

# JUBA PARENTS' SCHOOL (JPS)

## STUDENT - PARENT HANDBOOK 2021-23

Dear Parents & Students,

The staff of Juba Parents' School (JPS) welcomes you to our school at **Nyakuron West, Yei Road**, Juba City, South Sudan. About 2,250 students are expected to attend Juba Parents' Primary School (JPS) each year by the end of the next five years. There are expected to be approximately 100 professional and para-professional staff members at JPS. JPS will always be a DYNAMIC school, where the administration and staff provide excellent learning opportunities for learners.

The "*Quality Standards in Education for Nursery, Primary and Secondary Schools in South Sudan*" guides Juba Parents' School together with "*Cambridge International standards*" as our International Partners. We believe and support the highest student achievement for all students. We also believe that NO CHILD will be left behind. We promise an excellent educational program for all students.

Special Education, English as a Second Language, Compensatory Education, and Reading programs shall be offered at JPS. If a student is in need of special education, an individual plan for his/her education will be prescribed with input from the student and parents. There is also a Gifted Education (GE) program, for students whose potential and / performance are so extraordinary that they require differentiation in their instructional program.

The following suggestions will help establish learning rituals for your nursery and primary-age child:

- Communicate frequently with your child's teacher.
- Ask your child about their day at school.
- Establish a daily study time at home.
- Read to your child each day.

Please take time to read this handbook. Policies and procedures that prompt the most frequently asked questions or concerns are included in this booklet. Your comments and concerns regarding the curriculum and/or school

operation are welcome. Please contact us on Tel. No. 0929539067 /  
.....

Again, welcome to Juba Parents' School. The entire staff looks forward to working with you in a positive and rewarding school-home- community partnership.

**FAY OKAYO**

.....  
Director

**KISITU.F. Christian**

.....  
Head Teacher

## JUBA PARENTS' SCHOOL SYMBOLS

### ***School Colors:***

Navy Blue,: Loyalty: Daniel 1:8

White : Purity Psalms 119:9

Purple: Royalty and Prosperity Esther 8:15; Proverbs 31:22

Gray: intellect and compromise Neutrality and Balance

### ***SCHOOL FLAG***

### ***School Moto:***

*A STRONG FOUNDATION*

### ***School Mascot:***



The sun of righteousness Malachi 4:2

The Open Bible Psalms 119:105

House of Naomi: Sweetness - Judges 14:14



House of Ruth: Selflessness Ruth 1:16; John 3:16



House of Bernice: Palm of Victory (Psalms 92:12)



## **JUBA PARENTS' SCHOOL VISION STATEMENT**

A model school providing holistic education and leadership skills.

## **JUBA PARENTS' SCHOOL MISSION STATEMENT**

Promoting learner centered education and references to God, for justice, liberty and prosperity.

## **JUBA PARENTS' SCHOOL GUIDING PRINCIPLES**

### **The Student:**

- ✓ Views serving God as the source of balanced lifestyle.
- ✓ Connects academic skills to daily life.
- ✓ Utilizes verbal skills to solve conflicts and build interpersonal relationships.
- ✓ Views education as a key to a positive future.

## **Guiding Principles**

Productive citizenship is embedded in the Guiding Principles and is an inherent core value of all PTA goals for all JPS stakeholders.

- **S**uccess for All Students
- **T**rust God and Respect for Others
- **U**ncompromising Advocacy for Students
- **D**evelopment of Lifelong Learners
- **E**qual Access to Quality, Rigorous Education
- **N**ew and Motivating Challenges to Inspire Excellence
- **T**eaching with High Expectations
- **S**afe and Stable Learning Environment

## **FOUNDER MEMBERS MISSION AND VISION OF JUBA PARENTS' SCHOOLS**

### **Vision and Mission Statements**

#### **Vision Statement**

#### **Mission Statement**

## **Support to Schools Equals Success for Students**

### **JUBA PARENTS' SCHOOL**

#### **STUDENT ATTRIBUTES ENCOURAGED AT JUBA PARENTS' SCHOOL**

1. STUDENTS who take responsibility for themselves... the way they look, talk, and behave with the fear of God and respect for man.
2. STUDENTS who attend school regularly and bring a note excusing illness (or an emergency) upon returning to school.
3. STUDENTS who arrive to class on time with appropriate learning materials and are able to exercise good study skills and work habits; and upon completing assignments, quickly find something constructive to do rather than disrupt others.
4. STUDENTS who choose challenging activities to improve themselves, are not merely concerned with getting a right answer, but creatively think of several solutions to a problem.
5. STUDENTS who do their homework regularly, hand in assignments on time and correct their own mistakes.
6. STUDENTS who have good manners... say "please" and "thank you"... are friendly, courteous, and show respect to everyone at JPS and when they are away from school.
7. STUDENTS who are honest with themselves and respect the property of others.
8. STUDENTS who follow the basic rules of JPS and help other students to follow these rules.
9. STUDENTS who can pick up their own litter and put it in a trash can (and occasionally pick up after others who may not).
10. STUDENTS who volunteer to do a little extra to make their class, JPS, or our community a better place.

***JPS WILL BE FORTUNATE WHEN... MOST OF OUR STUDENTS ARE LIKE THIS.***

#### **ATTENDANCE**

If a student is absent from school, the parent should let the school know by e-mailing: **jubaparents@gmail.com**; calling the front office, or sending a signed note with the child explaining the absence. Excused absences are granted for the following reasons:

- 1) Personal illness.
- 2) Medical, dental, or mental health appointment.
- 3) Serious illness in the student's immediate family.
- 4) A death in the student's immediate family or of a relative.
- 5) Government or recognized Religious Holidays.
- 6) Emergency conditions such as fire, flood, earthquake or storm.

- 7) Unique family circumstances warranting absence and coordinated with school administration.
- 8) Pandemic event.

Regular school attendance correlates directly with success in academic work, improves social interaction with adults and peers, provides opportunities for important communication between teachers and students, and provides a cumulative effect of establishing life-long positive habits. According to Ministry of Education Regulations, school attendance is mandatory and all students are required to attend school for all days in the term per school year.

At JPS, the educational program is organized on a basic assumption that all students will attend school regularly and that they will be punctual and not leave school early. School attendance is a joint responsibility between the parent or sponsor, the student, the classroom teacher, and the school. The parent or sponsor should make every attempt to ensure their children attend school each day of study and also establish regular communication with the classroom teacher. Except for exigent circumstances, absences for family vacations will be unexcused. Medical appointments and other discretionary appointments should be scheduled during non-school time to maximize student learning. A student educational monitoring plan shall be implemented during all pre-approved extended absences to mitigate the negative impact on a student's educational program. This plan will provide a comparable experience to the traditional classroom or course in content, rigor, and expectations for completion of assignments.

Students with excessive school absences will be monitored by the Student Support Team to assist students in the completion of all required work and successfully master course objectives.

**IN ORDER TO RECEIVE GRADES ON A PROGRESS REPORT, A LEARNER MUST HAVE BEEN IN ATTENDANCE AT LEAST MORE THAN 4/5 SCHOOL DAYS OF THAT TERM.**

#### **THE FOLLOWING WILL APPLY TO ALL PRE-PLANNED ABSENCES:**

1. As soon as possible, a JPS Learner Educational Monitoring Plan (LEMP) form will be filled out by the parent and turned in to the school office **PRIOR** to the first day of the absence.
2. During the student's absence from school, he or she is expected to complete all missed educational assignments.
3. The assignments will be provided to the classroom teacher upon the student's return to school.
4. The parents will review, date, and sign the written work prior to the student's return to school and submitting the work to the classroom teacher.

## TARDINESS

Students are expected to report to school each day on time. Failure to do so constitutes tardiness. Late arrivals will be considered “tardy unexcused” unless the school receives written verification from the parent or sponsor consistent with the reasons for excused absences. Parents are requested to come to the office to sign in learners who will receive a “**Late Slip**” before going to his/her classroom. Learners are responsible for making up all missed work when they arrive late to class.

School administration shall monitor daily attendance data to identify students who frequently arrive late to school. Appropriate interventions may be developed to improve on-time arrival to school, taking into consideration the student’s unique circumstances to include illness, extensive medical appointments or procedures, or family circumstances. After 5 cumulative tardiness (excused or unexcused) in a term, the administration may meet with the student and their parent or sponsor to discuss the excessive tardiness and identify the extent to which the tardiness has impacted the student’s academic and social-emotional progress. Consideration shall be made for the student’s unique circumstances to include illness, extensive medical appointments or procedures, or family circumstances.

## EARLY DISMISSAL

All learners must have written permission from a parent or sponsor before leaving school while it is in session.

Early dismissal will be documented based upon the time the student is dismissed from school.

## ARRIVAL OF STUDENTS TO SCHOOL

For safety reasons, learners walking or arriving by car to school **should not arrive on the school grounds before 6:00 am**. Learners arriving before the designated time do so at their own risk except with prior arrangements with the school administration. Doors open for learners at **6:30 am**. The instructional day begins at **8:30 am** and ends at **4:00 pm**.

## BEHAVIOR: EXPECTATIONS

Management of learner behavior is a responsibility shared by learners, parents, the school, and the community, and consists principally of teaching and reinforcing positive learner attitudes and behavior in social responsibility and faith in God issues. We expect learners to come to school ready to learn. If a child's behavior inhibits his/her learning or the learning of others, we expect parents to become involved in a solution. Parents with any dependent are responsible for his/her own behavior and conduct, and sponsors are



held accountable as well. Learners are expected to maintain standards of behavior that will bring credit to themselves and their families as well as show recognition and consideration for the rights of all JPS community members. No acts of violence or dangerous acts to self or others are permitted. Learners are expected to obey all adults in the school environment and outside school.

Discipline is handled first by the classroom teachers/specialist/paraprofessionals. All staff members are responsible for correcting learners in an appropriate manner and as the situation dictates. The administration will meet with students to review and emphasize appropriate behavior guidelines and the disciplinary consequences of inappropriate behavior. Proper supervision by classroom teachers, specialists, or paraprofessional aides is essential to the development and maintenance of appropriate discipline standards. The Juba Parents' School discipline program is based upon two tenets:

1. Solving problems at the lowest level.
2. Treating all students fairly and consistently.

Classroom teachers are expected to resolve the majority of discipline/behavior problems in the classroom. Procedures to resolve problems may include but are not limited to:

1. Teacher counsels students.
2. Teacher notifies parents of misconduct.
3. Teacher discusses problem with administration.
4. Teacher meets with parent and student for a conference.
5. Teacher seeks administrative assistance.

For repeated offenses or more serious infractions, the student is referred to the administration. Infractions are categorized as minor and major and consequences follow a rubric established by the school. These consequences range from a verbal warning, conferences, school service programs, counseling programs, work detail, and other behavior modification techniques that are within the experience of the teacher, to in-school suspension, out-of-school suspension, and in extreme cases expulsion. The above mentioned behavior modifications techniques must be exhausted prior to resorting to disciplinary consequences that remove a child from the school, except when a child poses an immediate threat to his or her safety or the safety of others in the school.

The Student Support Team (SST) and counselor consultations should be made in cases of recurring behaviors that disrupt the class, or where there is evidence that shows a lack of student responsibility and/or student task orientation. The counselor is not directly involved with discipline, but does assist in developing appropriate and positive student behavior patterns.

Counseling procedures may include:

1. Suggesting techniques to modify student behavior.
2. Regularly scheduled counseling sessions to resolve ongoing problems.

Discipline referrals to the main office will be documented. All referrals are kept on file and in the computer and will remain in the students' records. A hard copy conduct report is

sent home for the parents to sign and return to school the next day, which documents the incident.

### **TOYS**

Toys are only allowed for teacher/parent approved school related activities. Please do not allow your child to bring large amounts of money or expensive jewelry to school.

### **CHEWING GUM AND SWEETS**

Chewing gum and eating sweets is **NOT PERMITTED** at Juba Parents' School.

### **WEARING HATS / HEADGEAR**

If not part of school activities or clubs, wearing hats, hoods, bandanas, scarves, caps, or headgear; painting nails, lipstick, strong perfumes, jewelry and tattoos at school is **NOT PERMITTED** at Juba Parents' School. This applies to both boys and girls.

Portable players like: tape decks, Walkman, CD players, radios, laser pens, and electronic games are **NOT PERMITTED** at Juba Parents' School.

### **Discipline for Minor or First Offenses**

A student maybe disciplined for relatively minor or first offenses, with written or oral reprimands or notice to parents, suspension of school or extracurricular privileges, in-school suspensions, time outs, teacher/student/parent conferences, and by any other teacher intervention deemed by the teacher to be appropriate. These minor offenses include any conduct that is not conducive to the good order and discipline of the school.

Examples of conduct for which minor discipline may be appropriate include, but are not limited to:

- Tardiness<sup>1</sup>
- unexcused absence
- chewing gum eating sweets or food in class
- being unprepared for class
- running or horseplay in the halls or classrooms
- cheating or lying
- possessing items in violation of school rules
- use of profane or offensive language
- minor damage to rooms or materials or to the property of any other person on or about school grounds
- failing to follow instructions
- disrupting the class by talking, laughing, or wandering about when the teacher determines that such conduct is inappropriate to the classroom activity
- engaging in inappropriate behavior on the school bus.

Nothing in this paragraph precludes the impositions of more serious discipline, such as suspension or expulsion, when a child engages in repeated or multiple acts of misconduct, which individually might not warrant suspension, or expulsion. The

teacher or principal may determine that the nature of the offense, in the context of all circumstances, warrants a more severe consequence.

### **Discipline procedures SHOULD NOT INCLUDE:**

1. Isolation of a student or students outside of the classroom.
2. Use of corporal punishment. (See definition of corporal punishment on page 24).
3. Use of ridicule, sarcasm or inappropriate language.
4. Assignment of homework and/or written sentences as punishment.

**NO STUDENT WILL BE KEPT FROM SPECIALS, COMPENSATORY EDUCATION, SPECIAL EDUCATION, TESTS OR EXAMINATIONS FOR DISCIPLINARY REASONS, FOR MAKE-UP WORK MISSED WHILE ABSENT, OR INCOMPLETE ASSIGNMENTS.**

### **DISCIPLINARY COMMITTEE / DISCIPLINARY ACTION**

A Committee comprised of school officials, parents, will meet to decide disciplinary matters in which expulsion has been recommended. The Headteacher in consultation with the director shall appoint members to the committee. JPS does not have a standing committee at this time, but will use school resources should the situation warrant. Additionally, this committee convenes to consider the Headteacher's recommendation that a student be suspended for more than 10 days (cumulative) in the school year and add input to the school discipline policy. The disciplinary committee will hear the evidence and shall forward their findings and recommendations to the Head teacher.

In addition to the specific grounds for imposing discipline, students who have knowledge of, or who participate in, the misconduct of others may also be disciplined as deemed appropriate. Students must promptly report to their teacher or Head teacher knowledge of offenses that violate law or regulation, or that threaten the safety or personal security of any student or other person on school grounds or engaged in school activities. Failure to do so will be grounds for discipline.

### **Juba Parents' School Discipline Plan**

**A.** At Juba Parents' School, we believe that the purpose of discipline is to guide learners into behavioral changes that reflect growth and development. Learners reach their optimal potential in environments that foster respect, responsibility, and safety. We believe that students can make positive choices regarding their actions at work and at play.

### **B. Statement of Students' Rights, Responsibilities, and Code of Conduct**

The learners of Juba Parents' School deserve to learn in the best environment that we can provide. In addition, they have the responsibility to respond and behave in ways that support the learning environment:

- i. Learners have the **right** to be safe, and the **responsibility** to keep their hands, feet, and objects clean and to follow the school rules.

- ii. Learners have the **right** to hear and to be heard, and the **responsibility** to actively listen to others and wait to be heard.
- iii. Learners have the **right** to have quiet times to learn and study, and the **responsibility** to be prepared for learning, be quiet and to not disrupt the learning of others.
- iv. Learners have the **right** to be treated with respect, and the **responsibility** to show respect to peers, adults and property.
- v. Learners have the **right** to express feelings, opinions and ideas, and the **responsibility** to engage in learning, use self-control and be respectful to others.
- vi. Learners have the **right** to know what is expected of them at all times and in every area of school, and the **responsibility** to follow the staff expectations at all times.

**C. Building Behavior: List of Peaceful Choices:**

✓ Choose another activity	✓ Tell them to stop (right wrongs)
✓ Ask Adult(s) for help	✓ Apologize
✓ Praise people	✓ Help others
✓ Choose to share and take turns	✓ Wait and cool off
✓ Give-up Put-downs	✓ Make a Peace Plan with your teacher or counselor
✓ Ask to "Talk About it"	✓ Choose to walk away

**8.1. Washroom Expectations:**

- Knock before you enter
- Use the washroom; Allow the toilet to flush.
- **Wash hands with soap and water; Dry hands.**
- Exit immediately.
- Report unsafe or inappropriate behavior to an adult.
- Respect the privacy of others.

**8.2. Hallway Expectations:**

- Always walk** in the hallways.
- Remain quiet** in the hallways.

**8.3. Assembly Expectations:**

Walk to the assembly quietly with your class.

Stand straight with hands on your side.

Stand in rows in designated areas.

Remain quiet during the assembly.

Focus on the presenter or presenters.

Dismiss quietly or at the individual teacher's or presenters' directions.

### 9. Classroom Management:

- Staff members have systematic plans of classroom management. The plans include expectations, rules, rewards and consequences.
- Each student is expected to follow the individual classroom plan and the directions of the adult in charge.

#### 9.1. Suggestions for staff modeling and maintaining discipline and respect throughout the school:

- Model appropriate behavior and problem solving strategies for students.
- Be consistent, considerate and fair with expectations and discipline.
- Treat staff members, parents, children and volunteers with dignity and respect.
- Maintain confidentiality of students, families, staff members and school business.
- Speak to students in ways that honor individuality, value childhood and build positive self-esteem.

### 10. Juba Parents' School Discipline Ladder

(Note: If Head teacher, Deputy Head teacher or Disciplinary teacher are not immediately available for a Level 3 or Emergency situation, send to office until such time when one of them is available)

LEVEL	BEHAVIOR	CONSEQUENCE CHOICE
Level 1 TEACHER/STAFF	<ul style="list-style-type: none"><li>• NOT FOLLOWING DIRECTIONS,RULES OR CODE OF CONDUCT</li><li>• UNKIND OR DISRESPECTFUL LANGUAGE TO OTHER STUDENTS</li></ul>	<b>STAFF CONSEQUENCE/NOT A HEADTEACHER REFERRAL</b>  <b>Suggestions:</b> 1. VERBAL WARNING/ DISCUSS

	<ul style="list-style-type: none"> <li>• NOT BEHAVING IN SAFE WAYS OR DISRUPTING LEARNING</li> </ul>	PEACEBUILDER CHOICES 3. PARENT CONTACT
<b>Level 2</b> <b>TEACHER/STAFF/ COUNSELOR</b>	<ul style="list-style-type: none"> <li>• INAPPROPRIATE PHYSICAL CONTACT</li> <li>INAPPROPRIATE EXPOSURE OF BODY</li> <li>• DISRESPECTFUL ACTIONS OR LANGUAGE TO ADULTS</li> <li>• PATTERN OF LEVEL 1 BEHAVIORS</li> <li>• MINOR BULLYING</li> </ul>	<b>STAFF-COUNSELOR CONSEQUENCE/ (DEPUTY HEAD TEACHER REFERRAL IF WARRANTED)</b> 1. COUNSELOR REFERRAL 2. PARENT CONTACT 3. PARENT MEETING 4. DEPUTY HEAD TEACHER REFERRAL 5. NURSE INVOLVEMENT
<b>Level 3</b> <b>DEP. HEAD TEACHER (when needed Crisis Intervention Team members/nurse/counselors)</b>	<ul style="list-style-type: none"> <li>• BULLYING WITH THREATS OF HARM</li> <li>• PHYSICAL ASSAULT</li> <li>• WEAPONS, WEAPON REPLICA,</li> <li>• <b>PATTERN</b> OF LEVEL TWO BEHAVIORS</li> </ul>	<b>DEP. HEAD TEACHER REFERRAL</b> 1. PARENT CONTACT 3. Possible PHYSICAL RESTRAINT 4. BEHAVIORIAL INTERVENTION (COUNSELORS) 6. SENT HOME (extreme)

**11. Disciplinary Interventions**

1. Level One Interventions and/or Consequences.
2. Level Two Interventions and/or Consequences and Parental Contact.
3. Parental Contact (phone call / note) and Conference.

4. Deputy Head teacher Referral, Level Three Interventions and/or Consequences.
5. Individual Behavior Plan (Counselor Developed).
6. Out- of-School (Kept at home-individual and severe cases).
7. Emergency Expulsion; Expulsion (No Tolerance Ruling on Weapons or violence to harm).
- 8.
- 9.

**Note:**

An accumulation of situations, interventions or consequences may vary with individual situations. Parental/Guardian contact may occur on a first offense in extreme behaviors.

**12. Suggestions for Positive Conduct Recognition (Can be added to or changed depending on grade, classroom rules etc.)**

- ✓ Student of the Month Awards; Citizen of the Month Awards
- ✓ Group Recognition; Outstanding Conduct Awards
- ✓ Personal Recognition; Lunch with the Counselor or Dep. Head teacher
- ✓ Verbal Encouragement
- ✓ Classroom Honors
- ✓ Peaceful Choices
- ✓ Praise Notes
- ✓ Head teacher “Preferrals” (can be sent to Head teacher or Dep. Head teacher for a compliment!)

**Discipline of Students with Disabilities**

Except for short suspensions and minor discipline, the school must give the notices required under the JPS disciplinary code for convening, and convene, a Case Study Committee meeting prior to beginning any disciplinary processes that would change the student’s placement (such as by removing the student from school, or the school bus for a period in excess of 10 days, consecutively or cumulatively).

**BEHAVIOR: STUDENT DUE PROCESS RIGHTS – JPS POLICY**

In enforcing attendance and discipline policies, it is essential that due process be followed. JPS “Disciplinary Rules and Procedures”, defines the JPS policies on student discipline and due process. In essence, due process affords students the right to protection from arbitrary, capricious, and unreasonable decisions. Four important elements in due process procedures are:

1. Students have the right to be informed in writing of the rules which regulate behavior as well as situations that will result in disciplinary measures.
2. Students have the right to an informal hearing in all disciplinary actions, including the suspension process.
3. Students have the right to a formal hearing in the expulsion process.
4. Students have the right to appeal all decisions and be informed of all appeal procedures available to them.

## **BEHAVIOR: SUSPENSION AND EXPULSION – JPS POLICY**

A student may be suspended or expelled from school, if the Head teacher or, in the case of suspension over 10 days or expulsion, the disciplinary committee, determines that the student has:

1. Caused, attempted to cause, or threatened to cause physical injury to another person, or has threatened to use or has used physical force against any person.
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or dangerous object.
3. Possessed, used, offered or arranged to sell, sold, or otherwise furnished, or been under the influence of, any mind altering substance. A mandatory expulsion recommendation is required for a second offense. Expulsion remains an option for a first offense, if the Head teacher so recommends and the disciplinary committee concludes such measures are necessary.
4. Committed or attempted to commit robbery or extortion.
5. Caused or attempted to cause damage to school, government, vendor, or private property.
6. Stolen or attempted to steal and/or knowingly received stolen school, government, vendor, or private property.
7. Possessed or used tobacco, or any product containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove, smokeless tobacco, including snuff, chew packets, and betel.....
8. Committed any lewd, indecent or obscene act or engaged in habitual profanity or vulgarity.
9. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
10. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
11. Gambling in any form.
12. Conduct, including fighting, that endangers the well-being of others.
13. Unauthorized presence in the school, on school grounds, or on school buses or failure to leave promptly after being told to do so by the Head teacher or staff member in charge.
14. Possession or control of a beeper or similar portable communications devices unless authorized by the Head teacher. Beepers or similar communications devices are subject to confiscation by school authorities.
15. Cursing, gesturing, or verbally abusing any person, including but not limited to abuse or harassment based on that person's tribe, race, religion, gender, creed, national origin, personal or physical attributes, disability, or intellectual ability, and matters pertaining to sexuality.
16. Vandalism, arson, or any threat to bomb, burn, or destroy in any manner a school building or school property.
17. Forgery, cheating, impersonation or plagiarism.
18. Use or possession of fireworks.



19. Violation of attendance regulations.
20. Unauthorized or illegal use of, or access to, computers, software telecommunications, and related technologies; any willful act that causes physical or financial damage, or otherwise disrupts information technology; any use of a computer to communicate threatening, harassing, or indecent messages; or to download obscene material.
21. Violation of any law, regulation of an installation or school, or policy of the administrative system.
22. Complicity in the violation of any rule described above.

### **Particular Grounds for Expulsion**

The Head teacher or designee shall recommend a pupil's expulsion from JPS for any of the following acts:

1. Causing serious physical injury to another person, except in reasonable self-defense.
2. Possession of any firearms, knife, explosive, other dangerous object of no reasonable use to the pupil at school or at a school activity on school grounds. A minimum 1-year is required for the possession of firearms.
3. Unlawful sale of any mind-altering substance, as a second offense.
4. Making, or participating in the making of a bomb threat.

All learners who are suspended from class or school must complete all assignments. For those instances where the consequences of an infraction will result in a student being suspended from school in excess of 10 days (consecutive or cumulative) or expulsion, a Discipline Committee Hearing will be held in accordance with existing JPS regulations. These regulations and learners' due process rights are available in the main office of the school.

### **BICYCLES**

Boys and girls may ride bicycles to and from school but NOT ON THE SCHOOL CAMPUS. They should be secured with a lock in the bicycle location upon arrival at school and remain locked until it is time to return home. Any vehicle may be barred from school at any time when it becomes a nuisance, is operated in an unsafe manner, or is found unlocked. The boundaries of the school campus are the fences. SKATEBOARDS, SCOOTERS, ROLLER-SKATES, AND ROLLER BLADES ARE NOT ALLOWED AT SCHOOL.

### **13. BOOKS**

Books may be provided on a loan basis. Learners are responsible for books issued to them. Parents are encouraged to help extend the life of the books by placing book covers on the books or by placing each book in a zip lock bag.

Parents are ultimately responsible to pay for lost and/or severely damaged textbooks. Payment may be made by caution money, which is kept by the office until the end of the year. If the lost textbook is not found, the money order is forwarded to Accounting and Finance. Lost or damaged library books need to be replaced by a book/s of equal value.

## 14. BUSES

The buses used by the school are *not always* under the jurisdiction of the school. Infractions are reported to the Student Transportation Officer. The school supervises only the loading and unloading of the buses on the school grounds.

The following are *only* highlights of the JPS regulations regarding the school bus monitoring program. Sponsors *should* read and understand these instructions in their entirety, so that they will know and understand the rules that they and their children need to follow. Parents are responsible for the conduct of their children at the bus stops and their safety is under the control of the transport personnel on the buses at all times.

Learners who ride the bus are required to have a bus pass. Serious or repeated bus misconduct may result in suspension of bus privileges. Please stress to your child the importance of safety rules and appropriate behavior. **Riding the bus is a privilege, not a right.**

### 14.1. ON AND AROUND SCHOOL BUSES STUDENTS WILL:

- Board and exit the bus in an orderly, safe manner. · Present bus pass when boarding the bus and upon request.
- Remain seated while on the bus.
- Talk with other passengers in a normal voice.
- Keep all parts of the body inside the bus windows.
- Keep aisles, steps, and empty seats free from obstruction.
- Remain fully and properly clothed.
- Treat the driver and fellow students with respect.
- Promptly comply with the bus driver or monitor's instructions.
- Treat the bus and other private property with care.

### 14.2. ON OR AROUND SCHOOL BUSES STUDENTS WILL NOT:

- Fight, push, shove, or trip other passengers.
- Stand or move while the bus is in motion.
- Open windows or extend any item or part of the body from the bus.
- Participate in/or encourage horseplay.
- Use any spray such as, hair spray, perfume or deodorant.
- Run, jump, and swing on ceiling or seat rails.
- Throw or shoot objects in anyway.
- Ride unauthorized bus, loan bus pass to another person.
- Litter in or outside of the bus.
- Consume food or drink to include gum, sweets and candy.
- Spit or use saliva in any manner.

- Play radios, walkmans, I-Pads, etc. or play any electronic games.
- Use profanity, make derogatory tribal, racial, ethnic, sexual remarks, or use obscene gestures or speech.
- Harass or create an intimidating environment.
- Burn material including cigarettes or pipes.
- Possess or use knives or guns.
- Possess pornography material or gamble.
- Vandalize the school bus.
- Possess illegal drugs or alcohol.
- Assault other individuals.
- Use or possess unacceptable items identified in the school Code of Conduct.

### **14.3. News from the Student Transportation Office (School Bus Evacuation Drills)**

Dear Parents: If your children ride the school bus they will participate in two evacuation drills throughout the year. These drills are generally scheduled in September or November and again in February or March. Bus evacuation drills are necessary because of the possibility of danger caused by accidents, fire, or the elements of nature. The guidelines for conducting evacuation drills are as follows: 1. The drills are to be held on school grounds. 2. The drills are to be supervised and verified by the school head teacher or her/his representative. 3. Both the service door and the emergency exits are to be used.

### **14. 4. Specific procedures to be followed in School Bus evacuation drills are:**

1. Students need to remain quiet and listen for instructions from the bus driver. 2. If the driver orders an evacuation of the bus and the exit is to be by way of the front door, the students shall evacuate beginning with the front seats and proceeding in order to the back. Those students sitting in the front seat to the left of the aisle will move out first, followed by those in the seat to the right of the aisle (in the seat behind the driver), and such alternation shall continue toward the back of the bus until all seats are emptied. 3. If the driver orders an evacuation by way of the rear emergency door, students shall move out in the same sequence as above, emptying the bus from back to front. 4. Should it be necessary to make a rapid evacuation from the bus and neither door is obstructed; students should make their exit by way of both the front and back doors. The students in the rear half should move out the back door, while students in the front half should move out the front door. 5. Upon alighting, students are to move immediately off the roadway to a safe distance from the traffic. Under no conditions should they cross the road, unless specifically instructed by the driver. The driver should always account for all the students. It is extremely important that drills be conducted so students know what to do in an emergency situation. Ask your children about their school bus evacuation drill.

## **15. BIKE SAFETY**

Bikes are fun! Riding bikes is a great way to enjoy being outdoors and riding to and from school. However, you can get hurt if you do not ride safely. Find safe places to ride, and if you must ride in the street, be cautious of the flowing traffic. Always wear a helmet. Wear your helmet the right way. It should rest just above your eyebrows. It must be snug and always remember to buckle the straps. Keep away from danger. Stay away from traffic, rain and glass. Ride where it is flat and smooth. Take good care of your bike, have grownups check the brakes and other parts of your bike to ensure that your bike is always in safe operating condition.

Have fun and stay safe!

- Always wear your helmet.
- Find safe places to ride.
- Take care of your bike.

## **16. PEDESTRIAN SAFETY DEPENDS ON YOU!**

It is best if drivers and walkers cooperate, for everyone's safety. However, since pedestrians cannot control how others drive, pedestrians must take steps for safety! Some basics of "Pedestrian Safety."

- **BE ALERT.**

Concentrate on what is happening around you and what will happen next.

- **BE COURTEOUS.**

Treat drivers and other walkers with respect. A little cooperation can go a long way toward making your walk safer and more pleasant.

- **BE REALISTIC.**

Know your physical abilities and walk accordingly. Give yourself enough time to get where you are going. For example, to and from school.

- **WATCH FOR TRAFFIC.**

Look carefully in every direction. You cannot avoid an injury if you do not see it coming.

- **OBEY SIGNS AND SIGNALS.**

Traffic lights, signs, and pedestrian rules let drivers know what to expect. You are courting danger by ignoring signs and signals or breaking the rules.

- **TAKE SPECIAL PRECAUTIONS WHENEVER NECESSARY.**

Rain, wind, emergency vehicles, road construction all demand special attention. Everyone needs to be careful in traffic.

## **17. CHAIN OF COMMAND PROCEDURES FOR ADDRESSING CONCERNS**

As partners in the education of students in our school community, a major part of our mission is to involve all parents in their child's learning. We expect all parents to volunteer in the school activities, participate in school wide activities, serve as members of our School Parents Teachers' Association, establish daily study times (even when there's no homework), and help children with task commitment, new skills, and projects. We realize parents' time is limited by a myriad of responsibilities and activities; however, research demonstrates that learners who have the greatest school success are children whose parents are actively involved in their education.

As in all partnerships, we realize that miscommunication, confusion, questions, concerns, and even discontent may occur. If you experience such a problem, it is requested that you please utilize the following chain of command procedures to resolve the problem:

### **Step 1 – Meet with the teacher.**

- a. Meet with your child's teacher to resolve the problem. Sometimes a phone call will suffice, but with serious concerns we find that personal meetings tend to minimize miscommunication.
- b. Allow a reasonable length of time for resolution following your conference. Request feedback and a follow-up conference in two weeks to review progress.

### **Step II – Meet with Headteacher.**

- a. If, after a reasonable length of time and a follow-up conference, you feel the problem has not been resolved, request that the teacher establish a meeting to include the parent, teacher, and counselor for mediation of the problem.
- b. During the meeting with the Headteacher, teacher, and parent, the problem will be identified, a plan of action will be established, and follow-up procedures will be clarified. We will make every attempt to resolve all problems, focusing on the child and his/her social, emotional, and academic growth.
- c. If a class change is requested due to unresolved issues, we request that the above steps be completed prior to that request. In the event this occurs, we ask that parents make the request in writing and cite reasons for the change. We ask that this decision be considered very carefully to ensure optimum social and emotional growth.

### **Step III – Meet with administration.**

- a. Deputy Head teacher
- b. Head teacher
- c. Director

## **17.2. CHANGE OF ADDRESS OR, PHONE NUMBER**

Current home address, phone numbers, and an emergency contact name and phone numbers are required. This vital information will be shared with the teachers, and school officials. Please call the registration clerk at **+211 927 457 000** or send in a “change of data” memo. (The back of the Quarterly Progress Report Envelope may be used to send this information to the school.).

## **CLUBS / EXTRA-CURRICULAR ACTIVITIES**

There are no activity buses. Parents must arrange transportation if your child attends an away from-school club. Notification of these activities will be published in the circular to the parents.

## **17.3. CONFERENCES**

Time is set aside for teachers to confer with parents in order to create the best learning environment for children. A guide for preparing for your conference will be sent home prior to the scheduled event. If you have a question or are concerned about your child's progress, you may contact the teacher directly with a note via your child. All conferences require **pre-arranged** appointment times.

School-wide conferences are scheduled in the middle of each term. Teachers or administrators may request additional conferences. Parents may also request a conference with any school personnel.

## **17.4. CORPORAL PUNISHMENT**

The portion of the Administrator's Guide pertaining to student behavior lists the definition of corporal punishment as follows:

*Corporal punishment is defined as the intentional use of physical force upon a student for any alleged offense or behavior or the use of physical force in an attempt to modify the behavior, thoughts or attitudes of a child.*

Corporal punishment is neither practiced nor condoned in JPS. In case of serious offenses, a parent will be called to agree with the school authorities on the way forward. Children with serious behavioral problems should be referred to administration.

## **18. DE-REGISTRATION - (MOVING TO ANOTHER SCHOOL)**

If your child is leaving our school, it is necessary for you to stop by the main office and notify us at least **10 duty days** before the child's last day at school. There are several necessary forms to be completed. The office staff will appreciate as much advance notification as possible.

Final school clearance requires that students return all books and pay all fees. Normally, students departing within 20 days prior to the end of the last term may be promoted to the next grade level.

## 19. DRESS CODE

Learners' dress and personal grooming are expected to be appropriate. Research shows appropriate dress can help:

- Enhance the climate and tone of the school.
- Create a focus on education, not on the clothes that children wear.
- Improve student's behavior and achievement.
- Increase learner's self-esteem.

We encourage students to take pride in their appearance at all times. Parents and sponsors are expected to guide students to dress neatly and appropriately. Cleanliness and good grooming are equally important. Children should wear clothing that is appropriate. Please remember that the school is kept neat year-round. Children may need a sweater, even in warm weather. Tummy shirts, spaghetti strapped shirts and tank tops with large armholes along with clothing items or apparel considered unsafe, unsanitary, immodest, vulgar, or offensive are inappropriate. Clothes may not be worn in a manner that might indicate group membership other than those of the school. Shoes should be well fitting, safe, and appropriate. Socks should be worn with sneakers or closed shoes. Thongs, flip-flops, shower sandals, roller shoes, or clogs are prohibited due to safety concerns.

Parents and or guardians shall not be allowed in school with dress that is deemed to be inappropriate or indecent

## 20. DRESS CODE FOR PE

In our PE program, the students will participate in a variety of activities. We ask that your child wears canvas or tennis shoes on his/her PE day. **With the canvas or tennis type of shoes, we are requiring that they have buckles on their shoes for their safety; in addition, no high heeled and no platform sneakers.** Since the children do a lot of running, we suggest that your child wears T-shirts and shorts provided by the school. Check the *circular* to know what day your child is scheduled for PE. If you choose, have your child keep an extra pair of canvas or tennis shoes at school. If your child needs to be excused from PE, please send in a note from you or from a doctor, if it is going to be long term excused. Unless your child has a note, we will ask them to participate to the best of their ability that day.

## 21. ENRICHMENT CURRICULUM – SPECIALISTS

We are fortunate to have specialists who provide enrichment experiences in the following curriculum areas: Art, Music, South Sudan Culture, and Physical Education.

If you have any concerns regarding these special classes, please contact the main office (+211-929-539-067) for an appointment.

## **22. HEALTH PROGRAM AND SERVICES**

JPS have, as an integral part of the education program high quality class and extra curricula activities, a well-planned health service program managed by a school nurse. The school health services program is not meant to take the place of health care provided by the family or other community agencies. The purpose of the JPS student health program is to help each student achieve and maintain optimum physical, emotional, and social fitness. It is the function of the school health program to assist the parents, teachers, and other medical services in the maintenance of student health.

This is accomplished through such activities as:

- Annual health screenings
- Communicable disease prevention and control
- Emergency care under the guidance of the school nurse
- First-aid care to students who become ill or injured at school

The school nurse is not a substitute physician for health problems arising at home. If a learner is too ill to function in the classroom, parents will be called or a parent or authorized person will be requested to pick up the student. You will be contacted by the school nurse and requested to pick up your child should the following circumstances occur:

When in doubt, keep a sick child at home. If a child vomits, feels hot, or complains about their eyes, ears or stomach BEFORE school, please keep them home.

### **CHILDREN ARE EXPECTED TO PARTICIPATE IN OUTDOOR RECESS IF THEY ARE IN SCHOOL. PLEASE DO NOT REQUEST YOUR CHILD TO BE KEPT IN DURING RECESS.**

If a child has a temperature of 38.0 C or more, parents will be called and the student will be sent home. Children must remain home until improved and **MUST be fever free for 24 hours without the aid of medication before returning to school.** If “illness” becomes an attendance problem, or if you have questions regarding your child’s illness, the school nurse may be able to assist you.

If your child contracts a communicable disease or condition (mumps, measles, scarlet fever, chicken pox, ringworm, head lice, etc.) **please report it to the school nurse at After having any communicable disease, the school nurse must evaluate your child before he/she reenters class.**

## **23. MEDICATION POLICY**



The school nurse does not administer medications, **to include over the counter medications except** when prescribed by a physician. Only medications prescribed by a physician will be administered at the school. Medication for school use needs to be in a pharmacy labeled container; marked with the student's name, name of the drug, amount to be taken and the time to be taken.

**DO NOT SEND MEDICATION WITH YOUR CHILD. AN ADULT MUST BRING MEDICATION TO THE SCHOOL NURSE'S OFFICE.**

Emergency medication (asthma, allergy and bee sting kits) can be kept at school. Never give a child medicine to take by themselves. **TEACHERS** may not administer medication of any kind except on field trips after explicit consultations with a medical personnel.

### **23.1 IMMUNIZATION REGULATION**

Students who enroll in JPS must meet specific minimum immunization requirements as a condition of attendance. The school nurse will review student immunization records. If it is determined that a student does not meet the minimum immunization requirements, the school nurse will notify the parents. **JPS Instructions gives parents ten (10) days in which to provide documentation satisfying the requirements prior to discontinuing the student.**

### **INFORMATION/MEDIA CENTER**

The purpose of the Information/Media Center is to support the entire school curriculum and to reflect the philosophy, goals, and objectives of Juba Parents' School (JPS). The Information Center supports the curriculums by providing physical access to information as well as providing students opportunities to expand their world by using various media and technology resources.

All learners, parents and faculty have access to the Information/Media Center. Students may go to the Media Center alone or in small groups; or teachers may arrange to bring their classes for special research projects.

### **INTERNET RIGHTS AND RESPONSIBILITIES FOR STUDENT / TEACHER / VOLUNTEER**

#### **STAFF & VOLUNTEERS**

Staff and volunteers are required to have training and an understanding of Internet usage and responsibility before utilizing the Internet. Use of the Internet is a privilege not a right; visiting inappropriate sites, or downloading inappropriate files will result in the cancellation of that privilege. National regulation mandates that you protect and conserve government property and not use such property for other than authorized purposes. The Internet at JPS is school property.

## **LEARNERS**

Since JPS is a primary school, the following guidelines will be adhered to at all times: In accordance with JPS Administrative Instruction "Computer Access and Internet Policy" all grades in primary, parents are required to sign the Learners Network Use Agreement whenever a student registers for school. The agreement covers the use of the school LAN, Internet, and electronic mail. The signed agreements are maintained at the school. The policy will be sent home during the first week of school. Whenever accessing the Internet, learners at JPS using the Internet will be under the supervision of an Internet trained teacher/information specialist. Permission for learners to print Internet information is determined by the information specialist or supervising adult.

## **LEAVING SCHOOL**

Parents/sponsors are requested to "sign-out" their child when picking him/her up from school. Older siblings are not authorized to sign students out. The teacher must be notified in writing if your child:

1. Is to be dismissed from school early.
2. Is to go home early with someone other than the parent.
3. Is leaving school for lunch.
4. Will deviate from normal transportation to/from school.  
.....financial implications.....

**NOTE: PLEASE DO NOT CALL (unless it is an emergency); please SEND NOTES. This is for your child's protection and safety.**

## **LOST AND FOUND**

If your child has lost any item at school, check with the school's "Lost and Found". Some items in "Lost and Found" include lunch boxes, jackets, eyeglasses, purses/wallets, sweaters, and other personal items. Items not claimed by the end of the school year will be donated to an approved charitable organization.

## **LUNCHES**

The cost of breakfast and lunch per day is determined every term (subject to change). There is no "a la carte" service. For the safety of all students, we ask that instant noodles requiring hot water not be sent. Hot water will not be made available. We are not able to reheat food brought from home. **To ensure that no learner goes without a noontime meal, please make sure that your child's meals account has sufficient funds.** Sponsors should go to the accountant to put money in their child's account.

## **LUNCHROOM BEHAVIOR**

1. Wash your hands before each meal.
2. Pray before meals.
3. Use good table manners.
4. Talk softly.
5. Be courteous and respectful to everyone.
6. Always walk and watch where you are going.
7. Objects are never to be thrown.
8. Table cutlery (spoons, forks, knives e.t.c) should be used carefully.
9. Remain seated at your table until dismissed.
10. Do not share your food.

## **26.1. PLAYGROUND PROCEDURES & SAFETY RULES**

Please review the following with your students:

1. Students must go directly from the cafeteria to designated areas\* and remain there. Playing in the corridors or around the buildings is prohibited, and playing in the gully areas around the playground is not allowed.
2. Body contact activities and/or games are prohibited. This includes: karate or any martial arts activities and wrestling, however, playing tag is allowed as long as it does not get "TOO" physical.
3. Playground activities and/or games that are permitted include volleyball, basketball, football, four squares and others, by the use of all playground equipment.
4. Children should not bring their own equipment unless authorized by their teachers or games and sport master.
5. Nothing should be thrown in the air with the intent to injure another person (whether aimed or not.)
6. Students' use of playground equipment:

### **Swings:**

- a. No standing on swing seats
- b. Play far enough away to avoid being hit by a swing
- c. No jumping out of seats while swinging
- d. Only one person may be in a swing at a time
- e. No crossing in front of the swing while in motion.

### **Slides:**

- f. Go down one person at a time – wait your turn
- g. Do not stand or sit on the top bar
- h. Do not go down head first
- i. Do not walk up the slide
- j. Do not slide down or climb on the poles
- k. Do not attempt to catch others sliding down
- l. Do not push/pull each other on the slide

**Note: Playground repair needs or clean-up should be reported promptly for facilities maintenance to the Deputy Head teacher.**

7. Students should go to the bathroom before going to the playground.
8. The cafeteria monitor will send learners to the nurse for injuries.
9. Children will be called to line up and follow the cafeteria monitor(s) off the playground to the pick-up area. Teachers should pick up their classes promptly as aides are expected to report to their regular classroom.
10. Parents who are picking up children from the playground must first go to the office for "Permission to Pick-Up learner" slip. This slip should be given to a Playground monitor. The monitor should give the slip to the teacher when students are picked up.

**PLAYGROUND DISCIPLINE WILL BE ADMINISTERED AS FOLLOWS:**

- A. Playground monitors will handle all minor playground offenses. The following procedures may be followed:
  1. Counsel students
  2. Place students in "time-out area"
- B. The Playground monitor will have a paper to annotate, if necessary, incidents that occur on the playground, i.e.,:

Learner's Name. What Happened Consequence\*

\*Consequences should be appropriate to the problem whenever possible, i.e., too rambunctious – 5 minutes in time-out area.

When dealing with chronic offenders and behavior problems, the playground monitor(s) will give a copy of the incident report to the office to deliver to the teacher(s) as soon as possible. Teachers can use this for information; behavior plans, parent conferences, etc. or they may choose to tie it into their own discipline plan.

- C. A hierarchy of consequences will be used for misbehavior:
  - 1) For chronic offenders and major behavior problems the cafeteria monitor (s) fills out a "Discipline Referral" form. Student is referred to the Assistant Principal.
  - 2) Parents are notified either by telephone, by a copy of the "Discipline Referral" or by a letter sent home by the Head teacher.
  - 3) When a student's name appears for the 3rd time, the student is referred by the playground monitor to the Head teacher via "Discipline Referral" form who will usually assign punishment.

**Major Offenses:**

- 4) Throwing stones, hard earth, sand, sticks, etc.
- 5) Fighting.

- 6) Profanity, abusing and use of inappropriate language.
- 7) Kicking, biting, punching, slapping and spitting.
- 8) Endangering others as well as self.

### **ACTION TAKEN:**

- (1) Immediate discipline referral to administrator.
- (2) Administrator contacts parent(s) by letter or telephone.

### **Consequence for major offenses:**

- (1) 1st offense: No recess for 3 days (notify parents)
- (2) 2nd offense: Notify parents/possible suspension.
- (3) 3rd offense: Parents/teacher/student/administrator conference the next day (possible suspension).

At the conference; Determine appropriate consequences: suggestions can be made to parent to accompany child.

## **PLAYGROUND RULES FOR KINDERGARTEN**

### **SLIDES:**

1. Only go DOWN slides
2. Only ONE person at a time on slide, two on both slides at a time
3. Sitting, feet first only.
4. One person on curly slide, wait until person at bottom moves away from slide

### **SWINGS**

1. No standing near swings
2. No pushing people on swings (except Preschool)

### **GENERAL RULES**

1. Playing tag is permitted (this game allows the students to run) however, no shoving, grabbing, tripping, pushing, slapping and punching are definitely not permitted.
2. No jumping on or from equipment.
3. No pushing, running or rough housing on equipment.
4. No throwing sand, stones, sticks etc.
5. No aggressive play.
6. Stay away from windows.
7. Only appropriate language.

## MINOR CONSEQUENCES

1. Verbal warning
2. Notify administration (**see Action Taken above**)

## NEWSLETTER

The school's parent newsletter, *The Juba Parents' Bulletin*, is published yearly and is normally distributed electronically through email and posted on the school's intranet the last day of the second term. Please read this bulletin for information about special activities and events.

## PARENT INVOLVEMENT

Research demonstrates that parent involvement is essential to student success. Although you cannot become involved in all committees and support organizations in the school, we expect some parent participation in the following activities:

- Have lunch at school with your child.
- Volunteer in your child's classroom
- Establish a daily study time at home (even when there's no homework).
- Keep informed of school events and activities by reading the parent newsletter.
- Communicate frequently with your child's teacher.
- Prepare for and participate in parent-teacher conferences.
- Ensure your child has breakfast and comes to school with homework.

## PARKING

Student safety is a primary concern as students arrive at school in the morning and depart in the afternoon. Parents are asked to observe the following guidelines for the safety of our children:

Parents of students in Kindergarten and Special Needs may use the lot in front of JPS for pick-ups and drop offs during designated time periods (as per the sign in front). Please have your pink card visible.

- The parking lot in front of JPS is for visitors and 15 minute parking throughout the day.
- When exiting the parking lot during morning and afternoon drop-offs and pick-ups, you are asked to follow the entrance and exit directions.
- Visitor's spaces are available **between pick up and drop off times**.
- Those attending study trips or any classroom special occasion should **use the parking**.
- Double parking along the parking lot is illegal and cars may be ticketed.

We all want to ensure the safety of the children and are making every effort to do so. We are appreciative of the support from the Security Guards as well as educational aides from our school who are out there daily to assist in this effort.

**Parking in lanes, in the classes' areas, or on the grass is prohibited.**

## **PARTIES**

Class parties are held at the teacher's discretion in consultation with the Head teacher. Parents are encouraged to participate in these activities. Parents may be asked to help make these parties possible by contributing food, drinks and other items. If you do not wish for your child to participate, please make arrangements with the teacher.

## **PICKING UP STUDENTS AFTER SCHOOL**

1. When picking up children, park in designated areas only. Double parking is illegal and cars may be ticketed.
2. A note is required if bus riders are to pick up the children; without a note, a bus rider will be directed to ride the bus away without the child.
3. Parents are required to sign children out in the office when picking up children during the school day.
4. If older siblings pick up children, the school authorities should be informed of the same without fail.

## **POWER OF ATTORNEY**

In the case of both parents being out of the country, it is necessary to obtain a special power of attorney to be used in case of emergency. Also, it is important to inform the teacher and school office of the name, address and telephone number of the person taking care of the child. In addition, it is necessary to notify the school nurse, so the nurse will know whom to notify in case of emergency.

## **PROGRESS REPORTS MARKING CODES**

The Report System is divided into three terms. Progress reports are sent home at the end of each term. Parent conferences will be scheduled at the end of the first term. If necessary, parent conferences will be scheduled at the end of the third term marking period. Teachers keep individual grades/records in a grade book.

"N" means your child needs more practice in the area that is marked. It does not mean your child is failing. The "N" marking code is a way for teachers to identify areas that parents can focus on to help their child be more successful. Parents are encouraged to talk with their child about working together on increasing skills in the indicated area. Calmly help your child make a plan to practice these skills at home and at school.

"P" means satisfactory progress has been made in the indicated area. The "P" marking code is a way for teachers to identify areas that your child is beginning to understand and apply in a variety of settings.

"CD" means your child has consistently demonstrated the indicated skill in a proficient manner. The "CD" marking code is a way for teachers to indicate areas that your child has demonstrated mastery level performance during the marking period.

### **Student Support Team (SST)**

Students requiring additional help with academics and/or with behavioral problems will be referred directly to the counselor, nurse, Literacy Support Specialist teachers. Hopefully, the student will benefit from their intervention and implementation of suggested strategies. The SST Committee helps teachers generate strategies for working with students requiring additional help with academics and/or behavior and gathers information needed for possible referrals to the Continuing School Improvement Committee (CSIC) for special education. The students referred should already have been referred to the counselors, nurse, literacy support specialists, and/or English as A Second Language (**ESL**) teachers and these programs are not meeting the needs of the student. Referral forms for the SST Committee are available from the chairperson and must be accompanied with students work samples and a signature giving parent permission.

### **SAFETY**

The school makes a sincere effort to maintain a safe environment and encourages safe behavior from students. The following activities assist students to become more aware of hazards and situations that may cause injuries:

1. Regularly scheduled fire drills.
2. Review of school and/or classroom rules and related consequences for fighting, running, and misbehavior.
3. Instructions in personal health and safety.
4. Twice yearly school bus safety drills.

### **SCHOOL BOARD OF GOVERNORS (BoG)**

The Juba Parents' School's BoG is a nominated group of nine members from the community selected because of their knowledge and experience including the Head Teacher and the Director. The purpose of the BoG is to deal with issues brought to the committee's attention by the school and parents. These issues concern school policies affecting students and parents, student activities, administrative procedures affecting students, instructional/educational programs, and student standards of conduct and discipline. BoG meets once a month to discuss such issues. Interested parents who are



concerned about these kinds of issues are encouraged to run for office and participate in the meetings.

The School Board of Governors (BoG) provides advice and assistance in:

1. Matters affecting the operation of the school.
2. Coordinating resources in a concerted effort to support the educational program of the school.
3. Providing a forum for discussion of achievements, concerns and other school related matters.
4. Acting as a hearing board for any individual or group that may want to propose additions to and/or changes in school policies.

## **SCHOOL COMMITTEES**

Parents are expected to become involved in the School Home Partnership to facilitate the learning of all children at Juba Parents' School. Parents may become involved in school policy-making, support, and improvement through participation in school committees.

Committees include:

- Parents Teachers' Association (PTA);
- School Board of Governors (BoG);
- School Improvement Team (SIT);
- Wellness Committee

## **CONTINUING SCHOOL IMPROVEMENT**

The Staff and parents shall design the CONTINUING SCHOOL IMPROVEMENT COMMITTEE. The following two goals are designed to increase student achievement. Parents are invited to be part of the CSIC process by serving on the school improvement leadership team (SILT) or as a member on a specific curricular committee.

**#1 Problem Solving Goal:** All students will use critical thinking to increase problem solving skills across all curricula areas as is developmentally appropriate.

**#2 Reading Comprehension Goal:** All students will increase their reading comprehension skills across the curriculum as is developmentally appropriate.

## **SPECIALISTS**

1. **Guidance Program:** The guidance counselors execute a guidance program that is developmental and preventative in nature. They also work with individual students and

groups of students for personal growth. Counselors may be called upon to serve as a consultant to parents and teachers.

**2. English as A Second Language (ESL):** The ESL teachers work with children who have learned English as a second language or who have been raised in families where at least one of the parents is a non-English speaker.

**3 Teacher of the Learning Impaired (LI):** The LI teacher provides services for those students identified as having a disorder in understanding or using spoken or written language that may manifest itself as an inability to listen, think, speak, read, write, spell, remember, or do mathematical calculations as defined by JPS Instructions.

**4. Teacher of the Emotionally Impaired (EI):** The EI teacher provides services for those students identified as having an emotional impairment or learning disorder as defined by JPS Instructions.

**5. Psychologist:** The psychologist administers psychological batteries, consults with staff and plans and manages a program of psychological services.

**6. Literacy Support Specialists** The LSS's assist in improving classroom reading programs. Pupils with reading deficiencies are helped through individualized programs.

**7. School Nurse:** The school nurse works with educational and medical agencies to help plan, organize, implement, and evaluate the school health services. First aid is provided to ill and injured students and school personnel.

**8. Communication Impaired Specialist:** The Communication Impaired Specialist provides screening, diagnostic, and therapy services on an individual or group basis for any child having a stuttering, articulation, voice or receptive and or expressive language disorder.

**9. Gifted Education Program:** JPS offers a program for students whose potential and/or performance is so extraordinary that they require differentiation in their instructional program. Eligibility for gifted program services is determined by the School Gifted Review Committee (GRC). The identification for students for this program is completed through screening of students' performance on achievement tests, nomination, and transfer records from schools outside of **JPS**.

## **STUDENT PLACEMENT POLICIES**

### **INCOMING STUDENTS**

1. Students are placed in classes based on the number of students already assigned to classes. In case of extenuating circumstances, the Head teacher in consultation with Director makes the decision.

2. The Head teacher and receiving teacher are given notification of placement by 3:15 p.m. prior to the day the student starts class. The teacher will also receive placement information such as test scores and other screening results.

3. Students who register during the mid-year terms will start the following opening day when school resumes. Students who register prior to 11:00 a.m. will start the first full day after registration, and students who register after 11:00 a.m. will start the second full day after registration.

### **INCOMING STUDENTS WITH SPECIAL NEEDS**

If a student with special needs enrolls at JPS, the counselor, LF, or an office staff member notifies the appropriate special educator. The Head teacher, counselor, special educator, and Language Arts and Reading Improvement specialist will then decide on the student's placement.

### **INCOMING STUDENTS FROM FOREIGN SCHOOLS**

All students from foreign schools will be assigned to a grade level based upon their chronological age, standardized test results, and/or language skills and reading assessments administered by our staff. Any decision for the movement of a student from one class to another will be based upon a complete evaluation by the Head teacher, who in turn, will communicate with the teacher of the receiving class.

### **PLACEMENT OF STUDENTS FOR THE SUCCEEDING YEAR**

The JPS administration supports and complies with Ministry of Education philosophy of heterogeneous grouping. Class lists are posted at 15:00hrs on the Friday prior to the first day of school.

### **DOUBLE PROMOTION**

Teachers may nominate a student for double promotion at any time. The Placement Committee consisting of an administrator, school counselor, school psychologist, and teacher will review the merits of each case. Parental concerns are foremost. The counselor coordinates this activity.

## **RETENTION PHILOSOPHY**

The following is an excerpt of an article, which appeared in the November 1986, issue of Educational Leadership, as related to research on grade-level retention of students. Research indicates that:

1. Low-achieving students do progress whether they are retained or promoted.
2. At the end of the repeated grade, retained students' scores on achievement tests are somewhat lower in comparison to their counterparts who have moved to the next grade.
3. THERE IS NO EVIDENCE THAT PROMOTING "UNDERACHIEVING AND IMMATURE" STUDENTS CONTRIBUTES TO EMOTIONAL AND SOCIAL PROBLEMS, AND THERE IS NO EVIDENCE THAT REPEATING A GRADE IMPROVES THESE PROBLEMS.

There is no research that indicates that retention is of value. Most research indicates that grade-level retention is a harmful practice when applied to many students.

Students who are far behind academically or who have social or emotional problems need special services and individualized educational plans of management as opposed to another year in the same grade. Fortunately, JPS is blessed with a large number of specialists to provide specialized and individualized educational services.

Rather than considering grade-level retention, efforts should focus on assuring that students who are markedly underachieving obtain the appropriate services. An individualized plan of management is essential for these students. The individual student program recognizes each student's ability and level of achievement. In rare cases, a teacher may request consideration for the retention of a student. Documentation of resource utilization and intervention must be submitted with all retention requests.

## **RETENTION PROCEDURES**

1. The teacher notifies the school administration of a student under consideration for retention.
2. The teacher discusses the possibility of retention with the sponsor sometime in December. The teacher provides the sponsor with the objective pros and cons of retention.
3. Parents and the teacher determine if they will proceed to a formal Placement Committee meeting with the school administration.
4. If a formal Placement Committee meeting is held, the sponsor will sign a form stating that a conference was held and that he/she approves of grade retention for the child.
5. If the teacher and sponsor agree on retention, then an Individual Education Prescription Form must be submitted with the Recommendation Form.

## STUDENT RESPONSIBILITIES AND PRIVILEGES

The following areas of responsibility are outlined in this guide:

- Access to Learning
- Freedom of Expression
- Personal Appearance
- Student Governance
- School Discipline
- Protection of Personal Privacy
- Sexual Harassment

These regulations are a guide for students and their parents concerning student responsibilities. The JPS Manual balances the guarantees to students to be free from unreasonable searches and seizures and to engage in free expression against the duties of the school to provide a safe and secure environment in which all children have a fair opportunity to learn.

The regulation addresses, the right to an education, anti-discrimination, sexual harassment, freedom of expression, religion, personal appearance, student governance and involvement, student activities, school and community social service and the right to complain.

## STUDY TRIPS

At various times during the school year, classes may take study trips as part of the instructional program. Study trips are considered part of the instructional day. Children **MUST HAVE A PERMISSION SLIP SIGNED BY THE PARENT** before they go on any trip leaving the school premises. Students are expected to attend all study trips. If a parent chooses not to send a child on a study trip, they are to keep the child at home or coordinate with the classroom teacher for placement of the child during the study trip. Teachers have the responsibility to withdraw study trip privileges from students whose behavior is inappropriate. (Parents may attend with the child in these instances.)

***Chaperones may not bring a younger sibling/infant on a study trip.***

As an invited chaperone, one's responsibility must be to supervise the students. The following responsibilities will assist parent chaperones:

**\*All Parents must fill out a volunteer form to chaperone a field trip. You may get a copy from the office or your child's teacher.**

- Supervise students assigned by the classroom teacher at the study trip site.
- Keep "your" students in view at all times.
- Follow the teachers' directions if an assignment is part of the study trip plan.
- During the lunchtime, keep "your" students together.
- Remind students to clean up after themselves.
- Remind students to be courteous and polite at all times.

- Purchasing souvenirs is discouraged, and chaperones are requested **NOT** to purchase items for the students whom they are supervising.
- If a student becomes ill or gets hurt, contact the teacher immediately.

Bus breakdowns will be handled by the bus driver and the teacher who will notify the school with the cellular phone, which accompanies the teacher when a class leaves the school premises.

1. Buses will take the shortest route to the study trip site.
2. The buses may take the expressway.
3. If parents choose to follow the bus in their own cars, they are responsible for paying their own expenses.

### **TEACHER IN-SERVICE**

Occasionally during the school year faculty in-service training is conducted, in addition to the instructional days for the students. The topics for these meetings are determined by the needs of the staff to improve skills and proficiency as well as to keep abreast of new trends in education. Parents are welcome to attend these meetings. You will be notified in advance when meetings are planned. You are expected to read the *school communications* so that you are aware of events and activities.

### **TELEPHONES**

There is only one public telephone available in the school. Use of this telephone by students is limited to emergencies and situations when parent contact is essential. If your child walks to school, please explain to them how they will get to and from school on rainy day. Please make plans and coordinate changes with your child before they leave for school.

### **TELEPHONE MESSAGES**

Please do not call with routine messages for your child. Frequent interruptions disrupt the educational process.

### **VISITORS AND GUESTS**

**100% ID CHECKS** ID's are required when entering the school premises. These standards are in place for the safety and security of your children, the teachers and staff at **JPS** and meet the standards in place for other public buildings in Juba City.

All visitors are required to report to the office for clearance. Visitors are welcome, but prior arrangements with teachers or other school personnel are necessary.

All visitors to Juba Parents' School, including parents picking up children, should be registered in the Main Office. Please wear a visitor's label at all times while you are in the school.

Parents are welcome at Juba Parents' School at any time, whether to visit a classroom, speak with a school official, or take an active part in the school program as a resource person or a volunteer. Visits in the classroom or with a school official should be planned in advance by calling the school office or writing a note directly to the teacher. In this way, the purpose for the visit can be achieved and at the same time the school program can continue as usual. A parent may volunteer to be part of the school program as a chaperone on study trips, a helper at a school / classroom function, an educational resource in the classroom, a paper sorter, a small group facilitator, or much more.

## **VOLUNTEERS**

The Parent Volunteer Program provides parent volunteers for all staff members and for varying program needs. Parent support of the program is encouraged to provide appropriate learning experiences for all children. Volunteer credit and free child-care are provided to Red Cross participants. Contact the office at +250 789524222 if you are interested in volunteering your services. Volunteer opportunities are also published periodically in the *school communications*.

## **WEBSITE ADDRESS**

Juba Parents' school policy is [www. ....](http://www. ....) . It shall be run and maintained by the personnel of the choosing of the Director / the school administration.

## **WEAPONS POLICY**

### **POSSESSION AND/OR USE OF WEAPONS POLICY:**

Student possession or use of a knife, gun or any item considered to be a weapon is prohibited at school or at any school approved activity on or off school property. This applies to all students regardless of age. A weapon is defined as a club, chain, knife, gun, or any object that may be used to cause injury to another person. Offenders will be immediately referred to a school administrator for disciplinary action. Law enforcement officials may be contacted to take whatever action necessary. A due-process hearing will be held with the school Director or other school authorities, the student, and his/her parent(s)/ guardian (must be in attendance for all suspension or expulsion actions due to possession or use of a weapon).