



Student - Parent Handbook 2019/20

1. Students' Rights

- 1.1. Students have the right to pursue education in an atmosphere that is safe and conducive to learning and to achieve all that they are capable of achieving.
- 1.2. Students have the right to be respected as individuals.
- 1.3. Students have the right to procedural due process guaranteed by NEPS rules and regulations.
- 1.4. Students have the freedom of speech and freedom of expression to the degree that the exercise of their freedom does not interfere with the educational process or infringe upon the rights of others.
- 1.5. Students shall have equal opportunity in their pursuit of curricular and extracurricular activities.
- 1.6. Students have the right to suggest and recommend about their education and service being provided to them.
- 1.7. Students have the right to know the school rules and regulations.

2. Students' Responsibilities

- 2.1. Dress in a clean, safe and presentable manner.
- 2.2. Wearing uniform as predetermined manner.
- 2.3. Be punctual to school and classes
- 2.4. Come to class prepared with paper, books, pencils, hand book/ assignment book, etc
- 2.5. Complete all assignments in a timely and orderly manner.
- 2.6. Follow the school rules and regulations to enable all students to acquire the optimum education possible.
- 2.7. Conduct themselves with respect toward self, fellow students, teachers and others.
- 2.8. Demonstrate respect for the school property and of the property of others.
- 2.9. Strive to achieve their fullest potentials in all areas.
- 2.10. Demonstrate appropriate conduct and a positive attitude in school activities.
- 2.11. Report threats or incident to a school employee relative to the safety of the school
- 2.12. When a student realizes he/ she is in violation of the code of conduct, he/she is responsible to report the violation to a school employee.

3. Student Code of Conduct

The purpose of the student code of conduct

Education in the NEPS community represents a significant commitment of financial and human resources. The benefits a student derives from these investments depend very much on the student's attitude towards learning and the student's adhering to high standards of behavior.

The student's code of conduct provides information and direction to students and parents regarding standards of behavior as well as consequences of misconduct.

Students are responsible for conducting themselves properly on a manner appropriate to their age and level of maturity.

- 3.1. The following behaviors are prohibited at all school and school-related activities;
 - Cheating or copying the work of another
 - Throwing objects that can cause bodily injury or property damage
 - Failure to comply with directives given by school faculty.
 - Leaving school grounds or school-sponsored events without permission.
 - Directing profanity, vulgar language, or obscene gestures towards other students or school employees.
 - Fighting or scuffling.
 - Stealing from students, staff, or the school.
 - Damaging or vandalizing property owned by others.
 - Defacing or damaging school property-including text books furniture, and other equipment-with graffiti or by other means.
 - Possessing razors, box cutters, chain, or any other object used in a way that threatens or inflicts bodily injury to another person.
 - Gambling.
 - Making false accusations or hoaxes regarding school safety.
 - Forcing an individual to act through the use of force or threat of force.
 - Engaging in threatening behaviors towards another student or school employee on or off school.
 - Engaging in harassment motivated by race, color, religion, national origin, disability, or age, and directed towards another student or school employee.
 - Engaging in inappropriate verbal, physical or sexual contact directed towards another student or district employee.
 - Inappropriate or indecent exposure of a student's private body parts.
 - Possessing or using matches or lighters.
 - Possessing a paging device or cellular telephone.
 - Possessing or using a laser pointer for other than an approved use.
 - Engaging in verbal or written exchanges that threaten the safety of another student, a school employee, or school property.
 - Possessing published or electronic material that is designed to promote or encourage illegal behavior or could threaten school safety..
 - Violating uniform or dress and grooming standards as communicated in the student handbook.
 - Violating extracurricular standards of behavior
 - Repeatedly violating classroom standards of behavior
- 3.2. Absence.

Regular attendance at school is the first step toward academic progress. NEPS has set expectations for

attendance in order for students to be promoted to the next grade (see promotion policy.) Please call the office before 9.00a.m each day your child will be absent. Absences may be reported on the telephone number 0113205720.

If you are unable to call the school please send a note with your child to the office when he/she returns. We require a note from the doctor when students miss school due to appointments. The office is open at 8:00 am and students are asked to bring notes from home before 8:30 a.m. All absences must be verified each day.

When a student arrives late, he/she may return to class.

3.2.1. Excused or unexcused absenteeism

New English Private School (NEPS) defines absences in two categories.

1. Excused Absence: - Excused absences, tardiest or delays are given only for illness, medical appointments, or death in the family. All other absences are unexcused.

- Teachers will provide make up work for excused absences.
- When a student has had more than one days absences continuously during the week of the school for illness, any further absence for illness must be verified by a physician.
- After 20 days absences, in the school year for illness, the student may be forced to summer program or repeat the grade level.

2. Unexcused Absence: Any reason for an absence, tardy or delay other than those given above will be considered an unexcused absence even though the parent may have given permission for the student to miss school. The student will be admitted to class, but teachers are not obligated to provide make-up work.

3.2.2. Home work/ Class work Requests.

The parent may request to pick up homework/class work for students who are absent due to illness on the second consecutive full day.

- Parents must call the office before 9.00 a.m. for this service.

3.3. Tardiness

Consequences for toadies/delays.

Following are the consequences for unexcused tardiness and delays for any reason other than illness or doctor appointment.

Tardy- Late thirty minutes or more:

- Parent will be contacted.
- Up on the third, thirty minute tardy in a month a letter will be sent home.

4. Class room rules

- Arrive to class on time with the necessary materials.
- Complete all assignments on time.
- The table of student must be clean.
- All unused materials and lunch boxes must be on respective shelf places.
- Give the teacher and the lesson their full attention.
- Do nothing which stops others from learning and the teacher from teaching.
- Threat the teacher and other students with respect.
- Student will not allowed to go to other's class.
- No eating or drinking is allowed in class during class.
- A student must knock the door whenever he/she enters to a room in the middle of a class.
- Teachers will discipline students who are not behaving well in class, and will provide students and parents with the strategies she/he plans to use to ensure proper behavior.
- The teacher will keep the parents informed as to continuing problems.
- For anything students should raise their hands such as:
 - To answer and ask questions.
 - To participate in class discussions.
 - To use a bathroom

5. Campus behavior

5.1 Students are expected to conduct themselves in a proper manner at all times.

The school rules apply coming to school while at school, going home from school, and at all school sponsored events.

5.2 Students are expected to do the following in the school compound;

- They have to develop fair play.
- No fighting/ Physical conflict with other member of the school is not allowed./
- Never use rude languages.
- Littering:- Keeping a campus of our size clean is not an easy task.
- Students are expected to cooperate by picking up their trash and other paper products in their. Area.
- Spitting: We consider spiting to be a bad habit which will not be tolerated.
- Money: Students should not carry money at any time.
- Chewing gum is not allowed at in and out class

6. Dressing and Hair Style

Students shall attend school dressed in a manner which is appropriate for school, clean not hazards to their safety or to the safety of others, or disruptive to the normal routine of the school.

- Short dress less than the length of the middle

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- Clothing or materials which display obscene messages refer to drugs or pictures of cigarettes and / Or alcohol statements are not permitted.
- Pants and trousers must be work at waist level.
- The administration reserves the right to determine any inappropriate dress for school.

Consequences for dress code violation:

1st Offense:

Student will wait in the office and parents will be notified to bring a change of clothes.

2nd Offense:

Students will wait in the office and parents will be notified to bring a change of clothes. Students will receive.

3rd Warning:

Student will wait be notified to bring a change of clothes. Student will be suspended for at least one day.

Hair Style

Any unusual and peculiar hair cut will result in suspension and if continued on purpose and not corrected in time, will result dismissal from the school.

Suspension

Sever or constants discipline problems will result in suspension from the class.

- Fighting/ Harassment: Fighting, threatening, or harassing other students will result in suspension.
- Since it is often impossible to determine who started a fight, both parties may be suspended. (Except in cases of adult-witnessed self-defense).
- Students who persist in harassment, violent or threatening actions will be referred to the director and may be subject to expulsion from school.
- Stealing: Students guilty of stealing will face suspension and referral to the director.
- Vandalism: Students are to respect private and school property. Suspension will be required for vandalism.
- Students should remember that the school considers writing on walls, chairs, desks and benches to be a particularly annoying form of vandalism and it will not be tolerated at NEPS.
- Vulgar/ obscene language or Acts: Vulgar and obscene language, writing or acts have no place at school.
- Students are expected to speak with one another and adults in an appropriate manner. After the first offense the student will call their parent and discuss with the director. The second offense will result in a loss of school privileges(school games).

Weapons/ Fireworks:

The possession or use of any weapons or fire works of

any kind is strictly forbidden.

- Students violating this rule will be suspended, referred to the director, and may be suspended, referred to the director, and may be subject to expulsion from the school.
- Students are not to bring matches or lighters to school.

Zero Tolerance: The following are treated with zero tolerance:

- Fighting
- Possession of cell phones
- Rule will be suspended and may be subject to expulsion from the school.
- Unauthorized and/ or illegal use of legal substances will also have serious consequences.

The administration reserves the right to establish special discipline procedures to meet special circumstances.

First Office Referral.

When an administrator / Director receives an office referral for a particular student, he/she will take reasonable action to assist the teacher with his/her effort to change in appropriate behavior. The administrator may choose, but is not limited to, any of the following consequences:

- Parent-teacher- administrator/ Director Conference.
- Detention.
- Out-of- school suspension.
- Suspension or removal from extra-curricular activities.

Second Office Referral.

If a student is referred to the office for a second time, the administrator will schedule a conference with appropriate teachers and parents/ guardians.

Warning.

In any school it is necessary that rules and regulations be established for the safety and well being of all. The following will be cause to get warning.

- Behavior that threatens the safety of others.
- Behavior that interferes with the learning process.
- Behavior that is disrespectful to wards staff and students.

School Information.

The school year follows four quarters, which start one-week after the Ethiopian new year (September 16) and continuing until late June.

For 2017/18 the start date is Monday 18th September,

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and finishing date June 29th 2018. There is a two week break at the end of 2nd quarter.

Student Identity Cards.

- A student may obtain a school identity card at the beginning of the school year after the first payment of the school fee at the very beginning of the first quarter.
- We have two kinds of identity cards. One is for those who can be collected by their own parents/Guardians or driver. The other is for those students who can go by themselves.
- A fee of birr ten (Br. 10.00) will be charged for the replacement of lost identity.
- A student permanently leaving the school is expected to reruns the school identity card to the office. (S)He will not be allowed to get his/her documents before (S) he returns the ID card.
- Report card.
- Students of NEPS (grades pre-school-12) are issued four report cards during the year, at the end of each quarter.
- Report card and report sheets must be signed by the parents/guardian and returned to the homeroom teacher within three school days of issuance.
- Promotion policy.
- Honor Card.

In the elementary section _____ and above honor cards are awarded at the end of the 2nd quarter and second semester to those students who have an average of 90% with no failures and a good conduct mark. Distinction (Honor Distinction) Three subject marks of 95% or above with no failure.

Great distinction (Great Honor). Four subject marks of 95 % or above with no failure.

Very great distinction (Very Great Honor). Five subject marks of 95% or above with no failure.

- _____ honor cards are awarded in the secondary section at the end of the year to those who have a yearly average of 80%, with no failures.
- Distinction (Honor Distinction). Three subject marks of 75% or above with no failure.
- Great distinction (Great Honor) Four subject marks of 75% or above with no failure.
- Very great distinction (Very great honor) five subject marks of 75% or above with no failure.

Transcript/ Leaving NEPS/

Student leaving either at the end or part-way through the year receive a leavers folder containing their latest report, a reference, an academic transcript and examples of work if required. If necessary, overseas school entrance examinations may be posted directly to the international school. We will then organise a time for them to be completed and ensure that they are appropriately

administered. You will need to inform us to do this for you. At least before a week.

Admission to NEPS.

Procedures/conditions of entry/fees/scholarships. NEPS serves a child from both the overseas and local community. Priority of admission is according to order of application. In principle we are a non selective school but in practice we only accept students if we feel we can cater for their personal, social, academic and physical needs.

Application Forms.

Parents may register any time-once the registration has been accepted and validated by means of the school stamp, it is a guarantee of a certain place. Applications will be considered in strict order according to the date of application. In the event of over subscription; pupils will be given preference in the following of year's admissions.

1. Completion of the application form:
2. Submission of previous school reports and other documentation evidence; (which has photo of the child and the school stamp on its.
3. Copy of birth certificate / passport(for pre-school)
4. Copy of vaccination card (for pre-school).
5. Two passport size photo of the child.
6. One passport size photo of the parent.
7. Change of clothes (shorts) (For pre-k and kg)

N.B

1. Enrolment fees are paid in advance.
2. 1st quarter school fees are payable at registration for next academic year.
3. 2nd quarter school fees are payable the last week 1st quarter.
4. 3rd quarter school fees are payable the last week of 2nd quarter.
5. 4th quarter school fees are payable the last week of 3rd quarter.
6. Parents or guardians rights and obligation. It is the responsibility of the parents to:-
 - Recognize that the primary responsibility for a child's welfare and development rests with the parents.
 - Communicate regularly.
 - Teach the child by words and example, respect for law and authority.
 - Encourage the child to learn and respect the right of others.
 - Encourage the child to attend school.
 - Know and understand the rules and regulations a child is required to observe at school.
 - Become familiar with hand books provided from the school.

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- Provide guidance for the child to develop socially appropriate standards of conduct and behavior.
- Strive to maintain the child in good physical, mental and emotional health.
- Require the child to dress in a clean, safe and presentable manner.
- Provide encouragement and support for the child in completing homework assignments.
- Seek involvement in the child's school, its teachers, programs and activities as well as to attend parent conferences and school functions.

