



PARENT STUDENT HANDBOOK



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Next Review: January 2024

1. INTRODUCTION

1.1. WELCOME PARENTS AND STUDENTS!

This handbook is presented to familiarize you with our school rules and policies, as well as to provide you with general information. You are encouraged to read it thoroughly to understand our expectations and become actively involved in your school community.

Each student is expected to respect the rights and privileges of fellow students and school staff, including administration, teachers, and non-teaching personnel. Students shall exercise their rights responsibly and adhere strictly to the rules established for the orderly conduct of the school's educational mission. The school's code of conduct and discipline policies are designed to maintain an environment conducive to learning, safety, and mutual respect.

1.2. ABOUT LIGHT INTERNATIONAL SCHOOL

Light International School (LIS) is a premier co-educational day and boarding school offering the Cambridge International Curriculum from Kindergarten (ages 3–5) through to A-Levels (Year 7 to Year 13) to students from diverse geographical and cultural backgrounds. Rooted in the proven tradition of the Light Academy institutions across Kenya, LIS is dedicated to excellence in international education. Beyond academic achievement—which remains central to our culture—we nurture socially responsible, culturally sensitive, and globally minded citizens.

Located in Silanga, off Lang'ata Road in Karen, Nairobi, LIS offers a serene, secure environment ideal for focused learning, well-insulated from urban distractions.

Our school places strong emphasis on experiential learning by providing students with regular opportunities to participate in national and international project Olympiads. Many of our learners have achieved global distinction in various competitive fields. Notably, LIS was the first institution to bring the world-famous World Scholar's Cup to Africa, hosting the inaugural East African Round. We continue to host this prestigious annual event, bringing together primary and secondary scholars from across the region to showcase their mastery in debate, collaborative writing, and current affairs while engaging in rich intercultural exchange.

Furthermore, in response to urgent global environmental challenges, we founded the Golden Climate International Environmental Project Olympiad (GCIEPO), hosted annually on our campus. As the largest environmental competition of its kind in East and Central Africa, GCIEPO attracts participants from over 20 countries every year. This non-profit initiative promotes sustainability, raising ecological awareness while equipping tomorrow's leaders, scientists, and innovators with the practical problem-solving skills needed to protect our planet.

Our boarding facilities provide a warm, family-oriented atmosphere. Boarders are supported by a dedicated pastoral care team comprising experienced resident staff and carefully selected alumni mentors working under the dorm master. These mentor "brothers and sisters" offer guidance, peer support, and positive role modeling to ensure students maintain personal responsibility and structured routines.

LIS is powered by a highly motivated, multicultural, and multifaith faculty. Working in close collaboration, our educators draw upon their diverse backgrounds to deliver a truly world-class, value-added educational experience for every learner.

1.3. PHILOSOPHY

1.3.1. Mission

We are committed to delivering;

1. Morally upright,
2. Socially responsible and
3. Academically competent individuals to the society.

1.3.2. Vision

1. To inculcate moral values set by society and religion
2. To awaken the self-consciousness in every pupil;
3. To inspire the hearts and minds to endeavor positive effects on others,
4. To appreciate cultural differences and become environmentally conscious;
5. To offer quality education harmonized with the contemporary approach and fortified by technology.

Core Values

Leadership

Integrity

Good Judgment

Honour

Trustworthiness

1.3.3. Objectives

At Light International School (LIS), we:

1. Cultivate Lifelong Learning: Foster an enduring passion for knowledge and inquiry that extends well beyond formal schooling.
2. Deliver an Inclusive Curriculum: Provide a broad, balanced, and differentiated curriculum that accommodates students of diverse abilities and individual learning needs.
3. Enrich Student Experience: Offer dynamic co-curricular activities, sports, and educational excursions designed to build leadership, resilience, and vital social skills.
4. Leverage Modern Technology: Champion cross-curricular learning integrated with state-of-the-art educational technology to prepare learners for an evolving digital world.
5. Nurture Whole-Child Development: Maintain a safe, stimulating, and supportive learning environment that encourages pupils to become confident, self-directed, and reflective thinkers.
6. Partner with Families: Actively collaborate with parents and guardians as vital partners in their children's academic and holistic personal growth.
7. Celebrate Excellence: Acknowledge, reward, and celebrate the diverse achievements and personal milestones of all community members.
8. Promote Global Citizenship: Embrace our multicultural, multi-faith community in Kenya by offering a values-driven, globally focused education that champions mutual respect, intercultural understanding, and responsible citizenship.

2. UN DECLARATION OF HUMAN RIGHTS

Light International School is firmly committed to upholding the fundamental values enshrined in the United Nations Universal Declaration of Human Rights. Our mission, policies, and daily practices reflect these principles. We expect every member of our school community—students, staff, and parents—to champion human dignity, equality, and mutual respect in both principle and practice.

3. ACCREDITATION

Light International School is fully accredited as a Cambridge International School, offering Cambridge Primary, Lower Secondary (Key Stage 3), IGCSE, and Cambridge International AS & A Level programmes. These qualifications are globally recognized and highly regarded by premier universities and colleges across Kenya and worldwide.

LIS Nairobi is actively engaged in the accreditation process with the Council of International Schools (CIS), having initiated candidate status in 2019 to formalize our standing among elite global institutions. CIS is a worldwide membership community that sets rigorous standards for high-quality international education, driving institutional improvement and cultivating interculturally competent, socially responsible global leaders.

4. RESPONSIBILITIES OF ADMINISTRATORS

Administrators have the responsibility to (not in order of priority):

1. Assume responsibility for instructional leadership;
2. Serve as appropriate role models for students on their campus in accordance with the standards of the profession;
3. Provide assistance to students in learning appropriate school behavior;
4. Facilitate the school discipline management plan, train teachers, and respond to discipline problems;
5. Encourage parent communication with the school and participation in parent-teacher conferences (open days);
6. Provide responses to parental inquiries (i.e. attendance, discipline, grades, etc.);
7. Supervise all affairs regarding school management, operations, and activities;
8. Serve as liaison between students, parents, teachers and the school board

5. RESPONSIBILITIES OF PARENTS

Throughout this handbook, "PARENTS" includes any parent, legal guardian, or person having lawful control of the student.

For your student's success, you are encouraged to: (not in order of priority):

1. Make every effort to provide for the physical and emotional needs of the student; 2. Encourage their student's daily attendance to school and required detention, and promptly report and explain absences and tardiness to the school;
3. Keep informed of school policies and academic requirements of school programs; 4. Support their student in pertinent school-related activities/organizations;
5. Be sure their student is appropriately dressed for school and school-related activities; 6. Discuss report forms and school assignments with their student;
7. Bring to the attention of school authorities any learning problems or conditions that may relate to their student's education;
8. Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information at the school;
 - 8.1. Every communication between the institution and the parent(s)/guardian/sponsor will be either through e-mail or phone services. We appeal to you as parents/guardian/sponsor to know that it is your responsibility to:
 - 8.1.1. Give us the correct email address and phone number
 - 8.1.2. Make sure that in case of any changes you should update the school immediately on 8.1.1. Check your email address regularly since once the school sends any communication, it is assumed that it was received.
9. Assist their student in understanding their responsibilities as outlined in this handbook and submit a signed statement (see the last page of handbook);
10. Promote high expectations for your student's behavior, school achievement, and homework. 11. Establish and maintain open lines of communication between home, school, and teachers. 12. Participate in school activities including parent-teacher conferences (open days). 13. **Leaving Campus during the School Day:** Children cannot leave the campus without written or verbal authority of a parent. A reason must be given, and the relevant Deputy Principal has the final approval or disapproval for dismissal.
14. **Appointments:** As far as possible, medical or dental appointments must please be made after school hours. In case of emergency, children may be excused from school for medical or dental appointments. Parents who desire to pick-up their child during the school day need to send a note to their child's teacher prior to the appointment. The child will meet the parent in the school reception.
15. **School Uniform:** Children are expected to wear both their school and sports uniform at all appropriate times. Please make sure that your child has their uniform to wear and that any washing is done on the weekends. If your child needs a piece of new uniform for any reason you are able to buy replacements by contacting our respective supplier. Very old, faded or torn uniforms must be replaced with new ones.
16. **Withdrawal from school: A full term's notice in writing and the principal's acknowledgment in writing of the same is required for withdrawals else, a full term's fees are payable in lieu of such notice.** Upon request, a copy of the student's records will be provided to the parent on the student's last day of attendance if there is no school fee balance to be paid. Kindly see the "Withdrawing from School" section below.

6. RESPONSIBILITIES OF STUDENTS

6.1. Student responsibilities for achieving a positive learning environment at school or school related activities shall include (not in order of priority):

1. Attending all classes, daily and on time;
2. Being prepared for each class with appropriate materials and assignments;
3. Being properly attired;
4. Exhibiting respect toward others;
5. Conducting themselves in a responsible manner;
6. Refraining from violations of the code of student conduct;
7. Obeying all school personnel, school rules, safety rules at school-related activities and on the bus; 8. Seeking changes in school policies and regulations in an orderly and responsible manner through appropriate channels;

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9. Cooperating with staff in investigation of disciplinary cases and volunteering information when the student has knowledge relating to an offense; and
10. Conveying information to their parents about academic and extracurricular requirements, school policies, and the student's progress (including progress reports).

6.2. At Light International School, A Student Has a Right To:

1. A meaningful learning experiences
2. Appropriate and challenging curriculum

3. Protection from physical and verbal abuse
4. Receive assistance in making decisions on educational goals
5. The opportunity to practice decision making within the democratic process
6. Being disciplined in a human and appropriate manner
7. A school climate that is free of violence and disruption
8. Knowledge of the reasons for any disciplinary measures that may be administered.

7. RESPONSIBILITIES OF TEACHERS

Teachers have the responsibility to (not in order of priority):

1. Perform teaching and extracurricular duties with appropriate preparation;
2. Teach to the standards of performance required by the school;
3. Teach the Cambridge curriculum;
4. Serve as appropriate role models for the students, in accordance with standards of the teaching profession;
5. Use discipline management techniques developed in the school discipline management plan;
6. Promote good student discipline by modeling regular attendance and punctuality;
7. Comply with school policies, rules and regulations, and directives;
8. Maintain an orderly classroom atmosphere conducive to learning;
9. Establish rapport and open lines of communication with parents, students, and other staff members;
10. Encourage students to strive toward self-discipline;
11. Participate in meaningful parent-teacher conferences (open days).

8. SCHOOL ORGANISATION

8.1. The Structure of Light International School (LIS)

The LIS is a private institution that is run by the Light Pulse and registered under the law of Kenya.

8.2. Board of Directors

The board is composed of five (5) members who are appointed to a one-year term during the annual general meeting of the Lightpulse Limited, the legal entity of the school.

8.3. Director

The board appoints a director whose prime responsibility is to oversee the smooth running of the school.

8.4. Senior Management Team (SMT)

The Director, the branch principals, and deputy principals comprise the SMT. The director is the head of the SMT and reports to the board.

9. OTHER ROLES AND RESPONSIBILITIES

9.1. Principal

The principal is responsible for the school in general and reports to the Director.

9.2. Deputy Principal

The principal appoints deputy principal. He/she has delegated management responsibilities following his/her job description. He/she is responsible for the academic programme and pastoral care of the children.

9.3. Academic Coordinator

Academic Coordinators are delegated management responsibilities following their job description. He/she is responsible for:

1. Co-ordinating and monitoring the teaching activities;
2. Co-ordinating and monitoring examinations and examination marking
3. Co-ordinating the self-evaluation and review processes of the curriculum;
4. Liaising with academic staff in respect of academic issues;

9.4. Dean of Students

A dean of students plans and directs school activities related to student services and campus life. As an administrator, a dean of students might help coordinate admissions, health services, boarding life and social programs for students. The office of a dean of students is generally responsible for serving as a point of information for students and responding to students' needs.

9.5. Projects & Olympiads Coordinator

Plans and implements Projects & Olympiads participation and training.

9.6. Examination Officer

Examination officer is in general responsible for:

1. Efficient management of all external and internal examinations.
2. Produce statistical reports on entries/results for Principal, Deputy Principal and Academic Coordinator and advise them on matters concerning exams.
3. Assign, train and lead a team of external invigilators.

9.7. Discipline Master

Discipline Master is responsible for:

1. Establishment of any codes of conduct necessary and other behavioral programs deemed appropriate.
2. Assisting teachers in the disciplining of students, establishing a suitable system of referrals to the office, handling disciplinary matters in a manner in keeping with the policies of the school.
3. Assisting with supervision of, either directly or through assignment, the conduct of students at school during the school day.
4. Assisting in maintaining necessary records of disciplinary actions.

9.8. Head of Departments (HODs)

Heads of Departments are appointed for subject areas and are responsible for the curriculum development of their area, following their job specification.

1. Oversee the development, implementation, and monitoring of a comprehensive subject area action plan for each phase of the curriculum cycle including curriculum assessment, program support, co and extra-curricular activities and staff development.
2. Oversee activities in the subject area related to its placement on the curriculum cycle.
3. Facilitate grade level planning and assessment.
4. Plan and facilitate student activities to support the instructional practice.

9.9. Class Mentors

Class mentors are appointed by the Dean of Students. A class mentor is the first person to resort to by a student to resolve a problem. They are responsible for all kinds of class activities, organizing home visits, monitoring the academic and behavioral status of the students, monitoring attendance of the students in the classes that they are in charge of. For further details kindly refer to the mentors' handbook.

9.10. Subject Teachers

Teachers are responsible for the day-to-day education and pastoral care of the children in their class following their job specification.

9.11. Teaching Assistants

Teaching assistants assist the teachers in the education and pastoral care of the children following their job specification.

10. ADMINISTRATION AND SUPPORT

10.1. Financial Manager

The Financial manager is responsible for all financial matters, services to the school and the work of the support staff. He is supported by two bookkeepers.

10.2. Admissions Officer

The Admissions officer is responsible for all matters concerning the admission of new children to the school following their job specification.

10.3. Secretariat

Secretaries who maintain the front offices and reception and provide administration back up to the school.

10.4. Procurement Officer

The Resources Manager is responsible for the efficient and effective deployment of school resources when they are needed.

10.5. Facility Manager

The Facility Manager is responsible for campus security and maintenance following their job specification.

10.6. Nurse

The school has a full-time medical professional on call at all times. He/she is responsible for the wellbeing of children under their care following their job specification.

10.7. ICT Technician

The IT technician is responsible for providing technical support to staff. He may offer general IT support or specialist technical help in particular areas.

11. EDUCATIONAL PROGRAMME AND ORGANISATION

11.1. Class Placement and Size

The school does its utmost to maintain a right balance of students within different year group classes. Considerations include; child's personality and learning style; friendship patterns; learning support needs, gender, language and cultural balance. The school aims to keep enrolment to 24 children in each class in Key Stage 3 (Yr. 7-8-9), O-Level (Yr. 10-11) and AS & A Level (Yr. 12-13), 20 children in primary classes (Yr. 1-6), 18 children in kindergarten classes.

Classroom allocations are done based on the subject selection in Yr. 10-11-12 and 13.

11.2. Curriculum

The LIS follows the Cambridge International Curriculum. As a school, we pride ourselves on making sure we incorporate and train our teachers in all the latest educational initiatives concerned with the curriculum.

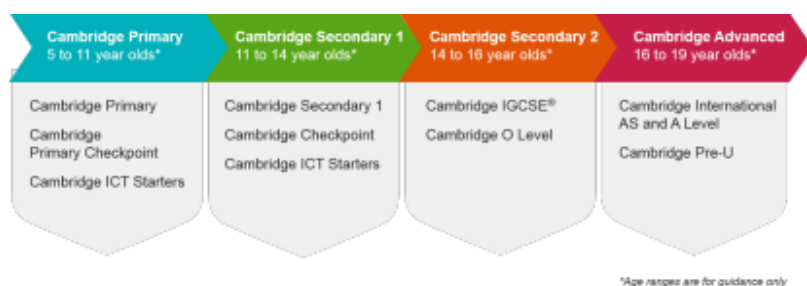


Diagram 1. Cambridge International Curriculum

11.3. Cambridge Primary (Years 1-6)

Cambridge Primary, typically for learners aged 5 to 11 years, gives schools a world-class curriculum to develop learner skills and understanding in English, mathematics and science. It enables teachers to assess children's learning as they progress with two optional assessments: Cambridge Primary Progression Tests and Cambridge Primary Checkpoint.

Our curriculum frameworks for English also include an 'English as a second language' option.

KEY FEATURES

Foundation for secondary education

Cambridge Primary helps identify a learner's strengths and weaknesses and can be used to support learning and development. It prepares learners for a smooth transition to Cambridge Secondary 1 and beyond.

External benchmark

Cambridge Primary assessments, including Cambridge Primary Checkpoint, provide teachers with an international benchmark to inform their teaching and easily measure learners' progress over time. They also enable detailed, structured reporting to parents.

International curriculum

Appropriate and relevant internationally, Cambridge Primary has been designed to be culturally sensitive. It includes top-quality teaching and assessment resources appropriate for teaching and learning in local and international schools.

Flexibility

Cambridge Primary complements a range of teaching methods and curricula. This means they can use Cambridge Primary while following their school or national curriculum or offer the entire programme.

Comprehensive support for teachers

Support includes face-to-face and online training, curriculum frameworks, teacher guides, lists of resources and a secure support site.

Cambridge ICT Starters

Cambridge ICT Starters gives schools a flexible framework to develop learners' ICT competence. Modules can be delivered according to the needs of each learning situation and age of the learners – across the curriculum or as a separate course of study.

11.4. Cambridge Secondary 1 (from Year-7 to Year-9)

1. From 11- to 14-year-olds
2. Develops knowledge and skills in English, mathematics, and science
3. Sets clear learning objectives
4. Provides excellent preparation for the next stage of education
5. Taught in 1000 schools in almost 100 countries
6. Assessments:
 - Cambridge Secondary 1 Progression Tests – assessed by school
 - Cambridge Checkpoint – assessed by Cambridge
7. Help teachers monitor your child's progress
8. Help identify and address strengths and weaknesses
9. Provide international benchmarks
10. Provide detailed reporting of your child's performance

11.5. Cambridge Secondary 2 - IGCSE® (Year-10 and Year-11)

1. The world's most popular international qualification for 14 to 16 year olds
2. Taught in over 3700 schools in more than 140 countries
3. Builds skills in creative thinking, enquiry and problem solving
4. Excellent preparation for advanced study
5. Assessment options for learners of different abilities
6. Internationally recognised qualifications

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Subjects offered in IGCSE in our school are as follows:

All students in year 9 will study the following core subjects:

Compulsory Subjects
• President's Award ("Duke of Edinburgh) • English • Global Perspectives • Mathematics • Life Skills

Students can then choose 5 (Five) of the following subjects.

Options:

Group 1	Group 2	Group 3	Group 4	Group 5
• Art and Design • Business Studies • Physical Education • Biology	• Chemistry • Economics • Geography • Music	• English – Literature • History • Physics • Combined Science	• Islamiyat • Religious Studies (CCE) • Information and Communication Technology	• French • Kiswahili • Turkish • Arabic

Table 1. Subjects offered in IGCSE (Yr 10 & 11)

11.6. Cambridge International AS and A Level (Year-12 and Year-13)

1. Taken by over 175,000 learners in more than 125 countries
2. Develops deep understanding, independent learning and constructive thinking skills
3. Flexible programmes
4. Academic Equipment
5. Internationally recognized qualification

6. Variety of assessment methods
7. Accepted by universities worldwide, including all UK universities
8. Accepted by over 450 US universities including Harvard, Yale, MIT and Stanford
9. A passport to success at university and in employment

Subjects offered in AS and A Level in our school are as follows:

Compulsory subjects			
• Global Perspectives • Thinking skills • PE/Swimming • PSHE			
Options			
Please choose one of the subjects from subject sets below and Tick against the name of the subject that you would like to study to show your choice. In order for a subject to be offered, there must be at least 3 students who chose the same subject.			
Group 1	Group 2	Group 3	Group 4
• Biology • Environmental management • Math	• English • French • Physics	• Business • Geography • Art & Design • Literature • ICT	• Economics • History • Music • Sociology • Chemistry

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Table 2. Subjects offered in AS and A Level

Students must take four subjects in Year 12. The first subject *Global Perspective* is compulsory. They can select 3 more subjects from the groups above. Students can choose only one subject from any given group.

NB1: Some of the subjects above will only be provided if student demand is sufficient.

Textbooks and exercise books are provided in all classes.

Grading

LETTER PERCENTAGE LETTER MARK PERCENTAGE LETTER PERCENTAGE							
MARK % % MARK %							
A*	90 - 100		C	60 - 69		F	30 - 39
A	80 - 89		D	50 - 59		G	20 - 29
B	70 - 79		E	40 - 49		U	0 - 19

Table 3. Grading

12. THE SCHOOL DAY

12.1. Daily Routine

TIME ACTIVITY REMARKS		
8:00 AM – 12:30 PM	Morning Classes	Four 60-min. periods
12:30 PM – 1:30 PM	Lunch	

1:30 PM – 3:30 PM	Afternoon Classes	Two 60-minutes. periods
2:30PM – 3:30 PM	Clubs and Games	Only on Mondays and Wednesdays.

Table 4. Daily Routine

12.2. Assemblies

School assemblies, where Kenya's national anthem is sung and some information regarding school is shared with the students, are held every Monday and Friday morning before the classes start. Attending assemblies is compulsory and missing or being late without a valid excuse may lead to a disciplinary action.

12.3. Emergency Closing

In the event of emergency or adverse weather conditions, the Director is empowered to close the school if they believe that the safety or well-being of the students and staff is at risk.

13. DRUGS, ALCOHOL AND SMOKING POLICY

13.1. GENERAL STATEMENT OF POLICY

- 1) Light International School (LIS) is a drug-free environment and as such tolerates neither the misuse of drugs or alcohol by members of the school nor the illegal supply of these substances. 2) Light International School is committed to the health and safety of its members and will take action to safeguard their well-being.
- 3) Light International School acknowledges the importance of its role in the welfare of the students, and through formal education and the school's general rules and regulations it will seek to provide the support pupils need to avoid the problems of substance abuse.

13.2. POLICY AIMS

The Policy aims to ensure that school is a drug-free zone where the right studying environment is maintained as well as the security of students. Not forgetting the need to abide by the Laws of Kenya which is strongly opposed to the use of drugs and violation of which is punishable.

Light International School believes and supports the following educational aims in respect of drugs and substance use and misuse:

- 1) To enable pupils to make healthy and informed choices by increasing knowledge, challenging attitudes and developing and practicing decision-making skills.
- 2) To ensure the safety of all students and to promote good performance as well as serene environment for studying
- 3) To provide accurate information about substances.
- 4) To increase understanding of the implications and possible consequences of use and misuse. 5) To widen understanding about related health and social issues.
- 6) To enable young people to identify sources of appropriate personal support.

13.3. SPECIFIC POLICY AND THE MANAGEMENT OF INCIDENTS

1. Substances covered under this policy include alcohol, use and/or possession of illegal drugs, inhalants, and prescription and over-the-counter drugs and/or any other form of involvement of the drugs.
2. Definitions under this policy a "substance" includes alcohol, tobacco, illegal drugs, inhalants, and prescription and over-the-counter drugs. An "illegal drug" is any substance that is illegal to use, possess, sell, or transfer.
3. "Drug paraphernalia" is any item used or intended for use in making, packaging, concealing, injecting, inhaling, or consuming illegal drugs or inhalants.
4. A "prescription drug" is any substance prescribed for an individual by a licensed health care provider.
5. An "inhalant" is any substance that produces mind-altering effects when inhaled. 6. A student is "under the influence" if any substance: impairs their behavior or their ability to work safely and productively; results in a physical or mental condition that creates a risk to their own safety, the safety of others, or the property of the school; or is shown to be present in their body, by laboratory evidence, in more than an identifiable trace.
7. "School premises" include the buildings, grounds, parking lots, and the school provided vehicles.

13.4. THE SCHOOL'S LEGAL RESPONSIBILITY

1. Other than enforcing the school's rules and regulations the school has a legal responsibility to provide a

safe and healthy environment for students, staff, and visitors.

2. Light International School is guided by **THE CONSTITUTION OF KENYA 2010** which is the supreme law of the Land. The constitution recognizes the best interest of all children. Under Article **53(2)** of the Constitution provides that, *"A child's best interests are of paramount importance in every matter concerning the child."* *Aside from the Constitution the School is also guided by the **CHILDREN'S ACT CAP 8 LAWS OF KENYA** which provides under section **4(2)** that, "In all actions concerning children, whether undertaken by public or private social welfare institutions, Courts of law, administrative authorities or legislative bodies, the best interests of the child shall be the primary consideration.*

3. **NARCOTIC DRUGS AND PSYCHOTROPIC SUBSTANCES (CONTROL) ACT, 1994** has provided regulations for schools to follow about drugs related issues. It ensures that the school policy is to take seriously any matter concerning drugs in view of the gravity and the potential consequences and as such the school has an elaborate policy on substance abuse. Under the Misuse of Drugs Act, 1971, *it is an offence for the occupier of premises or persons concerned in the management of premises to allow the supply, use, or production of drugs to take place on those premises.*

13.5. STUDENT DRUGS AND ALCOHOL POLICY STATEMENT

1. The school will not condone the possession or supply of illegal drugs and is opposed to the consumption of alcohol.
2. The school will seek to provide information in order to encourage those with alcohol or drugs problem to seek support and help.
3. The school will seek to provide guidance for members of staff on how to deal with incidents within the school involving drug use and the consumption of alcohol.
4. Students must follow these policies while they are on the school premises. Which includes:

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- i. Not to use, possess, or be under the influence of alcohol on the school premises or the property of the school.
- ii. Not use, possess, or be under the influence of illegal drugs.
- iii. Not sell, buy, transfer, or distribute any drugs. It is against the law to do so, and we will report such actions to the authorities.
- iv. Not use, possess, sell, buy, transfer, or distribute drug paraphernalia.
- v. Not use or be under the influence of inhalants.
- vi. Students must follow these rules if they take prescription or over-the-counter drugs on the school.
 - a. Shall use a prescription drug only if a licensed health care provider prescribed it for you in a manner prescribed
 - b. must follow directions, including dosage limits and usage cautions.
 - c. must keep these drugs in their original containers or bring only a single-day supply.
- vii. The school may consult with a doctor to determine if a prescription or over-the-counter drug may create a risk if you use it in the school.
- viii. **Students must cooperate with any Investigation into Substance Abuse. An investigation may include tests to detect the use of alcohol, drugs, or inhalants by the school.**

13.6. DRUG TEST

The basis of the policy is that the school shall carry out random drug testing of the students whom they suspect of being under the influence of drugs and/ any substance prohibited under the school policy but in doing so it shall ensure that the best interest of the child as provided for under the Constitution and the Children's Act is followed to the latter. The test shall be inclusive only of the drugs and illegal substance that are defined under the policy and shall not include any other test.

Testing may include urine, blood, or breathalyzer tests. Before testing, you will have the chance to explain the use of any drugs. We will follow laws for keeping test results confidential. The test shall be conducted at a medical facility identified by the school management.

13.7. PARENTAL ROLE UNDER THE POLICY

Parents are requested to comply with the School Drug policy by conducting the following:

- 1) The conditions set out in this policy shall be agreed upon by both parents and the students by signing the school admission form.
- 2) The test shall be carried out in their absence unless otherwise agreed.
- 3) After the test;
 - a) Once the test has been conducted, and the student's results turn out positive the parents shall take the student to the rehabilitation centers for **a period of three months** with an extension of six months depending on the recovery of the students from the drugs

b) The subsequent parent must ensure that they make a formal report on a monthly basis to the school in writing concerning the whereabouts of the said student in the rehabilitation.

c) The drug test shall be once again affected to the affected student upon the completion of the rehabilitation any other time after the student is allowed to proceed with the studies.

13.8. SANCTIONS

LIS values the best interest of the child. Therefore, after the Child tested positive to the drugs the school shall make a recommendation to parents to take the students to the rehabilitation centers whereby, they shall be accepted back to school upon the completion of the rehabilitation processes. The school reserves the right to inspect the students whom they suspect of being in possession of the illegal drugs. We also reserve the right to conduct alcohol and drug tests at any time the school deems it fit. **The school shall take appropriate measures in the event that the parents of the students refuse to be tested, or provide false information.**

Disciplinary Action

The school will take appropriate disciplinary action in the case of the use, possession or supply of illegal drugs, and also in the case of unacceptable behavior arising from consumption of alcohol. **This may range from a verbal reprimand, suspension and in the severe cases indefinite suspension from the school and/or Hall of Residence.**

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The indefinite suspension shall arise where the school is the opinion that:

- 1) After the rehabilitation, the student continues to be under the influence of drugs.
- 2) Parents have failed completely to cooperate with the school after the child has tested positive to the drugs.

13.9. SCHOOL ASSISTANCE TO STUDENTS

Assistance programs which involve the education on drug and alcohol abuse shall be provided to students after rehabilitation. Students can also get counseling on substance abuse and other issues.

14. CLASS CONDUCT

A student should obey the following rules during class:

1. Enter the class when the bell rings.
2. Start to prepare for the lesson as soon as you enter class.
3. Bring the educational materials required for your learning program.
4. Take care of your workbooks and textbooks.
5. Avoid any act of disruption or distraction which affects the normal educational process in the classroom. This includes provoking other students and making noise.
6. Do not move the classroom furniture unless with permission or when asked to.
7. Respect classroom furniture and school equipment. Damages will be charged to your parents.
8. Eating and drinking are not permitted in the classroom.
9. Keep your voice low in the class.
10. Treat other pupils with respect; horseplay or rough games are not permitted in the classroom.
11. Listen intently to your teacher.
12. Do not interrupt teachers while they are teaching.
13. Raise your hand before asking a question.
14. Keep to the questions or topics relevant to the lesson.
15. Be alert in the class and sit up attentively.
16. Follow the instructions of the class prefect.
17. The prefect is responsible for reporting any incidents.
18. Do not change your designated sitting position without permission.
19. Avoid littering the classroom
20. Do not leave personal items, waste, scrap, etc. on the teacher's desk or chair.
21. Do not write on desks.
22. Personal items such as toothbrushes, cups/mugs, slippers/sandals, shoes, socks, etc. are not to be kept in classrooms.
23. If you need to be carried any of the items mentioned above then they should be kept in the bag or locker. Otherwise, the only things allowed in class are the learning materials. If any of the mentioned items are found in class, they will be discarded as it is considered as trash.
24. Also, note that books and all other learning materials should be kept in an orderly manner i.e. under the desks or in the bags and not lying down on the floor as they can also be regarded as trash.

15. EXAM RULES AND REGULATIONS

1. Students are supposed to sit for all exams in school uniform.

2. Before the exam, students should prepare all the necessary items (pen, pencil, sharpener, mathematical set, etc.) They are not allowed to share any of these items during an examination. 3. Students are expected to be present in the exam room on time.
4. A student who misses an exam without prior permission from the administration is not given a makeup exam.
5. Any form of cheating during class tests or exams will result in disciplinary action.

16. SCIENCE LAB SAFETY AND REGULATIONS

1. Sit in the seat allocated to you.
2. Remain in your seat unless instructed to move.
3. Follow the teacher's instructions carefully.
4. Only use or operate equipment when instructed to do so by your teacher.
5. Chemicals can be dangerous, do not touch them unless you are using them as part of an experiment 6. Keep chemicals away from your eyes.

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7. Keep your hands away from your mouth after you have handled chemicals.
8. Keep chemicals in the laboratory.
9. Gas is dangerous. Keep gas valves closed unless instructed by the teacher to open them. 10. Wash your hands thoroughly before you leave the laboratory.
11. Drinking and eating in the laboratories are prohibited.
12. Breakage or damage to equipment will be charged to the student's parents.

17. COMPUTER LAB REGULATIONS

1. Each student should use his designated computer at all times unless instructed to move to another one by the teacher.
2. Students must not enter the computer lab without the computer teachers' or an administrator's permission.
3. Students must use their own accounts at all times.
4. They should not reveal their passwords.
5. Students are expected to log off Windows before they leave the laboratory; Do not turn off the computers or monitors unless instructed to do so by the teacher.
6. Computer teachers have the right to access and read or remove any files in students' directories. 7. Students are responsible for the files in their home directories. They must not store any inappropriate text or graphics.
8. Students should not insert any compact disk, flash disk or any other kind of removable media without the teacher's permission.
9. Internet connection in the laboratory is provided for educational purposes only. It is strictly forbidden to access websites that contain materials that are considered offensive or inappropriate (such as; pornographic, racist, violent, illegal, illicit, abusive or other content).
10. Students must not transmit, upload, download or access any pornographic, indecent or vulgar materials, text, information or communications.
11. Inappropriate use of the computers is prohibited. (i.e., distracting others in the lab by playing music, video clips or other media files)
12. Chatting is not permitted. This includes all On-line Chat, Internet Relay Chat, Chat Rooms, Chat Lines, etc.
13. Students must use the programs approved by the teacher.
14. Students should inform the teacher at the beginning of the period if there is a problem with the computers.
15. A student should not attempt to repair any machines in the computer room. Students should not unplug any cable, keyboard, mouse, etc. Only the teacher can make adjustments to the equipment. 16. Food, drink, gum, water bottles, radio, Walkman, aerosols are not permitted in the lab. 17. Students should leave the computer room neat and in good order. They should clean up their work area when they are done. (Push the chair in; throw away all wrappers, scraps of paper, or other trash. etc.)

18. LIBRARY

The library is a central resource that children are actively encouraged to use and borrow books from. The school has a full-time school librarian. We also ask you to make sure that the children look after their books and return them in the condition they borrowed them. Damaged or lost books will be charged to the parent.

18.1. Library Guidelines

1. The library is in use only on designated periods.
2. The students can utilize the library in the presence of the librarian.
3. No books are allowed outside the library without permission.
4. Students should not interfere with the library staff.
5. The library should always be kept neat and tidy.
6. Eating and drinking are not allowed in the library.
7. Sleeping and wandering in the library are prohibited.
8. Noise Making and littering are not allowed.
9. Tables and chairs in the library should not be moved.
10. All the outgoing and incoming books must be registered.

11. The books should be returned on time. In case of loss or damage, the student is liable to pay for the book.
12. Extended stays in the library are prohibited

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13. A student may have a maximum of 3 books in his possession at a time.
14. Books can be borrowed for a 2-week period and may be renewed twice in a term. 15. A fine per day will be charged for overdue items.

19. BUS REGULATIONS AND TRANSPORTATION

Students are expected to observe the following regulations while on the bus:

1. Students should board and leave the bus in an orderly manner.
2. Students should swipe the bus card when they get in and alight from the bus.
3. Students should be seated correctly in the bus. It is an offense to stand on the door of a moving bus or to have your hands or head out of an open window.
4. Students must not shout, whistle or yell in the bus. No radios or tape recordings are to be played in the bus.
5. Students are expected to listen to the bus driver and teacher on duty and treat them with respect. 6. Use of inappropriate language is strictly prohibited.
7. Students can only use their designated buses.
8. Students are not to throw anything inside the bus or outside the windows, or trail anything from the bus windows.
9. Vandalism will result in immediate suspension of bus privileges as well as payment of damages. 10. Any student involved in behavior that is potentially dangerous or injurious to other bus users, pedestrians, or other vehicles, will be immediately suspended pending investigations.

20. DINING HALL RULES

1. Entry and exit are regulated by time.
2. Students should obey the instructions of the teacher on duty.
3. Silence must be observed at all times.
4. A student with an inappropriate school uniform will not be served lunch. Students can have supper in home clothes.
5. The menu is predetermined therefore no special food will be served.
6. No interference with the duties of the dining staff.
7. Entry into the dining hall is by queue. First come first served.
8. Students are not allowed into the kitchen.
9. All meals should be taken inside the dining hall.
10. Dining tables should be left clean at the end of all meals.
11. Students should not insist on taking more food than they are served.

21. SCHOOL FEE REGULATION

1. Due date: fees are payable on or before the first day of each term.
2. A surcharge of 1.25% is levied per month on any fee balance a student may have. 3. In specific year groups where vacancies are limited, a 20% advance payment of the tuition fee will be paid as part of the first term's fees. This advance payment is non-refundable in case the chance is forfeited. Students who cannot be accommodated immediately are put on a waiting list. 4. Lunch fee is compulsory for day students.
5. Boarding fee covers all meals.
6. School & PE uniforms are not inclusive of the fees.
7. Cambridge exam registrations cannot be done until school fee balance is cleared. 8. Sibling discount: It applies to tuition fee only and is applied as follows:
 - 8.1. 1st born child is not entitled to a discount.
 - 8.2. 2nd born child is entitled to a 10% discount on tuition fees.
 - 8.3. 3rd born child and any other siblings after are entitled to a 20% discount on tuition fee. 8.4. when one of the siblings' graduates, or leave the school, the discounts will be recalculated. 9. Note that activity and clubs' & societies fees are not inclusive in school fees. Communication in this regard is normally done through an official letter from the school given to the affected students. 10. A full term's notice in writing and the principal's acknowledgement in writing of the same is required for withdrawals else, a full term's fees are payable in lieu of such notice. 11. In the case of admission after the midterm break of the respective term, 50% of that term fees will be payable.
12. The board of directors reserves the right to alter the fees with a three-month notice.

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13. In case of any add/drop of the above services, you can obtain an "Add/Drop Form" from the office and submit it to the admission office. Otherwise, no alteration will be affected.

The school reserves the right to keep a student out of class and deny access to any official documents or information without explanation, until all due fee balances are cleared.

22. WITHDRAWING FROM SCHOOL

1. We hope that students will be able to complete their education with us at LIS. We recognise, however, that families move on. If you intend to leave, parents need to fill out the school's standard Withdrawal Form, at least 90 days prior to intended departure, and to ensure that the school has acknowledged receipt of the form in writing in order to obtain a proper refund (inclusive of deposit). The form is available at the admission office or at the reception.
2. At the end of an academic year, if a notice as specified above is not given, the school will assume that the student will continue his/her education in the upcoming academic year.
3. Students must return any school properties entrusted to them, like books, ID card, sport equipment, etc., for clearance to receive a full refund. **3000 KES** will be charged for unreturned ID cards.

23. UNIFORM AND DRESS CODE

The school has a school uniform, which the children are expected to wear at all times unless notified to the contrary.

23.1. Purpose

LIS believes a safe and disciplined learning environment is the first requirement of a high performing school. The implementation of school uniforms will help minimize disruptive behavior, promote respect for oneself and others, build school/community spirit, and, more significantly, help to maintain high academic standards. The school also feels that wearing uniforms by students will help lessen the impact of socioeconomic differences. In addition, it allows for identification of intruders on campus and encourages students to concentrate on learning rather than on what they are wearing.

1. Students should wear clean, ironed polo shirts, shirts, and trousers.
2. Uniforms should not be worn outside classes, e.g. during sports activities and preps. Only school PE kit may be worn in PE lessons and games.
3. Names or any words are not to be inscribed visibly on the uniform.
4. No accessories (except watches) and make-up are allowed.
5. Wristbands are not allowed.
6. Removal of shoes and wearing slippers during school time is prohibited.
7. Students must report to school in full school uniform. (Except on Sundays)
8. All students should have their House t-shirt/jerseys, which will be worn for House activities during the year.

The school uniforms are as follow.

23.2. Trousers

Grey trousers which must be worn with a suitable belt (without fancy buckles). Trousers should be well fitting.

23.3. Shirts

- Year 1-6: Yellow Polo T-Shirts or short sleeve sweatshirts
- Year 7-11: Red Polo T-Shirts or short sleeve sweatshirts
- Year 12-13: White shirt with Navy blue trouser

23.4. Shoes

Black or dark brown, closed, low heeled, leather shoes or any leather-like looking material. Students are not permitted to use canvas or sports shoes, no matter the colour, during school hours.

23.5. Socks

Plain, subdued colours. Shoes are not to be worn without socks.



Torn, faded, very old looking school uniforms must be replaced with the new ones at the earliest convenience.

Commented [1]: Dress code is quiet about the girls' skirts. There is only provision of trousers. There is need to address the skirt.

Commented [2]: The clauses requires review as to whether we should allow certain designs of wristbands. The clause should also attempt to define MAKE-UP

Commented [3]: We are allowing any closed shoes no matter the color or material (Including sports shoes) the clause needs to be changed.



23.6. Uniform Policy for Candidate Classes (Yr. 11-12-13) During Cambridge Examination

Full school uniform has to be worn by candidate students even if there is no examination on a particular day during the examination period.

24. ATTENDANCE POLICY

1. Regular and consistent attendance is necessary for maximum student learning. It is the responsibility of the parent/guardian to aid school authorities in enforcing the school's attendance policy. Regular and consistent attendance is an indicator of success in school and is necessary for maximum student learning and success.
2. Students can be absent only for very important reasons such as personal illness or family emergencies. The school considers it unacceptable for children to be off school for family holidays, outings or parties.
3. If your child is going to be off school, please phone the office before 8.00am. All absences must be explained in writing on the day your child returns to school, even when a phone call has been made or an email sent. (Absences are recorded on report cards).
4. Absenteeism will be recorded on school information system COOLSIS until 10:00 am. Parents can monitor the records online by using their accounts.



The school does not compensate for lessons missed by an absent student regardless of the reasons for absence.

24.1. Check-In Time

1. The school day begins at 7:30 am for all students. Day students who have no class scheduled for the first period of the day must also sign in by 7:30 am.
2. Day students are advised to report to the school at 7:15 am earliest.
3. Day scholars who report to school late in the morning will be sent back home.

24.2. Lateness in School/Class

1. A student will be marked *late* if they attend the class after the teacher. On the first unexcused late and all subsequent lateness, a student may be required to attend a designated detention(s) and/or face the loss of behavior points.
2. Lateness disrupts the learning process. Students must, therefore, observe punctuality in reporting to school and in attending their respective lessons.
3. Please make sure that your child goes to bed at a proper time. They should be up early enough to have a proper breakfast and get ready for school. If they are coming by school bus, they should be prepared at the appointed time for collection.
4. Children arriving late to school should go straight to the coordinator's office in order to request a permission slip to attend the class after expressing his/her valid excuse. (Lateness is recorded on report cards).
5. Please note:
 - a. Persistence in lateness will result in disciplinary action
 - b. Students must be in the class before the teacher's bell

24.3. Class Cut

A student who is present in school but is absent from a class without seeking permission in advance is considered to have cut class. Class cuts may result in disciplinary action and loss of behavior points.

Commented [4]: The school has no bell. The word to be removed.

24.4. Non-attendance

It is defined as a student's absence from the school compound without the parent's or school administration's authorization. Truancy will not be excused and may result in disciplinary action.

24.5. Early Exit from a Class Period

If a student exits a class before the class period is complete, the student may be given an Unexcused Late or absence as the administrator deems appropriate.

24.6. Permits to Leave Campus (PTL)

A student who needs to leave the school compound early may be excused after a phone call or written note from parents. A student cannot leave the compound without presenting a valid reason to the deputy's office. Any student leaving campus without a PTL will be issued as a truancy.

24.7. Truancy

Truancy is defined as a student being absent without approval of his/her parents, guardian, or school officials. Truancy occurs when:

1. an unauthorized phone call is made;
2. an unauthorized note is sent to school;

3. the parent refuses to excuse an absence;
4. the student leaves school without permission to leave;
5. the student is in the building, but is out of class without permission.

Full-day trancies or single-period cuts will result in a parent contact or conference. Students declared truant may be assigned to after-school detention, and/or clubs and games time detention to make up the time they have missed. A third truancy may result in suspension or Saturday detentions.

24.8. Illness at School

A student who falls ill in school;

1. Will be allowed to go home if the school is able to contact the parent for approval. 2. Will return to class if he is not in an emergency situation and parents cannot be reached. If too ill to return to class, provision will be made for him to rest in school.
3. If not an emergency, he is supposed to report to the deputy's office before the first block (07:45) to be taken to the clinic by the school.



Hospital and medical charges will be incurred on parents/guardians when a student taken to hospital.

25. STUDENT BEHAVIORS AND GENERAL GUIDELINES

25.1. Appropriate School Behavior

1. Students are expected to be courteous and respectful to everyone at all times and follow the directions of all school officials.
2. Students should always be truthful and trustworthy. They should not be involved in any kind of cheating, lying, and manipulating the truth.
3. Stealing and fighting are strongly prohibited.
4. Tampering with or attempting to tamper with any school property is regarded as a severe offense and can result in indefinite suspension from the school.
5. Students are expected to respect school property as well as that of other students and staff. Students are held financially responsible for any breakage, destruction, or defacing of property, whether willfully or not. If the property damage is willful, students are subject to disciplinary action.
6. Always refrain from offensive and foul language and gestures.
7. Students should not leave the school compound on a regular school day without written permission from the school administration.
8. Listen when others are speaking.
9. Students should eat in authorized areas and at the appropriate time.
10. Students should follow all directives given by staff members.
11. Students should report to class on time, be prepared for each class with homework and all necessary books and stationery.

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12. Students who have free lessons are supposed to study either in the extra classroom or at the library during that period.

25.2. Bullying/Cyber-Bullying

1. The LIS will not tolerate bullying or cyberbullying. Bullying is the repeated use by a student or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, kitchen worker, boarding personnel, bus driver, athletic coach, and advisor to an extracurricular activity or paraprofessional of written, verbal, or electronic expressions or physical acts or gestures which are directed at a target and which:
 - (i) causes physical or emotional harm to the victim or damage to the victim's property;
 - (ii) places the victim in reasonable fear of harm to himself/herself or of damage to his/her property;
 - (iii) creates a hostile environment at school for the victim;
 - (iv) infringes on the rights of the victim at school;
 - (v) materially and substantially disrupts the education process or the orderly operation of a school.
2. This prohibition includes "cyber-bullying," which may take many forms, including:
 - (i) the use of electronic technology, such as emails, social media (Facebook, Twitter, Instagram, etc.), the internet, cell phones/cameras, and texting, in a way which constitutes bullying;
 - (ii) the creation of a web page or blog in which the creator assumes the identity of another person if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying above;
 - (iii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying above; and

- (iv) the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying above. Note that this type of cyber-bullying requires only one communication sent to multiple people or posted where multiple people can access it. Students should be aware of the dangers of group texts and group emails, as well as posts on social media sites. A single post, text, "tweet", email, etc. may, under certain conditions described in this section, constitute cyber-bullying.
3. Any student who believes that he or she has been the victim of bullying or cyberbullying should promptly report the incident to the Principal, a Coordinator, the discipline committee, a teacher or the guidance counsellor.
 4. Any student who organizes or participates in bullying will be subject to discipline, which can include a long-term suspension, as deemed appropriate by the discipline committee. In addition, any such student who witnesses, is a bystander to, or becomes aware of bullying of another student, has an obligation to report the incident promptly to the principal or to the Deputy.
 5. If the incident occurs at a time when school is not in session, the student must report the incident promptly after school resumes. Failure to report an incident of bullying of another student can result in discipline, which may include a suspension of up to ten school days, as deemed appropriate by the discipline committee.
 6. The LIS also will not tolerate retaliation or intimidation of any kind against a student who truthfully reports an incident and will not tolerate threats against a student which are intended to prevent him or her from making a report. Retaliation, intimidation or threats will result in discipline, which can include a long-term suspension, as deemed appropriate by the discipline committee.
 7. In all cases of discipline, the student will receive due process as required by law and as described herein.
 8. Students are reminded that acts of bullying in certain circumstances may also be a crime under Kenyan law and in those circumstances will be reported to law enforcement authorities.

Commented [5]: Place of bullying should be included. Whether the school shall take action only when the act is committed within the school premises or outside but only during school function.

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25.3. Harassment

1. The LIS will not allow any student to be a target of harassment. This applies throughout the school building, at lunch, in the courtyard and hallways, on the athletic fields, at all school sponsored events and on school buses.
2. The LIS Harassment and Prevention Policy was developed to ensure that the educational opportunities of all students are not threatened or limited by such harassment and to ensure that individuals are free to learn and improve relationships without fear of intimidation, humiliation or degradation.
3. Harassment can include any form of behavior that interferes with another person's sense of safety, dignity, or productivity in the school environment.
4. Harassment based on a person's race, gender, color, national origin, religion, age, disability or sexual orientation is unlawful and prohibited.
5. If a student feels (s)he has been a target of harassment, (s)he should speak with her/his mentor or guidance counsellor about this matter or see her/his Coordinator who can assist in filing a complaint form. Once the complaint is thoroughly investigated, student(s) may be subject to disciplinary action from the discipline committee.
6. Harassment incidents may result in a wide range of consequences, including but not limited to, a conference with parents, detentions, suspension, long-term suspension and contact with the Police Department depending on the nature of the harassment.
7. A parent/ student re-entry meeting to school is mandatory if a student is involved in the harassment of another student(s).
8. A student who observes an act of harassment and fails to report it to the proper authorities will be subject to up to three (3) days of suspension from school and a mandatory parent-student reentry meeting.

25.4. Safe and Appropriate Touch Guidelines

Students are to keep their hands and feet to themselves at all times. This includes, but is not limited to, public displays of affection, horseplay, pushing, shoving or bumping into each other.

25.5. Inappropriate Language/Gestures

1. Profane language or gestures will not be tolerated in the classroom, corridor, dining hall or on school grounds.
2. Any student who violates this policy will be given up to five (5) detentions or a suspension based upon the circumstance and the student's overall discipline record. Additional infractions will result in a

suspension.

25.6. Insubordination

1. To maintain a mutually respectful, supportive and safe school environment, students will adhere to the following expectations:
 2. Following directions given by any staff member, administrator, hall monitor, custodian, kitchen staff, secretary, teacher aide, volunteer chaperones, or any other personnel associated with the LIS.
 3. Providing the correct name on request of any of the above personnel.
 4. Responding with appropriate language towards any of the above personnel. Profane language or gestures will not be tolerated.
 5. Reporting to an administrator's office or teacher's classroom when instructed to.
- Failure to comply with the above expectations will result in:

1st offense: five (5) detentions

2nd offense: In-School Suspension

3rd offense: Suspension

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25.7. Corridor Policy

1. It is important for staff and students to be able to move through the corridors of the building without undue hindrances. Therefore, students will not sit or lounge in a way that obstructs the corridors before, during, or after school.
2. Staff will report concerns with any student's corridor behavior to the respective coordinator or teacher on duty.
3. Repeated offenses of this policy will result in detention(s) being assigned. **Students are expected to carry hall passes from their classroom teacher whenever they are in the corridors during instructional time.**

25.8. Disruption of the School or Classroom Environment

1. All students and teachers at LIS should expect to attend school and classes without interruptions that disturb their lives in school or their learning in the classrooms.
2. Students who willfully create a disruption within the school building, on school grounds or at school-sponsored events, field trips, and athletic events, will be given up to five detentions, an In School Suspension or Suspension based upon the circumstance and the student's overall discipline record.

25.9. Appropriate School Dress and General Appearance

1. LIS administration considers the school an educational institution in an environment of diverse beliefs and cultural practices. Students should therefore always dress appropriately i.e. **a.** Dress neatly (No ripped or torn clothes)
 - b.** Not wear jewelry or clothing
 - c.** Never walk barefoot in the school compound (Including sports fields).
 - d.** Students are not permitted to grow hair or keep long nails. The school authority reserves the right to ask a student to trim hair and nails.

25.10. Activities off the School Compound



Students who engage in unlawful activities or acts of intimidation or physical violence off the school compound may be held responsible under school disciplinary guidelines.

25.11. Possession of Unauthorized Items

The following items are prohibited in the school compound, at school-sponsored activities on/off the school compound or while on board the school bus.

1. Cigarettes / matches / lighters.
2. Alcohol or narcotic substances.
3. Chewing gum.
4. Fireworks or any other dangerous products.
5. Weapons of any kind including any kind of knife.
6. Playing cards or any other games of chance.
7. Pornographic books or materials.

8. Toy weapons.
9. Personal stereo systems (Radio, Walkman, mp3 player etc.)
10. Mobile phones, jewelry, golden bracelets, golden rings, wrist bands etc.

Any other item considered by the school administration as likely to interfere with the running of the school or negatively affect education.

These items will be confiscated from students. Any student caught with any of the forbidden items will be disciplined accordingly.

25.12. Fighting

1. No fighting will be tolerated in the building, on the school grounds, or at school-sponsored activities. Students participating in a fight, regardless of who initiates the altercation, will be

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suspended for a minimum of three (3) days. Students who have demonstrated a history of fighting will be subject to up to ten (10) days.

2. Students should note that the definition of fighting or assault may include not only harmful or offensive contact but also threatening such contact. A parent/ student re-entry meeting to school is mandatory for each student involved in the fight.
3. Students will be encouraged to participate in the Guidance Peer Mediation Program upon return to school to develop an understanding of what caused the physical altercation and to agree upon proactive measures to avoid future conflicts.

25.13. Forgery

A student using a forged attendance note, corridor pass, or progress report and any class or school document will be given up to 5 detentions for the first violation. Additional violations will result in suspension(s) depending on the student's overall discipline record.

25.14. Gambling

Gambling and games of chance are not permitted on the school campus. Violation will result in the assignment of detention(s) and confiscation of cards, games, or electronic devices.

25.15. Stealing

Stealing personal property or school property will result in a minimum of three (3) days suspension. Students are expected to make full restitution. A parent/student re-entry meeting to school is mandatory if one steals personal or school property.

25.16. Vandalism

1. It is the responsibility of every member of the school community to report any acts of vandalism which (s)he witnesses.
2. Malicious destruction and defacing of any school, staff or other student's property or equipment will not be tolerated. Students who willfully damage or destroy personal or school property will be held financially responsible for repairs and/or replacement.
3. A suspension of up to ten (10) days may be imposed depending on the circumstances of the vandalism.
4. A parent/student re-entry meeting to school is mandatory if one willfully damages or destroys personal or school property.

25.17. Weapons/Dangerous Objects

1. Possession of any kind of weapon or object, including but not limited to, a gun or knife, which has the potential for causing bodily harm is strictly forbidden in the school building, on school grounds, on school buses or at any school-sponsored activity.
2. If a student is observed in possession of any type of weapon, simulated weapon or dangerous object, these items will be confiscated, and immediate parental and police notification will follow. 3. A student in possession will be suspended for a minimum of ten (10) school days and may be subject to indefinite suspension from the school by the discipline committee.
4. A parent/student re-entry meeting to school is required if the student is suspended.

25.18. Unacceptable Behaviors

The following list shows types of behavior considered unacceptable for students.

1. Dangerous behavior causing immediate or future injury to either the perpetrator of the act or to another person.

2. Fighting
3. Alcohol & narcotics
4. Theft
5. Smoking
6. Intimidating others
7. Gambling
8. Cheating
9. Discriminative attitudes or behaviors

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10. Destroying school property
11. Use of foul language
12. Bad timekeeping
13. Chewing gum/spitting
14. Forging any school document
15. Humiliating and belittling others

26. LOCKER POLICY

1. Students should not assume a legitimate expectation of privacy within their lockers. Lockers remain the property of the LIS and are subject to search by school officials at any time. These searches may be conducted without warning.
2. If school administrators have a reasonable suspicion that a student is in possession of weapons, controlled substances and other contraband and/or prohibited items that student and his/her personal belongings, may be subject to a search.
3. The search can include the student's clothing, locker, personal belongings and automobile if the vehicle is parked on campus.
4. The search is justified whenever there is reasonable suspicion to suspect that the search will uncover evidence of a school rule that has been violated.
5. Students should be conscious of locking up any valuables or keeping them in their possession to prevent theft of personal belongings. The school is not responsible for any items taken from lockers.
6. If a student has trouble with a locker or the combination is locked inside, the student may make a report to the reception desk, and a custodian will assist.

27. SEARCHES

27.1. Philosophy

The LIS recognizes that substance abuse, the harmful use of drugs and alcohol, the possession of objects or materials considered unsafe, and the problems associated with these are becoming increasingly commonplace in our society. We recognize that a student's involvement can lead to the illness of chemical dependency and alcoholism or may be harmful to themselves or other students. We support prevention, early intervention, and appropriate referral. We will be involved in disciplinary action when needed.

27.2. Authorized Personnel

Searches of a student or a student's personal belongings can be conducted by any administrators or the discipline committee or any teacher assigned by the school administration.

27.3. Dogs

Subject to the following conditions, the administrator may authorize the use of dogs to detect the odor of prohibited substances or items on school grounds. The administrator shall be present.

27.4. Inspection (Suspicion less Searches)

School property, such as lockers and desks, are jointly held by the school and the student. School authorities have the right to conduct a general inspection of all such property on a regular basis. During these inspections, items that are school property, such as textbooks and library materials may be collected. Students have no expectation of privacy in such locations. All vehicles on school property are subject to general inspection (suspicion less searches).

27.5. Personal Searches

When a pat-down search of a pupil's person is conducted, the person conducting the search shall be the same sex as the pupil. A witness of the same sex as the student shall be present during the search. Reasons for a student search in front of others or the opposite sex would include staff/officer safety and/or exigent circumstances.

27.6. Search at the Campus Gate

Students are subject to search at the school gate every day as they are reporting to school. The search will be done by security guards and boarding watchmen. Students should cooperate and allow the personnel to search their

bags. Any defiance may attract disciplinary action.

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27.7. Reasonable Suspicion

The concept of "reasonable suspicion" allows student searches by school officials if the officials have information that leads them to believe that a student has broken the law or school policy and that the search will yield evidence of a violation. A desk, locker, vehicle, phone, or person may be searched if reasonable suspicion exists to believe that evidence of a violation of the law or a school policy is contained therein.

28. MOBILE PHONES AND OTHER ELECTRONIC GADGETS

Children are not permitted to bring mobile telephones to school. A child found in possession or in use of a phone will have it confiscated.



This policy sets out the school's framework for determining what is 'acceptable' and 'unacceptable' use of mobile technology by student's while they are at school.

The purpose of this policy is to prevent the unacceptable use of mobile phones, camera-phones and mp3 players by students, and thereby to protect the school's staff and students from undesirable materials, filming, intimidation or harassment.

Note: For the purposes of this policy, all references to 'mobile phones' should be taken to include camera phones and mp3 players, even those who do not incorporate communications technology.

It is recognised that these documents must be reviewed and regularly revised in response to developments on technology.

28.1. The Policy:

1. The school strongly advises that mobile phones should not be brought into school at all. Students have no legitimate need to use a mobile phone at all during the school day.
2. The school accepts that there may be particular circumstances in which a parent wishes their child to have a mobile phone for their journey to and from school.
3. Where a mobile phone is brought into school, it is entirely at the student's & parents' own risk. The school accepts no responsibility for the loss, theft or damage of any phone, mp3 player or other mobile device brought into school.
4. Mobile phones which are brought into the school must be turned off (not placed on silent) and stored out of sight immediately the student arrives at the school gate. They must remain turned off and out of sight until the student has left the school site at the end of their day.
5. If a mobile phone is seen by a member of staff, that member of staff will be required to confiscate it immediately. The member of staff will take it straight to an Administrator's Office for safe storage, or store it in a locked, safe area and take it to the principal's office at the earliest opportunity, clearly communicating to the principal the name of the pupil.
6. When a mobile phone is confiscated, the matter will be recorded on the child's behavior log so that the consequence given by the staff is fair and consistent.
7. On the occasion on which a student's phone is confiscated, only his/her registered parent/guardian will be able to collect it from the Administrator's Office on the last day of the respective term.
8. If a mobile phone is found during an inspection, the same procedures stated above will be followed. 9. Any student who refuses to hand over a mobile phone when requested to do so will be removed from their lesson by a member of the Senior Leadership Team, and the refusal will be treated as a disciplinary matter.
10. It is forbidden to record photographic images (still or video) or sound recordings of staff or students at any time without their explicit permission.
11. Any student caught filming another person (and/or uploading images or video onto the Internet) will have their phone confiscated. It will be treated as a disciplinary matter, and their parents will usually be informed. If the action is repeated, flagrant or of a severe nature, the case will be treated as a serious disciplinary issue. In such circumstances, the child's parents will be informed, and the Senior Management Team (SMT) may be notified.

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12. The school reserves the right to search the content of a confiscated device where there is a reasonable suspicion that it may contain undesirable material, including those which promote pornography, violence or bullying.
13. The PE changing rooms are locked once students have left to go to their activity and re-opened when they

return. Students are responsible for supervising their own belongings during the time in the changing facilities. Students and parents should be aware that mobile devices are particularly vulnerable to being stolen in changing rooms. Hence the School's advice in point 1 above that mobile phones should not be brought into school at all, but especially on a PE day.

14. Where parents or students need to contact each other during the school day, they should do so only through the school's telephone system (via Reception, class teacher or Dean of Students) and not via student mobile phones.
15. Beside mobile phones, loudspeakers are not allowed to be brought in school under any circumstances. In case a student found with the device similar procedure mentioned above will be followed.

29. SPORTS AND EXTRACURRICULAR PROGRAMS

29.1. Code of Conduct

1. LIS offers sports and co-curricular activities after school for students. Extracurricular or co-curricular activities are supplements to the regular instructional programs and afford students opportunities for enrichment. **Participation in extracurricular and co-curricular activities is a privilege, not a right.** As representatives of their school, students participating in such activities are expected to meet high standards of behavior. Students who accept a position or place in a co-curricular activity are making a commitment to the school and to their teammates.
2. *Students should not register for two or more co-curricular activities which have overlapping schedules.*
3. We intend to provide each student with a chance to develop an area of interest and to enhance their experience of school life overall. The primary objective of Extra Curricular Activities is to develop leadership abilities, interpersonal relationships, and sense of responsibility, cooperation and generosity among the students, personal discipline, and selfless collaboration for the greater good of the community. It also aims to discover the special talents and potentials of the students.
4. In addition to the school clubs offered, LIS is also active in different local and international competitions, not only in sports and music but in chess, math, and science as well. 5. All students are wholeheartedly encouraged to take the opportunity of beginning or pursuing an interest that lies outside the academic life of the school. Extra-Curricular Activities provide students with the chance to expand their horizons, and good universities throughout the world are always seeking students who have a breadth of experience.

LIS does not offer only lessons but also some other activities to make students relaxed and motivated for the lessons.

They are:

1. Clubs (Jazz club, Mind Games club, sport clubs, Digital Art club, Cuisine club, Robotics, Cinema club, Model United Nations, President's Award Club etc....)
2. Going to the Museums
3. Excursions to popular places in Kenya.
4. Picnics
5. Journey to other Countries
6. Summer Schools in UK or USA
7. Taking part in national and international project Olympiads.

29.2. Restrictions on Co-Curricular Participation

The school reserves the right to limit individual student participation in co curricular activities based on academic or behavioral concerns.

29.3. Trips/Picnics

1. Trips and Picnics are organized by the school and there may be charges depending on the distance of the expedition and the activities likely to be carried out on the trip.
2. All school discipline rules and regulations are applicable during the trips/picnics, unless otherwise stated.

30. PUBLICATION AND NEWS MEDIA-OPT-OUT FORM

- 30.1. The LIS policy allows the release of the names and images of its students to promote school programs and events. Examples would include local or national television stories on school events, videos and print materials produced by school staff, and photographs in print publications. In order to ensure that such videos or publications are appropriate, approval of school-level administration is required prior to the program or publication being produced.
- 30.2. If you would prefer that your child, not be shown in promotional materials, please fill out the *media-opt-out form* in the appendix section at the end of the handbook and turn it into your school office prior to the start of the second week of school. This form will be kept on file to ensure that your child is not included in any promotional materials produced at his or her school. If you have more than one child in the school, please include each of the students' names on the form.

31. CAREERS AND UNIVERSITY GUIDANCE

The LIS offers all students the support of a Careers & University Guidance Counsellor. The role of the Counsellor is to ensure that students have the necessary skills to make the right choices regarding their future.

Parents are asked to support their children by:

- Being open and honest about financial constraints that might affect further education choices. •
- Being open to their child's decisions and discussing it to better understand their choices. • Visiting the universities being considered (if possible) to aid decision making.
- Finding out the facts about university applications and related topics through research and visiting the Careers Counsellor.
- Ensuring that all the application requirements of any chosen university are checked thoroughly. •
- Visiting the Career Counsellor twice in a year (if possible).

31.1. MAPP Career Assessment.

1. MAPP is a fully integrated computer-aided assessment system that measures an individual's potential and motivation for given areas of work, and describes their temperament, aptitude, vocational interests and learning style preferences. The MAPP technology classifies, codes and identifies every kind of job and every type of person. Students in Year 9 and above classes take MAPP Assessment to assist them in subject selection and career planning.
2. Over 8 million people have completed the assessment worldwide. It clarifies students' potential aptitudes and abilities as well as offering potential career suggestions and has proved to be very helpful and popular. Students and parents are encouraged to make an appointment to see the counsellor at any time. Things commonly discussed include subject selections, university course guidance, university choices, options and applications to university, including personal statements, letters of recommendation, required documentation, and references.

31.2. SAT Courses and US Universities Application Process

Students are selected in year 11 for this program by Respective Teachers and Career Counsellor. Selected students will have 3 years study plan to go to top universities in the world. In this program, we prepare our students for Ivy League universities which are top universities in the world. To achieve this, we provide;

- SAT exam preparation,
- Essay writing guides
- Personal statement writing guides
- Work experience opportunities in different job areas
- Volunteer community service opportunities
- Encouragement for sports and art activities
- A chance to have online seminars from Ivy League Universities students.

32. HOUSES

1. Every student at LIS belongs to one of its four houses:
Kifaru – Green, Simba – Red, Chui – Yellow, Nyati – Blue
2. These houses have two main functions. On the one hand, they represent four separate groups which compete against one another in events such as Fun Day, the annual house quiz and so on. Of course, this is all done in good spirit, and the chief purpose of the house system in this sense is to create intra-school challenges and competition.
3. They also have another equally important role to play. Each house has a special responsibility to form links with the community at large. They might, for instance, put together an assembly to which they invite visiting speakers or groups of outside contributors. They also organize fundraising events to raise money for charity. In effect, this is one area of school life in which the specific aim is to look

outside our immediate environment and to see what we can learn about or contribute to the lives of others.

33. STUDENT COUNCIL (SC)

The SC links students from all Years to foster teamwork and leadership opportunities now and for the future, working together to improve LIS. The SC is led by students for students and is an active and forward-looking organization. It is the voice of the students but offers solutions, not just complaints. SC members are appointed by the school administration based on the evaluation of the teachers. The SC meetings are chaired by the Head Students. Dean of students attend the meetings as non-voting advisors. The SC meets fortnightly.

The details of running of SC is explained in SC Constitution

34. GENERAL INFORMATION

34.1. Students' Guests

1. Students are not allowed to entertain any guests without permission from the school authority 2. Permission for visits can be obtained on weekdays (4 pm to 5 pm) from the administration.

34.2. Telephone Use

1. Students may use the school telephone at no charge if the call involves official school business.

34.3. Use of school facilities

1. On a typical school day, school facilities are only for the regular school program.

34.4. Basketball and Football Fields Regulations

1. Basketball and Football fields are used only at designated times.
2. Students should wear sports suits and proper shoes.
3. Playing barefoot is strictly prohibited.
4. The school administration regulates the use of the sports fields.

35. COMPLAINT PROCEDURES

35.1. For Students:

When there are issues/problems between a parent or student and an employee, every effort should be made to solve the problem at the lowest level. Parents and/or students should first bring the matter to the class teacher for resolution. If the matter is not resolved, a conference with a deputy principal or coordinator may be requested. If the matter is not resolved with the deputy principal or coordinator, a conference with the head teacher may be requested.

35.2. For Parents/Guardian:

The school has a complaints policy in order to help deal promptly and effectively with concerns raised by parents. The policy and procedure aim to reassure parents and others with interest in the school that:

1. Any complaint against the school will be dealt with in a fair, open and responsive way, with the aim of achieving a speedy and satisfactory resolution; and

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2. The school recognizes that a willingness to listen to questions and criticism and to respond positively can lead to improvements in school practices and provision for pupils.

35.3. Scope of the Policy

1. Complainants may be anyone, e.g. parents, guardians, grandparents, neighbors of the school or anyone with an interest in the work of the school. However, it is expected that it will be mainly parents or guardians who will make use of this procedure. The term 'parent' is therefore used throughout the procedure as a generic term, but the procedure also applies in relation to any other type of complainant.
2. Complaints may be made by telephone, e-mail, School Information System (COOLSIS), in person or be written.
3. A complaint is defined as a clear statement of dissatisfaction about any specified aspect of the school's work. This procedure deals with specified day-to-day complaints against the management and/or operation of the school.

35.4. General

1. Records of all conversations and meetings with parents to resolve formal complaints will be kept. 2. The principal keeps a file of hard copies of Formal School Complaint Forms.
3. There may be rare occasions when, despite all the stages of the procedure having been followed, a parent remains dissatisfied. If the parent seeks to re-open the same issue, the school reserves the right to inform him/her in writing that the procedure has been exhausted and the matter is closed.

35.5. Informal Stage

1. On occasions, a parent may raise a concern directly with school staff without any formality. At this stage, it may

be unclear whether the parent is making a complaint, seeking information or has misunderstood a situation. In any effect, the school aims to resolve the concern at this point speedily and effectively.

2. However, if the concern is not resolved immediately and a complaint is confirmed by the parent, the opportunity to discuss the matter with an appropriate member of staff will be given e.g. Deputy Head, Head of Department. In the case of a complaint against the Head Teacher or Deputy Head, this stage will always be heard directly by the Head Teacher.

35.6. Formal Stage

1. The member of staff will discuss the issue with the parent and those involved in school, with the aim of resolving the complaint as soon as possible. The parent will be informed of the outcome of the investigation and what action, if any, the school proposes to take.
2. If the informal process has been exhausted and no satisfactory solution has been found, the parent will be asked by the member of staff dealing with the complaint whether (s)he wishes the complaint to be considered formally at stage one of this procedure.
3. If wishing to proceed with the complaint, the parent will be invited to put the complaint in writing to the Head Teacher using the Formal School Complaint Form available from the School Office. The form should be sent to the Head Teacher within ten school days.

36. STUDENT WELFARE AND SAFETY

36.1. Nurse

LIS employs a full-time nurse. She is on hand in case of medical emergencies.

36.2. Medical Information

Parents are expected to submit an up-to-date medical form, which will be sent out at the start of the year. This information is kept in a confidential file.

36.3. Allergies

If your child has any allergies or suffers from any particular condition such as asthma, please ensure you contact the class teacher and school nurse and discuss it with them directly. This information should also be submitted on the school medical form.

36.4. Medication

Children should not be in possession of any kind of medication either in school or on a school trip. Medication is not administered to students without written consent and instructions from the parents.

Any medicine coming into the school must also be clearly labeled with the child's name and prescribed dosage; no responsibility can be accepted if a dose is missed.

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36.5. Illness

Pupils who are sick should not be sent to school. The best place for them to recover is at home. Sick children also risk infecting other healthy children.

Examples of this would be if a child has been vomiting in the last 12 hours, has diarrhea, a fever or a contagious illness. In the case of communicable diseases, the school should be notified immediately, so that other parents can be informed.

Further examples for keeping a child at home would be;

1. Temperature of 38°C or above
2. Nausea, vomiting or severe abdominal pain
3. Drowsiness
4. Acute cold, sore throat and persistent cough
5. Red or inflamed discharging eyes
6. Acute skin rashes
7. Suspected scabies or impetigo
8. Swollen glands around the jaws, ears or neck
9. Earache
10. Head Lice
11. Other symptoms are suggestive of acute illness.

36.6. First-Aid and Accident Procedures

The health and safety of each child are of paramount importance to the school.

However, occasionally accidents may occur, or children may fall ill during the school day. The school will administer whatever first aid measures seem necessary if a child is sick or injured at school. If necessary, the school will telephone the parents.

37. LIS INFORMATION SYSTEM (COOL SIS)

COOLSIS provides internet accessible software applications to schools. COOLSIS leverages technology to ease reporting weight, open up lines of communication and simplify internal processes, such as scheduling and grading.

COOLSIS Student/Parent web pages increase school/home collaboration; provide parents with anytime, anywhere access to student progress; and enable students to take more accountability for their own learning and overall academic performance.

Figure 3. COOLSIS Mobile Application

37.1. COOLSIS Modules:

1. Parent & Student Web Access: Parents and students get access to view all up-to-date grades, assignments,

schedule, behavior incidents & scores, attendance, calendar, communication log (parents only), applications (parents only), checklist (parents only) courses, course/club choices, transcript, reports, and school contact info.

2. Mobile Application: With the Mobile Application parents and students have access to most of the same live information from Web Access. Check educational information from anywhere, 24/7 using any smartphone.
3. Online Inquiry: Schools can set up a link on their website to receive inquiries from interested parents. Each inquiry automatically starts an application that can be seen by your school's office manager.
4. Reports: All reports on COOLSIS are easy to read and provide useful organization of data to be analyzed by users. COOLSIS has predefined reports for each module and can make custom reports through each user's window.

38. STUDENT BEHAVIOR, DISCIPLINE, AND RELATED MATTERS

38.1. Disciplinary Procedures

The school intends to nurture and educate students to make thoughtful decisions, and also comprehend possible consequences of their actions. Continual or deliberate patterns of inappropriate behavior or actions that endanger an individual or the greater student population need to be handled appropriately, with an approach meant to educate the student and provide all students with a safe, uninterrupted learning environment.

Behaving responsibly is more valued than behaving obediently; therefore, it is our goal to develop the essential motivation in students to become self-disciplined and to take personal responsibility for their actions instead of relying upon extrinsic rewards and punishments. Good behavior is related to reasonable rules, a consistent process of responsibility training, cooperation with parents and outstanding teaching.

38.2. Violations of School Rules and Regulations

1. All students are required to observe school rules and regulations mentioned in this book keenly. Breaches of behavior guidelines, rules and regulations may subject the student to disciplinary measures.
2. Violations of the Student Behavior Guidelines are grouped into three classes; minor, intermediate, and major.
3. Class-I offenses will generally be dealt with through in-school disciplinary actions. Class-II offenses will usually require more severe disciplinary actions, such as suspension. Class-III offenses are of an extremely serious nature and generally, will warrant a recommendation for a

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Suspension or Indefinite Suspension. It is important to note that repeated violations or special circumstances may warrant a recommendation from the principal for more severe disciplinary action up to and including Indefinite Suspension.

38.3. Disciplinary committee

The Disciplinary Committee is responsible for handling and investigating the cases, making decisions and executing penalties.

38.4. Procedure for a Disciplinary Action

1. **Lodge:** Any member of the LIS Community can register a complaint on school information system COOLSIS or an appeal in writing and submit it to the Principal, and to the members of the Disciplinary Committee.
2. **Defence:** Involved students are asked to submit their defences. Evidence is also collected from witnesses if necessary
3. **Evaluation:** The Discipline Master evaluates the complaints and defences and either resolves to discuss it with the class teacher, Dean of students, the student(s) or send it directly to the Discipline Committee.
4. **Meeting:** The Discipline Committee assembles to discuss the issue and evaluates the evidence. Involved people, the class teacher and witnesses are summoned to discuss or give evidence.
5. **Verdict:** If substantial evidence is collected, the case is concluded by the committee members' votes. The verdict is given by taking into account the student's general attitude and discipline record. Special consideration can be made by the Committee. In its deeds, the Discipline Committee is independent and not responsible to any third parties but the principal.
6. **Execution:** Punishments can only be given by a supervisor, teacher, boarding master, and the Discipline Committee.

38.5. Types of Disciplinary Measures

1. **COUNSELLING SESSIONS:** Verbal reprimand is given. The student is warned verbally to desist from his actions. He is also informed on the implications of his action(s).
2. **CONFERENCES:** Verbal reprimand is given by a number of persons in a meeting which may include the student, the parent, class teacher, Dean of students, Deputy Headmaster.
3. **LOSS OF BEHAVIOR POINTS:** Each and every behavioral incident and its consequences will be recorded on the school information system COOLSIS. Having below specific points may lead to severe consequences.
4. **LOSS OF PRIVILEGES:** Depending on the severity of the case, the student(s) can be barred from club activities, sports activities, tournaments, educational trips, swimming and other extracurricular

activities.

5. ASSIGNMENT OF SPECIAL TASKS: Range of social services imposed on a student(s) include, but are not limited to, collecting litter, peeling potatoes, cleaning toilets; doing office work assigned by any staff member. (In offices, reception, gate, and library)

6. WARNING LETTER: The parent is informed about the indiscipline and the action taken, if any. **7.**

CONDEMNATION LETTER: The implication of this letter is that any further serious offence committed by the student warrants at least a suspension. Parent(s) may be summoned for a meeting.

8. DETENTION: Detention can be administered by the Boarding Master, Subject Teacher or the Discipline Committee for any reason deemed as interfering with the education process or noncompliance of school rules. Students may be detained for engaging in the following types of behavior: tardiness, absence from class without permission, failure to be prepared for class and other matters of this nature. Detention hours are determined by the school administration and may be extended to after class hours and Saturday. All school rules apply to detention. A student cannot be late or disruptive for detentions and must be busy with schoolwork during the entire detention period. Students are expected to arrive in the detention room on time, carry and work on assignments. It is the student's responsibility to remember the detention obligations. If student skips two consecutive detention sessions or chooses not to follow the rules of detention, he may be suspended.

9. SUSPENSION: Suspension is of two types and can take up to two weeks.

a. **Suspension from Hostels:** (for a boarding student) It is an exclusion from hostels for a specific period of time after which, the student has a right to return. During suspension, a

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student will attend school as a day scholar. The student and his parents are expected to meet with a school administrator prior to the student's return to the hostels with an undertaking that the student would henceforth be of good character.

b. **Suspension from School:** It is an exclusion from school for a specific period of time after which, the student has a right to return. During the suspension, a student may not be in the school premises and is ineligible to participate in any school-related activities including athletic activities. The student and his parents are expected to meet with a school administrator prior to the student's return to class and sign an undertaking that the student would henceforth be of good character in attitude and in learning.

10. INDEFINITE SUSPENSION: Indefinite suspension is of two types, namely

a. **Indefinite Suspension from Hostels:** (for a boarding student) It is the exclusion from hostels for an indefinite period. A student attends school from home.

b. **Indefinite Suspension from School:** It is the exclusion from school indefinitely.

It should be noted that it is a student's responsibility to report any indiscipline case that he witnesses to help the administration in ensuring a peaceful and safe atmosphere for everybody in the school compound.

38.6. Behavior Points System

In case of any good behavior or misconduct students' points are increased by addition of points or decreased by deduction of points respectively. Students who reach some certain positive points may be rewarded or s/he may be punished in case of having dropped to some low points as shown below. **We strongly advise that as a parent/guardian/sponsor know that it is your responsibility to check on COOLSIS regularly the status of your child and if possible give feedback to the school.** Also, we expect you to either guide, encourage, motivate or congratulate your child to enable us to meet our intended goal.

LIS reserves all the rights of making amendments in the school's discipline policy with or without informing parents/guardians/students.

See the tables on the following page for details.

CONSEQUENCES / REWARDS		
NO	Name	Points
1	Indefinite suspension	-200
2	Out of School Suspension 5 days	-50
3	Out of Boarding Suspension 5 days	-50
4	Out of School Suspension 2 days	-25
5	2 day suspension & pay for the value of the item stolen	-25
6	Saturday School Detention 2 Days	-20
7	Out of School Suspension 1 Day	-15
8	After School Detention 2 Days	-15
9	Saturday School Detention 1 Day	-15
10	After School Detention 1 Day	-10
11	Warning Letter	-10
12	Severe Warning	-7
13	Confiscated till end of term	-5
14	Rollover Saturday Detention 1 Day	-5
15	Verbal Warning	-3
16	Mild Warning	-1
17	Single Point	1
18	Nickel Point	3
19	Bronze Points	5
20	Silver Points	7
21	Outstanding Points	9
22	Appreciation Point	10
23	Gold Points	15
24	Platinum Points	20
25	Diamond Points	30
26	Sweet Points	35

27	Awesome Points	40
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POSITIVE ACTIONS

NO Name Default Reward

1	Appreciation	Appreciation Point
2	Attending career test interpretation	Nickel Point
3	Being a good example to the junior students	Bronze Points
4	Being careful about personal/environment's cleanliness & tidiness	Outstanding Points
5	Being diligent & hardworking in club activities	Bronze Points
6	Caring for Others	Silver Points
7	Classwork Champion	Outstanding Points
8	Community Service	Bronze Points
9	Contributed in Class	Silver Points
10	Controlling Emotions/Impulses	Silver Points
11	Dedication to Competitive Teams	Gold Points
12	Demonstrated High Responsibility	Gold Points
13	Excellent Class Performance	Outstanding Points
14	Excellent Test Score	Outstanding Points
15	Field Trip	Silver Points
16	Following and obeying school rules	Outstanding Points
17	Fully Prepared for Class	Outstanding Points
18	Good Sportsmanship	Silver Points
19	Good Team Leader	Silver Points
20	Hard Work and Super Effort	Appreciation Point
21	Helping to Keep School Clean	Appreciation Point
22	Homework Champion	Outstanding Points
23	Homework On Time	Nickel Point
24	Honest Behavior	Silver Points
25	In-School Activities	Nickel Point

26	Leaving beds tidy	Bronze Points
27	Neat Note Taker	Bronze Points
28	Out of school fun activities	Bronze Points
29	Out of town trip	Silver Points
30	Outstanding Class Participation/school activities/programs	Outstanding Points
31	Perfect After-School Club Attendance	Appreciation Point
32	Perfect Tutoring Attendance	Outstanding Points
33	Proper Conduct to Adults	Silver Points
34	Proper Conduct to Another Student	Outstanding Points
35	Represented School in a Competition	Gold Points
36	Represented School in a National Olympiad	Platinum Points
37	Represented School in an International Olympiad	Awesome Points
38	Represented School in an Olympiad	Sweet Points
39	Significant Academic Improvement	Diamond Points
40	Significant Behavioral Improvement	Diamond Points
41	Taking part in a study camp	Bronze Points
42	Terrific Reader (for SSR)	Appreciation Point
43	Very Good Helper	Outstanding Points

Table 5. Positive Actions

NEGATIVE ACTIONS		
	Name Default Consequence	
1	Alcohol-possession-sale	Out of School Suspension 5 days
2	Assault	Out of School Suspension 2 days
3	Being absent or skiving a lesson while in school	Verbal Warning
4	Being in the wrong place during class time ie: Lockers, walking in the corridor etc...	Mild Warning
5	Being late to prep.	Verbal Warning
6	Bullying-Disparaging/Hostile Behavior	Out of School Suspension 2 days

7	Causing or taking part in a fight	Out of School Suspension 2 days
8	Cheating on homework	Severe Warning
9	Chewing/Eating/Drinking during class	Verbal Warning
10	Classwork Not on Assigned Task	Verbal Warning
11	Classwork Not complete	Verbal Warning
12	Coming to prep class unprepared (like not bringing text, exercise book, pen...)	Verbal Warning
13	Coming to school unprepared i.e. not having text or exercise books, P.E kits...	Verbal Warning
14	Computer-Inappropriate use of computer equipment	Verbal Warning
15	Computer-Internet Violation	Out of School Suspension 2 days
16	Continuous Violation of the School Rules	Out of School Suspension 5 days
17	Damage of school property/vandalism and also payment for its replacement	Out of School Suspension 1 Day
18	Dangerous Weapon-Carrying/Using or Possession	Indefinite suspension
19	Defiance/Attempt to challenge/Challenge the headmaster, deputy or teachers	Severe Warning
20	Detention Not served/Did not show up	Out of School Suspension 1 Day
21	Dishonesty/Lying/	After School Detention 2 Days
22	Dishonesty-Academic/Cheating/Plagiarism	Saturday School Detention 2 Days
23	Disobedience/Not following direction	Severe Warning
24	Disobeying etiquette, use of vulgar language, slang	Warning Letter
25	Disorderly Conduct (Touching/Poking/Making physical jokes)	Severe Warning
26	Disrespecting school staff	Saturday School Detention 2 Days
27	Disruptive Behavior during class	Severe Warning
28	Disruptive-Habitual	Saturday School Detention 1 Day
29	Dress Code Violation-Uniform Infraction	Severe Warning
30	Drug Violation including possession, sale or influence	Indefinite suspension
31	Eating or drinking during prep time	Verbal Warning

32	Electronic Device Usage on Campus	Severe Warning
33	Electronic Device Usage, possession while in school	Confiscated till end of term
34	Encourage Fight	Saturday School Detention 2 Days

35 Entering the hostel late (after last entry time) Verbal Warning

36	Entering the hostel during restricted time	Verbal Warning
37	Excessive Make-Up	Verbal Warning
38	Failure to conform to instructions from boarding master, teacher on duty and/or supervisor	Out of Boarding Suspension 5 days
39	False Fire Alarm or playing with extinguisher	Severe Warning
40	Gossiping/Spreading Rumors	Severe Warning
41	Harassment - Racial	Out of School Suspension 2 days
42	Harassment - Sexual	Out of School Suspension 5 days
43	Homework Late	Mild Warning
44	Homework Not Complete	Verbal Warning
45	Homework-Failure to return consistently	Saturday School Detention 1 Day
46	Inappropriate Behavior towards Students	Severe Warning
47	Inappropriate Language Use	Severe Warning
48	Interrupting assembly/the queue in the dining/class	Verbal Warning
49	Keeping food and/or drinks in room. Eating and/or drinking in room	Verbal Warning
50	Keeping shoes, suitcases in the rooms	Verbal Warning
51	Leaving any property on the floor, on bed or on top of lockers	Verbal Warning
52	Leaving Assigned Location w/o Permission	Severe Warning
53	Leaving Bed Untidy	Verbal Warning
54	Leaving Classroom w/o Permission	After School Detention 2 Days
55	Leaving School ground w/p	Out of School Suspension 2 days
56	Leaving the Hostel Late	Verbal Warning

57	Leaving the Wardrobe Untidy	Verbal Warning
58	Leaving Trash Behind in Classroom/Cafeteria/Hallway/Hostel	Verbal Warning
59	Making noise after sleeping time in the hostel	Verbal Warning
60	Making noise in classes, rooms or dining hall (like shouting, howling...)	Verbal Warning
61	Miss-Attendance-Preps/Clubs/Tuition/remedial classes	Severe Warning
62	Not attending assembly	Mild Warning
63	Not attending career test interpretation	Verbal Warning
64	Not standing in line or disturbing the line while queuing for meals	Verbal Warning
65	Not studying during prep time (sleeping, reading novels...)	Verbal Warning
66	Out of classroom without permission during lesson time	Severe Warning
67	Playing forbidden games e.g cards e.t.c	Verbal Warning
68	Playing with any kind of ball in class or corridor	Verbal Warning
69	Profane to Adult	Saturday School Detention 2 Days
70	Public Display of Affection	Out of School Suspension 1 Day
71	Relocating the hostel properties without permission (desk, mattress, blanket etc...)	Verbal Warning
72	Reporting Late	Verbal Warning
73	Running/Horse-Playing in Classroom/Hallway	Verbal Warning
74	Sleeping in someone else's bed	Verbal Warning
75	Sleeping/Dozing off, chewing gum during class	Severe Warning

Staying in the hostel without permission at weekend (weekly boarders or **76** day scholars) Severe Warning

77	Stolen Property Possession	2-day suspension & pay for the value of the item stolen
78	Sustained Silent Reading (SSR) Infraction	Severe Warning
79	Tardiness-Unexcused/Excessive	Severe Warning
80	Threat to Staff Verbal/Written	Out of School Suspension 2 days
81	Threat to Student Verbal/ Written	Out of School Suspension 2 days

82	Throwing Things in Classroom/Gym/Cafeteria/Hallway	Verbal Warning
83	Tobacco Possession/Sale	Out of School Suspension 5 days
84	Truancy/Failure to Attend School	After School Detention 2 Days
85	Unacceptable Behavior during break, Lunch or games time	Verbal Warning
86	Use of electronic devices for prohibited purposes.	Severe Warning
87	Using others' properties without permission	Severe Warning
88	Violation of no-touch rule.	Verbal Warning
89	Wandering around the hostel after sleeping time	Severe Warning
90	Wearing make ups (lip stick, lip gloss, eye shadow, eye liner)	Verbal Warning
91	Writing on desks, notice boards and the walls.	Severe Warning

Table 6. Negative Actions

38.7. Inspections

The school administration reserves the right to carry out inspection at any given time in the following places but not limited to; classroom, student lockers, dormitory section, within the school compound, in the school bus when boarding or alighting, among others. Kindly be informed that we do not give notice to learners when the inspection will be carried out and we expect them to cooperate when called upon.

38.8. Students Lockers

We expect this to be a routine for the learners, that anytime we come to the end of term students' lockers either in the dormitory and classes should be left open and the items cleared completely from the locker. The school will remind students to clear their lockers before the school closure and we advise that you facilitate the process to avoid any inconvenience.

NB: We regret to inform you that any padlock left on the lockers either in the DORMITORY or CLASSES will be CUT and no claims should be made thereafter.

The school shall not be liable for any loss or damage whatsoever for any property or item left by the student.

38.9. Boys and Girls Relations

As much as the school management will not want to interfere with socializing of students, it is important to note that there is a limit that will not be acceptable whatsoever. We will not allow any physical contacts between a male and a female student; this includes actions like holding hands, kissing and hugging. Apart from these acts, the school management will not accept situations whereby boys and girls are isolated and alone in any designated place anywhere, i.e. in a classroom within the school compound or even in the school bus which is still considered as a school environment. Failure to comply with the above will lead to a more severe disciplinary action being taken by the school authorities.

38.10. Make-up

Any form of make ups and fancy hair dying among students shall not be allowed by the school management. This also includes jewelry i.e. personal ornaments, such as necklaces, rings, or bracelets.

MEDIA-OPT-OUT FORM

Please sign and return the attached form only if you **DO NOT** want your child to be photographed or filmed by the media outlets or other organizations for use in print, television, and film or Internet publications.

Dear Parent or Guardian,

There are times when our school may be featured in various media. News reporters, photographers and/or film crews from TV, radio stations, newspapers or magazines may wish to photograph and/ or film your child in relation to a story about our schools or students. Your child's name, grade may be included in the report. Classrooms might also participate in video-conferencing on the Internet.

Our school is also visited by community organizations or partners who are providing services to students. These organizations or partners may wish to photograph your child and may want to use the photograph and/ or your child's name and the name of the school in their publications and informational materials.

We will make every effort to honor your request. However, please be aware that there may be circumstances when your child may be photographed or filmed beyond our control. Please discuss your wishes with your child so that s/ he knows if you do not want your child to be photographed or filmed.

PLEASE SIGN AND RETURN TO SCHOOL'S ADMISSION OFFICE only if you do not want your child to be photographed or filmed.

I DO NOT want my child to be photographed or filmed by members of the media, organizations or agencies at school, for use in print or Internet publications, documentaries, films or video, to the extent that the school can prevent such contact.

Child's Name: _____

Name of Parent/Guardian: _____ Telephone _____

Number: _____ Parent signature: _____

_____ Date _____

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HANDBOOK ACKNOWLEDGEMENT FORM

Dear Parent(s) and Student(s),

Please review this edition of the Light International School Parent-Student Handbook carefully, and sign below. This form must be completed in order to allow your son/daughter to attend classes at Light International School. A copy of the form will be included in the student's file.

My son/daughter and I have read the entire contents of the Parent/Student Handbook, including the school's policy on alcohol and drugs, and agree to abide by the rules, regulations, and policies of Light International School. Further, it is our understanding that my son/daughter and I place at risk his/her attendance at LIS if s/he does not abide by the spirit of the guidelines and policies.

1. Mother/Father/Guardian _____

Date ____ / ____ / 20 ____

Signature _____

Contact Number,

2. Child _____ Dat

e ____ / ____ / 20 ____

Signature _____

Equal Opportunity Statement

Light International School prohibits discrimination in matters affecting employment or in providing access to services on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, sexual orientation, genetic information, gender identity, or disability.

For more information, contact;
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