in to Reception. We ask parents to check occasionally to see if their children's belongings are there. **All personal items should be marked with the student's name.** Items are not kept past thirty (30) days.

Lunch and Snacks

Our school offers a Canteen for students to purchase sandwiches, salads and juices for lunch. If you prefer to send a snack for your child, please send healthy foods and limit the number of sweets. Please do not send soft drinks, Red Bull or other so-called energy drinks. No food from outside we encourage you to send it from home. Students are not permitted to order food to be delivered except for special occasions. Staff cannot order food for students without prior permission.

Medical

Each year, all students must present a completed Medical Form provided by the school Admission on a yearly basis.

Returning students must have current medical forms and vaccination records on file for continued attendance.

Students with severe medical conditions will not be accepted into classes without a current medical report and knowledge of the child's current medical treatment.

Administration of Medication

No medications are given without written consent from parents or guardians..

MSK Policy on Sending Students Home

Please keep your child home from school if s/he has had any of the following in the past 24 hours:

- Fever of 38.5 Celsius or higher (children should be fever-free and off Panadol and/or ibuprofen 24 hours before returning to school)
- Recurrent diarrhea or vomiting and/or significant nausea
- Flu-like symptoms
- Eye infection
- Sore throat particularly with swollen glands
- Cold symptoms such as repeated coughing or sneezing which are likely to spread infection
- Significant headache or stomach ache
- Obvious infections such as chicken pox (all lesions should be crusted over before returning to school)
- Contagious skin disease such as impetigo
- Any illness where the child is unable to participate fully in classroom activities

Note: Individuals placed on antibiotics for a contagious condition should be on them for 24 hours before returning to school.

Please notify the nurse of contagious illnesses so that we may alert other parents of outbreaks. Parents must notify the Nurse immediately if a student has contracted a communicable disease, a medical clearance need to be provided to the School Nurse before the student resumes learning. The nurse may excuse a student from PE.

MSK's school nurse will evaluate the medical condition of students referred to the clinic complaining of illness. If the nurse determines that there is no medical need, the student will be returned to class. If the student has fever or specific symptoms that warrant going home, the nurse will contact the parents. **Parents are expected to retrieve their children within 45 minutes of the nurse's call. No student is permitted to contact parents to be allowed to go home.**

Elevator Use for Medical Reasons

Must be supported by a current note from a medical doctor. Permission will be given, by the Principal, through recommendation of MSK nurse.

Report Cards/Progress Reports

Report cards will be sent home four times a year - at the end of each term. Report cards include the student's grades for each subject and record of attendance. Progress reports may be sent home to alert parents to less than satisfactory progress within a term. Comments may also address the student's attitude and behavior.

SMS Messages

Please be sure we have your current mobile number(s). When letters, permission slips or report cards are being sent home, or events are being announced or emergent decisions to close school, we will send an SMS using "**WhatsApp**" to contact parents. This application is used to share school information **ONLY**, it is **NOT** used for social interactions.

Transportation

MSK provides a fee-based transportation service for students depending on geographic location and space availability. Parents are encouraged to request bus service as quickly as possible as space fills rapidly.

Students who ride the buses, upon arrival must immediately enter the school.

Digital Citizenship Agreement

Manarat School – Kuwait (MSK) believes that the Internet and all other IT resources in our school can help students learn better. The reason why we have Internet access, computers, projectors and many other IT tools is to give students the best possible education by helping them better learn on their own and in groups and share their understanding with others. To be able to do that students are expected to accept and follow our school's Digital Citizenship Agreement which includes but is not limited to:

1. **RESPECT Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation or relationships I post.
2. **RESPECT Others.** I will show respect to others. I will not use electronic mediums to flame, bully, or stalk other people. I will show respect for other people and myself in my choice of websites, I will not visit sites that are degrading to others or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas. I will not take pictures of MSK's personnel and I will not post them on social Media.
3. **RESPECT Property.** I will respect the property of others including school IT property such as networks, hardware, software, or other user's files and data. This includes, but is not limited to, the creation, uploading, or downloading of computer viruses or other malicious software.
4. **RESPECT Intellectual Property.** I will request permission to use resources. I will suitably cite any and all use of websites, books, and other media. I will only use software and media others produce with their permission. I will use free and open source alternatives rather than pirating software. I will purchase, license and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.
5. **PROTECT Yourself.** I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts and resources.
6. **PROTECT Others.** I will protect others by reporting abuse and by not forwarding inappropriate materials or communications.

Failure to abide by the school's Digital Citizenship Agreement may result in one or more of the following:

- Disciplinary action by the Administrative Team.
- The notification to the appropriate legal authorities for prosecution, if required.
- Responsibility for damages to all IT equipment, networks, and hardware or software systems resulting from deliberate or willful acts of vandalism.

NOTE: MSK HAS FULL ACCESS TO ALL SYSTEMS FOR MONITORING PURPOSE.

CONTRACT SIGNATURES

Digital Citizenship Agreement

Student: I understand and will abide by MSK's Digital Citizenship Agreement.

Name: _____ **Signature:** _____ **Date:** _____

Parents: I have read MSK's Digital Citizenship Agreement with my child. We have taken the time to openly discuss, understand and commit to the Digital Citizenship Agreement.

Name: _____ **Signature:** _____ **Date:** _____

Student Handbook Agreement

Student: I understand and will abide by MSK's Student Handbook.

Name: _____ **Signature:** _____ **Date:** _____

Teacher: I have reviewed MSK's Student Handbook with my student in an effort to ensure that s/he understands what is expected of students at MSK.

Name: _____ **Signature:** _____ **Date:** _____

Parent: I have read MSK's Student Handbook with my child. We have taken the time to openly discuss and understand the policies, programs, services and behavioral rules and consequences established by MSK. We will cooperate in fulfilling the recommendations made of the Student Handbook.

I understand that the school may be trying to reach me for an emergency or that my child may be sick and need to go home as soon as possible. I will answer the telephone when, and if, MSK calls me.

My current telephone number for "WhatsApp" is: _____

Name: _____ **Signature:** _____ **Date:** _____

MSK has permission to use pictures of my son/daughter on the MSK website.

Name: _____ **Signature:** _____ **Date:** _____

Please send this contract via WhatsApp to your student's Homeroom Teacher by 10 September 2023. This sheet will be placed in the student's file.