



Parent/Student Handbook

*Psalm 121:1 & 2 "I lift my eyes to the hills- where does my help come from?
My help comes from the Lord, the Maker of heaven and earth."*

STUDENT NAME:

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Introduction

This handbook is intended to be a guide in providing you with information to help with the smooth functioning of the school. Should there be areas not dealt with in this handbook, it is advised that you consult with the principal.

History of the School

Vision Valley is an English medium Christian school which was founded by Gavin and Rhoda Jordaan with their two children, Louise and Martin in 2000. There were three students in their home in Androhibe. Later the school moved to Andrianalefy where the number of students increased to seven. Eventually this building became too small and a new building was built in 2006 in Andranomena. The school enrolls children from three years of age. The school is in favour of small classes, therefore the maximum of 25 students per class is considered ideal.

Vision Statement

- 1. To consider the value and worth of each individual child, striving to build on their strengths and build up their weaknesses.*
- 2. To develop children who will be able to dream great dreams for their lives: and develop vision for their future.*
- 3. To train, equip and release children and teachers to be part of the Great Commission: to go forth into Madagascar and the entire world to preach the Good News.*

Daily procedures

- 1. Beginning of School**
 - School begins promptly at 7:50 for Grade 1 upwards.*
 - Registration/administration is the first ten minutes, 7:50 till 8:00*
- 2. First break (Snack break) at**
 - 10:30am for the Pre-School Phase*
 - 10:30am till 11:00am for grades 1 - 6 (Elementary Phase)*
 - 10:40am till 11:00am for grades 7 - 12 (High School Phase)*

All eating is done in the bauma including parties and celebrations. No eating in the classrooms. Chewing gum is not allowed on campus.

- 3. Lunch break at 12:20pm till 1:00pm for grade 0 to grade 12**

Students are supervised for 20 minutes thereafter encouraged to play. Please send nutritional food to school and enough food for your child to eat in 20 minutes. A very heavy meal is not advised. Etiquette and table manners are reinforced at this time. Students are encouraged to clean up their area. All students remain for 20 minutes and are then dismissed.

- 4. End of the day**

School ends for the Nursery and Pre-Primary at 12:30

School ends for learners grade 0 to grade 6 at 14:30.

School ends at 15:00 for grades 7 to 12 otherwise detained.

- After School Care for Nursery and Pre-Primary ends at 15:00*
- After school activities begin at 15:10 until 16:30*

Absenteeism

- *Parents are encouraged to inform on the day of absence if their child is ill or other reason why the child is unable to attend school.*
- *This needs to be done before 8:30am.*
- *Letter stating reason of absence at the back of the diary book to be filled and presented to school office on students return is required.*
- *Only an entrance form from the office allows a child to be back in the classroom after an absence.*

When a student is sick, a doctor's note is required. If the student is absent for longer than half the number of days for that term, the student fails the term.²

Late arrivals

- *School begins at 7:50 every school day.*
- *Arriving late at school is not encouraged, especially from grades one upwards. Parents – whose children continuously arrive late will be called in to meet with the chairman of the board. This may result in a child forfeiting his/her position at the school.*
- *Late arrivals are to be escorted to the office by parent/guardian to obtain the late arrival slip that is to be presented to the teacher at the second period.*

Awards Day

- *This is a formal event where students are to attend, and dressed in formal.*
- *Learners are recognised for positive attributes and certificates are given during assemblies.*
- *A certificate of academic excellence is awarded to the student who comes first in each grade.*
- *A full attendance certificate is awarded to the students, who have full attendance throughout the year.*
- *Subject certificates (subject academic achievement/ most improved) are awarded for students in grades 7 to 12.*
- *Sportsmanship certificates are awarded for students in Grade 7 to 9.*

Graduation

- *Date[⊗] to be defined)*
- *This is a formal event where students in Grade 10 to Grade 12 are to attend, and dressed in formal.*
- *Parents of Grade 10 to Grade 12 are invited to attend this formal event.*
- *Academic achievement certificate per subject is awarded to a student who shows outstanding performance within senior high school phase (Grade 10, grade 11, grade 12).*
- *Progress certificate per subject is awarded to a student who shows outstanding performance within senior high school phase (Grade 10, grade 11, grade 12).*
- *Sportsmanship certificates are awarded for students in Grade 10 to 12.*

Classroom

- *Students are encouraged to be clean and to pick up papers and other litter left on the desk or floor.*
- *Students are not allowed in classrooms without the presence of a teacher.*

Communication

- *Notices / Circulars / Letters will be sent home via email. This will be notified in the correspondence chart of the diary book. Please sign to acknowledge receipt of information and return the next day.*
- *Should you want to meet with your child's teacher, it is preferred that you make an appointment to see the teacher and not to disturb him/her during teaching time.*

Computer Room

- *Please consult the computer teacher should you need assistance.*
- *No eating or drinking in the computer room.*

Curriculum

A curriculum guide is placed in the principal's office for parent perusal. Should you wish to consult this guide, do not hesitate to confer with the principal to make an appropriate time for your viewing.

Please do not remove pages from these guides, nor remove them from their allocated places. Curriculum development is an ongoing process and times will be allocated to develop the Vision Valley Curriculum.

Discipline

Unacceptable behaviour is not tolerated. The teacher is primarily responsible for classroom discipline.

The records of any incident (students' misbehaviour) and the discipline taken in the classroom will be reported to parents via diary book which needs to be signed by the parents the next day.

If the child misbehaves in the classroom for the third times consecutive, he/she will stay for detention after school once parents are informed. Concerned teachers are to supervise during detention time.

Should there be an incident that the teacher cannot deal with; the matter should be reported to the principal.

Should the incident reoccur after consultation by the principal, the student's parents/guardians will be summoned.

No weapons are allowed at school.

Dress code

Students

- *No short shorts or mini skirts. Midriffs are not to be worn. No valuable jewellery is to be worn to school.*
- *No shaggy pants for boys.*
- *No chewing gum/ lolly pops on campus.*
- *Hair to be neatly tied, clean and presentable.*

Sport uniform

- Sport uniform is to be worn by the students and teacher during this time.
- Black shorts or black tracksuit pants
- School Tee- shirt
- Appropriate sport shoes that do not slip

Languages

Vision Valley School is an English Medium School and English should be spoken by all at all times, on the playground and in the classroom.

Emergency Drills

A Fire Drill Procedure:

1. The bell rings for 1 min or longer
2. Students walk quickly and quietly to the designated area outside the school.
3. Teachers should take registers with them to check that all children are accounted for.

B Lock Down Drill Procedure: (In case of terrorist attack)

1. There will be continued short bell rings
2. Lock all doors and windows. Close the curtains.
3. Students hide under their desks, away from the windows.
4. Principal or secretary will give the "all safe" signal.

Exams

Two major sets of exams are given per year: on December and June.

Extra Curricular (grade 1 to 12)

- The purpose of extra curricular activities is to encourage or broaden the students' education and interest. This will allow the teacher to impart some of the specialized skills to the student, eg needlework, card making, cooking, and sport activities such as Volley-ball, soccer, table tennis, swimming...etc.
- Each student is **required to participate** in at least one extracurricular activity per year.
- Each activity lasts for at least a term.

Homework

- Homework is given to reinforce the concept studied in the classroom.
- Grades one and up should get homework **every day**. As a guideline, grade 1 ten minutes, grade 2 twenty minutes grade three thirty minutes and so on till grade twelve 120 minutes (two hours).
- Reading should be assigned everyday.
- Communication between the teacher and the parent can be carried out in the Diary book.
- Every child should have a Diary book which is purchased at the school office.
- Student must write down homework in the Diary book, which should be signed daily by a parent. This applies to ALL grades.

Library:

Lost: Lost book charge is 50 000 Ar.

Should a student return a book in a damaged state, a cost of 30 000 Ar will be incurred.

Non reimbursable.

All library books need to be returned at the end of the year before the report will be issued.

Reference books may not be taken from the library.

Outing/ Excursions

An educational outing/excursion is a travel away from the school site, which is done during or after school hours.

- a. Learners are required to participate in the class outing.*
- b. One overnight outing per year is required for Grade 8 upward.*
- c. The cost of the trip, including entrance fees and food is the responsibility of the parent.*
- d. Outing forms will be sent to parents.*
- e. Parents need to make sure that they have signed indemnity forms.*
- f. All money is to be handed directly to the office and a receipt will be issued.*
- g. School tee-shirt has to be worn.*

Reports

** Parents are encouraged to attend PTDI (Parents Teachers Development Time) at the end of each term. Report for the term is issued at that time. Please make sure that all outstanding payments are done*

LETTER GRADE RATING

<i>A+</i>	<i>96% - 100%</i>	
<i>A</i>	<i>90% - 95%</i>	
<i>B+</i>	<i>86% - 89%</i>	
<i>B</i>	<i>80% - 85%</i>	
<i>C+</i>	<i>76% - 79%</i>	
<i>C</i>	<i>70% - 75%</i>	
<i>D+</i>	<i>66% - 69%</i>	
<i>D</i>	<i>60% - 65%</i>	
<i>E+</i>	<i>56% - 59%</i>	} Pass but at risk of failing.
<i>E</i>	<i>50% - 55%</i>	
<i>F</i>	<i>Fail - 49% and below</i>	

Comments

Comments are directed to the parents and not to the student. Example:

Well done, Colin. Should read, Colin has worked well.

PASS/FAIL

Should a student fail three subjects he/she will not be promoted to the following year, but will have to repeat the year unless otherwise discussed with the teaching team.

School Romances

Abuse of or public display of affection is not permitted. Parents of both parties will be summoned and a consensus will be made.

Plagiarism:

Vision Valley School has a zero tolerance for plagiarism and cheating. We take these offenses quite seriously and have committed to making sure that all students understand and acknowledge the importance of maintaining academic integrity at all times.

Violation of this policy may result in one or more of the following consequences:

- A failing grade on the assignment/ test without the opportunity to make up the work; a parent conference; a formal letter placed in the student's discipline file; or other consequences determined by the school Board.*

Lost & Damage property:

Should a student be found responsible for the loss of or damage to property of the school or any other party, whether accidentally or deliberately, the parent/sponsor shall be held for payment or replacement of said property.

Security

- 1. Gate Security - Nobody will be allowed to enter the school without permission from the guard on duty.*
- 2. Security Cards: Each child from Nursery to grade 12 will be issued with a security card at the beginning of admittance to Vision Valley School. This card needs to be presented by the person responsible for collecting the child from school. This card needs to be presented to the teacher on duty or guard before allowing the child to leave the school.*
- 3. The school will not be held responsible for students collected after 3:30pm. If you are unable to collect your child in time, please inform the school immediately, before the close of school.*

Stationery

The list of expected stationery to be brought to school by the student is sent to the parents via email/website.

Teachers of Grade 1 to Grade 8 will receive stationery from the parents the day before the start of school.

The expected stationery for Grade 9 to Grade 12 will be brought by the students on the first day of the school.

Telephone

1. Office telephone

Office telephone is only to be used in emergencies. Please ask the receptionist to phone and the call will be recorded in the assigned book.

2. Students with phones / mp3/4 ipods etc

Only to be used in emergency situation. If distracting work, the electronic device/phone will be collected /confiscated and returned at the end of day.

Should ongoing problem be encountered device will be removed and kept in principal's office which can be collected by the parent immediately or for the student to collect at the end of the school year.

Cell phone has to be turned off during class time.

3. Personal Lap-top (Computer)

The teacher has the right to peruse the student's work and should unsatisfactory material be found the principal and parents will be notified.

Note:

Vision Valley School is registered with the Malagasy Education Department.

This handbook was compiled by Rhoda Jordaan on 2007.

Updated Mbola Razafitrimo and Rhoda Jordaan on 2009

Updated by Mbola Razafitrimo and Andry Razafindrabe on 2011.

Updated by Mbola Razafitrimo , Rhoda Jordaan and Ana rajaonarivony on 2012.

Updated by Mbola Razafitrimo, Andry Razafindrabe and the H.O.Ds on 2013

Updated by Andry Razafindrabe and the H.O.Ds on 2015

Updated by Andry Razafindrabe on 2016

Dear Parents,

The Parent/Student hand book has been sent via email.

Please fill in this form and return it to school signed by the next day that you receive this letter.

DECLARATION

THIS IS TO CERTIFY THAT WE HAVE READ AND AGREED WITH THE POLICIES, PROCEDURES AND INFORMATION SET FORTH IN THE PARENT/STUDENT HANDBOOK OF VISION VALLEY SCHOOL.

The child's full name:

In Grade:

The child's full name:

In Grade:

The child's full name:

In Grade:

The child's full name:

In Grade:

The child's full name:

In Grade:

Father's full name (or guardian):

Signature:

Mother's full name (or guardian):

Signature: