



PARENTS/STUDENTS RULES HANDBOOK

2019/2020

## Introduction

The School Handbook has been written to provide important information concerning specific rules, policies and procedures related to the safety and operation of our schools. For schools to operate safely and efficiently, parents and students are expected to be familiar and abide by the handbook procedures and rules. The student handbook summarizes policies and contains general guidelines and information. The content of this handbook's is subject to change throughout the academic year. An up-to-date version will be maintained on the school's website.

The administration will provide notice of changes through designated social media and email. It is the responsibility of students and parents to review such changes and to remain apprised of the current version of the handbook. If you have any questions regarding this handbook, please contact the administration.

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## Contact

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## Holydays Calendar

Heroes Day	17/09/2019
All Soul's Day	02/11/2019
Angolan Independence Day	11/11/2019
Lebanese Independence Day	22/11/2019
Christmas/New Year	21/12/2019 to 05/01/2020
Armed Struggle Day	04/02/2020
Carnival	28/02/2020
Women's Day	08/03/2020
Reconciliation Day	04/04/2020
Easter Vacation	11/04/2020 to 26/04/2020
Workers Day	01/05/2020

## Attendance and Punctuality

Students may arrive to school up to **15** minutes (**7h45-8h00**) before the start of the school day. All students are to be in class by the school's designated start time **8h00**. Classes finishes at **14h00**

### Absences:

Regular attendance is important for students to be successful learners. When a student is absent, they miss out on the sequence of instruction and must spend extra time catching up with their classmates upon returning to school.

Absences are monitored closely. Please call the Student Service Office (SSO) before **8h00** when your child will be absent. In case of a prolonged absence (equal or more than **3** days) the school should be informed in writing. If the parents fail to notify the school, the school will attempt to contact the parents.

Student returning from a prolonged absence due to sickness should present a medical certificate to the SSO to be allowed in class.

We request that a family's travel plans respect the school calendar. Parents are urged to schedule doctor, dentist and other appointments after school hours or during weekends.

### **Late Arrival:**

It is important that students arrive on time for the start of class. If you are dropping off your child **after** the beginning of class at **8h00**, please ensure that you accompany them to the SSO where they are given an admission to class permission.

The accumulation of **3** late arrivals within the same week will result in a written notification for the parents. Excessive absences may affect a student's academic achievement.

- ❖ **Students may ONLY be released to their parents and the persons designated in their application documents. Parents must insure they have listed the names of any individuals who may pick up their child in the student's application documents. Parents are expected to inform the SSO of any changes regarding the designated persons. FAILURE OF PROVIDING SUCH INFORMATION EXEMPTS THE SCHOOL FROM ANY LIABILITY.**

### **Early Dismissal:**

Parents must notify the SSO in a written form if their child needs to leave school early. If parents cannot be reached regarding a request to leave school, individuals designated as an emergency contact may be contacted to approve the student's release from school.

### **Late Pick-Ups:**

Students should be picked up at dismissal time. If a student is not picked up **40** minutes after the end of class day, he/she will be sent back to class. Excessive late pick-ups will result in a written notification for the parents.

## **Health**

### **School Nurse**

If a student becomes unwell while at school, the school nurse or an assigned member, will evaluate the student's medical condition and come up with a consensus about the student's status. The school will notify the student's parents to come pick up their child.

Please note that if a student has a minor complaint, the school nurse may administer medication.

### **In Case of Emergency**

In the case of accident, the school will contact the parents and/or emergency medical service if necessary. In the case of an emergency, the school will contact the emergency medical service and will make medical decisions based on the doctor's recommendations, including surgical intervention. Parents will be informed if the school contacts the emergency medical service about their child's health, but it may not always be possible to do so.



## Medication

When it is necessary, the school nurse will administer oral and topical medications with WRITTEN parental consent only if the medication is in the original container and properly labeled. (Label and parental consent must include date, child's name, name of the medication, amount of medication, and the time that it is to be taken). All medication will be kept in the infirmary except for inhalers which are kept with the student with parental permission.

The medication will be administered under the direction of the school nurse with the parent, or guardian, accepting ultimate responsibility for monitoring the effects and side-effects of the medication(s).

The school does not provide any over the counter medications.

## Recess and Cafeteria

### Recess

Students will have **2** breaks where they will have a supervised access to the school playground, restrooms, cafeteria and sport area (with exception of the swimming pool).

First break will start after the end of the second period from **9h35 to 9h55 (20 minutes)**.

Second break will start after the end of the fourth period from **11h35 to 12h20 (45 minutes)**.

### Cafeteria

During breaks students can have access to the cafeteria to buy a variety of snacks and juices (all items sold at the cafeteria are monitored by the school). Students are also provided with a Hot-Meal.

### Hot-Meal Program

Students will be provided a daily Hot-Meal at lunch.

During breaks primary students will be accompanied with their teachers to the cafeteria and placed at designated tables.

Registration to the Hot-Meal program is included in student tuition fees. Meals are NOT to be sold, transferred between students or refunded in any case.

## Behavior

The school will strive to give each student the best education and experience equally.

It will be expected from students to respect each other, their teachers and other school employees.

### Bullying

**Bullies are to be suspended temporarily or indefinitely without warning.**

Cedars International School of Angola is committed to making our school a safe and caring environment for all students. We will treat each other with respect and refuse to tolerate bullying of any kind.

Offences include (and NOT limited to):

- Hurting someone physically by hitting, kicking, tripping, or pushing.
- Taking or damaging another person's property.
- Using put-downs (i.e., insulting or making fun of someone).
- Spreading rumors or untruths about someone at school, outside school or on social media
- Leaving someone out on purpose or trying to get other kids not to play with someone.

## Uniform/hygiene

### Dress Code

Students are free to choose their cloth for school, we just emphasize on parent to over check that the cloth are school appropriate.

It is expected from students to present themselves to school in clean and well-maintained cloth. If a student present to school with an unacceptable cloth (dirty, damaged, stained...) parents will be contacted.

As for footwear we recommend shoes with hard sole and be strapped or tied. Athletic shoes are always a good choice and allow students to fully participate in outdoor/physical education activities. Students who choose to wear sandals may be asked to bring tennis shoes, so they can participate safely in outdoor/sport activities without getting injured.

**Flip flops are not allowed.**

### Hygiene

Students do not require a haircut, we prefer our student to be comfortable with their look. We only urge the parents to regularly check their children's hair for lice.

## Electronic devices/Cell Phones

Cell phones and personal electronic devices are not permitted during at School. Students are to put cell phones and personal electronic devices away upon arrival. They are to be kept off while in backpacks and lockers throughout the student's time at school. Failure to comply will result in the phone being taken to the office and possibly in disciplinary action. If a student needs to call a parent, they are to be sent by a teacher with a pass to call using the office phone.

**The school is not responsible in case of damaged or lost electronic devices.**

## Valuables

We recommend that students keep their valuable items at home (neckless, bracelet, earrings, etc.) or submitted to the teacher at the beginning of the day to be reclaimed at the end of classes.

Any item found by the teacher will be held until claimed by students or parents.

**The school is not responsible in case of damaged or loss of personal belonging.**

## Vandalism

Students should use all school material with care and keep them in good condition.

Students caught vandalizing school material will be held responsible and sanctioned accordingly.

## Bus

School rules apply to the bus, students are expected to keep good behavior at all time.

We kindly ask parents/students to be ready for the bus on time for pickup in the morning as drivers must stay on schedule, they have been instructed not to wait beyond the scheduled time. This is a simple rule of courtesy towards all children who are on time, and for the proper functioning of the service. If your child misses the bus, please contact the school immediately and drive your child to school.

Please contact the bus driver ahead of time in case of absence.

Due to circumstances beyond our control, (traffic, weather conditions), the bus may at times run late. We will always do our best to contact you as soon as we are informed of an excessive delay.

Parents should notify in written in case a student will not use the bus at the end of school day.

I hereby confirm that I've read and understood the rules and policies in this Handbook and that I will respect and follow them.

Parent Full Name: \_\_\_\_\_

Date: \_\_\_\_\_ Signature:

Student Full Name: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: