



**PRIMARY, MIDDLE, & HIGH SCHOOL
HANDBOOK & CORRESPONDENCE
NOTEBOOK**

School Year: 20....-20....

Name :

Class:

**COMMUNITY OF EMMANUEL CHURCHES (CEEM)
DEPARTMENT of Discovery School
B.P. 122 — Tel. +257 22 232059
Bujumbura, Burundi**





Dear Discovery Families and Friends,

Welcome to Discovery School. Our faculty and staff feel blessed to have your child enrolled in our school. We look forward to a long and mutually rewarding educational partnership.

The purpose of the Discovery School Student & Parent Handbook is to explain the school policies, procedures, and best-practices for all of our students and their families. Clear expectations and open lines of communication are essential to ensure a successful learning experience for your student(s).

Discovery School continues to be a ministry of the Community of Emmanuel Churches. The faculty and staff strive to offer the finest educational opportunity for our students and fulfill our vision and mission at a reasonable tuition rate. We invite your family to join us for worship services and participate in church as well as school activities.

Thank you for trusting us with your child. We look forward to an amazing school year!



Joy Johnson

Academic Director, Discovery School

Job 37:14
Consider God's Wonders

Kirundi

Burundi bwacu, Burundi buhire,
Shinga icumu mu mashinga,
Gaba intahe y'ubugabo ku bugingo.
Warapfunywe ntiwapfuye,
Warahabishijwe ntiwahababuka.
Uhagurukana, Uhagurukana, Uhagurukana
ubugabo urikukira.

Komerwa amashi n'amakungu, uhabwe
impundu n'abawe,
Isamirane mu mashinga, Isamirane mu
mashinga.

Burundi bwacu, ragi rya ba sokuru,
Ramutswa intahe n'ibihugu,
Ufatanije ishaka n'ubuhizi;
Vuza impundu wiganzuye uwakuganza
uwakuganza.

Burundi bwacu, mpora mutima kuri twese,
Tugutuye amaboko, umutima n'ubuzima,
Imana yakuduhaye ikudutungire.
Horana ubumwe n'abagabo n'itekane.
Sagwa n'urweze, sagwa n'amahoro meza.

DS HYMN

Creation shows us God's unseen qualities.

We explore our world through scientific
inquiry.

Your eternal power, and your divinity,
Shine through so brightly for all the world to
see.

The Discovery School vision we'll follow:

*To be rooted in Christ and ready for
tomorrow.*

As we learn together in this place,

We are moving forward by God's Grace.

Open up my eyes, Lord, to your wondrous
works.

As I consider all you've done, lead me to
discovery.

Showing excellence, integrity, and discipline;

Learning what it means to be a citizen.

We're Burundi's future. Godly wisdom lights
our way

as we develop thinking skills to solve the
problems of the day

Future leaders leading with ingenuity—

Building a nation that is prosperous and free

E.A.C

1. Ee Mungu twaomba ulinde

Jumuiya Afrika Mashariki

Tuwezeshe kuishi kwa amani

Tutimize na malengo yetu.

Chorus

Jumuiya Yetu sote tuilinde

Tuwajibike tuimarike

Umoja wetu ni nguzo yetu

Idumu Jumuiya yetu.

2. Uzalendo pia mshikamano

Viwe msingi wa Umoja wetu

Natulinde Uhuru na Amani

Mila zetu na desturi zetu.

3. Viwandani na hata mashambani

Tufanye kazi sote kwa makini

Tujitoe kwa hali na mali

Tuijenge Jumuiya bora.

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PART 1: EXCERPTS FROM STUDENT HANDBOOK

1. GOVERNANCE AND ACCREDITATION

Discovery School has received accreditation from the National Association of Private Schools (an American organization that serves to certify school quality) and is overseen by the Burundian government as a private school teaching an international program. We are also a member of the Association of Christian Schools International.

The school is governed by the Community of Emmanuel Churches and directed by an Administrative and Management Council with advice from a Committee of Parents and a Panel of Teacher Representatives.

2. EDUCATIONAL FOUNDATIONS

VISION

Rooted in Christ. Ready for Tomorrow.

Our vision is based on these verses:

Jeremiah 17:7-8 - But blessed is the one who trusts in the Lord, whose confidence is in him. They will be like a tree planted by the water that sends out its roots by the stream. It does not fear when heat comes; its leaves are always green. It has no worries in a year of drought and never fails to bear fruit.

John 15:5 - I am the vine; you are the branches. If you remain in me and I in you, you will bear much fruit; apart from me you can do nothing.

Colossians 2:6-7 - So then, just as you received Christ Jesus as Lord, continue to live your lives in him, rooted and built up in him, strengthened in the faith as you were taught, and overflowing with thankfulness.

The best preparation we can give students for whatever they may face in the future is to lead them to a relationship with Christ. The content, competencies, strategies, and attitudes we teach are most successful when they are built on this foundation.

MISSION

To plant seeds for Burundi's future by providing a high-quality, sustainable, critical-thinking based Christian education.

Discovery School seeks to do the following:

Offer Burundi's children an English-based education that provides the language fluency, technological ability, and cross-cultural awareness necessary for full participation in national, regional, and global communities.

Raise up well-rounded critical thinkers with a Christian world-view who are equipped to be problem solvers who use their intellectual and spiritual gifts to build up the nation.

Challenge each learner to grow in faith and develop Christ-like character.

SCHOOL VERSE AND LOGO



God created everything, and then created man to have dominion over it all. When we use our eyes to study God's creation, exploring things like the properties of sunlight, the features of earth's surface, and the habits of animals, we learn a great deal of information about our world and how it works. When we study mathematics, we discover the order and patterns God built into our world. Reading allows us to discover for ourselves truths in God's word and to understand the hearts of others through their written words. All learning is discovery, as students learn each new thing for themselves. As we discover truths about our creator God, we are prompted to worship Him. We want to encourage all students to open their eyes to new discoveries about their world and their Maker, and to encourage them to be life-long learners, continuing their journey of discovery long after they have graduated from our school. Both our logo and our school verse, Job 37: 14 "... consider God's wonders" have been chosen to illustrate this educational aim.

EDUCATIONAL PHILOSOPHY

The one, eternal, triune God created everything, including human-kind, setting us apart by creating us in His image, giving us responsibility over the rest of creation, and inviting us into relationship with Him. God created us to discover truths about himself and his world, glorifying him, enjoying him, and developing the gifts and abilities he has given us as our knowledge and understanding grow. When humans broke our relationship with God through sin, he sent his own son to die on the cross for us, paying for our sins and restoring the possibility for us to know God and to live in relationship with him and the rest of his creation the way he originally intended.

All wisdom and knowledge are revealed by God through His word, His Son, and His creation. Learning is the process of discovering for ourselves more and more of the truth God has revealed. This process begins as we use our senses to observe the world around us, study God's word, and listen to others wiser and more experienced than ourselves. Then, with the help of the Holy Spirit, we apply the mental abilities God has given us to the task of understanding the information we take in and applying it to our daily lives gradually developing a biblical worldview.

The aim of education is to cultivate in students the knowledge base, thinking skills, attitudes and godly character needed to become life-long learners who continue to seek out the truth God has revealed, understand it, and apply it effectively for the good of themselves and their community. This three-part goal is directly reflected in the learning process we employ. God created us to learn by taking in input from the world around us and then processing that knowledge internally to develop the understanding that guides our actions. We see this in how he created us with both senses and minds capable of abstract thought and in the way Jesus taught.

Parents have the primary responsibility for their children's education. The Christian school works in partnership with families, acknowledging that our influence in each child's life is a sacred trust yet remaining aware that the school cannot and is not intended to meet all a child's needs for training and guidance. Influence in a child's life is a sacred trust because each child bears God's image and is incredibly precious to Him (Matthew 19:14). As educators, we endeavor to discover and develop the child's unique gifts and abilities differentiating our lessons to accommodate individual learner's needs.

As members of sinful humanity with sinful natures, children will inevitably disobey and will not always be internally motivated to learn and use their gifts. All figures of authority in a child's life must take care to continually point them towards Christ through both their words and their example. Any and all disciplinary action should be motivated by love and serve the dual purpose serving the best interests of the child in question and protecting the learning environment.

A school's curriculum is more than the content they teach—it includes the physical and emotional environment that surrounds the student and from which they learn many lessons

about life. By loving students, maintaining order, and serving as a role model and student leader, a teacher helps ensure that these life lessons are positive. The teacher's academic role is to faithfully and creatively facilitate learning of the curriculum. This entails building up students' knowledge base and developing their Biblical worldview by carefully and intentionally curating and presenting new information and experiences that children can take in with their senses, providing processing activities, and encouraging application. Our goal is to grow students who are eager to continue the cycle of discovery, analysis through the lens of a Biblical world view, application, and more discovery long after they have graduated from our school.

STATEMENT OF FAITH*

- a. **God's Word:** We believe the Bible is the written word of God, inspired by the Holy Spirit and without error in the original manuscripts. The Bible is the revelation of God's truth and is infallible and authoritative in all matters of faith and practice.
- b. **The Godhead:** We believe in the Holy Trinity. There is one God, who exists eternally in three persons: the Father, the Son, and the Holy Spirit.
- c. **Humanity:** We believe that God created mankind of both sexes (male and female) in His own image. After they sinned, all who are born subsequently are born with a sin nature, thus all are under God's wrath and in need of a savior. We believe that men and women have equal value before God but that they were created with differences for different roles that complement each other in their relationship with each other. The Bible teaches that the husband is the head of the wife as Christ is the head of the church. We believe that this headship ought to be manifested in the order of the home and in the church.
- d. **Salvation:** We believe that salvation is freely given by grace through faith in Jesus Christ who gave himself for us on the cross and who died in our place. This salvation is thus a gift of God and not by our works, neither by our righteousness, nor as a result of adherence to any practice or tradition of any church
- e. **The Church:** We believe that the church is the body of Christ and that Christ is its head. The church is made up of everyone who has trusted in Jesus Christ as their savior. This body manifests itself visibly in local gatherings of believers whose members have various gifts for the building up of the local body. We believe that water baptism (the outward testimony that declares identity with Christ) and the Lord's Supper are the Sacraments of the church commanded by Christ.
- f. **The Priesthood of all believers:** We believe that all Christians can approach God without earthly intermediary but through their Great High Priest, Jesus Christ.
- g. **End Times:** We believe that Jesus will return, bodily and visibly, to receive His people to Himself and to judge all mankind.

* This is the same as the Statement of Faith of the Community of the Emmanuel Churches (the parent organization of Discovery School) and is translated from the French.

SCHOOLWIDE EXPECTED STUDENT OUTCOMES

By **Global citizens who embody these core values: Excellence. Ingenuity. Wisdom.**

global citizens we mean students who

- Foster nationalism, patriotism and promote national unity
- Promote respect for and development of societies' rich and varied cultures
- Possess international consciousness and foster positive attitudes towards other nations
- Are well prepared to communicate and collaborate with teams of people across cultural, geographic and language boundaries in diverse and multinational workplaces and communities.
- Believe they have the power to act and influence the world around them
- Get involved in serving their local, national and global communities

By **excellence** we mean students who

- work with all their hearts, as working for the Lord (Colossians 3:23)
- set high personal goals for improvement.
- make the best use of talents, time, and resources.
- produce work of the highest quality.
- go the extra mile for others.

By **ingenuity** we mean students who are

- creative.
- value problem solving.
- dare to dream of possibilities.
- compare, contrast, analyze, and evaluate in our quest to find the best possible outcomes.
- think outside the box to build bridges of knowledge and develop creative solutions.

By **wisdom** we mean students who

- Realize that the “fear of the Lord is the beginning of wisdom” (Pr. 9:10) and value seeing life through the lens of scriptural truth and living accordingly.
- differentiate between what is wise and what is unwise and make choices accordingly.
- take individual responsibility for t actions, both wise and foolish, and also collective responsibility for our community, encouraging others to act wisely.
- excel not only in academics, but are characterized by honesty, integrity, citizenship, self-discipline and other hallmarks of wise living.
- do not avoid difficult issues but are able to apply biblical discernment.
- demonstrate responsible stewardship in all areas: community, people, time, facilities, financial resources, and the environment.
- understand how much they do *not* know and are receptive to counsel from others
- are committed to being life-long learners.

NON-DISCRIMINATORY STATEMENT

Discovery School admits students of any race, color, national or ethnic origin to all the rights privileges, programs, and activities generally accorded or made available to students at the school.

Discovery School does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarships, athletics, or other school-administered programs.

3. ATTENDANCE AT DISCOVERY

SCHOOL HOURS

Preschool: 7:30-11:45am; Recess with snack from 9:30-10:15

Primary 1: Mondays 7:30-3:45; Lunch 11:30-12:15

Tuesday-Thursdays 7:30-12:20

Friday 7:30-1:05

Primary 2-3: Mondays, Wednesdays, and Thursdays 7:30-3:45; Lunch 11:30-12:15

Tuesdays 7:30-12:20

Friday 7:30-1:05

Primary 4: Mondays, Wednesdays, and Thursdays 7:30-3:45; Lunch 12:25-1:10

Tuesdays 7:30-12:20

Friday 7:30-1:05

Primary 5-6: Monday through Thursday 7:30-3:45; Lunch 12:25-1:10

Friday 7:30-1:05

Secondary: Monday through Thursday 7:30-3:45; Lunch 1:05-1:45

Friday 7:30-1:05

TARDIES

Students must be on time for the start of each school activity and extracurricular activity. Students should go directly to their classroom on arrival. Lateness from recess is also forbidden. Late arrivals must be explained to the discipline monitor (encadreuse). Explanations will be considered, and if they are reasonable (e.g. pouring rain, traffic accident) the lateness will be excused. Three unexcused tardies equal an unexcused absence. Three discipline points will be deducted for every unexcused tardy after the first three.

EXCUSED AND UNEXCUSED ABSENCES

Absences due to sickness or important family events like marriages and funerals will be excused upon receipt of written explanation from the parent. Other explanations will be considered. Planned absences of any duration must be pre-approved in writing by the administration. Unexpected absences due to illness, injury, etcetera, must be reported to the administration, and evidence justifying the absence provided upon the student's return to school.

More than 8 unexcused absences per trimester (or 24 per year) will be considered probable cause for repeating a grade due to time missed. Five discipline points will be deducted for every unexcused absence after the first five.

LEAVING THE CLASSROOM OR SCHOOL PROPERTY

Permission must be obtained from the teacher for any nonstandard departure from the classroom. Permission to go home must be obtained from the Dean of Discipline.

Leaving the school compound without permission is strictly forbidden. Students who have obtained permission to leave campus during the school day will be accompanied by an adult who can explain the circumstances.

ATTENDANCE IN ASSIGNED CLASSES

No student has the right on his own to change from a class to which he has been assigned. Any change must be approved by the administration.

TEACHER TARDINESS/ABSENCE

If a teacher is not in the classroom when students arrive to begin their course, the class delegate must notify the administration.

PARENTS'/GUARDIAN'S TEMPORARY ABSENCE FROM BUJUMBURA

If the parents or guardians are leaving Bujumbura, the school should be notified in writing of the name and contact information of the temporary guardian who will be responsible for the child in their absence.

WITHDRAWALS

If it is necessary to withdraw a student(s), parents should immediately contact the administrator, as well as submit a formal letter of withdrawal to the school office

Attendance in Assigned Classes No student has the right on his own to change from a class to which he has been assigned. Any permanent change must be approved by the administration.

SCHOOL CLOSINGS

Planned school closings due to teacher inservice days or public holidays will be listed on the school calendar. Parents will be notified of changes to the school calendar through memos sent home with students. Changes will also be posted on the gate and school notice boards. Emergency school closings will be posted on the gate, and parents will also be contacted by telephone.

4. COMMUNICATING WITH DISCOVERY

CALENDAR OF EVENTS

An up-to-date calendar is maintained on the Discovery School website and posted on school notice boards. It is also sent out via class what's app groups.

SCHOOL WHAT'S APP GROUPS

Parents are encouraged to give their what's app number to the head teacher of their student's class so that they can be added to the class what's app group and the whole school what's app group. On these groups, parents can receive pictures of student activities, receive announcements, and ask questions. Questions are sent directly to the group's administrators, and are not automatically copied to the entire group.

CORRESPONDENCE NOTEBOOK

A booklet given to all students that contains an abbreviated version of the school's rules and code of conduct, and informs parents about the discipline, work, and progress of their child by sending them progressive updates and notes about schoolwork.

The booklet can also be used by the parents or guardian to contact the teachers and/or the school administration. For example, when the student is absent or late, the required note indicating the reason for the absence or lateness should be recorded in this booklet.

HOMEWORK

Normally, primary students list homework assignments in their draft notebooks, and secondary students are responsible for developing their own procedure of recording assignments. Any variation to these procedures will be identified and explained during grade-level parent meetings.

TELEPHONE USE

Students are normally not permitted to use the school phone. In the event of a student illness or injury, office staff or the student's teacher will notify parents. If a student must use the office phone during the school day, the student may do so with the permission of an office staff person. Students are permitted to make phone calls to notify parents of changes in sports practices and/or games or other school functions.

PARENT VISITS AND PARTICIPATION

Parents are encouraged and invited to participate in a number of ways, both directly and indirectly, in the school. Parents are always welcome to attend monthly chapel services and other assemblies. They may also ask the principal or appropriate sponsor for further information regarding: 1. Volunteering in classes or in the library 2. Organizing class parties and activities 3. Leading or helping with after school clubs or activities 4. Guest speaking for classes or chapels

Parents are welcome visit the school to confer with the teachers and/or the principal. They are expected to *make an appointment* before coming to school, in order to arrange for the most suitable time. By prior arrangement with the principal and teacher, they may spend time in

their student's classroom. Parents should not interrupt instructional time, and must stop at the office upon arrival at the school, even if they have a pre-arranged appointment.

PARENT-TEACHER CONFERENCES

Conferences are held each trimester during the week before exams to discuss student progress. At these meetings, parents receive the average of their child's classwork marks in each subject. These conferences are a means of two-way communication between teacher and parents about a child's progress academically, socially, spiritually, and emotionally.

However, parents are encouraged to contact the teacher by what's app or to arrange in-person meetings whenever they have a concern. Ongoing communication, both written and verbal, between parents and teachers is vital.

SCHOOLWIDE PARENT MEETINGS

Discovery School aims to host school-wide parent meetings three times each year (once a trimester). At these meetings, parents will hear reports about how the school is doing and will be given the opportunity to present any school-related needs and concerns they have.

GRADE LEVEL PARENT MEETINGS

Grade level parent meetings will occur as early in the first trimester as possible. Teachers will use these meetings communicate curriculum, expectations, schedules, and policies affecting the daily life of students in that grade, setting a good foundation for continued cooperation between families and the school. Parents will have the opportunity to ask questions.

COMPLAINTS AND GRIEVANCES

A grievance is a claim based upon a condition, incident, or recurring event between two differing parties. A general principle to guide discussions between people who have a difference is that the person "offended" should speak personally to the one who has offended him or her (Matthew 18:15-17). All grievance issues are to be handled confidentially by all involved parties. The school administration will not allow, or tolerate, reprisals of any kind toward participant(s) who may be involved in a grievance procedure. The following procedure shall be applied in handling parent or student concerns: 1. A parent-teacher conference is held. If appropriate, the student may be included. 2. If no resolution is reached, a parent-teacher-administrator conference will be held. The parent, the teacher, or the student may request such a meeting. The student may be included if the teacher and parent consent. 3. If there is no resolution between the student, the parent, the teacher and the administrator, the matter proceeds to the Administrative Council and then to the School Board for a decision. 4. The School Board will only consider matters or issues to determine if due process has been followed and that it is consistent with administrative policy.

The administration and staff of Discovery School will make every reasonable effort to create a supportive, non-coercive school environment. Parents with serious concerns demanding confidentiality are encouraged to write out the problem and present them to the administrator. Parents should never go directly to a school board member (or to a member of the Executive Committee of the Emmanuel Churches) with a complaint about a teacher.

5. ACADEMICS AT DISCOVERY

SCHOOL WORK

Responsibilities and Procedure

The student must possess all the necessary materials (copybooks, student workbooks, etcetera) and must keep them properly maintained and updated.

Every student must apply themselves in class. Lack of attention, sleeping, reading novels or anything that is not course material, refusal to work, playing, and other evidence of indifference to the subject at hand are punishable offenses.

Students must follow the rules of the classroom in order to ensure a safe and productive learning environment for themselves and others. This includes being quiet during times of study as well as during lessons.

Any fraud, cheating, plagiarism or complicity in any of the above will result in a grade of zero percent on the test or assignment in question. Other consequences may also result.

Students must study diligently, and present neat work turned in on time.

Since English is the main language of instruction at Discovery School, students are required to speak English while at school unless they are in a class learning another language (ex- French, Kirundi, Swahili). English speaking is required at all times including recess, specials, and extracurricular activities.

Frequency and Amount of Homework

Preschool: M2 gets a short homework assignment each Friday.

Grades 1 and 2: Approximately 20 minutes of homework 2 times a week. Homework is not given on days when students stay for afternoon classes.

Grade 3: Approximately 30 minutes of homework 3 times a week. Homework will be given on Tuesdays and Fridays, since on those days students do not stay for afternoon classes, and on one additional day.

Grade 4: 40 minutes of homework 3 times a week. Homework will be given on Tuesdays and Fridays, since on those days students do not stay for afternoon classes, and on one additional day.

Grade 5-6: 45 minutes of homework 3 times a week. Homework will be given on Tuesdays and Fridays, since on those days students do not stay for afternoon classes, and on one additional day.

Secondary: Students can expect daily homework that takes 60-90 minutes to complete.

Missed Work Due to Absences

Preschool-P3: When sending the child back to school after an absence, parents must make sure they have written an explanatory note in the child's Correspondence Notebook. The child should give the notebook to his or her teacher, who will ensure that it is also seen by the Discipline Office.

P4-Secondary:

Upon returning from an absence, the student must obtain justification for his absence from the Discipline Office by showing them the explanatory note his or her parent or guardian has written in the Correspondence Notebook. After this has been approved by the Discipline Office, the student should go to the Academic Office to obtain a justification note to show to their teachers. It is the responsibility of the student to see each of his teachers to find out what work has been missed. All tests and quizzes on material covered during the absence will be due according to the discretion of the teacher. If a test was scheduled and the student had knowledge of it and no new material was taught while the student was absent, the student may be required to take the test upon returning to school. Otherwise, students have one day, per day absent, to make up assignments. Failure to complete the work in the allowed make up time will result in a zero (0%) being recorded for that work.

Any student absent from a test with written permission from the administration may take an exam on that subject at an alternative time.

Unexcused absence from an exam will result in a grade of zero percent.

Special Classes

Art & Music

At Discovery School, we provide a Christ-centered curriculum that inspires and equips students to discover and nurture their God-given talents while developing an appreciation for the arts. Many studies have shown that when students participate in a fine arts program, their academic performance can be greatly enhanced. We are committed to investing in, developing and maturing the artist and performer in every student while encouraging that they use their artistic gifts to glorify God.

Preschool students sing and do crafts every day. Primary students have art and music class once each week. In art class, students study the elements of art as well as working to improve their drawing and painting skills. In music, students survey music from around the world and learn about the different types of instruments as well as exploring melody, harmony, and rhythm. In 7th grade, students learn to read music and to play the recorder.

Physical Education/ Sports Class

Athletics and physical education are an integral part of the life of Discovery School students. We are committed to competition that is consistent with the biblical and educational goals of teamwork, servant leadership, sportsmanship, discipline and determination. Discovery School celebrates the Christ-like virtues that competition can instill, such as selflessness, sacrifice, servant leadership, teamwork, and perseverance. Discovery School recognizes that success in these areas will ultimately produce godly results. All students are required to participate in sports classes unless they have a medical excuse. Students must change into modest sports attire brought from home. Middle and high school students are required to purchase a sports shirt.

Technology

Beginning at the primary level, each class visits the computer lab once a week. In grade 7, this jumps to three times a week. Students study the basic functions and parts of a computer and learn to use the machines for word processing, drawing, photo editing, organizing data, and gathering and sharing information on the internet. Beginning at the primary level, each class visits the computer lab once a week. In grade 7, this jumps to three times a week. Students study the basic functions and parts of a computer and learn to use the machines for word processing, drawing, photo editing, organizing data, and gathering and sharing information on the internet. Once students are in high school, the format changes yet again. Technology class hours are reduced, but technology use is integrated into the core curriculum.

GRADING & PROMOTION

Grades

Preschool grades are determined by teacher observation, student work samples, and one on one oral exams given at the end of each trimester. Grades are recorded as Needs improvement, Satisfactory, and Excellent.

At the primary, middle school, and high school levels, teachers will record at least 12 marks per subject per trimester. These will include at least four tests and 1 exam that will comprise 50% of the student's grade. The other 50% of a student's grade comes from quizzes, homework completion, participation, and projects. A student's grade will be calculated like this with all items in the same category averaged together:

Student's Grade		
/100pts	Tests	/40
	Exam	/60
/100pts	Quizzes	/50
	HW Completion	/10
	Participation	/10
	Projects	/30
	Total	/200

Once the total for the course has been obtained, it will be multiplied by the weight of the course as appropriate.

Promotion and Retention

At the preschool level, performance standards at which a student must attain a satisfactory level in order to move on to the next grade are shaded on the report card.

In primary and middle school, promotion is based on the following criteria:

The student must:

- (1) Attain a total average of 55% or higher in the core academic subjects. This is non-negotiable.

- (2) Achieve more than 55% in English and more than 50% in all other core academic subjects. A jury may deliberate regarding students scoring above 45% in all core academic subjects and still maintaining a core academic average above 55% as stated in number one.
- (3) In addition, students must maintain a total average equal to or above 55% when all subjects are considered. Again, this is non-negotiable.

Core academic subjects are as follows: English, Math, Kirundi, French, Science, Social Science

IOWA Test results are factored in when making final decisions about the promotion of a student from middle school to high school. (See testing programs).

At the high school level, students must pass each required course. The grading scale is shown on the report card.

Testing Programs

Students have exams at the end of every trimester. Primary, middle, or high school students may have one chance to retake exams in any subject that they fail.

The IOWA test, an American skills assessment, is administered in P5, G7, G9, G10, and G12. In P5, G7, and G10 it is graded in-house for our own information. At grade 9 and grade 12 it is sent to the US for grading, and results are used to inform decisions about advancing from middle school to high school and high school to university. In particular, despite their status as English Language Learners, students must be reading and comprehending English at or above a 6th grade level in order to advance to high school from G9. Similarly, students in G12 must score at least a 6 in science in order to receive an end of secondary school exam passing certificate.

In addition to the IOWA science test, students will take the SAT (Scholastic Achievement Test-the American university entrance exam) at the end of grade 12. In grade 13, students wishing to improve their SAT score may try again. Students may arrange for other tests (TOEFL, ACT, APs) on an individual basis.

Special Education

Students identified by parents/guardians as having profound academic deficits may be recommended for testing by Special Education professionals to see if they qualify for special education services. Depending on the results of these tests, the student may receive in-class accommodations, pull-out services, and/or in-class assistance. Individualized Education Plans will be developed for each student enrolled in the program. If parents/guardians and the special education team agree that the student's disability is so significant as to make their achievement of grade-level academic standards and regular graduation requirements unattainable, then the parents may choose to enroll the student in the certificate program. In this program, students work toward a certificate of completion with a list of their abilities instead of a G9 passing certificate. Promotion for students enrolled in the certificate program depends on meeting IEP goals instead of regular promotion requirements as expressed above.

6. DISCOVERY'S PROGRAMS AND SERVICES

CO-CURRICULAR PROGRAMS

Students are encouraged to get involved in activities and clubs to combat laziness and promote physical, intellectual, and cultural values.

Summer clubs

Summer clubs are offered during the long vacation in July and August for a separate fee. Each club is offered for 4 hours a week for 4 weeks. A child may participate in up to three clubs. Typical offerings include: English Level 1 & 2, Science, Traditional Dance and Drumming, Computer Level 1 & 2, Art, Music, and Sports.

Chapel

Primary Chapel services are during the last week of each month. Secondary students have chapel on Fridays, with each grade level having chapel approximately once every month. Students are divided into groups by grade so that the service can be age appropriate. There is a time of singing followed by a Bible lesson. All students are required to attend. Students are invited to be involved in leading and sharing God's word as well as participating in the service.

Christmas programs

Near the end of the first trimester, the school holds three Christmas productions. Students from preschool and primary grades one and two perform a musical nativity. Students in upper primary perform a more complicated nativity play involving a dramatic performance as well as songs and dance. Secondary students are invited to participate in and attend a Christmas-themed talent show. Students receive gifts/refreshments appropriate, and parents celebrate with a fanta. This is a special time for our students to showcase their gifts and abilities as well as a chance to celebrate God's gift of a Savior together.

Cultural Activities and Interaction

Local

As often as possible, the organization of cultural activities will bring national culture to the fore through traditional dances, drumming, etc... students will have chance to observe as well as participate in these activities.

International

Discovery School welcomes volunteers from other countries. Interacting with these volunteers allows students to practice their communication skills as well as to learn about other countries and cultures.

Some classes also have the opportunity to become pen pals with students from other countries, exchanging letters and learning about other places through the written word.

Whether interaction is face to face, written, or via technology, students must treat volunteers and pen pals with respect and refrain from asking for gifts.

While students are encouraged to interact with and enjoy spending time with volunteers, students must respect volunteers' requests for personal space and avoid pulling on their hair or clothes.

Teams

Sports

Discovery School has football and swimming teams for both boys and girls. Students of strong athletic ability are invited to join the team. Students who feel they have strong ability but have been overlooked may request a try out and will be given that opportunity if at all possible. Sports practice and tournaments may be scheduled outside of regular school hours. When tournaments are available, the school may also participate in volleyball, basketball, and track and field competitions.

Academic

The school also prepares for an annual spelling bee. Speech, debate, and other clubs are also available as well depending on student interest.

Students who have signed up to be members of these teams should do their best to make themselves available for team activities.

Student Government

Beginning in the first year of primary, each class elects two student delegates and 2 counselors. These representatives facilitate communication between the class and the administration, serve as teacher helpers, keep track of class-specific materials, and occasionally assist with record-keeping.

During the first trimester, a School President and Vice-President are chosen. Candidates sign up to run after checking with the Discipline Office to be sure they meet the qualifications. Next they campaign, and then votes are cast by all secondary students.

School Sponsored Off-campus Trips

All off campus trips are scheduled per the request of teachers, coaches, or supervisors, though class delegates often have a large role in planning the event. All trips are subject to administrative approval. Parents are notified and asked for permission in advance of any off-campus travel. Sometimes a contribution towards the trip is requested.

Field trips

Field trips are scheduled when elements of the grade level curriculum can be best supported by visiting and experiencing something off campus. Some examples of past trips include the zoo, the East African Community Expo, and the historical site where Burundi's kings lived.

Celebrations

At the completion of the official IOWA test in G9, after the SAT in G12, after winning a sports competition, showing marked improvement as a class, or being the winning team of the overall annual behavior contest in primary, etc. The students involved occasionally go to the beach and/or have a picnic off campus.

Community Building and Service Projects

When their teacher or a student in their class has suffered a loss or has something special to celebrate, students may travel as a class to visit the family. Representatives from the class may attend any funeral services. Classes may also work or collect and deliver supplies to others in

need (e.g. local families, orphanages). Sometimes groups of students work on cleaning up the neighborhood or other community improvement projects.

Spiritual Emphasis Week

During the second trimester, the school administration chooses one week to focus on the spiritual life of the school community. Afternoon classes are cancelled so that the staff may have a special program, and special speakers are brought in to share with the students as well. As a result of these special programs, teachers are not required to spend the normal number of hours on academics. Unless students are rooted in Christ, they will not be ready for tomorrow, and so we consider this time well spent.

Other Opportunities for Middle School and High School Students

Friday Clubs

On Fridays from 11:35-13:05 for high school and from 12:15-13:05 for middle school, students have the opportunity to engage in a variety of activities free of charge. During the first term, students are asked to select a club. Clubs include things like sports, art & games, skateboard, volleyball, basketball, football, debate, science, chess, traditional dance, traditional drumming, and choir. Offerings may vary each year depending on staff availability. Students may start a club of their choice if a teacher agrees to act as sponsor and notifies the administration of this decision.

SERVICES

Bus Service

Parents who are interested in participating in the school's bus service may pick up an application in the main office. Application packets will include information about the fees, bus stops, and times for pick up and drop off. Bus fees must be prepaid on a monthly basis, but guardians are welcome to pay for the whole trimester in advance.

Discovery has established the use of student bus monitors and adult conductors to help maintain an orderly and safe transportation environment. Students are expected to obey and show respect toward the driver, conductor and the student monitor. Students failing to follow directions will be referred to the principal and may lose riding privileges, in addition to other disciplinary action. Students who are suspended from using bus service for disciplinary reasons are NOT entitled to a refund.

Learning Support

It is currently illegal for teachers in Burundi to provide tutoring to their students, and the school is committed to following all government directives. Thus, we do not offer tutoring. However, as some students do need extra help, this can be legally provided in several ways.

Differentiated Instruction

Teachers are encouraged and trained to differentiate instruction, providing extra support for struggling students during regular classroom time.

Foreign Language Support

We are able to provide extra language support during school hours to bring students entering at higher grade levels up to a level that enables them to achieve the needed fluency. Depending on the number of students requiring support, this may be done as a separate class, in small

groups, or on an individual basis. It is possible that, for a limited period of time, fitting in extra language classes may require using time typically allotted for special classes.

Special Education

If these first two interventions are not enough, the teacher will refer the student to the Special Education Team for testing. The special education staff will provide in-class and pull-out support for students with exceptionalities. If there is time available in their schedule, they will provide support for at-risk students as well.

Counseling

A school counselor is available to talk with students as needed. Counseling services may be requested by parents, or the student may be referred by the Dean of Discipline, who receives referrals from regular classroom teachers. Parents'/Guardian's permission will be obtained before the child begins meeting with the counsellor.

Library

Discovery School maintains a library of more than 5000 children's books, and we continue to add to this number. Most of the books are in English, though a few French, Swahili, and Kirundi volumes are available. Beginning in P3, students visit the library twice a month with their class and check out books to take home.

Library Procedures

Each student is directly responsible for books he or she has borrowed. Negligence will result in fines for the late return of books, and lost or damaged books must be paid for. Repeated late returns or loss of library books will result in loss of library privileges.

Lost books must be reported to the librarian. Found volumes must be turned in to the librarian immediately.

Writing in library books is not permitted.

Books may not be removed from the library unless they are checked out in accordance with the correct procedure.

Labs

Science Lab

Discovery School has a set of electric microscopes that can be carried to a classroom. We also have a variety of other science materials. When any of these materials have been checked out by a teacher so that experiments can be carried out, the room should be treated as a science lab.

Computer Lab

The school has two computer labs with internet connected computers for student use and two full time and 2 part time computer teachers dedicated to teaching students' computer skills. (See technology under "special classes").

Lab-Related Procedures

Laboratory and workshop equipment may only be handled under the direct supervision of the teacher. No equipment may be moved or rearranged without the teacher's permission. No experiments may be conducted or projects carried out in the absence of the teacher.

No student can enter the laboratory or workshop without being accompanied by a teacher.

The teacher must be the first in and last out of the classroom and must ensure that the facility is locked up correctly.

Technology Use

Information Technology (I.T.) use is a privilege, not a right. We expect all persons using Discovery's technology and systems to exercise the highest level of respect for themselves, others, and equipment/systems. Teachers and students will be asked to sign a SMART Internet Use form. Failure to comply with this agreement to use the systems of technologies at the school in a respectful manner will result in loss of use of the system and /or additional consequences.

Facilities and Equipment

Enrolling in Discovery School means being granted access to the school's facilities and use of their materials during school hours. In addition to the library and laboratories, this includes playgrounds, sports equipment, books, art supplies, and other didactic materials. These are a blessing and must be treated carefully and preserved for future students to use.

Procedures related to Facilities and Equipment

Everyone must work to maintain the school's materials and infrastructure. Students are responsible for doing their part to keep our materials and environment (books, furniture, sporting goods, toilets, school yard, classrooms, etcetera) clean and in good condition. Garbage should be thrown into the proper receptacles, and all materials used appropriately and returned safely to their proper places after use. Students may be asked to work together to clean or improve school grounds and infrastructure.

Any damage to or loss of materials, books, or other articles belonging to the school or other students must be reported and effort must be made to replace them or make restitution. Any proven theft is a major offense, and appropriate consequences will be leveled.

Any student who notices a lost or damaged item must report it to the school administration.

After school hours, or during vacations and holidays, unless students are engaged in a school-sponsored activity, students are urged to leave the school premises immediately upon dismissal. Elementary school aged children must be picked up by their parents (or an adult designated by the parents) by 4 pm each day. These children may not remain on campus after 4 pm without adult supervision, even if they have an older sibling remaining on campus.

7. DISCIPLINE AT DISCOVERY

Discovery School desires to foster a healthy learning environment, respect for self, others, and the common good, the development of human values, the expression of cultural wealth, the awareness of rights, and the duty to respect others. In this spirit, with the goal of a harmonious community life, we must put structures and pathways in place that everyone must follow. The following standards of conduct are proposed to facilitate the achievement of the mission assigned to the school in general and the students in particular. All rules are based on the premise that we are a private, Christian school. Discovery School is a tobacco, alcohol and drug-free environment. Illegal drug use or possession results in an immediate 10-day suspension and recommendation to the Superintendent for expulsion. Tobacco and/or alcohol use or possession results in a 2-10 day suspension for any first offense.

Student behavior, whether on or off campus, reflects on the name of Christ as well as the general reputation of Discovery School. Therefore, students involved in major misconduct on or off campus may be subject to disciplinary action, including expulsion.

RELATIONSHIPS BETWEEN PEOPLE

Students must respect all members of the staff (administration, teachers, supporting staff), their fellow students, and all visitors to the establishment.

Students must use polite and thoughtful language. A frank and respectful dialogue should characterize their relationship with teachers, supporting staff, classmates, and the administrative staff. However, relationships between students and staff should avoid being too personal or questionable in any way.

HYGIENE & CLOTHING

All students must wear school uniforms at school and when participating in any school supervised outing or function.

Students must avoid indecency and extravagant dress at all costs. Fancy dresses not intended for a school setting as well as any tight, transparent, torn, or short dresses or skirts are examples of things that are considered inappropriate. School uniforms are not to be altered in any way.

Students are expected to maintain the order and cleanliness of their person, their clothing, and any personal spaces for which they are responsible. This is an act of courtesy toward others as well as a way to reduce risks to their health.

It is recommended that girls keep their toilette simple and natural. High-heeled shoes, earrings, lipstick, bulky bracelets, nail polish, makeup, perfume, etcetera, are forbidden. These things can distract the student herself as well as her contemporaries from the work they are doing in the classroom. Students must maintain cleanliness and respect for others.

Hair must be kept short in accordance with the regulations imposed by the Ministry of Education.

Students should wear black shoes and white socks. All primary students should have long socks, as should secondary girls. Secondary boys may use either long or short socks.

BEHAVIOR IN THE CLASSROOM

Teachers and students will use “inside voices” while in the classroom.

Students will not talk when others are talking. They will keep their hands to themselves, stay in their seats, follow directions, and take turns.

Students will take turns with materials and work cooperatively with them. If other students refuse to share, the affected student will communicate this to the teacher.

Students are not allowed to come directly up to the teacher at the front of the class, touch the teacher’s desk, or touch things on the teacher’s bookshelves or in the teacher’s cabinet. If they do, they will receive a consequence.

Students will be kind, respect others and their things, follow directions, listen while others are talking, and raise their hands to speak.

BEHAVIOR EXPECTATIONS CHART

Discovery School challenges its students to display the following characteristics, as embodied in the DECIDE slogan: **D**iscovery **E**xemplifies **C**itizenship, **I**ntegrity, **D**iscipline, and **E**xcellence.

This chart lists ways in which these characteristics can be displayed in each area of school life.

ATTITUDES PLACES	CITIZENSHIP	INTEGRITY	DISCIPLINE	EXCELLENCE
CLASSROOM	<ul style="list-style-type: none"> 📖 RESPECT CLASSROOM & SCHOOL EXPECTATIONS 📖 ACCEPT CONSEQUENCES 📖 RESPECT SCHOOL PROPERTY 📖 LEAVE NO TRACE 	<ul style="list-style-type: none"> 📖 BE HONEST AND GENEROUS TO OTHERS 📖 DO THE RIGHT THING EVEN WHEN NO ONE IS LOOKING 📖 USE SCHOOL MATERIALS PROPERLY 	<ul style="list-style-type: none"> 📖 FOLLOW ALL RULES 📖 FOLLOW TEACHER’S INSTRUCTIONS IMMEDIATELY 📖 RESPECT THE SCHOOL DRESS CODE 📖 BE A PROBLEM SOLVER AND RESOLVE CONFLICTS PEACEFULLY 	<ul style="list-style-type: none"> 📖 COMPLETE ASSIGNMENTS 📖 PARTICIPATE IN DISCUSSIONS & ACTIVITIES 📖 DO YOUR BEST 📖 ASK FOR AND GIVE HELP WHEN NEEDED 📖 SPEAK ENGLISH
TOILET	<ul style="list-style-type: none"> 📖 GIVE OTHERS PRIVACY 📖 LEAVE THE FACILITIES NEAT AND CLEAN 📖 ASK FOR HELP FOR YOURSELF 	<ul style="list-style-type: none"> 📖 GO TO THE TOILET ONLY WHEN NEEDED, TRYING TO AVOID MISSING INSTRUCTIONAL TIME 	<ul style="list-style-type: none"> 📖 AIM FOR TOILET OR URINAL/USE THE TOILET PROPERLY 📖 PRACTICE SELF-CONTROL WITH SUPPLIES 	<ul style="list-style-type: none"> 📖 LEAVE THE ROOM BETTER THAN YOU FOUND IT

	<p>AND OTHERS IF NEEDED</p>	<p>📖 RETURN TO CLASS PROMPTLY</p> <p>📖 REPORT INAPPROPRIATE BEHAVIOR, GRAFFITI, VANDALISM , OR DAMAGE</p>	<p>(TOILET TISSUES, WATER, ...)</p> <p>📖 WASH YOUR HANDS PROPERLY WITH SOAP</p> <p>📖 MAKE SURE YOU ARE WELL-DRESSED WHEN YOU RETURN TO CLASS</p>	
BUS	<p>📖 KEEP HEAD, HANDS, FEET AND OBJECTS TO YOUR SELF & INSIDE THE BUS</p> <p>📖 KEEP THE SCHOOL BUS CLEAN</p>	<p>📖 PAY ATTENTION TO THE BUS CALL</p> <p>📖 BE HELPEFUL, KIND AND COURTEOUS TO ONE ANOTHER</p> <p>📖 REPORT BULLYING, VANDALISM , OR DAMAGE</p>	<p>📖 STAY IN YOUR SEAT</p> <p>📖 GO STRAIGHT TO YOUR DESTINATION UPON ARRIVAL</p> <p>📖 BE AT YOUR BUS STOP ON TIME</p> <p>📖 FOLLOW THE DIRECTIONS OF THE BUS DRIVER AND ATTENDING STAFF MEMBER</p>	<p>📖 ENSURE THAT YOUR BEHAVIOR CONTRIBUTES TO THE SAFE TRANSPORTATION OF YOURSELF AND OTHER STUDENTS</p> <p>📖 USE TRAVEL TIME WISELY THROUGH QUIET CONVERSATION, REVISION, OR SINGING</p>
LUNCHROOM	<p>📖 STAY SEATED UNTIL DISMISSED</p> <p>📖 EAT YOUR OWN FOOD AND WASTE AS LITTLE AS POSSIBLE</p> <p>📖 USE TRASHCAN/ GARBAGE CAN AND LEAVE NO TRACE</p> <p>📖 CLEAN UP AFTER YOUR SELF AND BE NEAT</p>	<p>📖 WAIT FOR THE PRAYER BEFORE YOU START EATING</p> <p>📖 TURN IN ANY FOUND ITEMS OR MONEY TO THE PERSON IN CHARGE</p> <p>📖 KEEP YOUR VOICE LEVEL LOW</p> <p>📖 INCLUDE OTHERS</p>	<p>📖 WAIT PATIENTLY FOR YOUR FOOD</p> <p>📖 HANDLE FOOD AND WATER APPROPRIATELY</p> <p>📖 RAISE HANDS FOR ASSISTANCE</p> <p>📖 EAT FOOD ONLY IN THE DESIGNATED AREAS AND AT THE PROPER TIME</p>	<p>📖 BE ON TIME</p> <p>📖 USE POLITE WORDS: PLEASE, THANK YOU, EXCUSE ME, SORRY</p> <p>📖 DRESS WELL AND SPEAK ENGLISH</p> <p>📖 LEAVE AREA BETTER THAN YOU FOUND IT</p>
LIBRARY	<p>📖 HANDLE BOOKS WITH CARE</p> <p>📖 KEEP LIBRARY SHELVES AND MATERIALS NEAT AND ORDERED</p>	<p>📖 BE KIND WITH YOUR WORDS AND ACTIONS</p> <p>📖 REPORT DAMAGE TO LIBRARY MATERIALS TO THE LIBRARIAN</p>	<p>📖 REMOVE YOUR SHOES BEFORE ENTERING</p> <p>📖 FOLLOW LIBRIAN'S DIRECTIONS</p> <p>📖 RETURN BOOKS ON TIME AND ACCEPT</p>	<p>📖 USE THE RESOURCES AVAILABLE</p> <p>📖 READ THE BOOKS YOU CHECK OUT</p> <p>📖 LOOK UP THE MEANINGS OF WORDS YOU DON'T UNDERSTAND</p>

			<p>CONSEQUENCES IF YOU DO NOT</p> <ul style="list-style-type: none"> 📖 ASK LIBRARIAN WHENEVER YOU NEED HELP 	<ul style="list-style-type: none"> 📖 DRESS WELL AND SPEAK ENGLISH
<p>COMPUTER LAB</p>	<ul style="list-style-type: none"> 📖 INFORM THE TEACHER IMMEDIATELY OF ANY COMPUTER ERRORS OR ISSUES 📖 KEEP USERNAME AND PASSWORD PRIVATE 📖 COVER THE COMPUTER AND PUSH IN YOUR CHAIR WHEN FINISHED 📖 FOLLOW ALL COMPUTER LAB RULES /ACCEPT CONSEQUENCES 	<ul style="list-style-type: none"> 📖 VISIT AND USE ONLY SITES AND PROGRAMS DIRECTED BY THE TEACHER 📖 LEAVE THE COMPUTER AND ITS FILES UNCHANGED EXCEPT AS DIRECTED BY THE TEACHER 	<ul style="list-style-type: none"> 📖 KEEP FOOD AND DRINKS OUT OF THE COMPUTER LAB 📖 REMAIN SEATED AND WORK QUIETLY 	<ul style="list-style-type: none"> 📖 USE YOUR TIME IN THE COMPUTER LAB WISELY 📖 ASK QUESTIONS TO AID YOUR WORK IN OTHER SUBJECTS WHEN POSSIBLE 📖 TRY YOUR BEST 📖 DRESS WELL AND SPEAK ENGLISH
<p>RECESS</p>	<ul style="list-style-type: none"> 📖 KEEP THE SCHOOL AREA FREE OF TRASH/USE THE TRASH CAN 📖 PLAY FAIR GAMES AND INCLUDE OTHERS 📖 RETURN TO CLASS ON TIME 	<ul style="list-style-type: none"> 📖 USE BATHROOM AND GET WATER BEFORE THE BELL 📖 WATCH OUT FOR OTHERS AS YOU RUN AND PLAY 📖 REPORT ANY INAPPROPRIATE BEHAVIOR 	<ul style="list-style-type: none"> 📖 STAY WITHIN PLAYGROUND BOUNDARIES 📖 PLAY ONLY GAMES THAT ARE ALLOWED BY THE SCHOOL 📖 USE PLAYGROUND EQUIPMENT AS INTENDED 📖 CLIMB AND THROW ONLY THINGS MADE FOR CLIMBING AND THROWING 	<ul style="list-style-type: none"> 📖 STAY SAFE 📖 BE A PEACEMAKER 📖 LEARN NEW GAMES 📖 RETURN TO CLASS CLEAN AND NEAT 📖 SPEAK ENGLISH

SPORTS	<ul style="list-style-type: none"> 📖 USE THE EQUIPMENTS PROPERLY (BALLS, SPORT CLOTHES,...) 📖 RETURN EQUIPMENT TO PROPER PLACE 	<ul style="list-style-type: none"> 📖 FOLLOW THE RULES OF THE GAME, EVEN WHEN NO ONE IS LOOKING 	<ul style="list-style-type: none"> 📖 FOLLOW TEACHER'S RULES 📖 BRING AND WEAR MODEST SPORTS OUTFIT 	<ul style="list-style-type: none"> 📖 DISPLAY GOOD SPORTSMANSHIP (BE FAIR PLAY, SHOW RESPECT FOR YOUR OPPONENT, WIN AND LOSE GRACIOUSLY) 📖 STRIVE TO IMPROVE YOUR SKILLS 📖 SPEAK ENGLISH
LINES	<ul style="list-style-type: none"> 📖 LINE UP IN ORDER AS PER PROCEDURE 	<ul style="list-style-type: none"> 📖 GO TO THE LINES QUICKLY WHENEVER REQUIRED 📖 REMAIN IN LINE AND QUIET EVEN WHEN UNOBSERVED 	<ul style="list-style-type: none"> 📖 FOLLOW ALL INSTRUCTIONS GIVEN PROMPTLY 📖 KEEP HANDS, FEET, AND OBJECTS TO YOURSELF 📖 NO TALKING 	<ul style="list-style-type: none"> 📖 CULTIVATE ORDER AND HARMONY
ASSEMBLY/ CHAPEL	<ul style="list-style-type: none"> 📖 STAY IN YOUR SEAT 📖 RESPECT ASSEMBLY PROPERTY 📖 ENTER AND LEAVE IN A QUIET AND ORDERLY WAY 	<ul style="list-style-type: none"> 📖 MONITOR YOUR OWN BEHAVIOR 📖 LISTEN CAREFULLY 📖 RESPECT THE SPEAKER 	<ul style="list-style-type: none"> 📖 MAINTAIN EYE CONTACT WITH THE SPEAKER 📖 CLAP/STAND UP AT APPROPRIATE TIME 📖 INTERACT AT THE RIGHT TIMES 	<ul style="list-style-type: none"> 📖 LISTEN FOR UNDERSTANDING 📖 BE A GOOD AUDIENCE MEMBER 📖 DRESS WELL AND SPEAK ENGLISH
PROJECTION ROOM	<ul style="list-style-type: none"> 📖 LEAVE NO TRACE OR DAMAGE 📖 KEEP YOUR HANDS, FEET AND OBJECTS TO YOUR SELF 	<ul style="list-style-type: none"> 📖 BE QUIET AT ALL TIMES AND RAISE YOUR HANDS TO SPEAK 📖 REPORT INAPPROPRIATE BEHAVIOR 	<ul style="list-style-type: none"> 📖 FOLLOW ALL THE RULES OF THE TEACHER 📖 SIT QUIETLY, THEN LISTEN 📖 FACE FORWARD 📖 KEEP FOOD AND DRINKS OUT 	<ul style="list-style-type: none"> 📖 LISTEN AND WATCH FOR UNDERSTANDING 📖 ASK QUESTIONS IF YOU DO NOT UNDERSTAND
OFFICE/ STAFF AREAS	<ul style="list-style-type: none"> 📖 EXHIBIT GOOD MANNERS IN FRONT OF THE STAFF AND VISITORS OF THE SCHOOL 	<ul style="list-style-type: none"> 📖 SIT, STAND, WALK AND PLAY ONLY IN STUDENT AREAS 	<ul style="list-style-type: none"> 📖 INFORM YOUR TEACHER IN CASE OF ANY ISSUE THAT REQUIRES OFFICE HELP 📖 KNOCK FIRST 📖 WAIT PATIENTLY TO BE HELPED 	<ul style="list-style-type: none"> 📖 SPEAK RESPECTFULLY 📖 SPEAK ENGLISH 📖 DRESS WELL 📖 USE POLITE WORDS (THANK YOU, SORRY, ...)

OUTSIDE	 BE A HELPFUL PERSON IN SOCIETY (HOME, COUNTRY,...)	 BE A POSITIVE ROLE MODEL TO PEERS AND ADULTS	 SHOW KINDNESS AND COMPASSION TO EVERYONE	 DISPLAY CHRISTIAN EDUCATIONAL VALUES IN YOUR NEIGHBORHOOD  DRESS WELL  SPEAK ENGLISH WHEN APPROPRIATE
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References: 1 Peter 2:11-17 and Galatians 5:13-26

REWARDS AND CONSEQUENCES

Good behaviors/ actions will be celebrated. However, consequences will be applied to bad behaviors/ actions.

REWARDS

As much as possible, rewards will be provided after an achievement is complete, as a surprise celebration, rather than held in front of students as motivation. This is to assist in the development of intrinsic motivation as opposed to developing a reliance on extrinsic motivation.

Rewards may include: listening to music while working, watching Star Times during recess, receiving special food, extra time on the tablets or robots, books, short trips, or other incentives as determined by the teacher.

UNACCEPTABLE BEHAVIORS AND THEIR CONSEQUENCES

It is the policy of Discovery School to administer discipline according to Godly principles. Though corporal punishment is mentioned in the Scriptures as a means of discipline, it is not our policy to usurp the parent’s role in that regard. Therefore, no teacher, staff member, or administrator will use corporal punishment in disciplining a student. The only circumstance in which any physical force may be used is to protect either the child or other children from harm. When physical force is used in such cases, the objective is to restrain the child from harm or harming others until further assistance arrives.

UNACCEPTABLE BEHAVIORS	CONSEQUENCES
MILD BEHAVIORS – HANDLED BY THE TEACHER	ACTIONS TO BE TAKEN
 SEARCHING THROUGH SOMEONE’S GOODS IN THEIR ABSENCE  ATTEMPTING TO CHEAT  DISTURBING CLASS  EXCESSIVE TALKING	Preschool and Primary School: Offense 1: Non-verbal and/or indirect warning Offense 2: Official warning spoken and recorded visibly. Name written down Offense 3: 1 st mark beside name and 1 st consequence

<ul style="list-style-type: none"> 📖 UNKEMPT BODY AND/OR CLOTHES 📖 LATENESS 📖 FAILURE TO COMPLETE ASSIGNED WORK 📖 INAPPROPRIATE BEHAVIOR DURING ASSEMBLIES/SCHOOL SPONSORED ACTIVITIES 📖 POSSESSING MATCHES OR A LIGHTER 📖 UNPREPARED FOR CLASS 📖 USING UNAPPROVED ELECTRONIC DEVICES DURING CLASS INSTRUCTIONS 📖 USING APPROVED ELECTRONIC DEVICES IN UNAPPROVED WAYS 📖 CHEWING GUM OR FOREIGN OBJECTS 📖 INAPPROPRIATE FOOTWEAR 📖 DISRESPECTING TEACHERS PERSONAL SPACES AND PROPERTY 📖 SWEARING 📖 MISUSE OF MATERIALS 	<p>Offense 4: 2nd mark beside name and 2nd consequence</p> <p>Offense 5: Fill the discipline referral form, then go to the Discipline Monitor.</p> <p>Middle and Secondary School:</p> <p>Basically the same, except that each offense is noted as a “mark.” Students with 5 marks in one class will experience mild consequences selected by the teacher (see below) and then be sent to the Discipline Monitor.</p> <p>POSSIBLE CONSEQUENCES</p> <ul style="list-style-type: none"> - Loss of manipulative/materials - Missing out on fun activity - Separation from other students - Being moved to a different seat - Detention. - Walking laps on the soccer field during recess. - Chores around the classroom or school; especially chores related to the offense
<p>MODERATE BEHAVIORS -- HANDLED BY THE DEAN OF DISCIPLINE</p>	<p>ACTIONS TO BE TAKEN</p>

<ul style="list-style-type: none"> 📖 MILD BEHAVIORS THAT REACH STEP 5 📖 REPEATED MILD BEHAVIORS (DISCUSS WITH DEAN IN ADVANCE) 📖 UNAUTHORIZED EXIT FROM SCHOOL 📖 SKIPPING SCHOOL (LEAVING SCHOOL SECRETLY) 📖 FOOD THEFT OR THEFT OF SMALL ITEMS 📖 PHYSICAL AGRESSION 📖 INAPPROPRIATE TOUCHING 📖 DISRESPECTING OF STAFF PLACES (OFFICE, LUNCHROOM,...) 📖 INAPPROPRIATE INTERNET SITES AND/ OR PRINT MATERIALS 📖 INAPPROPRIATE TOUCHING 📖 CHEATING ON HOMEWORK 📖 INAPPROPRIATE REPRESENTATION OF SCHOOL 📖 THREATENING TO ENGAGE IN A MAJOR BEHAVIOR 	<p>Offense 1: Immediate referral to Discipline Monitor; written letter of apology; notification of parents</p> <p>Offense 2: Immediate referral to Discipline Office; written letter of apology; notification of parents; restitution or other fitting consequence.</p> <p>Offense 3: Move to consequence for serious behaviors.</p> <p>POSSIBLE CONSEQUENCES</p> <ul style="list-style-type: none"> -Contact with parents—written, phone -In-school suspension -Written explanation of what happened and how the problem can be solved -Participation in Mediation -Restitution/ larger chores related to the offense -Letter of apology - Parent conference - Home visit
<p>MAJOR BEHAVIORS— HANDLED BY DEAN OF DISCIPLINE AND COMMITTEE</p>	<p>ACTIONS TO BE TAKEN</p>
<ul style="list-style-type: none"> 📖 CHEATING ON A QUIZ, TEST, OR EXAM 	<p>Offense 1: Immediate referral to Dean of Discipline; Immediate placement in in-school</p>

                   	<p>INSULT TO A STUDENT BASED ON ETHNICITY</p> <p>RACISM AND OTHER FORMS OF DESCRIMINATION</p> <p>INSULT TO A STAFF MEMBER</p> <p>WILLFULL DESTRUCTION OF PROPERTY</p> <p>BODYLY INJURY TO OTHERS</p> <p>POSSESSION OF FIRE ARMS OR KNIVES</p> <p>MURDER</p> <p>DAMAGE TO REPUTATION OF AUTHORITIES</p> <p>ORGANIZING STRIKES AGAINST THE ORGANIZATION</p> <p>BULLYING AND INTIMIDATION</p> <p>DEFIANCE</p> <p>ENDANGERING SELF OR OTHERS</p> <p>FIGHTING</p> <p>OVERT SEXUAL BEHAVIOR</p> <p>POSSESSION OR USAGE OF DRUGS, CIGARETTES, AND/OR ALCOHOL</p> <p>POSSESSION OF GUNS AND/WEAPONS</p> <p>SELLING GUNS, CIGARETTES, DRUGS OR ALCOHOL</p> <p>THEFT</p> <p>SEXUAL HARASSMENT</p> <p>VANDALISM</p>	<p>suspension. Student will not return to class until committee has met and determined consequences.</p> <p>POSSIBLE CONSEQUENCES</p> <p>-written letter of apology</p> <p>-notification of parents</p> <p>-legal action</p> <p>-consequences as listed in government policy</p> <p>-In or out of school suspension</p> <p>-monetary compensation</p> <p>-expulsion</p>
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C. Discipline Points

1. Every child begins each trimester with 60 Discipline Points.
2. Loss of 30 points results in suspension. Loss of 60 points results in longer suspension and possible expulsion.
3. At the Primary level, any student who reaches a level of 5 mild offenses in one day or commits a moderate offense will be sent to the Discipline Office and will lose

discipline points. Committing a severe offense will result in the loss of more points, with the exact number to be determined by the Dean.

3. At the Middle School and High School level each visit to the Discipline Monitor or the Discipline Office represents a significant lack of discipline and therefore results in loss of discipline points.

Loss of 15 points = PROBATION

Loss of 30 points = SUSPENSION

Loss of 60 points = LONGER SUSPENSION/POSSIBLE EXPULSION

8. STUDENT HEALTH AND SAFETY

PREVENTION POLICIES

Health

Children should be kept at home if they exhibit any of the following symptoms or conditions: Vomiting, diarrhea, fever, Conjunctivitis (Pink Eye), lice. Children should be free of symptoms such as fever, vomiting and diarrhea for a MINIMUM of 24 hours before returning to school.

All students at the Discovery School are automatically enrolled in the government's immunization and intestinal parasite prevention plans. If you do NOT wish your child to receive immunizations and medication for parasites and worms on the national schedule, you must notify the school in writing.

Discovery School will conduct routine maintenance walks around the campus to ensure that dangerous items are removed and that the facility is safe for student use. The school conforms to all government facility regulations.

Safety

Inspections of Student Backpacks, Bags, and/or Lockers

Student backpacks, bags, and lockers (if one has been assigned) should be kept clean and free of trash. The school reserves the right to inspect student backpacks at any time to maintain standards of cleanliness and sanitation, to remove dangerous items, or for other appropriate reasons.

Closed Campus

Discovery School is a closed campus. After students enter in the morning they are not permitted to leave campus unless a parent/guardian/authorized driver comes to the office and signs their child out. Leaving campus without permission is considered a major violation. If a parent wishes their child to leave campus during the day other than through the procedure described above, a phone call/written note to the school principal is required. A phone call to a receptionist is not acceptable.

Dismissal

Students under the age of ten may only leave campus with a known adult. At the start of the school year (or any time an adult unfamiliar to the staff comes to pick up a child), student id cards (permanent or temporary) must be presented to the staff member(s) on duty before the child may be released. This way the supervisors may check the parent-submitted list of people allowed to take the child away from the school before they release the student. Students older than ten are allowed to walk home alone unless parents have communicated other instructions to the administration in writing. They may also leave campus with adults they deem safe. They are expected to notify a staff member on duty if they do not want to leave campus with the adult who comes to retrieve them. Any such report will be immediately investigated, and the child will not be released from campus until the situation is resolved. Similarly, if the supervisor sees anything that looks suspicious, the child may be kept at school until parents have been contact to ensure it is safe to allow the child to leave with the adult in question.

Drills

Security and Emergency Threatening or emergency situations could arise, which may require concealment or evacuation of students and staff from particular buildings or from the campus proper. In a situation such as this, quick, calm, and orderly action is required, which is why Rosslyn regularly practices evacuation, intruder, and fire drills. Classroom teachers will train students in the procedures used for these drills. Visitors on campus during a drill will be expected to participate.

RESPONSE

Bullying and Harassment

Bullying is a deliberate and willfully repeated behavior by one or more people with the intent of harming others. Kindness and respect are the positive opposites and are the way God treats us and expects us to treat others (Ephesians 1:5, 2:7, 4:32). Bullying reflects an attitude that indicates a lack or loss of respect for another human being and thus devalues human life while wounding the other person's spirit. Bullying comes in different forms: 1. Physical – acted out violence and attacks – aggressive behavior – hitting, kicking, pushing – getting others to hurt someone – stealing (including 'borrowing' without permission) of money, food, books, cell phones, PE items, and other personal items 2. Verbal – Name-calling and put downs, including racial comments. – verbal taunts and teasing – talking badly about people behind their backs (rumors) – also includes the above through use of the Internet, cell phone, or other electronic communication devices 3. Emotional – exclusion from a group (isolation) – behavior which is seen as threatening – intimidation – invasion or personal privacy

Discovery School is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect, and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment and bullying. Discovery is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination of enrollment or dismissal of employment. Harassment between employee/adult volunteer and student, student and student, and adult/student are all prohibited under this policy.

Students who feel that they have been subjected to conduct of a harassing nature and individuals who observe conduct of a harassing nature are encouraged to promptly report the matter to one of the school officials. Employees/volunteers who are aware of conduct of a harassing nature are required to report the matter to one of the school officials. All complaints will be promptly investigated.

Sexual harassment will not be tolerated and is the basis for discipline up to and including dismissal from school. A complaint form is available in the Director's Office.

Please be aware that Discovery has limited authority to deal with bullying or harassment that occurs off campus and/or outside the school day (e.g. SMS, Facebook, etc. in the evenings or on weekends). However, home and personal Internet/Social Media use can have an impact on the school, staff, and students. If a student or staff member's personal Internet/Social Media expression includes a threatening message to self or others, a violent website, inappropriate comments about the school, students, student's families, or staff, sexting, bullying, or inappropriate pictures and/or language, the perpetrator will face school discipline and if applicable the proper authorities will be notified.

Illnesses and Injuries

In case of illness or other health needs, students should first consult their teacher (if they are in class) or the discipline monitors from the school if they are at recess or involved in another activity outside of their classroom. Minor first aid issues like scraped knees and small cuts will be handled by the acting school nurse. In severe cases, the student will be taken to the adjacent clinic by a member of the staff for outside medical assistance. The parents will be notified as soon as possible.

All students are covered by the school's insurance policy while at school and on their way to and from school *if they are wearing their uniform*.

The school will not provide any medicine to students. If a child has a regular medicine that must be taken during school hours, instructions must be provided in writing by the parents and left at the office along with a doctor's note. All medication must be sent to school in the original pharmacy container and labeled with the following information: 1. Student's name 2. Drug name 3. Dose of the medication 4. Time it is to be administered. With these safeguards in place, the acting school nurse can administer the medication according to the doctor's and parents'/guardian's instructions.

If your child has a chronic medical condition, the school office should be notified in writing either by a note from home and/or by a report from the doctor's office. This insures that we can properly care for your child in case of emergency.

MISCELLANEOUS

Transportation for School Activities

Even students who are not signed up for daily transportation from home on school buses often find themselves using school transportation for a variety of reasons, including athletic games, class field trips, or other groups and clubs. School transportation into the community

carries with it special responsibilities. Student conduct and dress must be exemplary at all times. Negative behavior jeopardizes the safety and success to many people and any student misconduct while using school transportation will be addressed as a major infraction.

School Fees

School fees next year will bill for whole trimester. The full school fees for each trimester are due by the end of the first month of the trimester in question. (This does not negate the necessity of prepaying for the bus and cafeteria). Bus and cafeteria fees must be prepaid on a monthly basis. Parents/guardians are welcome to pay for the whole trimester in advance.

Fines and Overdue School Fees

Any student with an outstanding debt (such as overdue fees, fines for missing/damaged items, library fines, etc.) will have a hold placed on all student records, including standardized test scores, report cards, and transcripts, until the fee is paid. Outstanding school fees will eventually result in the student being kept outside of class until fees are paid.

Visitors

From time to time, students may have friends or relatives that they wish to bring to campus or have visit classes. Visitors must have prior approval (at least one day's notice) from the principal or his/her designee before spending time in class(es). Visitors are normally required to sign in at the main office and receive a VISITOR badge from the discipline monitor. When visiting, visitors are to abide by the same guidelines as Discovery students.

Discovery School events are for Discovery students. Any student wishing to bring a visitor to a school event must get prior approval from the Discovery School administrator responsible for the event. (Preschool and primary school Christmas productions are an exception).

Gum Chewing

Chewing gum is not allowed on campus.

Drinking Water

Filtered Burundi City water sources are scattered around the campus. Students are encouraged to bring water bottles to class.

Lost and Found

Disregarded personal items, including clothing and textbooks, found on the school grounds or in the buses will be taken to the Discipline Office, where they may be reclaimed.

Periodically, after announcing and displaying the items, the school will donate unclaimed items to a needy cause.

Lunch

Cafeteria fees must be prepaid at the start of each month, though anyone is welcome to pay for the whole trimester in advance. The menu is posted on the school notice board and on the school website.

Students eat in the lunch room. Students in Grades 1-6 are escorted to the cafeteria by their teacher. Grades seven and up are responsible for arriving on their own. Children go through the hand-washing station, then through the food line. All students receive the same lunch unless they have special dietary restrictions. Students are encouraged, but not required, to clean their plates. After receiving their food, children move to sit in the area designated for their class.

School Pictures

Digital pictures are taken during the first semester for student ID cards and permanent files.

School ID Cards

Student ID cards are issued to every student enrolled. They should be turned in if a student is withdrawn from the school. ID cards are updated to show the current year. New cards with updated photos are issued at the start of grades 1, 4, 7, and 10.

Supplies

The school office provides parents with a basic list of required supplies for their grade or course at the beginning of the year. It is the student's and parent's responsibility to have these supplies as soon as possible. It is the student's responsibility to have required daily supplies with them.

Electronic Devices

Cell phones, iPads, MP3, etc. MP3 players, iPods and other electronic devices (including games) are not to be brought to school; if used, they will be confiscated and may be held for a period of time before being returned. The device is taken to the Discipline Office and will need to be collected by the student's parent. The school is not responsible for any lost or stolen electronics.

PART 2: CORRESPONDENCE NOTEBOOK

1. USE OF THE CORRESPONDENCE NOTEBOOK

This book aims to ensure frequent contact between the students' families and the administration of the school.

The notebook contains an abbreviated version of the school's rules and code of conduct, and informs parents about the discipline, work, and progress of their child by sending them progressive updates and notes about schoolwork.

The student is in charge of this booklet. The student and his or her teacher(s) will complete it with care and will record:

- Any notes regarding the specific student.
- Any general information for the student's family.

School Bus :	Parent's car :	Bicycle :	On foot :
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Way student departs from school:

School Bus :	Parent's car :	Bicycle :	On foot :
--------------	----------------	-----------	-----------

*****If the method of arrival or departure changes, the school must be notified in writing. This notebook can be used, or a note can be dropped at the office addressed to the headmaster.

Some information about parents or guardian:

Names: _____

Address: _____

Profession: _____

Telephone Number(s): _____

E-mail : _____

3. Personal Discipline Point Record

1st Trimester

Point Total	Date Lost	Reason	Parent Signature
60			

2nd Trimester

Point Total	Date Lost	Reason	Parent Signature
60			

3rdTrimester

Point Total	Date Lost	Reason	Parent Signature
60			

4. List of the teachers of your class

Subjects	Name	Telephone
English		
French		
Kirundi		
Swahili		
Mathematics		
Computer Technology		
Physical Sciences		
Social Sciences		
Health/Physical Education		
Art/Fine Arts		
Music		
Bible		

5. Monthly Grades and Comments

Month: **SEPTEMBER**

Character trait of the month:

Subjects	Grades	Total
English		
French		
Kirundi		
Swahili		
Mathematics		
Computer Technology		
Physical Sciences		
Social Sciences		
Health/Physical Education		
Art/Fine Arts		
Music		
Bible		

Any comments and parent signature at the end of the month.

Signature of the Homeroom Teacher :

Month: OCTOBER

Character trait of the month:

Subjects	Grades	Total
English		
French		
Kirundi		
Swahili		
Mathematics		
Computer Technology		
Physical Sciences		
Social Sciences		
Health/Physical Education		
Art/Fine Arts		
Music		
Bible		

Any comments and parent signature at the end of the month.

Signature of the Homeroom Teacher :

Month: NOVEMBER

Character trait of the month:

Subjects	Grades	Total
English		
French		
Kirundi		
Swahili		
Mathematics		
Computer Technology		
Physical Sciences		
Social Sciences		
Health/Physical Education		
Art/Fine Arts		
Music		
Bible		

Any comments and parent signature at the end of the month.

Signature of the Homeroom Teacher:

Month: DECEMBER

Character trait of the month:

Subjects	Grades	Total
English		
French		
Kirundi		
Swahili		
Mathematics		
Computer Technology		
Physical Sciences		
Social Sciences		
Health/Physical Education		
Art/Fine Arts		
Music		
Bible		

Any comments and parent signature at the end of the month.

Signature of the Homeroom Teacher:

Month: JANUARY

Character trait of the month:

Subjects	Grades	Total
English		
French		
Kirundi		
Swahili		
Mathematics		
Computer Technology		
Physical Sciences		
Social Sciences		
Health/Physical Education		
Art/Fine Arts		
Music		
Bible		

Any comments and parent signature at the end of the month.

Signature of the Homeroom Teacher :

Month: FEBRUARY

Character trait of the month:

Subjects	Grades	Total
English		
French		
Kirundi		
Swahili		
Mathematics		
Computer Technology		
Physical Sciences		
Social Sciences		
Health/Physical Education		
Art/Fine Arts		
Music		
Bible		

Any comments and parent signature at the end of the month.

Signature of the Homeroom Teacher:

Month: MARCH

Character trait of the month:

Subjects	Grades	Total
English		
French		
Kirundi		
Swahili		
Mathematics		
Computer Technology		
Physical Sciences		
Social Sciences		
Health/Physical Education		
Art/Fine Arts		
Music		
Bible		

Any comments and parent signature at the end of the month.

Signature of the Homeroom Teacher:

Month: APRIL

Character trait of the month:

Subjects	Grades	Total
English		
French		
Kirundi		
Swahili		
Mathematics		
Computer Technology		
Physical Sciences		
Social Sciences		
Health/Physical Education		
Art/Fine Arts		
Music		
Bible		

Any comments and parent signature at the end of the month.

Signature of the Homeroom Teacher :

Month: MAY

Character trait of the month:

Subjects	Grades	Total
English		
French		
Kirundi		
Swahili		
Mathematics		
Computer Technology		
Physical Sciences		
Social Sciences		
Health/Physical Education		
Art/Fine Arts		
Music		
Bible		

Any comments and parent signature at the end of the month.

Signature of the Homeroom Teacher :

Month: JUNE

Character trait of the month:

Subjects	Grades	Total
English		
French		
Kirundi		
Swahili		
Mathematics		
Computer Technology		
Physical Sciences		
Social Sciences		
Health/Physical Education		
Art/Fine Arts		
Music		
Bible		

Any comments and parent signature at the end of the month.

Signature of the Homeroom Teacher :

6. Personal Record of Absences and Tardies:

Date :

Duration of absence or minutes late:

Reason :

.....
.....

Parents' signature

School approval

Date :

Duration of absence or minutes late:

Reason :

.....
.....

Parents' signature

School approval

Date :

Duration of absence or minutes late :

Reason :

.....
.....

Parents' signature

School approval

Date :

Duration of absence or minutes late:

Reason :

.....
.....

Parents' signature

School approval

Date :

Duration of absence or minutes late:

Reason :

.....
.....

Parents' signature

School approval

Date :

Duration of absence or minutes late:

Reason :

.....
.....

Parents' signature

School approval

Date :

Duration of absence or minutes late:

Reason :
.....
.....

Parents' signature

School approval

.....

Date :

Duration of absence or minutes late:

Reason :
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Parents' signature

School approval

.....

Date :

Duration of absence or lateness :

Reason :
.....
.....

Parents' signature

School approval

.....

Date :

Duration of absence or minutes late:

Reason :
.....
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Parents' signature

School approval

.....

Date :

Duration of absence or minutes late :

Reason :
.....
.....

Parents' signature

School approval

.....

Date :

Duration of absence or lateness :

Reason :
.....
.....

Parents' signature

School approval

7. CORRESPONDANCE BETWEEN SCHOOL AND FAMILY

DATE SENT	NOTE	DATE SEEN	SIGNATURE

CORRESPONDANCE BETWEEN SCHOOL AND FAMILY

DATE SENT	NOTE	DATE SEEN	SIGNATURE

CORRESPONDANCE BETWEEN SCHOOL AND FAMILY

DATE SENT	NOTE	DATE SEEN	SIGNATURE

CORRESPONDANCE BETWEEN SCHOOL AND FAMILY

DATE SENT	NOTE	DATE SEEN	SIGNATURE

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DATE SENT	NOTE	DATE SEEN	SIGNATURE

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DATE SENT	NOTE	DATE SEEN	SIGNATURE

CORRESPONDANCE BETWEEN SCHOOL AND FAMILY

DATE SENT	NOTE	DATE SEEN	SIGNATURE

CORRESPONDANCE BETWEEN SCHOOL AND FAMILY

DATE SENT	NOTE	DATE SEEN	SIGNATURE

CORRESPONDANCE BETWEEN SCHOOL AND FAMILY

DATE SENT	NOTE	DATE SEEN	SIGNATURE

8. STATEMENTS BY THE PARENTS OR GUARDIAN AND THE STUDENT

I RECOGNIZE:

The existence of this handbook and correspondence notebook.

I AGREE TO:

- Encourage my child to follow all the rules and regulations contained in this booklet.
- Review all comments and entries regarding absences and lateness.
- Sign this booklet in the space provided to acknowledge receipt of this information.
- Sign all communications and official notices to students and parents.

Date:.....

Signature of the Father:

Signature of the Mother:

Signature of Guardian, if applicable:

PART 3: BOARDING SCHOOL

CONTENTS

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2. Supplies

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V. Other Regulations

VI. Leave

VII. Personal discipline point record

VIII. Schedule

I. GENERAL

1.1 DON'Ts

The list headed “unacceptable behaviors” (student handbook: chapter 7: Discipline at Discovery) is also applicable to the Boarding School.

Rooms other than Dormitories and Common Rooms are classified as “classrooms”.

In classrooms, all regular school rules apply.

DON'T...

1. Use pagers and mobile phones.
2. Gamble.
3. Play ball games in the Boarding School. No balls should be kept in the dormitory rooms.
4. Disturb others, especially during prep or study sessions.
5. Bring valuables or large amounts of cash to the Boarding School.
The School will not be responsible for any loss.
6. Borrow money from others. Any boarder who needs cash urgently should seek help from the Boarding Staff.
7. Damage or deface Boarding School/School Property.
8. Shout or speak loudly in the Boarding School.
9. Climb any wall, furniture, fence, railing or other structure.
10. Bring friends or classmates into the Boarding School.
11. Use other boarder’s smart card. Any loss of your card should be reported to the Boarding Staff immediately.
12. Leave the school boundaries.

1.2 DO's

DO...

1. Dress properly on the school premises
2. Comply with all Boarding School routines. (Any boarder who has a valid reason to skip a routine should seek parental consent and ask leave from Boarding Staff member after showing them this consent/explanation).
3. Access the Boarding School with your own smart card.
4. Follow the boarding schedule and stay in the designated locations.

5. Observe silence during preparation sessions.

6. Stay in bed after lights-out.

- Anyone found out of bed / dormitory without good reason will be punished.

7. Report accidents and security concerns immediately to the Boarding Staff.

8. Keep valuable things in a secured place in your cabinet.

Follow the boarding schedule carefully. Lateness is not tolerated.

9. Wear uniforms all the time (study hall, chapel,...)

II. ROOMS AND FACILITIES

Students can only gain access to the dormitory in which they are residing. Other dormitories are out-of-bounds.

All boarders should keep all rooms and dormitories clean and tidy.

- Eating, drinking and art work should be done in the Common Rooms.

The Boarding School is closed during the day-school hours: 07:30AM -3:45PM.

Study rooms should be kept in order and silent, and are solely for study purposes.

The last boarder leaving any room or dormitory should switch off the lights

III. FEES AND SUPPLIES

1. Fees

-Boarding fees are prepaid each term. The access to the boarding

requires the bank receipt of at least 3/5 of the total amount.

-The 2/5 remaining must be cleared before:

November15 for the first term, March15 for the second term,

June15 for the last term.

-Late payment of the 2/5 incurs a penalty of 10% weekly.

2. Supplies

Students must bring all required supplies with them.

The list will be published prior to the start of the year and will include items such as:

- Bed sheets and blanket
- Towel
- Basin for laundry
- Money to buy soap
- Small padlock for the child's cupboard
- Decent clothes (sport outfit,etc...)
- Personal hygiene supplies: brush, toothpaste, toilet paper, bathroom slippers.
- Mosquito net.

IV. DINING HALL AND MEALS

1. In the Dining Hall for Boarders, courtesy and manner should always be observed.
2. No slippers or sleeveless shirts are allowed in the dining hall, and shoulders must be covered.
3. Observe good table manners. (See student handbook: Behavior Expectations Chart).
4. Any Boarder who has a health problem should inform the boarding staff ahead of mealtime.
5. For formal Dinners, every boarder must be in full School Uniform, unless a special dress code is announced.

V. OTHER REGULATIONS

1. Boarders are not allowed to be out of the boarding without prior permission.
2. Overnight leave will only be granted at the request of parent/ guardian.
3. The Boarding Staff should be informed of any return that would be earlier or later than indicated.
4. Abusing leave would result in serious disciplinary action.
5. Before going, the boarder has to have the smart card and leave sheet showing approval.
6. Boarders have right to a special leave once a month. (This will be the first Sunday of each month; Parents/guardian must come to take them).

7. The Boarding School is primarily made available for study purposes.

All boarders must maintain an appropriate, educational environment.

Disruptive behavior will not be tolerated. Wearing uniform is compulsory.

8. Boarders must follow the Boarding School Rules at all times.
9. Boarders must obey and respect the staff-on-duty and the caretaker or security staff at all times.
10. No visitors may be brought into the boarding.
11. Boarders will be responsible for the safety of their belongings and must take an active role in ensuring the security of the Boarding School by:
 - a. Locking away all valuables and keeping them in their cabinet:
 - b. Ensuring the Boarding School Entrance is properly closed after use:
 - c. Reporting any outsiders and unauthorized people in the boarding to the security staff or staff-on-duty immediately.
 - d. Reporting any suspicious events or occurrences to the security staff / staff-on-duty immediately.
 - e. Reporting any damage, problems, or dangers in the boarding.
12. Being present / accounted for during each roll call.
13. Boarders must respect other residents that live in the compound. Disturbances will not be tolerated.
14. Do not enter any other person's room or any out of bounds area.

Confine yourself to your own room and the common areas only.

Any infringement of the Boarding School Rules, School Rules or the above may result in the offender being asked to leave the premises immediately.

VI. LEAVE TYPES



TYPE1. SHORT LEAVE

Name of the Boarder:.....

Description: Short leave from campus after school.

Time: From..... Until.....

Details:.....
.....

Departure:.....

Return:

Boarder's signature

Boarding staff



TYPE 2 SPECIAL LEAVE

Name of the Boarder:.....

Description: Longer leave extending
(over six hours and beyond,) at parents 'request.

Time: From..... Until.....

Details:

Departure:

Return:

Boarder's signature

Boarding staff

VII. PERSONAL DISCIPLINE POINT RECORD-FIRST TERM

Point lost	Date lost	Reason	Signature

PERSONAL DISCIPLINE POINT RECORD-SECOND TERM

Point lost	Date lost	Reason	Signature

PERSONAL DISCIPLINE POINT RECORD-THIRD TERM

Point lost	Date lost	Reason	Signature

VIII. SCHEDULE

a. Monday-Thursday

TIME	ACTIVITY
6AM	WAKE UP
6-6:30	TOILET
6:35-7:00	BREAKFAST
7:00-7:25	MORNING STUDY
7:30-3:45	CLASS TIME
3:45-4:45	PAUSE
4:50-5:50	HYGIENE/ CLEANLINESS
6:00-8:00	STUDY
8:00-8:20	DEVOTION
8:20-9:30	DINNER AND CURFEW
FRIDAY	
1:05-1:35	LUNCH
1:35-2:35	PAUSE

2:35-4:35	SPORT/ANY OTHER ACTIVITY(staff)
4:45-5:50	HYGIENE/CLEANLINESS
6:00-8:00	STUDY
8:00-8:20	DEVOTION
8:20-8:50	DINNER
8:50-9:30	T.V AND CURFEW
SATURDAY	
7AM	WAKE UP
7:00-7:30	TOILET
7:30-8AM	BREAKFAST
8:00-10AM	STUDY
10-12:30	COMMON WORKS
12:30-1:05	TOILET
1:05-1:35	LUNCH
1:35-3PM	REST
3PM-4PM	SPORT(OPTIONAL)
4-4:25	TOILET
4:30-5:50	BIBLE STUDY/GAME IN THE DORM
6:00-9:30PM	SEE THE FRIDAY SCHEDULE
SUNDAY	
6:30	WAKE UP
6:30-7AM	TOILET
7-7:30AM	BREAKFAST
8AM-10AM:	STUDY
10:00-10:40	FREE TIME
10:40-12:45	CHURCH
12:30-1:05	PAUSE
1:05-1:35	LUNCH
1:35-3PM	REST
3:3:30	TOILET

3:30-5:30	LIBRARY
5:30-6:00	PAUSE
6:00-9:30PM	SEE THE FRIDAY SCHEDULE

STATEMENT BY STUDENT

I RECOGNIZE:

The existence of this handbook.

I AGREE TO:

- Follow all the rules and regulations contained in this booklet to the best of my ability.
- Submit to any consequences as recorded in this booklet that result from my own inappropriate, irresponsible, or undisciplined behavior.
- Use this book for my good in the boarding school .

Date:

Signature of the owner: