



STUDENT AND PARENT HANDBOOK 2020

LOVINDA JUNIOR ACADEMY

TABLE OF CONTENTS

Preamble	2
1. School Pledge	2
2. Appearance and Uniform.....	2
3. Dress Code	3
4. Offences	3
4.1 Types of Offences.....	3
5.0 Detention and Demerits	6
5.1 Implementation of the detention system.....	6
5.2 Any minor offence committed by a Student repetitively	6
6.0. Suspension and Expulsion.....	7
7.0 Substance Abuse	8
7.1 Search and Seizure and Drug Testing.....	8
8.0 Repairs and Replacement	9
9.0. Other Disciplinary Principles and Procedures.....	9
10.0 Start of School day	10
10.1 Assembly	10
10.2 Medial issues.....	10
10.3 Lunch breaks	10
10.4 After School.....	11
10.5 After Care	11
10.6 Aftercare details are as follows:.....	11
10.7 Medical aid and number (if applicable).	12
11.0 Areas out of Bounds.....	12

PREAMBLE

The School rules, which have been drawn up by the School Administration and approved by the Board of Governors of Lovinda Junior Academy (LJA) and consistent with international practice are intended to ensure the safety of all Students and protect the rights of all individuals at the School.

No Student will be allowed to adversely affect the opportunities and access to education of others through disruptive behaviour.

1. SCHOOL PLEDGE

In the mighty name of God, my future starts here at LJA

This is my school, your school, and our school

I pledge to learn, excel and be the best

I promise to succeed and be honest

I will work harder for my grades

I vow to respect all and be diligent

Because at LJA, we never settle for less

I love you LJA and I love you more, Mother Sierra Leone

May God bless LJA

As a Student of LJA, I will speak with pride of the School and protect the good name and image of the School. Respect for myself and others will foster a spirit of tolerance towards other cultures and beliefs. I accept that I have the right to express my opinion in an orderly manner – but that I will respect the majority’s decision. Obedience and self-discipline will guide me to taking responsibility for my actions. My good behaviour includes the wearing of my uniform with dignity and pride at School and in public. I realise that there is an appropriate time and place for everything. Therefore, my actions will show my respect for the right of every Student to a good education.

I promise that my relationships with my own and the opposite gender will reflect my pride in the School. I will not engage in intimate personal relationships. I undertake to abide by all the School rules and the Students’ code of conduct. The School is our school, our pride, and our future.

2. APPEARANCE AND UNIFORM

The full, regulation School uniform and sportswear, as determined by the School from time to time, must be worn by all Students. All Students must adhere to the uniform specifications. While Students are wearing their uniforms, they must remember that their behaviour and appearance reflect upon the School. Students are to always be neatly dressed, according to the prescribed dress code. Regular uniform checks are conducted

to ensure compliance. School uniforms are available from the School Administration. As Students at the School represent a wide socio-economic spectrum, the principle of uniformity is strictly adhered to diminish competition based on means. Students are encouraged to rather express their individuality through their skills.

3. DRESS CODE

The Students are to have hairstyles which are neat and short, having a uniform length.

No elaborate styles such as parting, shaven paths, steps, dyes, gels, frizzes, dreadlocks and/or Vaseline are allowed.

Female Students may have long hair or simple braids, but long hair must be tied back and be away from the face. Muslim female students should cover their head

Both male and female Students must always tuck their shirts into their pants, while in School uniform.

No jewellery is allowed for male Students except for plain watches. Without derogating from the generality of the foregoing, male Students may not wear rings or studs on any part of the body or have tattoos.

No jewellery is allowed for female Students except for plain watches, plain stud earrings and/or small loops for girl Students. Without derogating from the generality of the foregoing, female Students may not wear rings or studs on any part of the body except in the ear lobes or have tattoos.

Any prohibited item of jewellery will be confiscated. A receipt will be issued stating the date on which the confiscated item may be collected.

Nail varnish is not allowed, and nails must be kept short and clean. Students may be sent to the office to have nail varnish removed at a cost.

4. OFFENCES

As an alternative to corporal punishment, the detention system will be used for Students of the School as a measure to correct and counsel deviant behaviour. The offences of Students will be categorized as “minor” and “major” offences. Minor offences will warrant detention and counselling. Major offences will warrant either suspension, alternatively expulsion. The School requires the support and co-operation of all parents/guardians and Students to make the system works.

4.1 TYPES OF OFFENCES

4.1.1 MINOR OFFENCES LIST: 5 DEMERIT POINTS FOR EACH OFFENCE

- Being in the classroom during breaks without an educator

- Consumption of food, soft drinks, and sweets in class not authorised by the teacher
- Running within the school building, downstairs or playground
- Incomplete homework, assignments, and projects
- Unprepared for lessons
- Late coming
- Unauthorised leave taking

4.1.2 MAJOR OFFENCES LIST: 10 DEMERIT POINTS FOR EACH OFFENCE

- Playing truant
- Absconding from class
- Littering
- Talking to strangers / outsiders during school hours
- Furnishing teachers or other staff with false information
- Failure to hand official school document(s) to parents / guardians
- Interfering with power supply or power switches
- Failure to carry out a routine instruction
- Not attired in full school uniform as per the uniform or dress code
- Possession of cigarettes
- Horseplay
- Threats of violence or intimidation
- Bullying of any form or degree against anyone
- Vandalism of any kind to school property or any other property or possessions
- Verbal abuse
- Sexual harassment in any form such as hugging, touching, petting, pinching, kissing, or fondling
- Verbal forms of sexual advances, telephone calls with sexual overtones, sexually related jokes, insult or innuendos Inappropriate enquiries about a person's life or comments about a person's body
- Disrespectful, imprudent conduct towards educators, staff, or visitors
- Minor infringement in respect of tests/examinations

4.1.3 VERY SERIOUS OFFENCES LIST: 20 DEMERIT POINTS FOR EACH OFFENCE

- Disruption of lessons
- Inciting, instigating, or procuring a fellow Student to violate a regulation or instruction issued by an educator
- Extortion
- Gambling

- Defamatory or derogatory statements about Students, educators or members of cleaning/maintenance staff and visitors
- Chronic late coming
- Insolent, arrogant, aggressive, insubordinate, or improper conduct towards educators, other staff, and visitors
- Use of any electronic games, equipment, and gadgets
- Inappropriate comments via any form of social media
- Smoking of cigarettes
- Possession of cell phones
- Bringing the school into disrepute in any manner
- Serious irregularities relating to test/examinations
- Sale of cigarettes
- Drugged or drunken condition
- Possession of drugs or alcohol
- Use of unlawful drugs or alcoholic beverages
- Physical assault of any kind against anyone
- Carrying of dangerous weapons, including but not limited to any explosive material or device, any ammunition, any firearm or gas weapon, any article, object or instrument that may be employed to cause bodily harm to a person or damage to property, or to render a person temporarily paralysed or unconscious or any object that the school may otherwise declare to be a dangerous object
- Wilful and malicious damage of any kind to school property or any other property or possessions
- Theft
- Forgery
- Practical jokes/pranks resulting in negative/disastrous consequences
- Use of racially inflammatory, insensitive, or pernicious language or any type of racist remark
Presentation of fraudulent documents
- Sexual harassment in any physical form such as molestation, assaulting, attempted rape, rape, obscene behaviour etc.
- Derogatory or any other offensive pictures or material or pornographic material
- Any conviction by a juvenile court of law for a criminal offence
- Use of cell phones on school premises
- Participating in initiation practices, regardless of whether embarrassment, intimidation, humiliation, or harm is a feature of it
- Refusal to submit to search or unlawful drug/alcohol testing
- Providing false information in relation to drug/alcohol related matters

- Any other infringement not covered by the above lists will be at the discretion of the Head Teacher and/or Management Team.

5.0 DETENTION AND DEMERITS

If a Student has committed an offence/s with 50 demerit points or an accumulation of 50 demerit points, he/she (all grade Students) will be detained after School on a designated day from 14:40 to 15:40, under the supervision of a teacher.

5.1 IMPLEMENTATION OF THE DETENTION SYSTEM

- 5.1.1 Teachers will be provided with an exercise book where the names of each Student, date, offence list, educator's signature and de-merit will be recorded. The de-merit book will be kept by the class teacher. An offence list, together with the de-merits, will be pasted in the book. When a Student commits an offence, the educator will record the offence, de-merit code and sign the book.
- 5.1.2 Every Monday, the class teacher will check the de-merit book, announce the Students who are going to be detained and enter their names in a composite register which will be used for the attendance of all Students attending detention. The composite register will be kept and administered by the School office.
- 5.1.3 The class teacher will send a letter to the parent/guardian informing him/her of the nature of the Student's offence and the School's intention to detain such Student. Parents/guardians must submit a return to the School to acknowledge the detention of the Student. If the parent/guardian does not respond to the letter, the Student may be sent home to return to School with his/her parent/guardian.
- 5.1.4 If the Student absents himself/herself for detention, he/she will be detained on detention day for the following two weeks consecutively. Repeated absenteeism of the Student for detention will warrant the Student's parent/ guardian to attend and appropriate action will be taken.

5.2 ANY MINOR OFFENCE COMMITTED BY A STUDENT REPETITIVELY

For the purposes of this Information Booklet, a repetition of more than three times per year will automatically become a major offence, which could lead to suspension or expulsion, notwithstanding the fact that the Student may have previously served detention for such minor offence(s).

6.0. SUSPENSION AND EXPULSION

- 6.1 If a Student is guilty of serious misconduct, the disciplinary measures which will be applied may include suspension not exceeding five School days, in which case the parent/guardian will be informed accordingly, or expulsion or any other sanction the chairman of the disciplinary enquiry finds appropriate. A Student may also be suspended as a measure of discipline or pending a decision on whether the Student is to be expelled from School.
- 6.2 No expulsion will take place without the Student first being called to and attending disciplinary proceedings. The disciplinary enquiry will be chaired by one or more directors of the School and the proceedings will be convened, managed, and prosecuted by the Head Teacher or his delegate. The directors are entitled but not obliged to appoint an independent chairperson in their stead.
- 6.3 The accused Student must be informed in writing of the charges against him in sufficient detail to enable him or her to prepare a proper and complete defence. The accused Student and the School must exchange a full set of all documentation about statements and other relevant information, which each of them intends to use at the disciplinary enquiry, at least two days before the disciplinary enquiry.
- 6.4 A Student must be accompanied at disciplinary proceedings by his or her parent/guardian, unless good cause is shown by the directors of the School for the continuation of the proceedings in the absence of the parent/guardian. No legal representation will be permitted.
- 6.5 Whenever at disciplinary proceedings it appears to the chairman that it would expose a witness under the age of 18 years (including the accused Student) to undue mental stress or suffering if he or she were to testify, be examined or cross examined at such proceedings, the chairman may, if practicable, appoint a competent person as an intermediary in order to enable such witness to give his or her evidence and conduct proceedings through that intermediary.

Such intermediary may, unless the chairman directs otherwise, convey the general purport of any question to the relevant witness. If the chairman appoints an intermediary, he may also direct that the relevant witness must give his or her evidence at any place which is informally arranged to put that witness at ease, is arranged in a manner in which any person whose presence may upset that witness, is outside the sight and hearing of that witness and enables the governing body and any person whose presence is necessary at the relevant proceedings to hear, through

the medium of any electronic or other devices, that intermediary as well as that witness during his or her testimony.

- 6.6 All decisions arrived at must be based on the principle of balance of probabilities. Where a Student is suspended pending a disciplinary enquiry, the disciplinary proceedings must be commenced and as far as reasonably possible completed within seven School days after the suspension of such Student. The chairman's finding and decision shall be delivered in writing to the Head Teacher, who will distribute it to the parents/guardians of the accused Student. The chairman's finding and decision must be delivered within 10 School days after the conclusion of the disciplinary enquiry. The Head Teacher may extend the suspension of a Student pending the outcome of disciplinary proceedings for a period not longer than 10 School days beyond the conclusion of the proceedings to allow the chairman to publish his finding and decision.
- 6.7 The chairman's decision at a disciplinary enquiry shall be final and binding and shall not be capable of appeal or review. If a Student is expelled there shall be no responsibility on the School to make an alternative arrangement for the Student's placement at another school.

7.0 SUBSTANCE ABUSE

The School expressly prohibits the use, possession, offer for or sale of legal or illegal drugs, alcohol or prescription medication without a prescription or prescription drugs not taken in accordance with a prescription, by a Student during school hours or on school premises

The School expressly prohibits a Student from being impaired by or under the influence of legal or illegal drugs, alcohol or prescription medication or prescription drugs not taken in accordance with a prescription, on the School's premises or during school hours, or under circumstances where such impairment or influence is illegal, adversely affects the Students' performance or the safety of the Student or of others, or puts the reputation of the School at risks.

7.1 SEARCH AND SEIZURE AND DRUG TESTING

- 7.11 The Head Teacher or his delegate may conduct a random or targeted search of any Student or group of Students, or the property of a Student or group of Students, for any dangerous object or illegal drug or alcohol, if a fair and reasonable suspicion has been established that a dangerous object or an illegal drug may be found on School premises or during a School activity or that one or more Students on School premises or during a School activity are in possession of dangerous objects or illegal drugs or alcohol. Such a search may only be conducted after taking into

account all relevant factors such as the best interest of the Students in question or of any other Student at the School, the safety and health of the Students in question or of any other Student at the School, reasonable evidence of illegal activity and all relevant evidence received.

- 7.12 When conducting a search, the Head Teacher or his delegate must do so in a manner that is reasonable and proportional to the suspected illegal activity.

8.0 REPAIRS AND REPLACEMENT

Should a Student damage property, under certain circumstances, and at the discretion of the Head Teacher and directors of the School, a demand for payment of these damages will be issued to the parents/guardians of the Student. Such payment must be made no later than 14 days after the incident. The minimum amount charged will be determined. Should there be failure to meet such a responsibility, the School reserves the right to instruct a contractor of their choice to repair the damage and will arrange to recover the amount payable from the parent/guardian.

9.0. OTHER DISCIPLINARY PRINCIPLES AND PROCEDURES

- 9.1 Exclusion from sporting activities / excursions. The maintenance of discipline at the School is the responsibility of the educators, together with the close co-operation and support of parents/guardians. Students may be excluded from participating in sporting activities/excursions for a period to be determined by the management staff. This applies to Students found guilty of a major offence in terms of the Students' code of conduct or an accumulation of 100 demerits or more. The co-operation of parents/guardians is required.
- 9.2 Exclusion from academic awards. Whereas the School encourages high academic endeavour and the pursuit of excellence, it also requires Students to exercise self-discipline and display good conduct and character. Discipline is considered an aspect of moral guidance and not as a form of punishment. Emphasis is therefore placed on the misdemeanour/transgression and not the transgressor. Any Student who presents disciplinary problems may be excluded from the Top 3 and any other academic awards. This applies to Students found guilty of a major offence in terms of the Students' Code of Conduct or an accumulation of 100 demerits or more. The co-operation of parents is required. The sanction for any deviant behaviour, misdemeanour, and disciplinary problem, not covered under types of offences shall be determined by the Directors of the School. Due cognisance will be taken of its nature, intensity, and severity.

10.0 START OF SCHOOL DAY

- School starts at 07:45 A.M
- Dare Care starts at 7.00 A.M
- If a student is late, the student should report directly to the School Administrator or Head Teacher
- No students are allowed in classrooms prior to registration
- Students must arrive punctually for all classes.
- Students must ensure they have the correct books for the day and have done their homework and/or projects, etc.
- Any child arriving at school after 8.50am will have missed morning registration and must be signed in by their parent/carer at our security reception, giving a reason for the late arrival

10.1 ASSEMBLY

- Daily assembly of students starts at 7.45 and ends at 8.00
- Full school uniform must always be worn.
- Students must report to the assembly area quietly and promptly.
- After assembly, students must exit from the assembly area in an orderly fashion.
- All Students must attend assembly; there will be no exceptions.
- Teachers will ensure orderliness at the assembly. Students should move quickly without running. Students must be quiet, keep to the left and greet staff and visitors to the school.

10.2 MEDIAL ISSUES

- If a student feels unwell, he/she must inform his/her teacher, who will refer him/her to the School Nurse for immediate first aid treatment should this be necessary. The parent/guardian must be informed immediately. In case of emergency, the nearest hospital service must be sought.
- If a Student is on medication, it must be brought to School and the teacher made aware of this.

10.3 LUNCH BREAKS

- Unless it is raining, classrooms are out of bounds for all Students, except pre-primary students
- Students must leave the classrooms and make their way to the compound and areas designated for them.
- Littering is prohibited.

- No Student may leave the School grounds or stand near the entrance or security post

10.4 AFTER SCHOOL

Unless a Student is taking part in an extra-mural activity, students must keep away from the area where the extra-mural activities are taking place and wait for transportation.

Students will bear in mind that they are 'on show' when leaving the School. They must therefore be in full school uniform and conduct themselves with dignity.

Students will set a good example while in the public eye.

Students' conduct beyond the School gates must be a credit to School and to the Students.

Students not collected within 15 minutes of the closure of any school day, are required to report to a dedicated aftercare room, where a teacher or carer will be on duty. For this service, parents/guardians will be required to pay Le50,000 per hour or part thereof, without exceptions. The co-operation of parents/ guardians in collecting students on time will be appreciated.

10.5 AFTER CARE

- Teachers/Carers will always supervise students.
- Teachers/Carers will assist students with homework according to students' needs.
- Students will have time for play activities.
- Teachers/Carers will set tasks to build self-confidence and independence of students.
- Students will have controlled television viewing of selected educational or entertainment programmes.
- Students will be supervised closely to ensure a safe and secure environment.
- A light snack and juice will be provided daily for all students.
- Students are to be collected promptly at the end of each day.

10.6 AFTERCARE DETAILS ARE AS FOLLOWS:

- Months: Aftercare will commence in the month of the beginning of school year and close on the last day of the academic year. There will be no aftercare after the end of academic school year.
- Days: Monday to Friday during School days only.
- Time: 15:00 – 17:00 (Students must be collected promptly at 17:00).
- Cost: Subject to prevailing conditions irrespective of the days/hours of supervision. A receipt will be issued for the amount paid.

- Aftercare fees are not included in school fees and must be paid separately, in cash, to the School bursar on or before the 7th of each month.
- Parents/guardians will be required to sign an indemnity form acceptable to the School.
- Parents/guardians must furnish the School with:
 - A photograph of the Student attending aftercare.
 - A photograph of person/s authorised to collect the Student.
 - Emergency telephone numbers and the name/s of contact person/s. Alternative numbers must also be provided.

10.7 MEDICAL AID AND NUMBER (IF APPLICABLE).

Name and telephone numbers of student's family doctor must be available.

The School reserves the right to take an independent decision concerning the care of a student in an emergency.

Parents/guardians are encouraged to book a position at aftercare as soon as possible as there are limited spaces available for students.

11.0 AREAS OUT OF BOUNDS

- Please note that the following areas are out of bounds to all students unless while on an errand or during school activities
- The School front entrance, foyer, and playground.
- The office area outside the principal's office.
- The solar power rooms
- Students must stay clear of the fence, plants, and water well
- The staff room and the management staff office.
- School premises during holidays/weekends, except for organised School activities/events.
- Students wishing to speak to the Head Teacher must first report to the School Administrator.
- We encourage self-discipline and it is therefore in the student's best interests to become familiar with the above rules. Adhering to them will ensure that the student's stay at the school is a pleasant one. Firm action will be taken against any student who breaks these rules.