

1/23/2018



EKO IDYLL COLLEGE

ORGANISATION, GOALS AND POLICIES

WELCOME TO EKO IDYLL COLLEGE

Organisation, our goals and our policies:

We have produced this parent (e) book to give you an overall view of the school. It will answer many of your questions but may raise others, too. Please contact the school if you require more information.

INTRODUCTION

We hope that you will be able to contribute your own views to the continued development of the school; to help make it an even better place for the education of your child.

CONTROL AND PURPOSE

EKO IDYLL COLLEGE offers the best quality comprehensive education to the children of:-
Nigerians who, because of their domestic circumstances and/or their ability and desire to give their children very good education, wish to send such children to a school of international standard.
Nigerians living abroad who have relatives in Nigeria, who for social and cultural reasons would prefer to send their children to a good school in Nigeria rather than retain them in a school abroad.
Eko Idyll College will provide students with the knowledge and appreciation of diverse culture, good values in character, and academic excellence.

SCHOOL PHILOSOPHY

The school believes in the dignity and worth of each student and recognises the importance of mutual responsibility in our nation.

The school believes that education without good character is nothing, that's why we instil sound moral and social values in our pupils.

The school believes in doing everything with excellence, integrity and transparency.

The school believes that truth emancipates.

The school believes that nothing can be done against the truth but for the truth.

The school

The school was established in 1996 and approved by the Lagos state ministry of education in 2007.

The school is about 16 years old.

Eko Idyll College is a junior and senior secondary school that consists of students with parents from all walks of life. The school as a whole is operated as two schools:

The Junior Secondary School & the Senior Secondary School

Eko Idyll College has a regular three-arm entry into jss 1 and students are allocated to one of the three teaching groups; 1e, 1k, or 1o, none of which shall comprise more than twenty-five students. All lessons will be taught in these groups from jss 1- jss 3, with each group made up as closely as possible of equal numbers of boys and girls. From ss1, the composition of teaching groups will be defined by the option programme.

The management provides competent staff who are constantly trained to look after and train your child to the growing standard of education, globally.

The head of departments and teaching staff are also members of a department through which the progress of the students is closely monitored

Classified staff will operate under the direction of the financial director who will organise such meetings as are necessary to ensure their full involvement in the appropriate development processes of the school. Parents are also encouraged to participate in the life and growth of the school through the parents' forum held once a term.

The Reception of Visitors

The school is security conscious and visitors are only allowed in the school premises only on appointment.

Messages for staff or students will be delivered through the clerk/receptionist at the reception. Visitors will not be referred to the classrooms for this is out of bounds.

PARENTAL ISSUES

The school management identifies with certain sensitive issues as regards parents who are divorced, judicially separated or separated. Hence, we have put some modalities in place to manage such occurrences.

Parents who register their wards and consequently bear the financial responsibility of the pupils are the ones the school recognizes and extraneous circumstances where the parents would want to effect any change as to this should be brought to the actual notice of the school.

HOLIDAY PROGRAMMES

Holiday programmes are offered to students after their parents or guardians indicate interest. All holiday programmes will be supported by a fee charge specifically for the programmes offered.

EMERGENCY CLOSURES

The principal is authorised to announce the closure of the school if actual or potential hazards threaten the safety and well-being of the students and employees.

All staff, professional and classified, will be expected to contribute to the safety and security of the students during emergency closures until parents/guardians arrive to collect their child (ren).

DAILY ROUTINE

MONDAY, TUESDAY AND THURSDAY

7:40am-8:00am-assembly
8:00am-8:10am- roll call
8:10am - 8:50am-lesson 1
8:50 am-9:30 am-lessons 2
9:30 am- 10:10am-lesson 3
10:10 am- 10:50am-lesson 4
10:50am-11:00am-short break
11:00pm -11:40am-lesson 5
11:40pm-12:20 pm-lesson 6
12:20pm-1:00pm-lesson 7
1:00pm- 1:30 pm-long break
1:30pm- 2:10 pm-lesson 8

2:10pm- 2:50pm-lesson 9
2:50pm-3:30pm-lessons 10
3:30 pm-3:40pm- prep/closing time

DAILY ROUTINE

WEDNESDAY

7:40am-8:00am-assembly
8:00am-8:10am- roll call
8:10am - 8:50am-lesson 1
8:50 am-9:30 am-lessons 2
9:30 am- 10:10am-lesson 3
10:10 am- 10:50am-lesson 4
10:50am-11:00am-short break
11:00pm - 11:40am-lesson 5
11:40pm-12:20 pm-lesson 6
12:20pm-1:00pm-lesson 7
1:00pm- 1:30 pm-long break
1:30pm- 2:10 pm-lesson 8
2:10pm- 2:50pm-lesson 9
2:50pm-3:30pm-lessons 10
3:30 pm-3:40pm-prep/closing time

DAILY ROUTINE

FRIDAY

7:40am-8:00am-assembly
8:00am-8:05am-roll call
8:05am- 10:05am- lessons 1
10:05am-10:10 am-short break
10:10am-11:40am- lessons 2
11:40am-12:00pm-long break
12:00pm-12:30pm- lessons 3
12:30pm-1:30pm- moral talk/school activities.

ACADEMIC SCHEDULE

The school offers comprehensive and qualitative education based on the Nigerian 9:3:4 educational system, concerning itself with the three junior and three senior secondary sections.

The subjects taught on implementation of the full curriculum include:-

LANGUAGE ARTS

English language, literature in English, French, and Nigerian Languages.

SCIENCE AND HEALTH

Mathematics, computer, Physics, Chemistry, Biology, Agricultural Science.

SOCIAL STUDIES

Geography, government, Economics.

SPECIAL SUBJECTS

Fine Art, Physical Education, Music

COMMERCIAL SUBJECTS

Commerce, Accounting, Commerce

The school permits and assists every student to:-

Develop a mastery of the skills of communication and learning

Develop responsibility with the ability to think clearly, logically and independently as participating members of a self-governing society

Develop understanding and appreciation of cultural, social, scientific, economic and political ideas and practices;

Develop and appreciate ethical and cultural values

Develop competent, self-directed and responsible social interaction in an atmosphere of mutual respect and co-operation

Develop interests, skills and attitudes which contribute to the worthy use of leisure time.

An atmosphere of excellence, integrity and transparency will be provided for all students

Within the resources of the school, the curriculum will offer special opportunities for exceptional students.

The curriculum will be continuously reviewed by the professional staff and periodically evaluated for the management to ensure that it meets the need of the students and so that it can be improved as appropriate.

GRADING SYSTEM

JSS CLASSES

A- 80% AND ABOVE

B- 70% - 79%

C-60%- 69%

P-50%- 59%

F-0%- 49%

SSS CLASSES

A- 85% AND ABOVE

B-75%- 84%

C-60% - 74%

D-55% - 59%

E-50% - 54%

F-0% - 49%

JSS CLASSES

A-DISTINCTION

B -VERY GOOD

C - CREDIT

P -PASS

F - FAIL

SSS CLASSES

A- DISTINCTION

B- VERY GOOD

C- CREDIT

D-PASS

E-BELOW AVERAGE

F-FAIL [POOR]

SPECIAL INSTRUCTIONAL PROGRAMMES

The management shall support the introduction of special instructional programmes as deemed appropriate by the principal.

SEX EDUCATION

It is important that all students learn to uphold the moral integrity inherent in proper sexual interaction.

To this end, the school shall provide necessary sex education to encourage the students to accept their responsibilities and behave in a healthy and socially acceptable manner.

TEACHING ABOUT CONTROVERSIAL ISSUES

The management encourages the consideration within the instructional programme of any controversial issue as it arises in the normal pursuit of the school curriculum, or, particularly, as it may occur in contemporary affairs which have political, economic, or social significance and concerning which the student, at his/her maturity level, should have an opinion.

GUIDANCE PROGRAMME

In addition to regular counselling services related to the personal and academic adjustments of students given by the principal, the vice principal academic and appropriately informed teachers shall provide information about vocational opportunities, and admission requirements of colleges and universities.

NATIONAL PROGRAMME

The school will follow the Nigerian junior secondary and senior secondary examination syllabuses. The junior school certificate will be taken at the end of Jss 3 and, at the end of SS 3; students will take two sets of exams Waec and Neco.

WAEC & NECO REQUIREMENTS

The candidates are required to enter a minimum of eight and a maximum of nine subjects. The following subjects are designated core subjects:

English language
Mathematics
One Nigerian Language
One of literature in English, or Geography;
Agricultural science or a vocational subject
One of Physics, Chemistry, or Biology.

In addition students must offer three elective subjects not already offered as core subjects. Elective options at the school may change from year to year.

All students entering SS 1 are expected to belong to one of the following departments.

Science and mathematics department
Humanities department
Business studies department
Technical department

HOME WORK

The management believes that students should regularly complete all assignments given to them by their teachers.

This ensures a true measurement for excellent performance.

CROSS-CULTURAL LEARNING OPPORTUNITIES

An eko idyll school is idyll not only in enrolment and activities but in its outlook and aims, one of which is to create an atmosphere which learning is synonymous to happiness and to also foster in young people an attitude of pride and respect for one's own country while developing an open-minded understanding of the cultures of others.

Teaching methods and instructional materials from a wide variety of sources shall be used as far as possible.

The management recognizes the exceptional opportunities for learning and growth that young people gain from living in an idyll setting. Every effort shall be made to take advantage of these opportunities, academically as well as socially and culturally. The management shall also support special programmes and events that promote cross-cultural understanding.

FIELD TRIPS AND EXCURSIONS

Field trips are encouraged so long as they do not seriously interfere with the educational routine of students.

On all "parents-paid" trips involving students, provision will be made for proper supervision by school employees. Parents are encouraged to assist in such supervision.

EXTRA-CURRICULAR AND SPORTS PROGRAMME

Properly planned extra-curricular activities have:-

Great educational value in broadening outlook.

Deepening social relationships.

Providing practical experiences in various fields.

Offering opportunity to pursue more intensively areas of particular talent and interest.

The school shall offer a wide range of extra-curricular activities for students although the scope and variety of these activities may vary from year to year.

A portion of the school working day will be scheduled for extra-curricular activities as well as other times as decided by the VP administrator/principal

All school-sponsored activities shall be conducted in such a way that each student shall have an opportunity to have a good time in a wholesome atmosphere.

INSTRUCTIONAL MATERIAL SELECTION AND ADOPTION

The management shall officially adopt textbooks for use in the school upon recommendation by the principal.

The purchase of textbooks by parents should be made in the school. Any purchase of textbooks made by parents outside the school will not be accepted unless authorised by the school.

Books given should be properly cross checked by parents before leaving the school premises, otherwise it will not be collected by the school

Responsibility for the review and selection of textbooks to be recommended shall rest with the management.

Reports

The management believes that parents should be regularly informed of the standard of achievement and effort of their child at the school. To this end, progress reports, open days, e-messages, letters to parents and report booklets shall be employed as reporting devices. In addition regularly scheduled twice termly opportunities for parents to meet academic staff shall be offered.

The organisation of reports to parents is as follows:-

There will be SIX reports each academic year that means that there will be two reports in each term. The first two end of term reports will contain test marks, an aggregate of the achievement and effort grades noted on the internal grade sheets and a comment from their subject teachers;

The sixth report, prepared in the final term of the academic year, will contain the students' examination mark for the end-of-year examinations, his/her percentage grade in the year group, the median examination mark in each subject and a comment from their class teacher.

The first, third and fifth reports are prepared at half term of every academic year. This should help define the progressive input by the student for the other half of the term.

All SIX reports will contain separate sheets detailing the student's extra-curricular contribution

The Principal will comment on each report, each term.

CO-OPERATION WITH OTHER SCHOOLS

The management supports a programme of co-operation and competition with and against other schools and the principal is empowered to foster good relations with educational institutions both within and outside Nigeria.

ENTRANCE TEST/REGISTRATION FEES

The school shall conduct an entrance test for children seeking admission after the parents must have bought the form at a certain fee which is not refundable.

ORIENTATION WEEK

The school believes in orientating new students and parents into the school system. This is a glorious and colourful event that makes the new parents and student informed of the dos and don'ts of the organisation.

This happens every second week of the beginning of a new session.

ACADEMIC PERFORMANCE RECOGNITION WEEK

The school recognises excellence and the amount of effort applied to achieve such excellence, that's why we set a week apart to recognize and celebrate the brightest and most intelligent in each class and in the overall school

Tuition

Tuition fees are due and payable at the time of registration and such payments shall be on an annual or termly basis.

All payments shall be made into the school accounts at designated banks only.

Parents will be billed for equipment and uniform charges, extra-curricular activities, etc.

The time frame for payment is during the holidays/before resumption. A grace period of 2 weeks into resumption is given to existing parents for competition of fees.

OTHER FEES

Other fees may be charged as decided by 'the agreement' between the management and the parents.

If the school expenses at the end of session exceed the amount budgeted an additional assessment per student to meet the anticipated deficit shall be due and payable at once on a date set by the management and parents.

GIFT AND BEQUESTS

The management may accept on behalf of and for the school any bequest or gift of money or property for a purpose deemed to be suitable, and may utilise such money or property so designated.

All gifts to the school must be reported in writing to the principal who will report them to the management for official acceptance or rejection.

Cash in school buildings

As a matter of policy, as little cash as possible shall be kept on the school premises and the school will not accept responsibility for the loss of any money held privately by the students.

There is a limit to how much pocket money a student may bring to the school.

STAFFING PHILOSOPHY AND GOALS

The management recognises that a dynamic and efficient staff dedicated to education is necessary to maintain a constantly improving educational programme.

The management is committed to providing a highly competent, well trained staff, able to fit each discipline and area of responsibility into a balanced, well run school programme.

STAFF EVALUATION

The management recognizes that the teaching process and the administration thereof is an extremely complex one, and that the appraisal of this process is a difficult and technical function. Good teaching, however, is the most important element in a sound educational programme and teacher appraisals must be done as one means of ensuring the quality control of instruction.

STAFF EVALUATION

The management has designated to the principal and the administrator responsibility for developing and implementing programme which shall take into account the total performance of teachers and the need to encourage their career development.

Similar appraisal and skill development programmes, shall be introduced to the benefit of classified staff.

EXTRA TUITION

Individual teachers may give extra individual academic help to their students as required at no charge. Teachers may also recommend to parents, through the PRINCIPAL, that a student receives special tutorial assistance outside of the school hours.

EXTRA TUITION

The administration may assist when requested by the parents, in arranging for tutorial instruction, in suggesting possible tutors and in negotiating charges. A student's teacher may not act as the students tutor outside of school unless such assistance is unpaid. Individual or group lessons of a non-remedial nature such as various social communication skills may be offered during non-school hours for a reasonable fee upon request of the parents.

ADMISSION AND PLACEMENT/ADMISSION REQUIREMENTS

Admission shall be based on the results of the entrance examination and shall be determined on:-
Merit

The potential of the applicant to benefit from the educational services available at the school
The capacity of the school to meet the educational needs of the applicant
Admission shall not be denied because of nationality, race, or creed.

ORIENTATION DAY

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This happens every second week of the beginning of a new session.

ACADEMIC PERFORMANCE RECOGNITION DAY

The school recognises excellence and the amount of effort applied to achieve such excellence, that's why we set a week apart to recognize and celebrate the brightest and most intelligent in each class and in the overall school.

WITHDRAWAL FROM THE SCHOOL

Students withdrawing from the school shall notify the principal at least one school term in advance or payment in lieu thereof to allow for clearance of records and accounts.

All payments made into the school account are not refundable.

This notification should be done in writing.

BOARDING ARRANGEMENTS

This is not compulsory for all students, but for those whose parents will prefer this service.

The boarding routine will be disciplined and directed under the responsibility of each head of house and students under the care of the head of house will be required to comply with its demands. All parents who choose this service shall give the school written authorisation to arrange emergency care; costs connected with such care shall be the responsibility of the parents where those costs are incurred for medical treatment beyond the skill of the school's medical staff.

COMMUNICABLE DISEASES

Students showing symptoms of any communicable disease, any infectious condition, or illness of a serious nature will be referred back home so as not to spread to other student.

VACCINATIONS, IMMUNISATIONS AND HEALTH CARE

The management requires that all new students with any medical conditions should submit a medical report completed by a physician, All parents of students should indicate on their form if they have been immunized against tetanus, typhoid and yellow fever. Any medication that a child needs to take will be told to the class teacher through the principal by the parent.

GENERAL PUPIL WELFARE AND SAFETY

The safety of students shall be ensured through close supervision of students in all school buildings and all school grounds and through special attention to the following:
Maintaining a safe school environment
Safe practices on the part of school personnel and students, particularly in those areas of instruction or extra-curricular activities which may offer special hazards;

MAKING UP MISSED WORK

Student who miss school work through illness or other unavoidable causes shall be expected to catch up on all work missed. The school shall make every effort to assist such students in their attempts at recovery as part of the normal academic programme. Students who fall behind the expected standards through laziness may be subject to periods of supervised academic detention when they will be compelled to catch up on lost ground. Students who travel without informing the school must come with a letter of explanation or must place a call to the principal.

STUDENTS RIGHTS AND RESPONSIBILITIES

Education is a disciplined process. To fulfil the stated purpose of the school, civilized principles of conduct and self- discipline must be encouraged and, for school premises and functions, certain rules of conduct must be established and enforced. The teaching staff is charged with this responsibility within the boundaries of our core values in this policy. The management recognizes that implementing this policy calls for sensitive, tolerant, intelligent action on the part of the school staff.

STUDENTS RIGHTS AND RESPONSIBILITIES

The development of individual personality and love of learning flourishes best in a pleasant, supportive and secure environment. As the student progress towards knowing themselves and finding order within themselves, it is expected that they will have increasing opportunity to participate in establishing standards of school conduct and that they will take increasing responsibility for their own behaviour. The atmosphere of the school will recognise the rights of individuals, and promote self-expression and freedom of thought and will. Accordingly, the school rules will constructively limit the rights of an individual to protect the rights of others, and not to be merely restrictive. The style and tone of the school in such matters as language, sportsmanship, courtesy, dress and personal habits, regard for school rules and principles will reflect self-respect, excellence, integrity, respect for others, transparency and respect for learning.

Each student in the school has the right to:-

Be secure and safe in his/her person and property

Be treated with respect, courtesy, and consideration by every student, teacher, non-teaching staff and adult in the school.

Know what the rules of student's behaviour are;

Benefit and be recognized for his/her own efforts.

Undertake and participate in, with proper assistance and guidance, those classes, and activities which have the most potential for him/her;

Have the space, materials, and equipment needed for work and preparation;

The management believes that the subject of conduct, behaviour, rights and responsibilities should be seen as a co-operative venture between staff, parents and students.

Students must know what conduct is appropriate and what is forbidden. Therefore, the rules and regulations of the School governing students conduct shall be told to the students during the orientation week.

SCHOOL CODE OF BEHAVIOUR

All members of the school should understand that the purpose of the school requires an atmosphere which is cordial, transparent, straight forward and firm. The school is a community of people who express the values of excellence, integrity and transparency towards one another. It is our joint responsibility to create and protect the well-being of each member.

Polite behaviour should be displayed at all times general atmosphere of orderliness and quiet in and around the school buildings should be maintained. Actions which hurt other people, or the property of other people or the school, are not permitted.

School uniform or dress as authorized by the school must be worn at all times and should always be clean.

The language of communication remains English language. No other language is permitted except during language classes such as French, Yoruba, Igbo and other foreign languages.

Lateness by students will not be accepted. All students are to report to the school between 7:40am - 8:10am.

Potentially dangerous implements, materials or substances are not permitted in the school

Students must report for all scheduled classes and activities. They may be absent only with the express permission of the principal or designated deputy.

Students may leave the school only when permission has been given by the principal.

Students and staff must report to all schedules classes and activities. They may absent only with the express permission of the principal or his designated deputy.

All members of the school community must respect the sensitivities and well-being of each other.

Any form of disrespect, any humiliation, threat or violence towards another person is contrary to the

values of the school. Potentially dangerous implements, materials or substances are not permitted in the school.

Students may leave the school premises only when supervised by a teacher of the school or with the permission of the Principal.

All demonstrations of affection that are by their nature private should remain private. At school and outside school, they are inappropriate.

There is no corporal punishment in the school.

The school is secular, but students are expected to be practising members of their faith.

UNIFORMS

Every child must have at LEAST TWO pairs of all uniforms worn by the school

All uniforms bought in and from the school are of high quality and will not wash wear and tear within a period of a session. Any damage caused to the uniform whatsoever after purchase, the school will not be held responsible and such uniform will have to be replaced immediately.

School uniforms must be worn only from MONDAY, TUESDAY, THURSDAY AND FRIDAY while sport uniform must be always be worn on WEDNESDAY. Any child wearing sport uniform or school uniform during the non given days will be sent back home.

The official wear is white socks and black shoes any other will not be accepted.

Undersized, Tattered, torn, replicas and oversized uniforms are not allowed.

LATENESS

This will not be condoned, all students are to resume within the stipulated time which is 7:00am - 8:10am. Anything above the given time the gates will be shut on both the parents and the child.

STUDENT INVOLVEMENT IN DECISION-MAKING

The management shall consider student opinions in establishing policies, particularly those in the area of student privileges and other areas of special importance to students.

The school student prefects shall be the channel of communication through which the students may voice their views and suggestions on school regulations and programmes.

The management shall consider the school student prefects as the spokesman for the students' body.

A member of the teaching faculty shall be assigned to oversee the activities of the school student prefect and to ensure that all administrative and recording processes are in order.

Student social events and performances

The management recognises that worthy and appropriate accrue from student participation in civic and community affairs. Teachers will be encouraged to provide students for public performance:-

- A. such performances fit both the aim of the school and the needs of the students;
- B. such performances are free from the kinds of appeals and pressures that limit the best development of participants;
- C. no student is excluded because of race, colour or creed;
- D. such performances are appropriate to the age group.

STUDENT RECORDS

Student records are defined as all official records, files and data directly related to children, including all material that is incorporated into each student's cumulative record folder, and intended for school use or to be available to parties outside the School these include specifically, but are not necessarily limited to , identifying data, academic work, level of achievement grades, attendance data, health data, family background information, teacher observations, and verified reports of serious or recurrent behaviour patterns.

The intent of this policy is to establish procedures for granting request of parents for access to their child's records, uses of the data, and procedures for their transmittal as required.

Parents will have access to their child's records upon written request to the principal and may likewise request the release of specific information to sources outside the school

FINES AND CHARGES

The management supports the policy of students' responsibility for their actions.

Consequently, any damage caused to the property of the school or to members of the school by students shall be paid for by the parents.

PUPILS SOCIAL EVENTS AND PERFORMANCES

The management recognizes that worthy and appropriate values accrue from students participation in activities lined up for the session. Teachers will be encouraged to develop students adequately for all events and public performances when:-

Such performances and events fit both the aim of the school and the needs of the pupils. Such performances and events are free from the kinds of appeals and pressures that limit the best development of participants. No STUDENT is excluded because of race, colour or creed. Such performances and events are appropriate to the age group.

SUSPENSION AND EXPULSION OF PUPILS

Student may be suspended by the principal for a good cause, without prejudice to the rights of appeal to the management.

The principal is responsible for contacting the parents or guardian when a student is suspended. For each suspension a letter will be sent to the home listing the reasons for suspension, period of suspension, academic instructions to be followed by the student during the suspension and a request to the parent or guardian to confer with the principal.

For each suspension a letter will be sent to the home listing the reasons for suspension, period of suspension, academic instructions to be followed by the student during the suspension and a request to the parent or guardian to confer with the principal. While under suspension, the student shall be in custody of his/her parents and is not to attend or participate in any activity sponsored by the school. A suspended student shall not be re-admitted to school unless accompanied by a parent or guardian.

When a student's behaviour becomes inimical to the welfare of other students in the school, the management, upon the recommendation of the principal, may require the parents to withdraw the student from attendance.

PUBLIC INFORMATION PROGRAMME

Management shall place great importance upon the role of the teacher as communicator and interpreter of the school programme to parents and the general public.

Students may be directed to take home information regarding the school and school related agencies as appropriate.

PUBLIC INFORMATION MEDIA

The principal is responsible for routine school announcement to parents, such as those concerning the closing of the school, PTA forum, fund drives, etc.

PUBLIC INFORMATION RESPONSE

Any information passed through the principal to the Executive Director will be processed after 24 hrs from the time in which the information was given during every school term.

COMMUNITY RELATED INCIDENTS

Any damage caused by parents on the property around the community will only require the intervention of the school, only if the school deems it necessary.

Community complaints about school staff or the curriculum

SCHOOL PERSONNEL

Constructive criticism of the school is welcome when it is motivated by a sincere desire to improve the quality of the educational programme and to equip the school to perform its task more effectively.

The management places trust in its employees and desires to support their actions in such a manner that employees are freed from unnecessary, spiteful, or negative criticism and complaints.

COMMUNITY COMPLAINTS ABOUT SCHOOL STAFF OR THE CURRICULUM

Whenever a complaint is made directly to the management as a whole or to a management member as an individual, it shall be referred to the principal for study and possible solution. No such complaint against an employee shall be considered, however, unless it has been submitted in writing clearly specifying the grounds of the complaint and bearing the signature of the complaint.

The management will call an executive session upon the request of the head teacher, the person making the complaint, or the employee involved, to hear cases not resolved by the principal.

PARENTS' FORUM

The parents' forum shall be considered an auxiliary to the school, and not as an "outsider" group. The parents' forum shall be permitted to hold its regular meetings in the school buildings, and it shall be the duty of the principal and the teachers of the school to further the work of parents in practicable ways.