

WEST NAIROBI SCHOOL

PARENT STUDENT HANDBOOK



Network of International
Christian Schools

ACADEMIC EXCELLENCE CHRISTIAN VALUES

VISION

West Nairobi School is an International Christian Community founded on Biblical Truths, existing to Educate and Nurture Students to become Responsible Citizens and Devoted Followers of Jesus Christ.

ACKNOWLEDGEMENT FORM

West Nairobi School

Parent Student Handbook

Parent Surname _____

Parent Signature _____

Student Signature _____

Student Grade _____

Date _____

We acknowledge receipt of the Parent Student Handbook and agree to support School policy and decisions made to implement these policies.

We accept that the Handbook may be amended periodically to account for changes of Kenyan law and / or the changing circumstances of the School.

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1. WEST NAIROBI SCHOOL

History

In the early 1990's the Summer Institute of Linguistics' (SIL) established a School in Nairobi, staffed with SIL administrators and teachers. The School was intended to provide a quality North American Christian education for children of missionaries, expatriates and nationals. Additionally, it allowed SIL teaching staff previously serving across Africa to minister in one location.

In September, 1996, West Nairobi School opened to 42 students in Grades K - 8. The School occupied a 2.2 acre rented facility in Kilimani.

In November 1996, war erupted in Zaire and mission families were evacuated. This increased the student enrollment to 88 and teachers evacuating from Rethy Academy joined the staff. Previously combined classes were divided and there were individual teachers for every grade.

That same year, 9th and 10th Grades were added and by 1999 enrollment had increased to 148. Land was purchased in Karen and in May 2000 the School graduated its first senior class.

In 2001 SIL re-evaluated its policy of managing the School. In 2003, the Network of International Christian Schools, (NICS) became the operator of the School.

Today, WNS has 210 students across grades K - 10. It is intended to resume grades 11 - 12 in 2008 and 2009.

Network of International Christian Schools

The mission of NICS is to establish a worldwide network of international Christian Schools staffed by qualified Christian educators, instilling in each student a Biblical worldview in an environment of academic excellence and respect for people of all cultures and religions.

The purpose of NICS is to reach the world for Christ through international Christian education.

NICS is a Biblically based, Christ centered, caring community committed to excellence.

Biblically Based - A Spirit, supportive of the local church, in obedience to God's commands to love and disciple all nations, and in accordance to His laws and the laws of man.

Christ Centered - Our behavior will show that Christ is our Head, our ultimate desire being to honor, glorify and please Him, clearly portraying His attributes, with the final measure of our success being our faithfulness to His will.

Caring Community - Through our worldwide network, we will give priority to people rather than programs or infrastructures, demonstrating respect, loyalty, support and cooperation, regardless of cultural differences.

Committed to Excellence - Our standard for hiring qualified Christian educators and measuring ministry performance as we educate the "whole child" will be the highest reasonable standard.

Statement of Faith

West Nairobi School bases its existence and policies on the Holy Bible.

Our Statement of Faith is:

We believe the Bible is the inspired, infallible, and authoritative Word of God, (2 Pet 1:21; 2 Tim 3:16).

We believe there is one God, eternally existent in three persons, Father, Son and Holy Spirit, each of whom possesses all the attributes of deity, (Eph 4:4 - 6).

We believe in the deity of Christ, in His virgin birth (Luke 1:34 - 35), in His sinless life (Heb 4:15), in His miracles (Acts 2:22), in His vicarious and atoning death (Rom 5:8-9), in His bodily resurrection (Luke 24:6 - 7), in His ascension to the right hand of the Father (Acts 2:32 - 33), in His Lordship over all of life (John 11:25) and in His personal return in power and glory, (Acts 2:27)

We believe that man, though created in the image of God, is separated from God because of sin and that every person is born in a state of sin and in need of salvation in order to be reconciled to God, (Rom. 5:8-21).

We believe that salvation is by grace alone through faith, by the merit of the shed blood of Jesus Christ, (Ep. 2:9).

We believe in the absolute necessity of regeneration by the Holy Spirit for salvation, that the Holy Spirit indwells all believers, that the Holy Spirit gives spiritual gifts to all believers to be exercised for God's glory and the edification of believers, (I Cor 12:7 - 11).

We believe we are called to live a holy life, (Rom 12:1 - 2; Eph 1:4).

We believe that the Scriptures teach that God's people are to assemble together regularly for worship, for edification through the Scriptures, and for mutual encouragement, (Heb 10:25).

We believe in the individual access of every believer to God through Christ. We believe in spiritual unity of believers in Christ, (Heb 10:19 - 20).

Philosophy of Education

The educational philosophy of WNS is based on the God centered view that all truth is God's truth, and that the Bible is the inspired, authoritative word of God. Because God is the Creator and sustainer of all things, the universe and man are dynamically related to God. Thus, all learning is accomplished in the light of God's truth, (John 14:6; John 17:17).

WNS is dedicated to establishing a godly environment where the Bible is actively integrated into all aspects of School life (I Cor 10:31).

WNS shall work with parents or guardians to develop students knowledge and character to enable them to fulfill their role in God's plan, (Deut 6:6, 7).

WNS believes that respect for authority is essential to quality education and character development; therefore our classrooms are controlled with firm, loving discipline by qualified and dedicated Christian teachers, (Heb 12:6 - 11).

Our international atmosphere is an open door for students of all cultures, races, and nationalities, (Rev 7:9, 10).

Emphasis will be placed on instilling respect for all people and nations, especially for the people and country of Kenya.

Since learning is an unbroken activity continued throughout an individual's life, education should foster independent thinking, exploration and healthy experimentation as a lifelong process.

Because change is a constant factor in life, education should encourage students to develop personal values and thinking processes to facilitate their intelligent adaptability to a changing society and world.

WNS believes that each student is created as a unique individual and is of supreme worth. Consequently, the dignity and worth of the individual shall be respected. The School considers inherent and acquired learning capabilities when programming curricula for individual students.

WNS shall attempt to instill the students with a love of learning. WNS intends that the average Stanford Achievement Test scores of all students (except ESL and SPED students) shall be in the upper quartile when compared with US national averages.

Objectives of the Philosophy

Guided by this philosophy, the School will make every effort to:

Develop in each student a mastery of the skills of communication and learning.

Teach the Bible as the inspired, authoritative word of God, thus developing attitudes of love and respect towards it.

Develop responsible individuals who possess the ability to think clearly, logically and independently as participating members of a self-governing society.

Provide opportunities for citizenship training and character development for effective participation in their family and society.

Include those experiences and activities for each student, which will lead to the enrichment of their own life, through spiritual, moral, social, intellectual, physical and aesthetic development.

Develop in each student understanding and appreciation of cultural, social, scientific, economic and political ideas and practices.

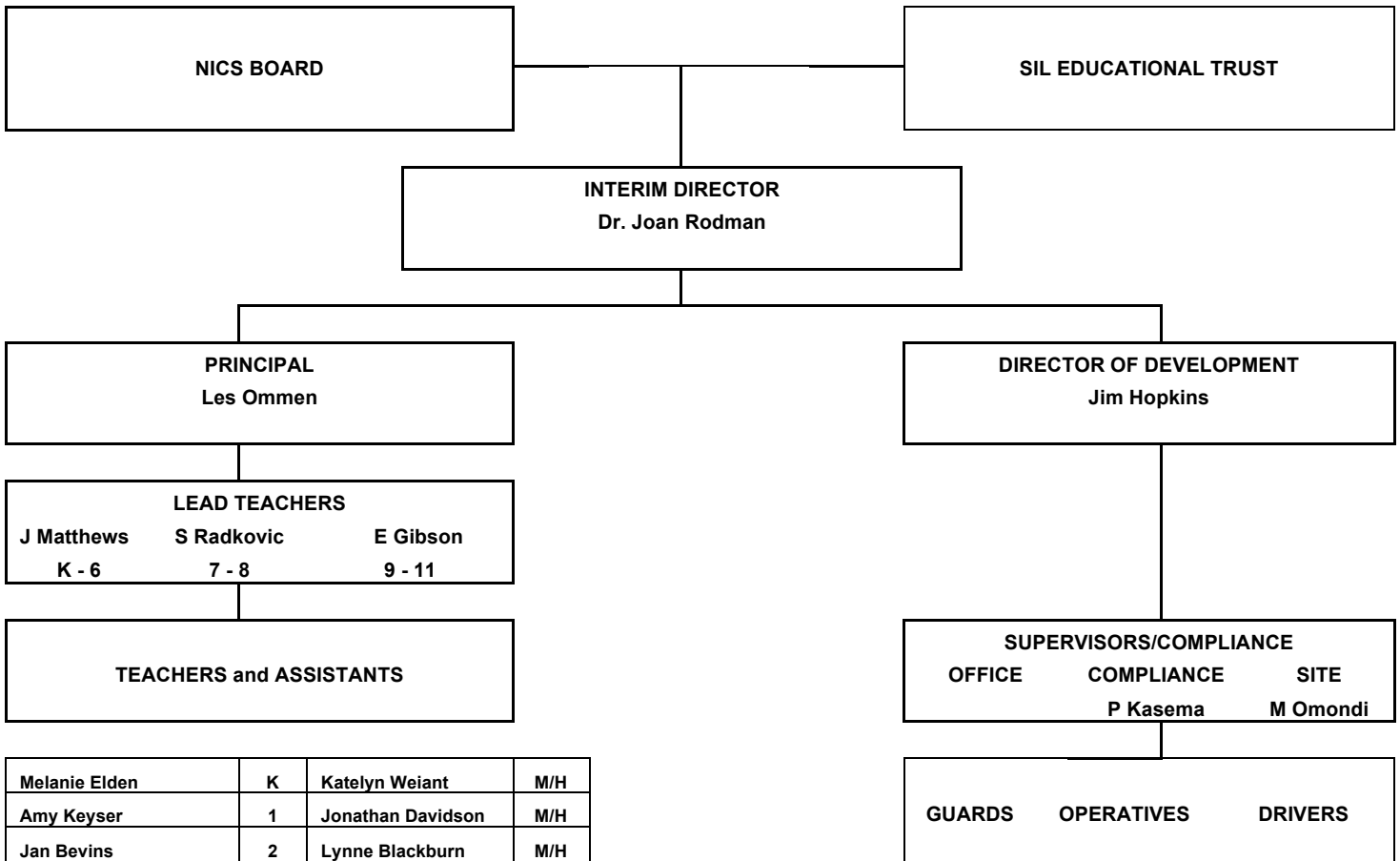
Provide physical and health education enabling students to live an energetic, wholesome and productive life.

Provide the opportunity for each student to develop and to appreciate ethical and cultural values, with an emphasis on Kenyan culture.

Provide a program of student activities designed to develop competent, self-directed, responsible, social interaction in an atmosphere of mutual respect and cooperation.

Develop in each student interests, skills and attitudes that contribute to the worthy use of leisure time.

Organogram



Melanie Elden	K	Katelyn Weiant	M/H
Amy Keyser	1	Jonathan Davidson	M/H
Jan Bevins	2	Lynne Blackburn	M/H
Jennifer Harvey	3	Beth Manyara	SPED
Michael Busseil	4	Sarah Rondeau	REM
Julie Pourciaux	5	Nicole McClaine	ESL
Juanita Matthews	6	Linda Moyer	MUS
Sue Radkovic	M	Peter Kim	ATH
Mark Rondeau	M	Amy Polhemus	ATH
Joel Dixon	M	Karen Ommen	SUB
Eric Gibson	H	Agnes Muchai	AT
Rebecca Cade	M/H	Lydia Plett	LIB
Steven Tso	M/H		

2. ADMINISTRATION

Tuition Services

WNS provides a graded educational service for students.

Grade	Age Range	Grade	Age Range
K	5 - 7	7	12 - 14
1	6 - 8	8	13 - 15
2	7 - 9	9	14 - 16
3	8 - 10	10	15 - 17
4	9 - 11	11	16 - 18
5	10 - 12	12	17 - 19
6	11 - 13		

	Lower Elementary	Upper Elementary	Middle School	High School
Grade	K - 3	4 - 6	7 - 8	9 -12
Ages	5 - 10	9 - 13	12 - 15	14 - 19

The average class size is less than twenty five students.

Special Education Department

WNS has Remedial (REM), Special Education (SPED) and English as a Second Language (ESL) programs.

The programs are for students who have learning difficulties or lack knowledge of core subjects. They are based on assessed individual needs. The objective of the programs is for individuals to succeed in an unrestricted environment.

The Special Education Department also provides advice for behavioural problems, academic consultations and preliminary assessments.

SPED Program

The SPED program is designed for students with significant cognitive and/or development delays and is based on the partial inclusion model.

The program comprises:

Core subject teaching using SPED materials

Other subject teaching using modified regular education materials

Morning prayers, special classes and recesses with grade peers
Parents may collect their children at lunchtime by agreement

There is no age restriction, but Middle and High School age students may be better served in an alternative setting.

There is a SPED teacher for up to six students.

REM Program

The remedial program is designed for students with mild to moderate learning difficulties. The objective is to enable them to overcome their difficulties and to be academically successful.

The program comprises:

In class support and organisational assistance
Not less than four small group instructional periods per week covering core subjects such as English, writing, reading and maths

ESL Program

The ESL program is for students unable to speak fluent English and meaningfully participate in normal class activities. Students entering the ESL program shall remain in the program until they have passed written and oral English exams. They are expected to use English as much as possible, including during recess and lunch breaks.

The program comprises:

Individualized programs based on student needs

- Two periods per day for beginners
- One period per day for intermediate / advanced students

Instruction in reading, writing, listening and speaking English
Development of academic and conversational language skills
Morning Prayers, lunch and some academic classes with grade peers

There is an ESL teacher for up to twenty students.

Admissions

West Nairobi School does not discriminate on the basis of national, ethnic or racial origin. The School respects the religious preferences of parents or guardians. Classroom instruction is based on a Biblical world view and all students are expected to participate in religious instruction and activities.

The School maintains the right to refuse admission to students not meeting the School's academic, social or behavioral expectations.

Students are tested and available School records are reviewed. Parents are consulted and students are assigned to a class grade and remedial, SPED or ESL programs as necessary. Qualified students are accepted in registration order. Returning students are given preferred enrollment prior to March 15th. When an enrolment class limit is reached, qualified students will be placed on a waiting list.

Admission Categories

There are two admission categories: conditional and probationary.

Conditional admission is given to students who are performing at or above grade level, attend School regularly and have submitted to School policies and regulations during the previous School year.

Probationary admission is given to applicants with deficiencies in specific areas. The Director will review the student's progress every quarter to monitor the progress being made. Provided the student is endeavoring to address the deficiencies, probationary admission can be extended to one academic year.

Denial of admission does not prohibit a student from re-applying if deficient areas have been remediated.

Financial Policies

Annual Charges

Kindergarten	267,000	Enrolment Fee	2,100
Grades 1-6	356,000	Testing Fee	4,800
Grades 7-8	389,400	Registration Fee	13,800/Family
Grades 9-12	399,800	Monthly Option	5,600
Special Education	118,700	Overdue Payment	0.15%/Day
Remedial Instruction	59,300	Non Local Cheque	1%
ESL	59,300	Bus Service	49,300
Band	5,200	Trip Cost	300
Instrument Hire	9,700		

Payments

Invoiced School fees are due on or before the first day of each semester. Fees may be paid in Ksh or USD at the School Office. For USD payments, the School Office will use the exchange rate provided by a local Forex Bureau. Ksh cheques should be made payable to West Nairobi School. USD cheques should be made payable to the local Forex Bureau.

The monthly option will only be available in exceptional circumstances and at the discretion of the Finance Director. WNS will require a satisfactory payments record before offering the monthly option. Monthly fees are due on 15th of August, September, October and November and 15th of January, February, March and April. Monthly fees are one eighth of the expected annual fees plus a Ksh700 per month charge.

There is a 50% tuition fee discount for the youngest child when at least four members of the same family are attending the School.

Students will be prohibited from attending classes and SATS scores and report cards will be withheld if fees are not paid on time, unless written approval is obtained from the Finance Director. WNS will not accept a student at the start of a new semester if parents have not paid the previous semester fees. Charges will be billed for additional services such as: selected extra curricula activities, equipment hire, replacing lost and/or damaged textbooks etc.

Continuing Students

The registration fee must be submitted by 1 March. The fee will be deducted from the autumn semester fee. If the fee is not paid by 1 March, the student must apply for enrolment as a returning student. Half the registration fee is refundable up to 1 May if the School Office is advised in writing that the student(s) will not be attending WNS.

Returning Students

Students not enrolled in the previous School year must submit the returning student form and fee. The registration fee is payable upon acceptance by WNS.

New Students

The application form and non-refundable enrolment fee must be submitted to the School Office. All grade 1-12 applicants will pay the testing fee and will be tested over a two day period. The registration fee is payable if the student is accepted at WNS. The fee will be deducted from School fees.

Pro-Rata Charges

Tuition and bus fees will be pro-rated for students leaving or entering School on dates that do not coincide with the School calendar. Fees will be charged for the days enrolled plus 10% of the expected annual fees.

If a student is expelled from WNS, there will be no refunds.

School Supplies

Purchasing of School supplies is a parent / guardian responsibility. A list of required supplies can be obtained from the School Office. Individual teachers may communicate a need for additional supplies as needs arise.

Insurance

It is a parent responsibility to ensure that students have adequate accident and health insurance when they are at School and travelling on the School buses.

Transport

During School term time, WNS offers a daily bus service to designated pick up and drop off points. WNS does not provide a door to door bus service for students who do not live on the main School bus routes or live in difficult to reach areas. There is a transportation charge.

An activity bus service to restricted drop off points is available for regular bus users participating in after School activities. The bus leaves the School at 17.00.

Other students may use the buses if there are spare seats. There is a charge.

Operational Issues

Due to the vagaries of the Nairobi traffic, WNS can only provide approximate pick up and drop off times.

WNS buses do not travel on narrow, unmade or poorly maintained roads, roads prone to flooding, lonely, quiet roads and roads with low hanging tree branches.

Buses will not wait for late students in the morning. Students will only be dropped off if there is a responsible adult to receive them. Otherwise, they will be returned to the School.

In exceptional circumstances, parents may contact the bus drivers and make alternative arrangements for their children to be picked up and dropped off at different points on the bus routes.

Travel Changes

Students must always travel to School on their regular bus route. Parents should advise the School Office if they know their children are not to be picked up.

Students wishing to travel on a different bus route in the afternoon must provide the School Office with a signed request from their parents, by latest 08.30 on the day before the intended change.

Parents must contact the School Office by 15.30 on the day before the intended change to establish whether there is a place on the required bus route. If there is no place, parents must make alternative travel arrangements.

Bus users intending to be collected by a car driver in the afternoon must provide the School Office with a signed note from their parents, by latest 8.30 on the day of the car pick up.

Bus Rules

Students must respect the bus drivers and bus monitors, raise their hands when they need assistance and keep the bus clean and tidy. Bus drivers must be addressed as Bwana and their first name.

Eating is generally prohibited, but drinking is acceptable if the bottle is plastic and has a spout. Students must not annoy the driver or other students. They must not gesture from, lean out of or throw things from the windows. Any damage to the bus is chargeable and must be paid for.

Students must immediately leave the bus upon arrival at the School and go straight to their bus when dismissed from School. They must get on and off the bus in a safe and orderly manner. When the bus is moving they must remain seated with their seat belts on at all times.

Bus drivers and monitors will report students misbehaving on the buses. Students breaking the bus rules will be banned from using the bus service. A note shall be issued to the parent or guardian identifying the offence and the number of days that the student is prohibited from using the bus.

First Offence	1 day
Second Offence	3 days
Third Offence	Semester ban

Parents can defer the prohibited days by up to three days after the offence has been committed. Transportation charges will not be reimbursed.

Emergencies

WNS has a plan in place for emergency situations. In an emergency, every effort will be made to contact parents as soon as it is appropriate to do so.

In a medical emergency requiring immediate attention, students will be transported to a local Hospital and every effort will be made to contact the parents.

To avoid undue distress to the student, a familiar person shall be on hand at the earliest opportunity.

It may on occasion be necessary to restrain the student to administer the appropriate medical care, avoid further injury or self harm.

Medical Room / Medication

There is a medical room for students who are ill or injured. Administrative staff will determine whether students should return to class or be sent home.

If a student is on daily medication, parents should advise the Director. School Office staff issue medicines to elementary and Middle School children. Students must never use each others medicines.

Communicable Diseases

Students who exhibit signs of a communicable disease will be sent to the School Office for evaluation. Parents will be advised of the situation and if necessary asked to collect the student. The student will be excluded from the School until a written report is obtained from a physician giving a diagnosis and treatment.

Common communicable diseases are:

Chicken Pox	Exclusion until no fever and all vesicles are crusted and dry
Conjunctivitis	Exclusion until free of inflammation of the eye or eyelid
Head Lice	Exclusion until free of live lice
Impetigo	Exclusion until a physician certifies in writing the student is no longer contagious
Diarrhea	Exclusion until diarrhea has stopped for 24 hours
Sore Throat	Exclusion until no evidence of disease is present. If a physician diagnoses strep throat, the child may return to School after 24 hours on antibiotics
Productive Cough	Exclusion until a physician certifies in writing the student is not contagious

Vomiting	Exclusion until vomiting and fever has stopped for 24 hours
Unidentified Rash	Exclusion until a physician certifies in writing that the rash is not contagious or no evidence of rash is present. Heat rash and allergic reactions are not contagious
Influenza	Exclusion until a physician certifies in writing the student is no longer contagious

Child Protection Policy

The Child Protection Policy is designed to ensure that as far as is reasonably practicable faculty members and students are protected from abusive and harmful activities and wrongful allegations.

The Child Protection Policy is founded on the Children Act (2001), the Education Act and all rules, regulations, charters, conventions and instruments for the time being having the force of law in Kenya and having as their object child welfare and protection.

Faculty members endeavor to protect students from all forms of physical, psychological and other forms of abuse or exploitation.

Abuse means wilful, negligent or reckless infliction of physical, emotional, psychological or other injury or harm to a child. It extends to the withholding of needed care to the child, corporal punishment and hot tempered shouting.

Sexual abuse is any contact or activity with a child that is undertaken for the sexual gratification of the perpetrator.

Faculty members comply with the following guidelines:

- Avoid gossiping and the belittling of students or other staff members
- As far as is practicable avoid one on one student situations
- Are alert for unusual activity, particularly around the toilets
- Ensure that strangers on the School premises are challenged
- Stop physical bullying, inappropriate behaviour and verbal abuse

Faculty, parents and students must promptly advise the Director in writing of any infringements of the Child Protection Policy. The Director will immediately meet with the abused student and the student's teacher or parent / guardian to establish the nature of the abuse and the personnel involved. The student will be isolated from the alleged abuser(s).

The Director will document the allegations and immediately convene a meeting with the alleged abuser(s) in accordance with the Discipline, Grievances and Harassment section of the School Handbook.

Depending on the outcome of the meeting with the alleged abuser(s), the Director will, in consultation with all relevant parties, decide on the seriousness of the allegations and the appropriate action to be taken.

Threatened Suicide

Every expression of suicide, whether seemingly casual or serious, written or oral, with or without associated action, will be considered serious and with intent to action. The School assumes responsibility to act in the best interest of protecting the student and other students, but does not assume the responsibility, authority or liability of a parent.

Communication

Rhino Rag

The School has a weekly e mailed newsletter containing announcements and advertisements. If you wish to make a submission, please contact the School Office for the contact information of the current editor.

All parents and guardians with a declared e mail address are automatically added to the Rhino Rag circulation list.

WNS normally communicates with parents by e mail. This is good practise and the preferred method of communication for many Schools. However, it is recognized that not all parents have ready access to the Internet. As such, urgent communications needing a quick response will be texted to parents.

3. INSTRUCTION

Accreditation

Accreditation is a process of recognizing educational institutions for their standards, performance, integrity and quality.

The School has registered with the Association of Christian Schools International, ACSI and the Middle States Association, MSA. Both organisations provide accountability and strategic direction to WNS.

The mission of ACSI is to provide programs, materials, and services that will enhance the spiritual and academic effectiveness of Christian Schools. Accreditation enables Christian Schools to maintain and improve the quality of their educational programs and to expand their understanding of the philosophy of Christian education.

Meeting the accreditation standards is a worthwhile process. It requires intensive work by the School staff for at least three years. The accrediting agencies use a Strengths, Weaknesses, Opportunities and Threats model to suggest plans for improvement of ten key areas. In responding to questions posed by the accrediting agencies, WNS will explain its academic approach and through self study seek to address any major weaknesses. The process of achieving and maintaining accredited status is a means of proclaiming the WNS commitment to excellence.

The accreditation program assists Schools to achieve High standards, encouraging them in a continuous process of assessment and development.

The benefit of being an accredited School is that WNS students can apply to American universities and colleges and transfer credits to other accredited institutions.

WNS awards semester credits. A total of 24 credits are required for a College Preparatory Diploma. Each credit represents a year satisfactorily completed.

English	Social Studies	Math	Science	Bible
4	4	3	3	3
Foreign Language	Art & Music	PE	IT	Electives
2	1	1	1	2

Student Performance

Grading Scale

The following grading scale is used by West Nairobi School.

	93 -100 = A	GPA 4.00	90 - 92 = A-	GPA 3.70	
87 - 89 = B+	GPA 3.35	83 - 86 = B	GPA 3.00	80 - 82 = B-	GPA 2.70
77 - 79 = C+	GPA 2.35	73 - 76 = C	GPA 2.00	70 - 72 = C-	GPA 1.70
67 - 69 = D+	GPA 1.35	63 - 66 = D	GPA 1.00	60 - 62 = D-	GPA 0.70
		Below 60 = F	GPA 0.00		

Grade "I" indicates that grade work is incomplete. The work must be completed within two weeks.

Students must repeat the grade if they fail two core subjects.

Honor Roll

The Middle and High Schools recognize scholastic achievement with an Honor Roll. There are three levels of honor:

- Honors 3.25 - 3.49 GPA no grade lower than C
- High Honors 3.50 - 3.80 GPA no grade lower than C
- Highest Honors 3.81 - 4.00 GPA A's in core subjects, no grade lower than B

Homework

Generally, there is 10 minutes homework per night, per grade level (i.e. 5th grade students should have 50 minutes of homework). Parents must refrain from doing homework assignments for their children, but do have a responsibility to assist the student by providing a time and place that is conducive to study and concentration. Incomplete homework assignments will affect the student's grades.

Assignments

Students are expected to complete daily assignments at School unless the teacher has agreed that the work may be completed at home. Assignments will be as clear as possible. Students must take responsibility to understand and complete assignments, which count towards the cumulative grade average.

Progress Reports

Students' academic and social progress shall be reviewed every five weeks. Progress Reports for students averaging below grade C or with falling grades, (previous grades will be displayed), shall be sent to parents. Progress Reports shall also be sent for students with social difficulties.

Parents shall be requested to attend a meeting with the Teacher to discuss a Progress Report.

Report Cards

Report cards are issued quarterly. Final report cards will not be issued until all outstanding debts are cleared and library books returned.

Attendance

Daily Schedule

Students begin School at 08:20 and are released at 03:20. The School is responsible for students during School hours and for students participating in after School activities. Only students involved in after school activities are allowed to remain on the campus after school. Students must stay on the School property at all times during the School day.

The School drop off time is between 08:00 and 08:15. Pick up times are between 03:20 and 03:30. The School Office must be advised in advance of any change to a student's travel arrangements. Students being picked up by parents or others must leave the School premises promptly at the end of School or School activities. Siblings must be supervised at all times by their parents.

Students waiting to be collected after 03.30 must stay at the top of the ramp in front of the K - 3 school building.

Elementary School K - 3:

Recess	Class	Break	Class	Lunch	Class	End
08.20	08.30	10.00	10.15	11.50	12.30	03.20

Elementary School 4 - 6:

Recess	Class	Break	Class	Lunch	Class	End
08.20	08.30	10.15	10.30	12.30	01.00	03.20

Middle School

Period 1	Period 2	Break	Period 3	Period 4	Lunch	Period 5	Period 6	End
08:30	09:30	10:30	10:40	11:40	12:35	01:20	02:30	03.15

High School

Period 1	Period 2	Break	Period 3	Period 4	Period 5	Lunch	Period 6	Period 7	End
08:25	09:20	10:10	10:20	11:15	12:10	01:00	01.40	02.35	03.20

Lunches

Hot lunches are provided by an outside catering service. Menus are sent home each month and selected meals must be paid for in advance. Sharing of lunches is not allowed and students should eat their own lunch. If a student forgets their lunch, s/he may take a hot lunch provided it is paid for the next School day.

The outside caterer has assured the School that all hot lunch ingredients are obtained from reputable suppliers. Administration has visited the caterer's premises and is satisfied with the standards of hygiene and food safety. The premises are locally situated and parents or guardians may visit the premises.

Absence Policy

Students must attend School for at least one hundred and sixty two days per academic year to complete a grade. Students with serious medical conditions may be allowed to complete a grade if the teacher(s) are satisfied the medical condition is properly documented and sufficient assignments have been completed satisfactorily.

Make Up Work

Parents of elementary children are responsible for getting make up assignments from the teacher and ensuring the work is completed.

Middle and High School students with excused absence are responsible for arranging make-up work with their teachers. The students y will have one day for each day absent to make up / turn in the work.

Teacher must be given one days notice for every absent day to set make up assignments.

Students may have up to eighteen days make up work per academic year.

Students in School the day before a test, but absent on the day of the test will take the test on the day they return.

Tardiness

Students not traveling on the School bus who are late for class due to traffic conditions should obtain a tardy pass from the School Office and present it to their teacher.

If a student is tardy for some other reason, the parent should send a note or call the School Office.

Early Dismissal

If a student needs to leave School early, parents should send a note or call the School Office indicating the need for an early dismissal.

Parents must collect and sign out the student from the School Office.

Parent Visits

During the School day, parents must check with the School Office before visiting a classroom to talk to their child.

Other Activities

Physical Education

Physical Education, (PE) is an integral part of education and the School requires student participation. PE helps to instill healthy habits and fitness in students.

If for any reason the student is unable to participate in a physical activity during recess or PE periods, a parent note is required. The note should explain the reason, and should be accompanied with a letter from a doctor if the problem is likely to be for a prolonged period of time.

Students are required to wear the School PE uniform. This uniform may be purchased from the School Office. All students must wear sneakers with socks. Shirts should be tucked in neatly.

Sports

For Elementary School students, WNS offers after school intramural sports.

For Middle and High School students, WNS offers interscholastic sports. The sports depend on student interest, coaching availability and cultural relevance.

Elementary Field Day

Occurring towards the end of the School year, sports day is an event administered by PE teachers and parent volunteers. Students engage in a variety of sports activities with an emphasis on fun and enjoyment.

Band and Music

All K - 8 students participate in weekly music classes.

Grades 4 - 12 students may elect to participate in the band program.

- **Beginners Band:** Grade 4 band students participate in Beginners Band, which consists of lessons and rehearsals. For the first semester, 5th and 6th grade beginners will participate in the Beginners Band rehearsals.
- **Elementary Band:** Grade 5 - 6 band students participate in Elementary Band, which consists of after school small group lessons and band rehearsals.
- **Advanced Band:** Middle and High School band students participate in Advanced Band. The band rehearses last period, Tue and Thu - maroon weeks, Mon, Wed, and Fri - silver weeks. Students are also required to attend individual lessons.

At this present time, we offer wind and percussion instrument instruction. If you do not have an instrument, the school has some instruments for hire.

Student Council

Student council will meet at lunch time to give input on issues impacting the student body and to plan activities.

Field Trips

An Emergency Information / Permission Form must be filed with the School Office. Students must wear School dress to field trips, unless otherwise advised.

Visitors

Parents of students may visit classes or chapel. Arrangements should be made through the School Office 24 hours before a class visit.

Student visitors must have written permission from the Director. Arrangements should be made through the School Office 24 hours before a class visit. A WNS family may sponsor student visitors, but will be responsible for their conduct.

Parents may bring refreshments to be served on a student's birthday. Please check with your child's teacher in advance to arrange an appropriate time. WNS is not responsible for parties held after School.

The WNS grounds are open to parents and students for recreational activities during non School hours. The buildings are off limits. The playground may only be used if there is a responsible adult present to supervise the children. WNS accepts no liability for parked cars and personal injuries.

Discipline

Preamble

It is the desire of WNS to create a safe environment where all students may thrive. When a student's behavior or attitude is in conflict with the standards of the School, every effort will be made to encourage the student to comply with these standards.

On campus, students are expected to address adults as Mr, Mrs or Miss

Students with medical conditions are expected to make every effort to align their attitudes and behavior to School expectations.

There are three progressive categories of student misconduct. Administration reserves the right to start the discipline at any level.

Minor Misconduct: Behaviour adversely affecting classroom instruction and campus order such as noisiness, interrupting a teacher, not paying attention, class disruption, line jumping, pushing, making faces, littering, etc.

Teachers will initially administer discipline such as, exclusion from selected activities, loss of class privileges, extra work, grade point deductions, restricted campus movement, recess restrictions, etc.

A record of the minor misconduct shall be held on the students file for one semester.

If inappropriate behaviour continues the teacher will advise the parents and may request a parent student conference. If students still persist with these behaviours, administration will deem them to be major misconduct.

Major Misconduct: Behaviour and attitudes jeopardizing classroom instruction and campus order such as blatant disobedience, disrespect of authority, damaging property, vulgarity, inappropriate affection, skipping classes, bullying, cursing, lying, stealing, cheating, dangerous horseplay, fighting, etc.

For major misconduct, administration will normally request a parent conference and impose appropriate discipline such as School community service, loss of campus privileges, restitution for damages and in School suspension

A record of the major misconduct shall be held on the students file for two semesters.

If students persist with these behaviours, administration will deem them to be gross misconduct.

Gross Misconduct: Comprises unlawful acts, dangerous conduct and moral violations such as use or possession of alcohol, tobacco and banned substances, (including hoaxes), physical threats and assaults, sexual activity, etc.

For acts of gross misconduct, administration will immediately suspend the student and request an urgent parent conference. Administration will then impose appropriate discipline, such as suspension, expulsion and legal redress

A record of the gross misconduct shall be held on the students file for four years.

Dress Code

There is no School uniform. Clothing should be neat, clean and modest and students should dress for school. Parents are expected to use discretion in what they permit their children to wear to School. The Director will determine the appropriateness of fashions and fads.

The following basic guidelines will apply:

- School clothing should be modest and appropriate. Cleavage, shoulders, midriff and thighs must be covered at all times.
- Footwear must be worn at all times.
- Head coverings must not be worn in the classroom.
- Clothing promoting bad behavior must not be worn

Inappropriate dress is handled on a case by case basis.

Field Trip Attire

In addition to the guidelines boys must wear a collared shirt and non-denim trousers and girls must wear a collared shirt or appropriate blouse and skirt, trousers, or dress, unless otherwise specified by the teacher.

Consequence

Inappropriate dress is handled on a case by case basis. The Director will be notified of the offense. The student must wear an appropriate cover-up for the duration of the day or until a parent can arrive with a change of clothing. If a student persists with these behaviors, it will be deemed to be major misconduct.

Recess Rules

The recess rules are:

- Be polite and safety conscious and use the equipment properly
- Keep shoes on during recess and avoid slippery grass and wet equipment
- Stay within the designated play areas and stay off fences, walls and trees
- Do not throw or play with rocks and hardballs
- There must be no unsupervised contact sport
- Eat snacks in appropriate areas
- Keep the School campus neat and clean and put trash into trash container
- Students must report to the School Office if balls go off campus and they must not attempt to retrieve them

Property

Students are encouraged to develop a respect for property. Students will be required to pay for any damage to School or personal property.

Lost and Found

Books, Bibles, purses, clothing and any other articles of value outside of their proper area should be taken to the School Office. At the end of each semester any articles still in Lost and Found will become the property of the School and will be disposed of accordingly.

Personal Electronic Devices (PEDs)

Mobile Phones

Students are permitted to carry mobile phones to School for emergency use. They must turn the phones off during School hours. If a phone is on, visible, or making noise it will be confiscated and handed into the School Office.

Music Players

CD players, Walkmans, MP3 players and mobile phones (when playing music) must always be used with earphones. When students arrive at School, music players are to be turned off and kept out of sight. If a music player is on, visible, or making noise it will be confiscated and handed into the School Office.

Electronic Games

Students are not permitted to play electronic games at School.

Consequences

If a PED is used inappropriately, it will be confiscated. The student may collect the PED from the School Office at the end of the day. If the offence is repeated, the student's parent may collect the PED from the School Office at the end of the week and, for a subsequent offence, on the last day of the semester.

Note

The School is not responsible for lost PEDs.

High School students may use their mobile phones during non instructional time in front of the library.

Other students must obtain permission and go to the School Office to use their mobile phones.

Library

Reference Materials and Periodicals may be viewed in the library.

Students, staff and families may borrow up to three books at any one time. Provided the books are returned in good condition, within fourteen days of the lending date, more books may be borrowed. Books may be renewed provided no one else has requested them. Failure to bring books back to the library may result in report cards being withheld until the books have been returned.

Elementary students must use a library bag to carry their books.

All library materials must be returned to the library one week before the end of the second semester. The library is open during the summer vacation.

Library users are expected to pay the full replacement cost of damaged books. The Director shall decide whether a borrower repeatedly damaging books or failing to return books within the fourteen day limit shall forfeit library membership.

Information Technology

Internet

Students may browse educational material. Access to pornographic, gambling, violent / hatred sites and chat rooms is strictly forbidden. Students may not load any software and files onto the WNS computers.

E Mail

The use of web based e mail is not permitted.

Liability

West Nairobi School assumes no liability arising from students using the School's Internet. Liabilities are carried by individual users.

Failure to comply with these instructions will be treated as Major Misconduct.

4. PARENTS AND TEACHERS

Moms Prayer Group

When School is in session there is a Friday prayer meeting for moms to pray for the kids and staff of WNS, (The prayer of a righteous man is powerful and effective, Jam 5:16b).

During the prayer meetings, a Bible passage is read and prayer points are recorded. Sometimes the theme is to pray for a class and teacher. Other times, the focus is on the School support staff. Moms particularly value prayer requests from teachers.

There will be a "power walk" after the prayer meeting for those who are interested. Please bring your walking shoes.

Tracey Hagman, (0733 538 378) leads the Moms Prayer Group.

Director's Advisory Council

Purpose

The Director's Advisory Council, (DAC) shall provide the Director with a means to seek local, qualified and appropriately recognised counsel as necessary to accomplish the mission and goals of the School.

Objectives

- Participate in the review and assessment of the School's stated mission and goals and adherence to its stated philosophy
- Engage in activities to support the School and advance the education and general welfare of the students
- Provide counsel, support and constructive criticism to the Director
- Communicate to the NICS executive staff issues of a critical nature

Membership and Responsibilities

The DAC shall consist of between three and seven members. New members will be recommended by the Director and approved by the DAC. The term of office is one year with a maximum two consecutive years. Terms expire on June 30.

All members must be professing Christians and the majority shall be parents of WNS students. The DAC shall utilize variety in placement of members relative to professional background, ethnicity and gender.

Members shall agree with the mission, philosophy, purpose and goals of the School and the Network of International Christian Schools. Members must be willing to commit to the time and duty responsibilities of the DAC.

A copy of the DAC Guidelines may be obtained from the Director

Parent Teacher Fellowship

The Parent Teacher Fellowship, (PTF) is a group of parents, guardians and teachers meeting monthly at the School. They fellowship together and raise funds for School “extras” mainly through the spring and fall bazaars.

The PTF also assists with School social events such as the Welcome Back Lunch, Tissues ‘n’ Tears, Concert Refreshments, International Food Fair, the Teacher and Worker Appreciation Weeks, Sports Day and Year End Activities.

Parent Teacher Conferences

Informal Conferences may be scheduled before and after School. Parents may set up a teacher conference by calling the School Office. The teacher will then contact the parent to arrange a suitable date and time.

Formal Parent Teacher Conferences for Middle and High School students shall be scheduled at the end of the first and third quarters. There is a time slot booking system for Elementary School parents

All parents are requested to attend the conferences.

Volunteer Work

WNS depends on parent help and support. Parents are encouraged to volunteer their time and skills as they are able to do so. Teachers often need some help in their classrooms. Parents with special skills such as library, science, coaching, etc. are welcome to participate in their area of expertise.

Teachers also depend on parent volunteers when they are temporarily unable to attend their class. Please contact your child’s teacher if you are willing to serve as a substitute teacher or the School Office if you are willing to serve in another class or teach a subject.

Appeal / Grievance Process

The Appeal / Grievance Process, (AGP) is available to WNS parents and parent organisations with grievances related to the interpretation or application of WNS policies or regulations. It should not be used to bypass teachers or administrators when there are differences of opinion or differing interpretations of specific actions or outcomes of the School administrative guidelines.

All parties must maintain confidentiality when dealing with grievances and appeals. Failure to do so may lead to the Grievance Process being stopped.

The AGP has three local levels starting with the matter being presented in writing to the Director, no later than ten days after the situation which prompted the grievance.

If the grievance is not resolved at the local level, there are three NICS executive levels, starting with a written appeal to the NICS VP Ed Affairs, no later than five days after the Director's written decision at the end of local stage three.

The entire AGP Guidelines may be obtained from the Director.