

CELEBRATION INTERNATIONAL SCHOOL



STUDENT HANDBOOK 2023-2024

162 Swan Drive, Borrowdale West, Harare, Zimbabwe, Africa

CONTENTS

INTRODUCTION AND FOUNDING VISION	3
VISION, MISSION, AND VALUES	3
STATEMENT OF FAITH	4
NON-DISCRIMINATION STATEMENT	7
PHILOSOPHY OF EDUCATION	7
HISTORY OF THE SCHOOL	7
BJU PRESS & CAMBRIDGE CURRICULUM	8
GENERAL POLICIES AND PROCEDURES	9
UNIFORM POLICY	11
ADMISSION AND WITHDRAWAL POLICY	15
FINANCIAL POLICY	16
TUITION PAYMENT GUIDELINES	16
ATTENDANCE POLICY & PROCEDURES	16
GRADING POLICY	17
CODE OF CONDUCT	18
DISCIPLINARY POLICY	19
TEAM SPORT GUIDELINES	23
CHILD PROTECTION	24
SUPERVISION	25
MENTAL HEALTH & SUBSTANCE ABUSE	26
COMMUNICABLE DISEASES	29
PPE POLICY & PROCEDURES	30
COMPUTER INTERNET ACCESSIBLE USE POLICY	31
PARENT AND STUDENT CONTRACT FOR USE OF COMPUTER/INTERNET	33
STUDENT HANDBOOK AGREEMENT	34

INTRODUCTION AND FOUNDING VISION

When a child arrives at Celebration International School, he or she starts out on their journey with us, where the school, church, and community work together to guide each student towards discovery of their own unique set of God-given talents. When the same child leaves Celebration International School, we want them to be excited about their learning, to be thinking, enquiring young people with a thirst for knowledge and equipped with the skills to find out more about the world. We want them to have developed an understanding of what it means to be an active member of a worshipping community and to hold a wider sense of service. We want your children to leave our school with a biblical world view.

We demand high standards of our children in terms of how they learn, work and play. In return we strive to give them the very best that we can offer.

We hope this handbook helps you to see how we work together – children, staff and parents – to create and maintain a sense of community, security and collaboration; how we put spirituality at the centre of what we do every day and how we encourage thinking, success and – above all – celebration.

Celebration International School is a joyous, thriving institution where we all put our soul into all that we do. It is an exciting, energizing place to learn as well as being a rewarding place to work – we hope that when you join us, you will sense what a wonderful school it is.

In His Service

Pastors Tom and Bonnie Deuschle

VISION

- Building people, building dreams, building the Kingdom of God

MISSION

- To develop global citizens with a biblical worldview, an insatiable passion for learning, academic excellence, and a servant leadership heart.

VALUES

- We believe that every child is made in the image of God; therefore, we embrace our responsibility to educate students to realize their intrinsic value and achieve their God-given purpose.

Celebration International School has **seven** core values, namely:

- **Standard of Excellence**
- **Language of Love**
- **Method of Teams**
- **Currency of Faith**
- **Culture of Service**
- **Mandate of Action**
- **Attitude of Gratitude**

STATEMENT OF FAITH

1 *The Scriptures*

The Scriptures, both the Old and New Testaments, are inspired of God. They are the revelation of God to man and the only infallible, authoritative rule of faith and conduct.

All scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness (2 Timothy 3:16).

2 *The Godhead*

Our God is one, eternally existing in three persons, the Father, the Son and the Holy Spirit, being co-equal. God the Father, the Creator of heaven and earth, is the source of the Word and the begetter. The Son is the Word made flesh, fully God and fully man, the only begotten, and has existed with the Father from the beginning. The Holy Spirit proceeds forth from the Father and is eternal.

For there are three that bear record in heaven, the Father, the Word, and the Holy Ghost: and these three are one (1 John 5:7).

3 *Man, His Fall and Redemption*

Man is a created being made in the likeness and image of God. Through Adam's transgression and fall, sin came into the world. Jesus Christ, the Son of God, was manifested to destroy the works of the devil. He gave His life and shed His blood to redeem man and restore him to relationship with God. Salvation is the gift of God to man, separate from works and the Law and is made operative by grace through faith in Jesus Christ, producing works acceptable to God.

But not as the offence, so also is the free gift. For if through the offence of one many be dead, much more the grace of God, and the gift by grace, which is by one man, Jesus Christ, has abounded unto many (Romans 5:15).

For by grace you have been saved through faith and that not of yourselves; it is the gift of God, not of works, lest anyone should boast (Ephesians 2:8-9).

4 *The New Birth and Eternal Life*

Man's first step towards salvation is godly sorrow that produces repentance. Salvation is received through repentance toward God and faith toward the Lord Jesus Christ. Those who are born again of the Holy Spirit receive eternal life.

For godly sorrow produces repentance leading to salvation (2 Corinthians 7:10).

In Him we have redemption through His blood, the forgiveness of sins, according to the richness of His grace (Ephesians 1:7)

The Spirit himself bears witness with our spirit that we are children of God. (Romans 8:16).

5 *The Church and its Mission*

The Lord Jesus Christ is the Head of the universal Church which is His body. Each believer, having trusted in Him as Savior and Lord, is an integral part of the universal Church. The purpose of the Church is to proclaim God's truth, to administer the ordinances, to stimulate growth toward maturity and to bring glory to God through worship.

And he is the head of the body, the church, who is the beginning, the firstborn from the dead, that in all things he might have the pre-eminence (Colossians 1:18).

For by one Spirit we were all baptized into one body – whether Jews or Greeks, whether slaves or free – and have all been made to drink into one spirit (1 Corinthians 12:13).

6 *Water Baptism*

Baptism is by immersion in water and is for believers only. It is a direct commandment of our Lord and is a symbol of the believer's identification with Christ in His death, burial and resurrection.

And Jesus, when he was baptized, went up straightway out of the water: and, lo, the heavens were opened unto him, and he saw the Spirit of God descending like a dove, and lighting upon him (Matthew 3:16).

Repent, and let every one of you be baptized in the name of Jesus Christ for the remission of sins; and you shall receive the gift of the Holy Spirit (Acts 2:38).

7 *Communion*

Communion is a symbol, memorial and proclamation of the suffering and death of our Lord Jesus Christ. It is to be participated in by believers until Christ's return.

Jesus took bread, blessed and broke it, and gave it to them and said, "Take, eat; this is my body". Then he took the cup and when he had given thanks he gave it to them and they all drank from it, and he said to them, "This is my blood of the new covenant, which is shed for many" (Mark 14:22-24).

8 *Baptism in the Holy Spirit*

Baptism in the Holy Spirit brings divine power for life and service, the gifts of the Holy Spirit and their use in the ministry of the Body of Christ. Baptism in the Holy Spirit is evidenced by speaking with other tongues as the Spirit enables. This experience is distinct from and subsequent to the experience of the new birth.

I indeed baptize you with water unto repentance: but he who is coming after me is mightier than I, whose sandals I am not worthy to carry, he will baptize you with the Holy Spirit and with fire (Matthew 3:11).

9 *Sanctification*

The Bible teaches that without holiness no man can see the Lord. Sanctification is a definite yet progressive work of grace, by which the believer is purified in heart and mind, commencing at the time of regeneration and continuing until the consummation of salvation.

But we are bound to give thanks always to God for you, brethren beloved of the Lord, because God from the beginning chose you for salvation through sanctification by the Spirit and belief in the truth (2 Thessalonians 2:13).

Elect according to the foreknowledge of God the Father, in sanctification of the Spirit, for obedience and sprinkling of the blood of Jesus Christ: Grace to you, and peace, be multiplied (1 Peter 1:2).

10 *Divine Healing*

Healing for physical ills of the human body is produced by the power of God through the prayer of faith and laying on of hands. It is provided for in the atonement of Christ and it is the privilege of every member of the Church today.

They shall take up serpents; and if they drink any deadly thing, it shall not hurt them; they shall lay hands on the sick, and they shall recover (Mark 16:18).

11 *The Return of Our Lord and the Resurrection of the Just*

We anticipate the promised return of our Lord as King of kings and Lord of lords, which could occur at any moment. We believe that all who have died in Christ shall rise first then those who are alive and remain shall be caught up together with them to meet the Lord.

For the Lord himself will descend from heaven with a shout, with the voice of the archangel, and with the trump of God: and the dead in Christ shall rise first (1 Thessalonians 4:16).

Then we who are alive and remain shall be caught up together with them in the clouds, to meet the Lord in the air and so we shall ever be with the Lord (1Thessalonians 4:17)

12 *Future Reward and Punishment*

We believe that at the moment of death, believers pass immediately into the presence of Christ and remain there in joyful fellowship with Him until the resurrection of the body at His second coming, after which they will be forever with the Lord of glory in Heaven. We also believe that at the moment of death, the unsaved descend to Hades where they are kept under punishment until their bodies are raised at the final judgment, after which they will suffer everlasting conscious punishment in Hell, separated from the presence of the Lord.

We are confident I say, and willing rather to be absent from the body and to be present with the Lord (2 Corinthians 5:8).

But we shall all be changed in a moment, in the twinkling of an eye, at the last trumpet. For the trumpet will sound, and the dead will be raised incorruptible, and we shall be changed (1 Corinthians 15:51-52).

The Lord knows how to deliver the godly out of temptations, and to reserve the unjust unto the Day of Judgment to be punished (2 Peter 2:9).

Then death and Hades were cast into the lake of fire. This is the second death. And anyone not found written in the Book of Life was cast into the lake of fire (Revelation 20:14-15).

13 *Marriage and Family*

Marriage was ordained by God as the union of one man and one woman. All sexual relations must therefore be reserved for that union. We believe that children are a blessing from the Lord. Thus all human life is sacred and worthy of protection from the moment of conception to the time of natural death.

Marriage is honourable in all, and the bed undefiled (Hebrews 13:4).

Lo, children are a heritage of the LORD: and the fruit of the womb is his reward (Psalm 127:3).

NON-DISCRIMINATION STATEMENT

Celebration International School is a Christian-based school, and as such pledges to recruit, select and promote diversity by providing equality of opportunity in primary and secondary education for all persons. This includes students, teachers, and employees with respect to hiring, continuation, promotion and tenure, without discrimination or segregation on the grounds of race, color, and gender, national or ethnic origin. Appropriate selection criteria are used in relevant situations.

PHILOSOPHY OF EDUCATION

Christian education is rooted in the Word of God, and it starts in the home.

Deuteronomy 6:6-7 says, "These commandments that I give you today are to be on your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up."

We understand that the church and the Christian school are an extension of the home and the godly teaching given by the parents. Because we believe that every child is made in the image of God, we embrace our responsibility to educate students to realize their intrinsic value and achieve their God-given purpose. We seek to develop global citizens with a biblical worldview, an insatiable passion for learning, academic excellence, and a servant leadership heart, thereby fulfilling the Great Commission.

HISTORY OF THE SCHOOL

Tree of Life Learning Centre was launched as an Accelerated Christian Education (ACE) School from one classroom in Celebration Centre in January 2002. There were approximately 12 students ranging in age from 7 years to 14 years of age. Tree of Life Centre became known as Celebration Learning Centre.

In June 2007 Celebration Learning Centre became a stand-alone entity inaugurating its own Board of Governors to govern its operations and develop the school. Nevertheless, the CLC Board is still ultimately responsible to the church and the trust governing the church, which is Celebration Ministries International. At this time, the Celebration Learning Centre Board adopted the decision to transition from the home-schooling ACE curriculum which CLC had been using for the previous five years to a teacher-based Christian curriculum, the ABeka Curriculum. The ABeka curriculum is a biblically based curriculum of a high academic standard. The core subjects are: English, Mathematics, Science, Social Studies, and Bible. Art, Music, Physical Education, Life Skills, Spanish, French, and Shona are also taught.

In 2015 the High School English department adopted the Bob Jones University English curriculum after being introduced to this curriculum at the annual ICAA International Conference.

In 2016 the CIS Board decided to incorporate the Cambridge curriculum into the High School and offer the British 'O' and 'A' Level certificates. This was in response to community feedback that the school would be more appealing with these qualifications on offer.

In 2022 CIS fully adopted the BJU curriculum in all departments, namely Infants, Elementary, Middle and High School.

Celebration International School is accredited by the International Christian Accreditation Association (ICAA), under the auspices of Oral Roberts University Educational Fellowship (ORUEF) and Zimbabwe Ministry of Primary and Secondary Education.

CELEBRATION INTERNATIONAL SCHOOL OFFERS:

- Excellent quality Christian education
- Emphasis on Character Development.
- Disciplined Environment.
- Vocational Training.
- Exemplary Role Models.
- Smaller class sizes
- Wide range of subjects
- Students can find subject combinations that suit their individual interests and learning inclinations.

We offer:

CHRISTIAN EDUCATION (BJU)

- K3 – Gr12
- American common core standards
- Preparing students to be life-long learners with a Biblical Worldview
- CAT'S & SAT'S
- Student will require their own laptops.
- focuses on academic rigor.
- encourages critical thinking.
- supported by appropriate educational technology.

CAMBRIDGE

- Form 3– U6
- Biblically integrated 'O' Level and 'A' Level Qualifications
- Preparing school students for life, helping them develop an informed curiosity and a lasting passion for learning.
- IGCSE has a broad curriculum that is based on the British GCSE curriculum.
- It is modified by schools across the world to suit regional requirements and learning environments.

GENERAL POLICIES AND PROCEDURES

Parents and students should read the Student Handbook in its entirety and familiarize themselves with Celebration International School policies.

We ask that **you read all information carefully** so that you are aware of events and activities planned throughout the school year.

1. The basis of Celebration International School is the belief that the **BIBLE** is the Word of God and the knowledge (study) of the Bible will provide a biblical worldview and a spiritual, moral, and ethical basis for all learning.
2. Parents are to wear the **CIS IDENTIFICATION TAG** when fetching children from the school
3. All students attend **ASSEMBLY** each week. Dress uniforms are worn by students on Assembly Days. Please see our uniform section for details.
4. The school administration will designate a **UNIFORM** worn by all students. Details can be found in this handbook.
5. Parents must notify the school of any information relating to the child's **MEDICAL HISTORY** that may affect his/her learning or participation in school-related activities. This may include allergies, physical limitations or disabilities, and prescription drug usage. If a student requires any type of **MEDICINE** during school hours, whether prescription or non-prescription, school policy requires that it should be given to the class teacher. The medicine should be clearly labeled with the child's name, dosage, and time to be taken.
6. **ELEVATE (coffee shop), WORDWIDE BOOKSTORE AND THE BASEMENT** are off limits for all students during school hours (unless under teacher supervision) with the exception of the high school devotions. .
7. Items that are **LOST and FOUND** should be handed in to the reception. Items may be redeemed for a small charge and will be retained for a reasonable length of time and then disposed of as seen fit by the school administration.
8. During school hours **PARENTS and ALL OTHER VISITORS** are required to report to Reception as soon as they arrive at school. **NO ONE** should interrupt a class in session without prior arrangements with the teacher.
9. **IF YOU NEED TO SPEAK TO YOUR CHILD'S TEACHER** concerning school-related issues including homework, please see the teacher before 7:30am or after classes, and do not interrupt them during teaching hours. Please do not call teachers at their homes.
10. **NEWSLETTERS AND OTHER SCHOOL CORRESPONDENCE** will be sent using WhatsApp, E-mail or in an envelope. We ask that parents provide the office with all new phone numbers or e-mail addresses. Parents must read all the information carefully so that they are aware of events and activities planned throughout the year.
11. **MISCELLANEOUS FEES** for CAT tests, cakes sales, name badges, sports, picture orders, field trips, etc., may occur during the year. Note that CAT test and, field trip money that has been paid is non-refundable. If money is sent to the school with the student, it should **ALWAYS** be sent in a sealed envelope with the following information listed on the outside of the envelope: a) child's name b) amount and purpose c) grade level/teacher's name.
12. **PERSONAL MESSAGES and OTHER ITEMS** will only be delivered to students at breaktime or lunchtime. We encourage you to make sure that your children have everything they need when they get out of the car each morning. This includes lunch, homework, activities for the afternoon, etc. If your child forgets something, you may deliver it to the school office (Do not go directly to the classroom!). In order to minimize classroom

interruptions, office personnel will deliver the items when appropriate. This will also help our office personnel budget their time more effectively.

13. If someone other than a parent **is PICKING UP YOUR CHILD**, please contact the class teacher before 12 noon and notify us of that person's name and relationship to the student. The person should wear the **CIS IDENTIFICATION TAG**. This helps to ensure the safety of your child.
14. **Parents must pick-up their children within half an hour of the close of school, sports, or club activities.** After the half an hour the children will be supervised in the **SUPERVISION AFTER SCHOOL** facility until 17:30. They will be transferred to the security officer after parents have been notified of late pick up. The school will **NOT** be held responsible for their well-being after hours. See Supervision After School in this handbook.
15. **PHONE USAGE BY STUDENTS** will not be allowed. Students may not use the school telephone to call home for forgotten lunches or snacks, homework assignments or textbooks. In the case of illness, office personnel or the class teacher will call the parent. CIS has a NO cellphone policy except for the prefects' privilege, who may bring their cellphones to school. CIS will not be responsible for any damage or loss. All cellphones brought to the school will be confiscated for a week by staff members and can be redeemed from the office after payment of a \$10 fine. NO cellphones are allowed during test and exams.
16. We ask that **DRIVERS PAY FULL ATTENTION** to their surroundings while on campus and in the traffic. To ensure the safety of students and staff members, please keep distractions, including cell phone conversations, to a minimum. According to highway safety statistics, cellphones are a distraction while you are behind the wheel. Always watch carefully and drive slowly.
17. All drivers are required to follow these **TRAFFIC PROCEDURES**: The school has instituted measures to ensure the safe and effective supervision of all students by designating the parking area near the playground as a pick-up/drop off zone for all students. Parents are requested to drive in a clockwise fashion, slowly and carefully maintaining minimum speed in the pick-up/drop off zone.
18. You are **not** permitted to park in the **PICK-UP/DROP OFF ZONE** but must utilize the parking area on the other side of the island if you have business at the school or would like to walk your child to the door. Initially a parent with a child in this category (K3 – Grade 2) should escort their child/ children to their classroom each school morning and collect child/children at the end of the day from the teacher on duty in the infant's playground/classroom. However, when they are confident to find their way to their classroom, K4 – Grade 2 students may be dropped off in the pick-up/ drop off zone.
A parent with a child in the Grade 3-12 category can pick-up/drop off their child in the designated pick-up/drop off zone. Otherwise please park on the other side of the island.
19. Celebration International School staff have **RESERVED PARKING** opposite the drop off zone. Parents are not to park in the Celebration International School staff parking area.

UNIFORM POLICY K4-2nd Grade.

Black satchel with CIS emblem

Black sports bag with CIS emblem

Girls

Summer

- White collared short sleeved cotton shirt (CIS emblem on pocket)
- Khaki skorts or skirt
- Khaki jersey
- Black school blazer and black school tie (2nd grade only)
- White foldable girl's ankle socks and black school shoes (no lace-ups)
- White cricket hat with CIS emblem

Winter

- White collared short sleeved cotton shirt (CIS emblem on pocket)
- Khaki skorts or skirt with black stockings or white foldable ankle socks
- OR black trousers with black socks
- Khaki jersey
- Black school shoes (no lace-ups)
- White cricket hat with CIS emblem
- Black scarves and gloves (no beanies).

Sport/P.E. Uniform

- Black CIS parachute shorts
- Purple and gold vest/house colored t-shirt and house colored t-shirt
- Black and gold school tracksuit
- Takkies and white foldable ankle socks
- White cricket hat with CIS emblem
- Black swimming costume and swimming cap

Boys

Summer

- White collared short sleeved cotton shirt (CIS emblem on pocket)
- Khaki shorts
- Khaki jersey
- Black school blazer and black school tie (2nd grade only)
- Black lace-up school shoes worn with long grey socks (garters to be worn)
- White cricket hat with CIS emblem

Winter

- White collared short sleeved cotton shirt (CIS emblem on pocket)
- Khaki shorts with long grey socks (garters to be worn)
- OR black trousers with black socks
- Khaki jersey
- Black school blazer and black school tie (2nd grade only)
- Black lace-up school shoes worn.
- White cricket hat with CIS emblem

Sport/P.E. Uniform

- Black CIS parachute shorts
- Purple and gold vest/house colored t-shirt
- Black and gold school tracksuit
- White cricket hat with CIS emblem
- Takkies and white foldable ankle socks
- Black swimming costume and swimming cap

Uniforms can be obtained from:

Glen Abbey

Arundel village, Quorn Avenue

Mount Pleasant, Harare

+262 4 338351/ +263 779 714 597

Polva Investments P/L

32 Arthur Davies Road

Cranborne

+263 4 573374/ 07710750352/0773888517/0712720074

UNIFORM POLICY 3rd-8th Grade.

Black satchel with CIS emblem

Black sports bag with CIS emblem

Girls

Summer

- White collared short sleeved cotton shirt (CIS emblem on pocket)
- Khaki school skirt just to below the knee (no skorts)
- Khaki jersey
- Black school blazer and black school tie
- White foldable girl's ankle socks and black school shoes (no lace-ups)
- White cricket hat with CIS emblem

Winter

- White collared short sleeved cotton shirt (CIS emblem on pocket)
- Khaki school skirt just to below the knee with black stockings or white foldable socks
- Or Black trousers with black socks
- Khaki jersey
- Black school blazer and black school tie
- Black school shoes (no lace ups)
- White cricket hat with CIS emblem

Sport/P.E. Uniform

- Black CIS parachute shorts
- Purple and gold vest/house colored t-shirt
- Black and gold school tracksuit
- Takkies and white socks
- White cricket hat with CIS emblem
- Black swimming costume and swimming cap

Boys

Summer

- White collared short sleeved cotton shirt (CIS emblem on pocket)
- Khaki shorts
- Khaki jersey
- Black school blazer and black school tie
- Black lace-up school shoes worn with long grey socks (garters to be worn)
- White cricket hat with CIS emblem

Winter

- White collared short sleeved cotton shirt (CIS emblem on pocket)
- Khaki shorts worn with long grey socks (garters to be worn)
- Or Black trousers with black socks
- Khaki jersey
- Black school blazer and black school tie
- Black lace-up school shoes
- White cricket hat with CIS emblem

Sport/P.E. Uniform

- Black CIS parachute shorts
- Purple and gold vest/house colored t-shirt
- Black and gold school tracksuit
- Takkies and white foldable ankle socks
- White cricket hat with CIS emblem
- Black swimming costume and swimming cap

Uniforms can be obtained from:

Glen Abbey

Arundel Village Quorn Avenue

Mount Pleasant, Harare

+262 4 338351/ +263 779 714 597

Polva Investments P/L

32 Arthur Davies road

Cranborne

+263 4 573374/ 0771075352/0773888517/0712720074

UNIFORM POLICY 9th-12th Grade.

Black satchel with CIS emblem

Black sports bag with CIS emblem

Girls

Summer

- White collared short sleeved cotton shirt (CIS emblem on pocket)
- Black skirt to below the knee
- Khaki jersey
- White foldable girl's ankle socks and black school shoes (no lace-ups)
- Matt black court shoes with **1" heel** and skin-colored stockings (number one uniform)
- White cricket hat with CIS emblem

Winter

- White collared short sleeved cotton shirt (CIS emblem on pocket)
- Black skirt to below the knee with white foldable ankle socks
- Or black trousers and black socks
- Khaki jersey
- Black- or skin-colored stockings with matt black court shoes with 1" heel
- White cricket hat with CIS emblem
- Black school blazer and black school tie (assembly, Eisteddfod, Speech-night, and field trips)

Sport/P.E. Uniform

- Black CIS parachute shorts
- Purple and gold vest/house colored t-shirt
- Black and gold school tracksuit
- Takkies and white socks
- Black swimming costume and swimming cap

Boys

Summer

- White collared short sleeved cotton shirt (CIS emblem on pocket)
- Khaki shorts
- Khaki jersey
- Black lace-up school shoes worn with long grey socks (garters to be worn)
- White cricket hat with CIS emblem

Winter

- White collared short sleeved cotton shirt (CIS emblem on pocket)
- Khaki shorts or black dress trousers worn with black belt.
- Khaki jersey
- Black lace-up school shoes worn with black socks.
- White cricket hat with CIS emblem
- Black school blazer and black school tie (assembly, Eisteddfod, Speech-night, and field trips)

Sport/P.E. Uniform

- Black CIS parachute shorts
- Purple and gold vest/house colored t-shirt
- Black and gold school tracksuit
- Takkies and white socks
- Black swimming costume and swimming cap

Uniforms can be obtained from:

Glen Abbey

Arundel village, Quorn Avenue

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Polva Investments P/L

32 Arthur Davies Road

Cranborne/ +263 4 573374

0771075352/0712720074

ADDITIONAL NOTES CONCERNING UNIFORM GUIDELINES

A person's character and relationship with God are reflected in all aspects of life, including his or her dress.

1. School uniforms are expected to be kept neat and clean. Uniforms with holes, tears, or stains should not be worn to school. It is required that all articles of uniform clothing be marked inside with a name tag or permanent marker to identify the owner.
2. Girls' skirts should be of a modest length. Modest is defined just below the knee.
3. When shorts are worn for P.E., Sports, Sports Day, etc., length should be modest. Modest is defined as the following: when arms are placed at side, fingertips should reach the hemline of the shorts.
4. All buttons on shirts, including cuffs on long sleeves, need to be buttoned with the exception of the top collar button.
5. T-shirts worn under uniform shirts must be a solid white without writing, logos, or markings of any kind.
6. Purity rings may be worn.
7. No tattoos are allowed.
8. A watch in gold, silver, black or white. No bracelets other than medic alert bracelets for health reasons.
9. No nail polish to be worn on fingers and toes (nails should not be seen over the tip of the finger) and **no make-up should be worn including lip gloss** (only clear lip ice/balm is allowed).
10. Boys are to be clean shaven.
11. Boys are not allowed body piercings including earrings.
12. Girls are allowed one piercing in each earlobe. One pair of earrings worn in the earlobe only (sleepers 12mm or plain surgical studs).
13. No hair highlights or dye.

Girl's hair:

1. Girls' natural hair can be worn with fringe/bangs cut above the eyebrows.
2. Shoulder length hair must be tied in a low single or double ponytail or plaited with loose strands clipped in place (no "high" pigtails). Hats must be able to fit snugly on the head.
3. School colored hair elastics or ribbons may be worn. Clips must be black or silver.
4. Natural hair can be plaited with a braid used only to fasten the hair, but the braid should not be loose.
5. Natural hair must be neatly combed and patted down with no weaves, locs or twist-outs.
6. "Mabuns" should be plain and neatly platted and changed regularly. No combination "mabuns" and corn-rows. No combination hairdos. Mabuns should be worn modestly. They should not be worn with elaborate patterns.
7. Carpet and carrot is allowed but the loose part must not be bulky and must adhere to braid specifications mentioned above.
8. Braids may be worn from 5th Grade upwards and must be in a natural hair color 1-4 (black - dark brown). Shoulder length (maximum length of pony tail is 30 cm) and not thicker than 4mm or a kebab stick. No braids may be worn loose. They should be able to be worn in a low pony-tail only so that a cap/hat can be worn properly. No pigtails, buns or French plaits. No beads, curls, combination weave/braids or elaborate hairdos are allowed. No buns to be worn with braids. When hair is plaited ("100 lines") no patterns are allowed. Braids should be kept neat, washed clean and the front repaired regularly.
9. Hair should be kept away from face. If hair is worn in a fringe, the fringe should be above the eyes.
*No fringe is allowed with braids.

Boys' hair:

1. Hair must be short at the back and sides and shall be off the ears and collar. Sides should not be shorter than a #3 razor and the top should not be longer than 1 inches and lay flat.
2. For boys, hair must be away from ears and eyes.
3. No wedges, box cuts, gel, mohawks, corn rows, man-buns, pony-tails, designs or bald shaved heads.

ACCESSORIES NOT ADDRESSED SHOULD NOT BE WORN.

"No-Uniform Day" Guidelines

When a student has been awarded a "no uniform day", he/she should come to school dressed in clothing that is modest and befitting a student at a Christian school. Please note the following guidelines:

1. No hats, beanies or bandanas to be worn inside the school building and hair as per "Hair" rules.
2. No holes in jeans.
3. No heelie-wheels, slops, rafters, or bare feet.

Girls:

1. Girls can wear sandals, pumps, sport shoes or boots. Heels may be no more than 1".

2. No spaghetti straps/tight or t-back tops, bra straps, midriff or cleavage showing.
3. Long shirts to be worn over hipsters or skinny jeans and no shorts.
4. No makeup may be worn. No Goth clothing and no artificial eyelashes.

Boys:

5. Boys can wear sports, casual, smart shoes, or boots (no combat boots).
6. Boys can wear smart T shirts, golf shirts or collared shirts but no vests.
7. Boys can wear shorts, jeans, or trousers.

ADMISSION AND WITHDRAWAL POLICY

ADMISSION PROCEDURE

1. Initial Admission of new students (including transfers)

1. Application forms must be completed, and a non-refundable application fee paid.
2. Required documents:
 - a. Birth certificate / Health records
 - b. Reference from their local pastor/minister
 - c. Previous academic performance:
 - previous term/semester's grade reports
 - previous school's recommendations
 - indicators that a student will perform well in a highly academic environment.
 - report/transcript from previous school
3. An academic placement test is administered to new students.
4. Parent interview assessment
5. Desk, tuition, and curriculum fees are payable by due dates.

Fulfilling all or part of these criteria **does not guarantee** a place at Celebration International School. Right of admission is reserved at the sole discretion of the Celebration International School's Board and Management. Celebration International School is not obligated to state their reasons if admission is refused.

2. Continued Enrollment (Year to Year)

- ☐ Accounts must be current.
- ☐ Academic progress must be satisfactory.
- ☐ From Gr1-8 (F2) it is a minimum requirement that students pass Mathematics or Arithmetic and English in order to move up to the next grade level.

WITHDRAWAL/TRANSFER PROCEDURE

- ☐ A written notification **one school term in advance** must be submitted to the office or one term's school fees in lieu of notice paid.
- ☐ All school property (including cups and trophies awarded at prize giving) must be returned to the office.
- ☐ Course work will be completed, as appropriate, and subject grades will be based upon work completed to date.
- ☐ School records will be released to the new school only upon full payment of all tuition, fees, and/or fines.
- ☐ Please note that application, curriculum, and desk fees are non-refundable and non-transferable.

FINANCIAL POLICY

The Celebration International School relies on tuition payments to operate. The Celebration International School Board will take prudent action in all financial matters to ensure proper use of monetary resources.

TUITION PAYMENT GUIDELINES

1. School fees, curriculum fees, and desk fees are payable before attendance begins.
2. Tuition fees must be paid before the first day of term.
3. Tuition fees must be current for the student to remain enrolled.
4. If there is an outstanding balance at the end of the term the student will not be admitted to the classroom the following term until the balance is paid and the new term's fees are up to date.
5. If an account has an outstanding balance upon student withdrawal, academic records and/or reports will not be released until the balance is paid.
6. Questions concerning your account should be directed to the Principal or Accountants department.

ATTENDANCE POLICY

POLICY: *Regular, punctual attendance at Celebration International School is necessary for optimal learning by the student.*

ATTENDANCE PROCEDURES

1. A written note for each absence due to illness, signed by the parent or guardian, must be presented to the student's teacher at the time of the student's return to school. These notes are kept on file.
2. Parents are welcome to collect their child's absent work at the end of the day or the student can collect it upon his/her return to school.
3. In cases of illness, a student should not be sent back to school until he/she has been without a fever/upset stomach for at least 24 hours.
4. From 3rd-6th Grade students who are absent for more than one day will attend "Catch-up" classes on their return to school. All students will be granted a reasonable amount of time, as determined by the classroom teacher, to make up work missed from an excused absence. If requested by the parent, homework will be available to be picked up after 1:00pm from the teacher.
5. Students are permitted 1 day per excused day absent, to make up missed work; i.e. if students are absent for 2 days, they have 2 days after they return to school to turn in their work. Ultimately it is the student's responsibility to get the assignments and complete the work. If work is not turned in within the determined time frame, the student's grade on that assignment, quiz or test will be changed from an "Incomplete" to a "zero".
6. Arrange dentist and doctor's appointments, etc., in advance. In emergency situations, the Vice Principal should be notified by telephone or in person before signing the child out.
7. Absences, other than those related to illness, require **prior approval by the Principal**. This request must be made in writing to the Principal. **If an absence is determined by the Principal as unexcused, or if no note is presented, it will necessitate lowering the student's grades.**

- 8-15 absences in one term (12 weeks) = 5 point drop (1 letter grade) in the G.P.A. for that quarter

- 16-23 absences in one term (12 weeks) =10 point drop (2 letter grade) in the G.P.A. for that quarter
- 24 absences in one term (12 weeks) = no passing grade

If there are 24 unexcused absences in one quarter, the student will be de-registered. The parent or guardian may apply the following academic year to repeat their current grade level, but Celebration International School will not guarantee their readmission.

Recognized Celebration Tours are considered excused absences.

Non-payment of school fees is considered an unexcused absence.

8. Do not leave your child at the school before 7:00am. There are no adults on duty to supervise students before that time.
9. School begins promptly at 7:30am. Students should proceed directly to their classrooms for them to be seated and ready to start school by 7:45am. Students arriving after the 7:45am are LATE. If there is an unavoidable delay (flat tire, accident etc.), an excuse note may be sent with the student, or a WhatsApp message can be sent to the class teacher. If the reason is deemed unacceptable the Parents will receive a letter regarding being late.

GRADING POLICY

POLICY: *A standard grading scale and policies are established by the administration to assure uniformity and fairness in academic assessments.*

GRADING CODE - ELEMENTARY SCHOOL

A+	90-100	B+	75-79	C+	60-64	D	45-49
A	85-89	B	70-74	C	55-59	Fail	0-44
A-	80-84	B-	65-69	C-	50-54		

GRADING CODE - MIDDLE & HIGH SCHOOL

A+	99-100	B+	88-89	C+	78-79	D+	68-69
A	92-98	B	82-87	C	72-77	D	65-67
A-	90-91	B-	80-81	C-	70-71	Fail	0-64

1. Assigned work will be completed and turned in on time by students.
2. Students experiencing overall academic difficulty or difficulty in one specific subject area will be recommended for tutoring and/or specialized assessment.
3. Individual tutoring will be performed on a fee basis.
4. Students not performing according to their grade level, either identified by the class teacher, CAT results or Search and Teach assessment, which will be administered in K4. Search and Teach will promote Early Intervention. The pupil will be enrolled in the **Enrichment Centre** for study assistance, bridging or remedial lessons. An ILP (Individual Learning Program) will be followed by each pupil. It involves extra specialized tuition with the goal of improving the pupils' overall averages in the relevant subjects. The class teacher will schedule tuition time in collaboration with the Enrichment teacher. Students in the Enrichment Center may be asked to attend classes after school but will not miss out on extracurricular activities or sports fixtures.
5. Reports are issued at the end of 1st 2nd and 3rd Terms.
6. Parent/teacher conferences should be scheduled by request of the parent or teacher. Please do not call teachers at their homes or on their cell phones.

7. High Academic achievement by students in Grades 3 and up will be recognized by placement on the Vice Principal and Principal's Honor Roll. Other academic awards may be made at the teacher's and Principal's discretion at the end of the academic year.
8. Excessive absenteeism (unexcused) will necessitate lowering of the student's grades.
 - 8-15 absences in one quarter (9 weeks) = 5 point drop (1 letter grade) in the g.p.a. for that quarter
 - 16-23 absences in one quarter (9 weeks) = 10 point drop (2 letter grade) in the g.p.a. for that quarter
 - 24 absences in one quarter = no passing grade

If there are 24 unexcused absences in one quarter, the student will be de-registered. They may apply the following academic year to repeat their current grade level, but Celebration International School will not guarantee their readmission.

Recognized Celebration Tours are considered excused absences.

Non-payment of school fees is considered an unexcused absence.

CODE OF CONDUCT

POLICY: It is expected that the students of Celebration International School will conduct themselves in a Godly manner and with personal integrity. Our desire is to create an atmosphere in which there is excellence in education and character formation.

Col 4:6, Eph 4:23-5:5

Students are required to:

1. wear their uniform with pride and always adhere to the Uniform policy, on and off campus.
2. wear a hall pass when moving around campus during lesson time.
3. adhere to the CMI policy of no chewing gum while in CIS uniform.
4. be on time for registration, class, meetings, sports practice, fixtures, and games.
5. have the basic stationery and book requirements in all classes.
6. have homework diaries/books, have discipline and detention slips signed and returned to school the following day.
7. show each other respect and not entertain bullying, teasing or name calling.
8. show respect for teachers and fellow students and not disturb the class lesson.
9. observe the 6 inch rule at all times. This includes no hugging, kissing, sitting on the same chair, running hands through hair or sitting on the opposite sex's lap.
10. display first time obedience to Staff, Faculty and Prefects. Students are to honor and respond respectfully to those in authority. Talking back, sarcasm, complaining and gossiping against authority will not be permitted.
11. complete all homework assigned to them by the due date.
12. be good stewards of the Celebration International School and Celebration Church property. Defacing or destruction of school and/or church property will not be tolerated. Cost of repairs will be the responsibility of the students' parents.
13. maintain high standards of morality, honesty, integrity, kindness, and courtesy.
14. live in peace with one another.
15. abide by the **INTERNET ACCEPTABLE USE POLICY** or forfeit in-school computer and/or Internet privileges.

Students are NOT allowed to:

1. display behavior that is disruptive and interferes with the learning experience of others.
2. use electronic items like computers, iPod and iPad outside the classroom unless they have express permission from a teacher.
3. eat or drink anything other than water during class without the permission of the teacher.
4. show any acts or words of aggression towards another student, staff or faculty member – this includes swearing and aggressive bodily acts.

5. leave the CIS campus without permission from the Principal.
6. blaspheme, use obscene language, curse and/or use racial slurs. Philipians 4:8.
7. have in their possession any form of tobacco, vaping, alcohol, (including medications) or illegal drug products at any time.
8. engage in fighting or have any form of illegal weapon in their possession at any time.
9. engage in any form of sexual activity including homosexual or lesbian activity at any time.
10. have any form of pornography in their possession at any time.
11. sit on the staircases or wear earphones in the corridors and hallways.
12. make noise by the lockers, when in transit between lessons, or when going/coming from break or lunch.

Failure to follow the Code of Conduct will result in disciplinary action as outlined in Celebration International School Discipline Code. Possible consequences may include detention, corporal correction, in-school suspension, out of school suspension, and/or exclusion.

CELEBRATION SCHOOL DISCIPLINARY POLICY

Celebration International School (CIS) is committed to building people, building dreams, building the Kingdom of God. To this end we seek to develop global citizens with a Biblical worldview, an insatiable passion for learning, academic excellence, and a servant leadership heart.

There is a direct relationship between the quality of discipline in a school and the quality of education offered by that school. A child's education suffers if he/she is not disciplined when it is needed. Those who have difficulty obeying human authority have difficulty obeying God. CS will not accept a student whose parents will not allow the school to carry out appropriate discipline.

For God is not a God of disorder but of peace. 1 Corinthians 14:3

CIS is dedicated to the training of children in a program of study, activity, and living that is Christ-centered. We believe that all things should be done decently and in order and that our students should be taught to accept personal responsibility to strive to walk blamelessly before God. The school endeavors to maintain discipline that is firm, consistent, fair, and tempered with love. Our faculty maintains standards of behavior in the classroom that exhibit kindness, love, respect for their peers and respect for authority. When disciplinary action becomes necessary it is our intention that it be firmly carried out, tempered with love, understanding, forgiveness and geared towards the goal of repentance and restoration. Any grace extended in any disciplinary policy for one student will not constitute grounds for exemption from the same policy for any other student.

Students are reminded that the Lord Jesus Christ expects us to be disciplined in all areas of life. The ultimate goal of the discipline process is to help the student learn self-discipline. Students at CIS are treated with the respect and dignity befitting a man or woman of God and are in turn expected to act as such.

Co-operation between home and school

Biblically, discipline is the responsibility of parents. The parents delegate this responsibility to the school during school hours, but the primary responsibility remains with the parents. The Christian home and Christian school must work and pray together to develop disciplined children. This is why it is essential for the parents and school to cooperate when it comes to disciplining a child. Students and parents are asked to abide by the discipline policies.

If your child complains about a policy of discipline, please follow this procedure:

1. Give the staff the benefit of the doubt until you investigate the issue further. (Always side with authority first)
2. Realize that the student's report may be emotionally biased and without all the information.

3. Realize that the staff has reasons for all rules at CS. Please do not criticize the school or the staff in front of the student or others.
4. Support the administration and call for all the facts. Parents have the right to know when and why discipline has taken place.

If you as a parent have a concern or complaint, please follow this procedure:

1. Express it promptly. Keeping it to yourself can cause ill feelings and friction that would decrease your effectiveness as a parent and a servant of Christ.
2. Tell it to the right person. Complaints should first be discussed with the specific individual involved. Telling someone else will cause a negative undercurrent and will not solve the problem.
3. If you cannot work out the problem between yourself and the party involved, appeal first to the Vice Principals and then to the Principal who is responsible for school policy and for the school's teachers.
4. If the problem remains unsolved after meeting with the teacher and the administration, it should then be put in writing and given to the administration to be reviewed by the CIS Board in counsel with the Celebration Ministries International Pastoral team. Do not contact individual CMI Senior management or the CIS Board prior to the completion of the review.

Minor offences

Not all offences warrant the same discipline. Each teacher, in conformity with this parent and student handbook, will establish basic classroom rules and will inform the students in advance of the consequences for disobeying the rules. Parents may wish to discuss these rules with the teacher at the beginning of the school year. Whenever possible, the teacher will attempt to work out a problem with the student without administrative involvement. Every teacher is responsible for discipline in all parts of the building and on school grounds, both during the school day and at school functions. Teachers have full authority and responsibility to correct student behavior whenever such correction is necessary. Prefects have been delegated authority and responsibility for specific disciplinary functions in the absence of teachers.

Moreover, we have all had human fathers who disciplined us, and we respected them for it. How much more should we submit to the Father of our spirits and live! Our fathers disciplined us for a little while as they thought best; but God disciplines us for our good, that we may share in his holiness. No discipline seems pleasant at the time, but painful. Later, however, it produces a harvest of righteousness and peace for those who have been trained by it. Hebrews 12:9-11

Group A: Warning – Discipline slips

(Childish behavior)

Pink Discipline slips will be issued by teachers for the following types of violation:

- Disruptive talking and behavior.
- Inadvertent failure to follow instructions.
- Uniform violations (P)
- Being in hall without pass (P)
- Gum chewing (P)
- Tardy in class
- Not having supplies in class
- Not having materials signed in a timely manner (Detention slip etc.)
- Eating and drinking in class without permission.
- Teacher's discretion.

Prefects are allowed to issue pink discipline slips for violations marked (P) but these must be countersigned by the class teacher.

Accumulation of 3 Discipline slips during the school term will result in a Detention on specified afternoons. All Discipline slips are cancelled at the end of each term.

Group B: Detention

(Foolish behavior)

Yellow Detention slips will be issued by teachers for the following types of violations:

Physical Detentions

- Teasing and name calling (P)
- Class disturbances
- Acts or words of aggression (P)
- Inappropriate public displays of affection while in uniform or sports kit (6" rule) (P)
- Failure to show proper respect to those in authority (including but not limited to talking back, sarcasm, complaining and gossiping against authority) (P)
- Unauthorized viewing of online material.
- Teacher's discretion

Academic Detentions

- Not doing homework/or work assigned when absent from school.
- Teacher's discretion

Manual Labor Detentions

- Failure to return pink Discipline Slip in timely manner.
- Inadvertent damage to property
- Failure to be in assigned areas at specified times (P)

Prefects are allowed to issue yellow Detention slips for violations marked (P) but these must be countersigned by the class teacher.

Discipline Slips and Detention Slips are issued on the day of the infraction. They must be signed by the parent and returned by the student to the issuing teacher first thing in the morning on the next school day. A parent's signature on the Discipline or Detention slip indicates receipt of information, not necessarily approval of the teacher's decision.

All detentions are cancelled at the end of the term. Detention takes precedence over sporting events and all other activities. Detentions are served for one hour on specified afternoons. Students must be on time and in school or sports uniform. Failure to report for detention will result in corporal correction or in-school-suspension.

Detention infractions:

- Accumulation of 3 Detentions will result in corporal correction or in school suspension as deemed appropriate.

Group C: In school suspension (I-S-S) or corporal correction

In-school suspension or corporal correction may be applied for the following types of violations:

- Stealing
- Lying (purposely deceiving authority)
- Cheating (purposely deceiving authority)
- Absent without leave.

In-school suspension or corporal punishment will be decided at the discretion of the CIS Administration (comprising the Principal and Vice-Principals).

Suspension

A student who displays conduct that indicates that he/she is a persistent negative influence on the rest of the student body may be placed in **In-school** or **Out-of-school Suspension** for a specified length of time.

Should suspension be necessary, the administration will notify the student and his/her parents. Parents will be told the reason for suspension, the number of days, and conditions for re-entry. The student will continue regular studies as much as possible while separated from the student body.

In-school suspension will usually be 3 – 5 days and may consist of all or any combination of the following: seating near teacher during school, restricted interaction with other students, restricted social interaction at break time and restricted participation in school sport or extra-curricular activities. Parents are asked to escort the suspended student to and from the classroom. Violation of In-school suspension will be disciplined by corporal correction or Out-of-School suspension.

Corporal Correction policy

- K5 – Grade 5 – Boys & Girls – corporal correction
- Grade 6 - 12 – Boys – corporal correction
- Grade 6 - 12 – Girls – In school suspension

Folly is bound up in the heart of a child, but the rod of discipline will drive it far from him. Proverbs 22:15

Group D: Out-of-School Suspension (O-S-S)

Out-of-school suspension may be applied for the following types of violation:

- Vandalism
- Blaspheming and obscene language
- Cursing/Racial slurs
- Possession or use of tobacco or vaping at school or in public
- Possession or use of alcohol at school or in public
- Fighting
- Unresolved acrimonious disputes among students
- Disrespect toward and defiance of authority (including but not limited to talking back, sarcasm, complaining and gossiping against authority, willful disobedience)

Out-of-School suspension is decided at the discretion of the CS Administration and the School Pastor and will usually be of one to two weeks duration. Out-of-School suspension maybe reflected on the student's permanent academic record.

Group E: Exclusion

A student may be excluded from the school for the following violations (this list is not exhaustive):

- Continual possession or use of tobacco or vaping at school or in public
- Continual possession or use of alcohol at school or in public
- Possession and use of illegal drugs or mixtures.
- Possession or distribution of pornography
- Possession of illegal weapons
- Sexual activity
- Pregnancy
- Homosexual or lesbian activity

The decision to exclude a student is the responsibility of the Administration and the Board of CS, and will be made in the best interest of all the students at CS. The decision to exclude a student will be only reached after much prayer and careful consideration. Parents will be given a full explanation of the reason for exclusion. Exclusion will be reflected on the student's permanent academic record.

A student may be excluded from the school if the student is found to be consistently and flagrantly out of harmony with the rules and policies of CS. In most cases, the attitude of the student reflects the attitude of the parents at home.

Even a child is known by his actions, by whether his conduct is pure and right. Proverbs 20:11

TEAM SPORT GUIDELINES

Policy: It is expected that the students of Celebration International School will conduct themselves in a Godly manner and with personal integrity while participating in team sports. Our desire is to create an atmosphere in which there is excellence in sportsmanship and character formation.

The following guidelines must be met for the student to be eligible to play.

1. Sports are defined as volleyball, soccer, basketball, cricket, rugby, hockey, archery, swimming, netball, table-tennis, athletics and cross-country. Depending on availability, all of these may or may not be offered during the school year.
2. If a student does not meet academic and conduct guidelines, he or she will not be allowed to participate in team sports.
3. If a student is selected for a team, parents are responsible for any fees associated with the particular sport. Payment of those fees must be paid by the due date, or the student will not be allowed to participate until payment is made in full. The school office will distribute details about fees and uniform costs at the beginning of each term.
4. After acceptance into the team, each player must maintain a "C" or above average in ALL subjects and maintain acceptable classroom discipline.
5. If grades are below the requirement, the team member is placed on Academic Report. During this time, the team member shall not participate until grades are brought up to an acceptable standard and released from Academic Report.
6. Attendance to practice is required.
7. Students may not remain at school unsupervised before or after practice or games.
8. Good sportsmanship during practices and games is required to be in the team.

CHILD PROTECTION

Policy and Procedures

As a Christian school, it is our conviction that the Word of God is the final authority in all aspects of life. Therefore, all our child protection activities and procedures are guided by the Bible.

“All Scripture is breathed out by God and profitable for teaching, for reproof, for correction, and for training in righteousness. 2 Tim 3:16”

Types of abuse

Abuse may include:

- a) **Physical abuse:** a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding or otherwise causing physical harm to a pupil.
- b) **Emotional abuse:** the persistent emotional maltreatment of a pupil such as to cause severe and adverse effects on the pupil’s emotional development. It may involve serious bullying (including cyber bullying), causing the pupil to feel frightened or in danger, or the exploitation or corruption of pupils.
- c) **Sexual abuse:** involves forcing or enticing a pupil or young person to take part in sexual activities, not necessarily involving a high level of violence, whether the pupil is aware of what is happening or not.
- d) **Neglect:** the persistent failure to meet a pupil’s basic physical and/or psychological needs, likely to result in the serious impairment of the pupil’s health or development
- e) **Pupil sexual exploitation:** involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) for engaging in sexual activities
- f) **Cyber abuse:** involves children being abused via the internet or social media through the various forms of communication.

Indicators that point to abuse:

Physical abuse:

Emotional abuse

Sexual abuse

Neglect Cyber abuse.

SUPERVISION OF STUDENTS

CELEBRATION SCHOOL SUPERVISION PROCEDURES FOR STUDENTS

The purpose of this policy is to ensure that students at Celebration International School are adequately cared for, and the school satisfies the requirements for their supervision. It is crucial that every school and staff member actively provides for the protection, safety, and welfare of students. Supervision must be exercised from the time the school formally accepts the presence of students (7:30) and a half an hour before normal classes begin (7:00) until they safely depart the school after normal classes finish.

To achieve this outcome, the school:

1. Arranges adequate student supervision before, during and after school, it includes on-site and off-site activities.
2. The Procedures that follow include specific responsibilities of staff members in undertaking student supervision

Infant Playground supervision:

- Infants K3 to Gr 2 have access to the playground. Two duty teachers and monitors are assigned to take such measures as are reasonable in the circumstances to protect a student from risk of harm.

Rim Fire Park Supervision:

- Elementary, Middle, and High school Gr 3- Gr 12 have access to the Rim Fire Recreational Park. Two duty teachers monitors and prefects are assigned, to protect students from reasonably foreseeable risks of injury, including hazards that are known or could have been foreseen and prevented.

Supervision before and after normal school lesson time:

Schools are not expected to provide supervision for students any earlier than the half hour before normal school classes commence in the morning. When normal classes finish in the afternoon it is expected that students will safely report to the SUPERVISION AFTER SCHOOL department of the school.

SUPERVISION AFTER SCHOOL (SAS) POLICY

Supervision After School (SAS), is a facility offered to all pupils whose parents are unable to collect them directly after academic classes. All children not collected directly after hours, or extramural activities will be placed directly into **Supervision After School** and charged accordingly. CIS students' safety is our main concern. Rules and regulations are in place which parents are expected to adhere to, these are listed below. An application form is required before a student is admitted to SAS. It is returned to the administration office. Admittance is not confirmed until the registration form is completed, and supervision fees paid in advance.

SAS PARENT AGREEMENT

- Parents are responsible for providing a packed lunch, afternoon snack and water for their child.
- If anyone other than yourself will be collecting your child on any specific day, you will need to inform us in writing via email or a signed written permission letter. This applies to transport companies, au pairs or family members.
- Children collected from **Supervision After School** must be signed out.
- Supervision is available from 12:30-17:30, any child collected after these hours will be charged a late penalty fee of \$5 for 5-30 minutes. Thereafter the late penalty fee will increase incrementally after 18:00.
- I realize that withdrawing my child from **SAS** for any reason, a written notice must be given.

FIRE DETECTION/SUPPRESSION

Alarm: Long, intermittent audio sound.

Faculty, staff, students, and visitors will evacuate the building to their designated assembly areas located at the Sport field. (ASSEMBLY POINT E). The Crisis Management Team will meet at their designated assembly point (outside east side main entrance) outside the facility and initiate action as described by their primary responsibilities.

It is the responsibility of all faculty, staff, and students to prevent any type of fire in the building. Common sense, strict adherence to school policies and safety and safe work policies greatly reduces the risk of fire.

Policies of particular importance are:

1. Smoking: This facility is a designated No-Smoking facility.
2. Flammable Materials: All flammable materials are to be stored in controlled areas established for that purpose.
3. Housekeeping: Housekeeping ensures that the building and all work areas are kept clean and free from clutter.

FIRE DRILL PROCEDURE

1. Be calm
 2. Push in your chair
 3. Wait for your teacher's instructions
 4. Walk to the Sport Field (Assembly Point E) orderly in single file without talking
 5. At the hockey field sit down in your class order K3 to Grade 12
- If you are in the toilet, exit through the nearest Exit door.***

MENTAL HEALTH AND SUBSTANCE USE/ ABUSE

POLICY

CIS is witnessing numerous symptoms of what seems to be the effects of the following among other reasons: 1. decadence of both family and Christian values across the globe, and 2. Foolishness embedded in the hearts of children. These cross-cutting setbacks have directly or indirectly adversely affected the spiritual and mental well-being of learners. The advent of Covid 19 exacerbated the situation as learners were and are still subjected to prolonged use of the internet to keep up with online schooling. The extended use of electronic gadgets would call for adult supervision which may not always be available. CIS has not been spared of these issues on the merit of being a Christian school. Instead, these problems are topical and prevalent in our school. While intervention of spiritual matters has always been timely, and to a greater extent, effective due to our intentionality and proximity with CMI pastors, very little has been done thus far to redress matters to do with mental wellness. The issues addressed in this policy will be referred to in the following inexhaustive categories:

1. Mental health
2. Substance abuse/use
3. Mal-use of the internet

PHILOSOPHY

Celebration International School seeks to develop citizens with a biblical worldview by offering a Biblical, Christ-centered experience that speak to the spirit, soul, and body. We understand that the church and the Christian school are an extension of the home and the Godly teaching given by parents. We also believe that every child is made in the image of God, therefore we embrace our responsibility to educate students for them to realize their intrinsic value and achieve their God-given purpose. It is at the backdrop of the above

philosophy that the visionaries of CIS believe that children, staff, and parents create and maintain a sense of community, security, collaboration and above all, put God at the center of what we do every day. We also believe that Christian education is rooted in the word of God. As such it is our hope that adults will create a safe and enabling environment for the children's reformation in tandem with CIS mandate to promote wellness in every child enrolled, spirit soul and body.

A redemptive approach will be taken to mitigate the issues presented in the above-mentioned categories. Having in mind that we all have come short of His glory (Romans 3:23) but have by faith gained access into this grace which we now stand (Ephesians 2: 8-9).

DEFINITION OF TERMS:

Substance use

A pattern of use of any substance, subsequently becoming an issue if it has harmful effects on someone's life e.g., use of electronic or ordinary cigarettes, "shisha", over the counter and prescription medical drugs leading to difficulties at school or at home due to non-compliance to set rules. The ultimate result of substance use is the negative impact on mental and/or physical health.

Substance abuse

Excessive use of psychoactive drugs such as alcohol, pain medications or illegal drugs. This in turn has an effect on a person's physical and mental health, social relationships, family, work school and quality of life.

Mental health

A state of behavioral and emotional well-being of a person. Mental health isn't just about mental illness but also about maintaining a positive state of wellbeing.

Mal- use of the internet

Improper use of the internet which may include cyber bullying, use of social media in school and accessing pornography site as well as all those mentioned on page 25 of the student handbook.

PROCEDURE

The following procedures will be undertaken in addressing the issues of mental health, substance abuse and mal use of the internet:

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. Identification of the problem by the teacher 2. Communication with the Principal 3. Communication with the parents | <ol style="list-style-type: none"> 4. Involvement of the school or church pastor 5. Referral to professional intervention 6. Observation/ post intervention assessment by the teacher |
|---|--|

Identification of the problem by the teacher

The teacher may identify the following but not exhaustive problems

Mental Health Issues	Substance abuse	Internet Mal-use
<ul style="list-style-type: none"> • Compulsive behavior e.g., eating disorders. • Anxiety • Attention disorders • Disruptive behavior • Bullying • Repeated infractions • Suicidal nuances • Social withdrawal 	<p>If learners are found in possession of illegal substance like shisha, alcohol, cigarettes, cigarette lighters.</p>	<p>All those mentioned on page 25 of the student handbook as well as,</p> <ul style="list-style-type: none"> • Cyber bullying • Visiting pornography sites • Going on social media platforms during class.

Communication with Principal

The teacher is supposed to alert the Principal in writing upon observation and identification of any of the above-mentioned problems.

Communication with the parents

The Principal is expected to communicate with the parents within 24 hours of receiving the teacher's concern in writing, informing them of the issue at hand. A parent- teacher meeting must be scheduled; the Vice Principals is required to attend the meeting. Vice Principal may delegate this role to the teacher.

Involvement of the school or church pastor

The Principal is required to inform the school pastor of the issue within 24 hours of the teacher-parent meeting. The school pastor will walk with the learner. The teacher and the school pastor will collaborate, and it is on their commendation that a referral to professional help will be necessitated.

Referral to professional intervention

The school will have a preferred Christian counselor, Psychologist, Psychiatrist, or rehabilitation center, this is so that the Christian ethos will be upheld throughout the intervention process.

Observation/ post intervention assessment by the teacher

The teacher will continue to observe and document progress throughout the counselling term/period as prescribed by the expert. The teacher will be basing their observations on conduct in and outside of the classroom. It must be noted that the teacher's report is independent of the expert's report. If the issue is not resolved, at the end of the prescribed term, then the protocol will start again from the beginning.

While the above protocol will be undertaken as intervention for individual learners, the school will intentionally facilitate mental health, substance abuse and internet mal-use awareness campaigns at least once a term as a preventative measure. CIS learners, community leaders, parents and experts in the above-mentioned areas will take part in the campaigns.

(Romans 12:2b be ye transformed by the renewing of your mind that ye may prove that what is good and acceptable and perfect will of God)

REGULATIONS FOR THE CONTROL OF COMMUNICABLE DISEASES

Celebration International School wishes to maintain a healthy school environment for all students and employees. The term “communicable disease” means an illness that arises as a result of a specific infectious agent and transmitted either directly or indirectly by an infected person.

Several of the most common ailments are listed below. This list should not be considered inclusive for all communicable diseases that may require isolation of the student.

DISEASE	INCUBATION	SYMPTOMS	ISOLATION	PREVENTION
Chickenpox	12-21 days	Rash-blisters, changing to crusts	7 days	None
Diarrhea and Stomach Illnesses	Usually 6 hrs. to 7 days	More than one abnormally loose stool and/or vomiting	Until diarrhea/vomiting-free for at least 24 hours	Proper hand-washing; treat as indicated by doctor
Impetigo	2-10 days	Infected crusted sores on exposed parts of body	24 hours after treatment	Cleanliness. Early attention to sores with a soap and water cleansing twice daily. Cover, if indicated. Cleanse under and clip fingernails. Active cases must be treated as indicated by doctor.
Pediculosis (Head Lice)	Immediate transfer	Lice and nits in hair and/or clothing	Until lice and nits/eggs are destroyed and removed. Treatment is required.	Hair inspection. Note: We have a “no-nit” policy.
Pink Eye	1-3 days	Painful, pink, and sore eyes; discharging pus; discomfort in light	Until eyes have cleared. Antibiotic treatment usually required.	Cleanliness
Ringworm	10-14 days	Scaly spots in hair, or flat, spreading, ring-shaped areas of scaly skin	If affected areas properly covered and under treatment, may attend school. Prevent P.E. and excessive physical contact	Cleanliness. Treatment of cases and surveillance of close contacts.
Scabies	2-6 weeks with no previous exposure. 1-4 days after re-exposure	Itching between fingers, elbows, armpits and other areas of the body	24 hours after treatment	Cleanliness, especially of hands. Treatment of existing cases.
Strep Throat	1-3 days	Sore, red throat, and fever; sometimes a rash is present. Complications common.	Until clinical recovery or no less than 7 days from onset. Isolation may be terminated after 24 hours treatment with antibiotic provided therapy is continued for 10 days.	None

PERSONAL PROTECTIVE EQUIPMENT

POLICY

It is especially crucial to preserve educational facilities and children. It is important to take precautions to stop the possible spread of COVID-19 at Celebration International School, but it is also important to avoid stigmatizing students and staff who may have been exposed to the virus. It's critical to keep in mind that COVID-19 makes no distinctions based on geography, ethnicity, disability status, age, or gender. All students should continue to find educational environments to be inviting, polite, inclusive, and helpful. While minimizing disturbance and safeguarding students and staff from prejudice, schools can take steps to stop the entry and spread of COVID-19 by students and personnel who may have been exposed to the virus.

CIS PROCEDURES

Students are expected to:

- Maintain a spatial distance of at least 1 meter.
- Keep hands clean.
- Wear a mask indoors, and outdoors when physical distancing isn't possible.
- Cover coughs and sneezes when not wearing a mask.
- Open windows and doors to ventilate classrooms and common areas.
- Remember to stay home when they are feeling unwell.

Use off PPEs, infrared thermometers, sanitizers, disinfectants, water, and sanitation among other Covid-19 related essentials will be enforced where necessary to ensure protection of the students.

COMPUTER/ELECTRONIC DEVICES/INTERNET ACCEPTABLE USE.

POLICY

With the educational opportunity of both the computer and the Internet comes responsibility. Part of our responsibility in preparing students for the present and future, is to teach them to properly use the tools they utilize in and out of school.

It is important that you and your child read and discuss the following contract regarding the use of the computer/personal laptop and the Internet in our classrooms. It is imperative that procedures for online access are followed. Inappropriate use will result in the loss of on-line privileges and/or computer time.

The teachers will supervise your child's use of technology. However, the teacher and or the school shall not be held responsible for any damage or theft that may occur within the school premises. Be aware that there is unacceptable and controversial material on the Internet that your child could access despite all our precautions. We encourage you to use this opportunity to discuss with your child your expectations and your family's values to guide your child's activities while he or she is using Internet resources. You may contact your child's teacher if you have any questions or concerns about computer use or Internet access by your child.

You will be required to sign and return the "STUDENT HANDBOOK AGREEMENT" on the use of Personal Laptops/i-Pads Tablets, and Internet Access.

CORE RULES FOR USE OF COMPUTER/INTERNET

The use of a computer and/or Internet resources is a **privilege, not a right**, and inappropriate use will result in cancellation of those privileges, as well as punishment for such violations (see Discipline Code).

Signed Parental and Student Contracts must be on file for the student to have computer and/or Internet access. These must be renewed annually.

Unacceptable uses of the computer and/or Internet include, but are not limited to the following:

- Lending your access passwords to other students and/or adults.
- Using copyrighted materials in reports without permission.
- Publicizing your home address, phone number, or other personal information.
- Bringing any memory sticks, etc. from home.
- Copying and/or distributing commercial software in violation of copyright law.
- Using profanity or obscenity.
- Creating a computer virus and placing it on the school network or the Internet.
- Hoaxing or otherwise attempting to send anonymous messages of any kind.
- Altering and forwarding personal communication without the author's prior consent.
- Using the network to access a file that contains pornography, inflammatory material, inappropriate material, or any material not specifically related to the instructional lesson, objective, or assignment.
- Using the network for sending and receiving personal messages, via email, chat rooms, or message boards.
- Using the network to access Instagram, *Twitter* and Facebook accounts, Facebook and/or pages or any other social networking sites.
- Using the network to send/receive inflammatory messages.
- Ordering services or merchandise from other agencies that have Internet access. Celebration International School shall not be held responsible for any transactions or be liable for any costs or damages arising out of the actions of students or merchants.
- Using the network for financial gain, for commercial activity, or for any illegal activity.
- Any breach of this policy will be dealt with according to the discipline policy of the school.

ELECTRONIC DEVICES:

LAPTOP ACCEPTABLE USE POLICY

- Laptops have been introduced into the classroom as a learning instrument and their main purpose is educational.
- Privacy will be treated as secondary to the achievement of the school's educational purposes.
- If a student is perceived to be using a laptop for anything other than school/educational things, a teacher or anyone in authority will be entitled and expected to intervene by inspecting the contents of the device to see if the device is being used for things contrary to the school policy.
- This would include but not limited to storage of illegal music files, hacking material, pornography antisocial material or material that infringes copyright legislation.

IN THE CLASSROOM

- Students shall not listen to music files while working without permission from the teacher.
- Students may not use email facilities during class time unless instructed by the teacher.
- Students shall not display screensavers that are inappropriate or noisy.
- Students may not play games on their computer during class time unless they are part of the teaching program and have been required by the teacher.
- The internet is shared, and students should respect that, ensuring that their downloads are reasonable.
- Students will not be allowed to print any material using the school printer.
- Students shall not access any school media sites e.g. Instagram, Twitter and Facebook. (META)
- Photographs may not be taken or videos or recording in class without permission from the teacher.

MOBILE DEVICES (eg smartphones)

- Students are not permitted to have mobile devices at school.
- If a student has a mobile device on him/her, it shall be confiscated and kept in the school (General Policies and Procedures page 9)
- The school accepts no responsibility for any loss or damage to the mobile device on school premises or elsewhere.

CORE RULES FOR USE OF COMPUTER AND INTERNET

1. **Ethical:** The students are to honor the school values and practices and they will not-
 - Bring the school into disrepute.
 - Post any material on a website without permission of the person or entity involved.
 - Create digital ID on any social media site
2. **Pornography:** The depiction of erotic behavior intended to cause sexual excitement e.g. in pictures or writing
Student shall not-
 - View pornography
 - Be in possession of pornography.
 - Download pornography from the internet.
 - Expose another student/person to pornography.
3. **Plagiarism**
 - Students shall not use someone's work without proper acknowledgement and passing it off as their own work.
 - Students are to not give work to another student to use as their own.

All users should be aware that the inappropriate use of Internet information resources can be a violation of national and international laws.

PARENTAL CONTRACT REGARDING THE USE OF A COMPUTER AND/OR THE INTERNET AT CELEBRATION INTERNATIONAL SCHOOL

WEB-SITE & SOCIAL MEDIA PERMISSION FORM

Our sites on social media and web page will be updated periodically with new pictures and classroom information. Please note that on the web pages, names or other personal information will not be associated with the pictures.

Celebration International School has my permission to use my child's photo, written work and/or artwork on the school web site and social media platforms.

PARENTAL CONTRACT REGARDING THE USE OF A COMPUTER AND/OR THE INTERNET AT CELEBRATION INTERNATIONAL SCHOOL

As the parent or guardian of this student, I have read the core rules for computer and/or Internet access privileges. I understand this access is for educational purposes and that Celebration International School has taken available precautions in forewarning and educating all interested parties of the controversial material that is accessible on the Internet. I also recognize that it is impossible for the school and its faculty to restrict access to all controversial materials. I will not hold Celebration International School or its employees responsible for materials acquired by my son/daughter on the network in violation of the Internet/Computer Acceptable Use Policy. Furthermore, I accept full responsibility for supervision if and when my child's use of the Internet is not in a classroom setting.

STUDENT CONTRACT REGARDING THE USE OF A COMPUTER AND/OR THE INTERNET AT CELEBRATION INTERNATIONAL SCHOOL

- I agree to abide by all rules that are listed in the Celebration International School Computer and Internet Acceptable Use Policy.
- I realize that the primary purpose of the Celebration International School Internet connection and a computer access is educational.
- I realize that the use of a computer and/or Internet is a privilege, not a right. I accept that inappropriate behavior may lead to penalties, including revoking of Internet access, computer use, and/or disciplinary action.
- I agree not to participate in the transfer of inappropriate or illegal materials through the Celebration International School Internet connection.
- I agree not to access Facebook pages or similar social network sites or access instant messaging programs from school computers.
- I agree not to allow other individuals to use my account for Internet activities nor will I give anyone my password.
- I agree not to download any shareware or freeware programs from the Internet.
- I agree not to bring memory sticks or software from home with the intent of loading information onto one of the school's computers.

The parent/guardians and student's signature on the "**STUDENT HANDBOOK AGREEMENT**" is indicative of all parties' promise to abide by the rules and regulations laid out in the **Celebration International School Student Handbook 2023**.



CELEBRATION INTERNATIONAL SCHOOL

STUDENT HANDBOOK AGREEMENT

One form per student

Please return to Celebration International School office.

All parents/guardians to sign.

I the parent of have read, understood, and agreed to grant permission to Celebration International School to issue Internet and computer access privileges, for educational purposes only, to my son/daughter. We abide by the rules and regulations laid out in the **Celebration International School Student Handbook 2023.**

Parent/Guardian Signature: Date:

All Grade 6 to Grade 12 students to sign.

Name of Student: _____ Grade: _____ Year: _____

I have read, understood, and agreed to abide by the rules and regulations laid out in the **Celebration International School Student Handbook 2023.**

Student signature: Date:



CELEBRATION INTERNATIONAL SCHOOL

STUDENT HANDBOOK AGREEMENT

One form per student

Please return to Celebration International School office.

All parents/guardians to sign.

I the parent of have read, understood, and agreed to grant permission to Celebration International School to issue Internet and computer access privileges, for educational purposes only, to my son/daughter. We abide by the rules and regulations laid out in the **Celebration International School Student Handbook 2023.**

Parent/Guardian Signature: Date:

All Grade 6 to Grade 12 students to sign.

Name of Student: _____ Grade: _____ Year: _____

I have read, understood, and agreed to abide by the rules and regulations laid out in the **Celebration International School Student Handbook 2023.**

Student signature: Date: