



DEBIRUSS SCHOOL

PUPIL'S HANDBOOK

Debiruss Nursery and Primary School is a Christian Elementary school, located along Lekki-Epe Expressway in Oko-Ado, Lagos, Nigeria. We cater for children between the ages of 18months to 11years.

MISSION STATEMENT

We encourage every child to be creative and innovative by stirring up their curious minds and inspiring them to make the world a better place

VISION STATEMENT

Inspiring and encouraging curiosity for a better world

CORE VALUES

Community Spirit, Christian Faith, Excellence, Integrity, Commitment, Leadership

A MESSAGE FROM THE MANAGEMENT

We are pleased to provide you with the Debiruss Nursery/Primary School Handbook!

This document contains the mission, vision, policies and guidelines that create the umbrella of principles under which we operate daily, as we strive to ensure that every child has the opportunity to succeed in the demanding world of the 21st C

entury learners.

Debiruss School has been able to provide our students with a wonderful access to the most challenging and rigorous curriculum which covers virtually all aspects of learning, even as we hold all members of our learning community accountable in order to ensure strict implementation and compliance.

We all work together to provide a safe, loving, nurturing, and inclusive learning environment built on mutual respect and trust.

It is for the above reasons that this handbook should be read **carefully** and that parents should help each student strive to live up to our codes and standards on a daily basis.

Please note that this is extremely important ingredient in the recipe for success.

It is clear that Debiruss Nursery and Primary School continues to demonstrate an unrelenting commitment to a lifelong love of learning at every level.

Our caring, dedicated, and professional staff remain ready to provide a personalised educational experience that meets the needs and interests of all students.

We are constantly amazed, each year, at the accomplishments of our students and are looking forward to seeing what comes next.

We thank you for your continued partnership and support as we all work together to provide the best for our students learning and developmental needs.

PURPOSE OF THIS HANDBOOK

This handbook has been developed for both the students and their parents/guardians. Every effort has been made to summarize school regulations so that students and parents/guardians will have a basic understanding of the expectations for students.

Each student is accountable for the handbook's content.

The policies in this document are subject to change due to the continuous review and revision of Education policies.

This handbook is designed to accomplish the following goals:

- *To document school policies and*
- *To serve as a source of information for students and their families about the school, the organizational structure and overall philosophy*

Statement of Belief

At Debiruss School, we believe:

- That Student's learning is our primary purpose and that effective teaching is essential to student success.
- In high expectations for students and staff striving for excellence in all areas.
- A safe and caring environment is essential to learning.
- Students must share in the responsibility for their own learning.
- Students must possess sound basic skills and Students' success is the responsibility of the school staff, parents, students, and community members, working together as a team.
- Everyone deserves to be treated with dignity and respect in our school at all times.

Expected Student Learning Goals

The under listed are the expected learning goals for all our students:

1. Effective Communicator
2. Knowledgeable Person

3. Collaborative Worker
4. Contributing Citizen
5. Problem Solver
6. Critical Thinker
7. Life-long Learner

The fundamental purpose of our school is to ensure that your child learns. There are four main questions that drive our work:

- 1. *What do we want students to learn?***
- 2. *How will we know if they learnt it?***
- 3. *How will we respond if they don't learn it?***
- 4. *How will we respond if they already know it?***

SCHOOL HOURS

Scheduled School hours are between 7:30 a.m. to 2:30 p.m. Students are not to arrive before 6:30 a.m. unless they are registered with the bus service. Students will not be permitted to leave the school grounds after arrival unless escorted by a school personnel or by request from parents/guardians.

Students who return to class or arrive after the school day has begun must be accompanied by a parent/guardian or the office must receive a phone call or a signed note from the parent/guardian.

ATTENDANCE POLICY: Consistent and punctual attendance is of vital importance in order to:

- *receive maximum benefit from the instructional programme,*
- *develop habits of punctuality, respect, self-discipline and responsibility as well as*
- *to assist in keeping disruption of the educational environment to a minimum.*

Students are expected to attend classes regularly and be on time. Irregular attendance or tardiness by students not only impedes their own studies but also interferes with the progress and studies of those students who are regular and prompt in attendance.

The School is open between **Twelve (12) to Fourteen (14) weeks per term** in accordance with directives from the State Ministry of Education and the school's schedule.

We observe compulsorily, **ten (10) academic weeks** of teaching and learning and **two (2) to three (3) or four (4) weeks of revision**, examination and other closing activities per term.

All pupils are expected to maintain a perfect attendance to school and formally request for permission to be absent in cases of ill-health or other demands.

DRESSCODE: All our pupils are expected to come to school dressed neatly in complete school uniforms, comfortable black shoes and black socks. **Boys are to have their hair neatly cut while the girls must have neatly plaited hair with no extensions, beads or embellishments.**

Also note that Sportswear are to be worn on Fridays (only) with comfortable trainers.

COMMUNICATION SYSTEM

The school will share classroom updates and information about student learning with parents on a regular basis.

Parents/Teachers meetings are held once every term.

Students receive report cards electronically at the end of each quarter.

Email addresses going to each school/department can be found on our website at www.debiruss.sch.ng.

Teachers' email addresses are shared with our parents at the beginning of every school term or as the need arises. Kindly note that they do not have a break from teaching to check email during the day.

If you have urgent information for your child's teacher, please contact the office and they will make sure your message is delivered promptly.

*** GRADING

We employ multiple pieces of assessment information to determine whether children are progressing towards the stated learnings goals or not.

This progress is communicated to you through our half term and termly reports.

Additionally, the reports will also recognize the use of letters C, P, and N (explained below) to classify children's levels of proficiency for specific grade level academic areas.

C Consistently Meeting Grade Level Objectives

P Progressing Toward Grade Level Objectives

N Not Meeting Grade Level Objectives

The symbol * will also be recognised where applicable to represent:

* Not Assessed at This Time (This is in relation to specific cases)

Field Trips

Before each field trip the teacher will send home basic information regarding that particular experience. This information will also include a consent form to be signed indicating that a child is to participate or not. **This form must be returned to the school prior to the field trip.** Parent chaperones may be requested if extra supervision is needed.

School Property

All desks, lockers and resource materials in the buildings are the property of Debiruss School and remain the school property even though they are temporarily assigned to students. Students are to use desks and lockers only for its assigned purposes in the school while resource materials are strictly for reference or academic use.

The school anticipates normal wear and tear of books, lockers, and furniture supplies to students and will effect periodic repairs. Please note that wilful damage or loss of any school property by any student, will be paid for in full or replaced by his/her parents.

Health and Safety

The sick bay is well equipped for first aid care and the school nurse is always available to attend to all students with minor health issues. Please keep us informed of any needed medical information.

Please do not send any child to school if he/she is ill. Children should have a normal temperature for 72 hours before returning to school without the use of fever reducing medication.

A nursery student enrolling for the first time in the school must undergo pre-school developmental checks and shall submit a certificate of health from a licensed physician. Each student must re-submit an up-to-date certificate of health upon request from the school.

Medication Guidelines at School

Students are not allowed to have medications with them in school. All medication (prescription and over the counter) must be kept in the sick bay and will be administered under the supervision of the school nurse or delegated trained school employee.

Administration of medication at school requires a duly signed written request to the school from the parent/guardian of the child concerned. **Medication must be brought in the original container or as labelled by the pharmacy or the manufacturer with the name of the student, name of the medication, time of day that it is to be given, dosage and duration.**

All medications must be age-appropriate.

Parents/Guardians will be responsible for communicating information to the school regarding illnesses, accidents, medication, physical education restrictions, communicable diseases, treatments or pertinent medical and dental information.

Parents are also responsible for informing the school of any changes of information on the health and emergency forms to include emergency contacts. It is important for school staff to be able to contact parents/guardians in a timely manner.

Illness Procedures

Students with the following symptoms will not be allowed into the school.

- Vomiting (A child must have stopped vomiting for 24 hours before returning to school)
- Diarrhoea (A child must be free from diarrhoea for 24 hours before returning to school)

- Unexplained abdominal pain
- Severe cold and/or cough
- Unexplained skin eruptions or rash
- Swelling, redness, tenderness, discharge of eyes (requires a doctor's diagnosis and treatment, if needed, or until symptoms are gone)
- Communicable disease (requires a doctor's diagnosis and treatment, if needed, or until symptoms are gone)
- Any health condition that in the nurse's judgment is of concern for the child's or other's health

Nutrition Services/Lunch/Snacks

Our school lunch services are optional. Kindly note that the school menu is made available on request.

Discipline

To attain the highest standards of education in our school, it is necessary for us to work in cooperation with the home (parents/guardians) and the community to achieve a high degree of discipline at all times.

It should be kept in mind that correctional discipline should be constructive and not just punitive. Students' conduct and behaviour should be appropriate to maintain the orderly and efficient operation of the school while respecting the rights and privileges of all students, school personnel and members of the community.

Our discipline policy is based on the premise that all students will be responsible for their own actions.

Discipline is simply reiterating that we work hard to make our school a positive and safe place for all.

STUDENTS' CODE OF CONDUCT

Our aim at Debiruss School is to provide a safe and healthy learning environment for every child who comes into our building.

We teach our school-wide expectations thoroughly so that students know and understand the specific guidelines for every part of the school like: hallways, bathrooms, playground and classrooms and so on. We ask that children make good choices by being:

Respectful

Caring

Safe

Responsible

Responsibility

Students are responsible for their own behaviour. **Being responsible means taking ownership of the consequences for behaviours exhibited, regardless of the behaviour of others around you.**

Students are expected to make positive decisions and display good character. They are expected to comply with and abide by the school's policies, rules and regulations in the students' handbook. Students who fail at this may be disciplined for:

Conduct which disrupts or interferes with the education program;

Conduct which disrupts the orderly and efficient operation of the school or school activity;

Conduct which disrupts the rights of other students to obtain their education or to participate in school activities;

Or conduct which interrupts the maintenance of a disciplined atmosphere.

Disciplinary measures include, but are not limited to the under listed:

Mild to Moderate Offences

- Possession of gum, candy, toys, and other prohibited items
- Passing notes
- Failure to follow procedures
- Cheating on non-graded assignments (once)
- Failure to bring appropriate materials to class
- Petty conflict between students
- Minimally disruptive behaviour
- Insubordination
- Leaving class without permission
- Tardiness to class (first two occurrences)
- Use of electronic devices for non-educational purposes (i.e. texting, social media, etc.)
- No turning in homework/assignments as expected.

If a child is involved in any of the above mild to moderate penalties will be meted out to him/her as the school deems fit. These could range from standing for a few minutes to being sent on detention in the head teacher's office.

Serious offences

- Blatant disrespect towards the teacher
- Bullying another student
- Cheating on a quiz, test, or exam
- Theft
- Obscene language or gesture
- Fighting
- Obscene pictures or literature
- Vandalism
- Possession of fireworks, matches, lighter, or another caustic device

- Verbal abuse of adults or other pupils
- Repeated defiance/insubordination
- Threats by word or deed

Harassment/Bullying: verbal or physical conduct that creates an intimidating, hostile, or offensive environment.

We do have a zero tolerance for bullying and harassment. **If your child is feeling bullied, please have them share this with someone at school, as we want to address the problem immediately.** As a parent, please do not hesitate to call us if you are concerned about bullying issues. We will work as a team (School Management, teacher, parents, and students) to help resolve the issue.

Property Damage: breaking, tearing destroying, or otherwise besmirching physical property anywhere on the school grounds.

Fighting/Physical Aggression: the student strikes or touches another person with his/her body, an object connected to his/her body or an object propelled by his/her body with the intent of causing pain.

Theft: a student takes another person's property without their verbal or written consent Possession of a Weapon.

We work hard to create a positive and safe environment; however, there are certain behaviours that are not tolerated and result in an office referral or more.

All offences listed above are termed 'serious' by the school and attract severe consequences which ranges from removal of student from the classroom, detention, suspension, probation to expulsion.

Discipline can also include prohibition from participating in extracurricular activities. **The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.**

The school reserves and retains the right to modify, eliminate or establish school policies, rules, regulations and student handbook provisions as circumstances warrant, including those contained in this handbook.

All students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the school office for more information.

We warmly welcome you to our school and look forward to an exciting time of learning and growing together!

Management