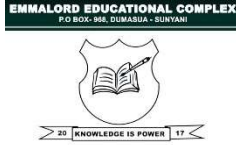


# EMMALORD EDUCATIONAL COMPLEX



## Student Handbook 20242025

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## **Introduction**

Welcome to Emmalord Educational Complex. This handbook is designed to provide students and parents with important information about our school policies, procedures, and expectations. We encourage all members of our school community to familiarize themselves with this document to ensure a successful and productive academic year.

## **School Policies**

### **Attendance**

Regular attendance is crucial for academic success. Students are expected to attend all classes unless they have a valid excuse, such as illness or family emergencies. Parents or guardians should notify the school office by 8:00 AM on the day of absence, providing a reason for the student's absence. This can be done via phone, email, or through the school's online portal, if available.

Excessive absences, even with valid excuses, may impact the student's ability to keep up with the coursework and participate in class activities, which are vital for a comprehensive understanding of the subject matter. The school may require documentation for absences due to medical reasons if they exceed a certain number of days consecutively or cumulatively throughout the school year.

Unexcused absences, where no valid reason is provided, will be treated more strictly. These may result in academic penalties, such as lower grades on assignments or tests missed during the absence and may also lead to disciplinary actions in accordance with the school's attendance policy.

In cases of extended absences due to illness or other significant reasons, parents are encouraged to communicate with the school as early as possible to arrange for makeup work or alternative learning options. The school is committed to supporting students in maintaining their academic progress and will work with families to accommodate special circumstances.

It is also important for students to be punctual. Late arrivals disrupt the class and can cause the student to miss important instructional time. Repeated tardiness will be addressed in a manner similar to absences.

The school recognizes the importance of attendance for academic success and personal growth. We encourage students and parents to view regular attendance as a commitment to learning and community participation.

## **Dress Code**

Students are required to wear the official school uniform on all school days. Proper grooming is always expected. Jewelries or makeups are not permitted. Additionally, students should ensure that their uniforms are clean, well pressed, and in good condition. Any form of clothing alteration that deviates from the official uniform standard is not allowed. The school reserves the right to send students home to change if they are deemed to be in violation of the dress code. This policy is in place to ensure a focused and respectful learning environment for all students.

## **Code of Conduct**

Students are expected to behave respectfully towards staff, fellow students, and school property. This includes following classroom rules, using appropriate language, and refraining from disruptive behavior. Respect for the learning environment is paramount; therefore, students must also ensure that their actions do not interfere with the education of others. This includes maintaining silence in the hallways during class times, keeping the school premises clean, and respecting school property and the belongings of others. Violations of the code of conduct may result in disciplinary action, which could include detention, suspension, or expulsion, depending on the severity of the offense. The school is committed to fostering a safe and respectful community where all members can thrive.

**Note:** Students who witness or experience any form of harassment, bullying, or discrimination should report it to a trusted staff member or the school counselor. The school has a zero-tolerance policy for such behavior and will take appropriate measures to address it.

## **Academic Integrity**

Cheating, plagiarism, and other forms of academic dishonesty are strictly prohibited. Violations may result in disciplinary action and academic penalties. Students are expected to submit original work and give proper credit to sources whenever external information is used. This includes acknowledging all forms of assistance received in completing any

assignment or project. The school's commitment to academic integrity extends to all aspects of the educational process, encompassing not only written work but also oral presentations and examinations.

Any attempt to gain unfair advantage over others, such as stealing examination questions, using unauthorized materials during tests, or tampering with graded work, will be considered a serious breach of academic integrity. The school takes these matters seriously, and consequences may include failing the assignment or course, a notation on the student's academic record, or more severe disciplinary measures.

The school believes that fostering a culture of integrity is essential to the development of a respectful and competitive academic community. Students are encouraged to uphold these values and contribute positively to the academic environment.

## **Bullying and Harassment**

Emmalord Educational Complex has a zero-tolerance policy for bullying and harassment. Any incidents should be reported immediately to a teacher or administrator. This policy encompasses all forms of bullying and harassment, including physical, verbal, and psychological. The school is committed to providing a safe and inclusive environment for all students, free from intimidation, fear, and victimization.

Students found to be engaging in bullying or harassment will face strict disciplinary action, which may include counseling, suspension, or expulsion, depending on the severity and frequency of the incidents. The school also provides support and resources for victims of bullying and harassment, ensuring they receive the necessary care and attention.

Preventative education and awareness programs are regularly conducted to inform students about the harmful effects of bullying and the importance of respecting others. Students are encouraged to stand up against bullying, support their peers, and promote a culture of kindness and respect.

The school also emphasizes the importance of digital citizenship, educating students on the responsible use of social media and the internet to prevent cyberbullying. Parents and guardians are encouraged to collaborate with the school in monitoring and guiding their children's online activities.

Emmalord Educational Complex believes that a united effort from students, staff, and parents is essential in eradicating bullying and harassment, ensuring a safe and nurturing educational environment for everyone.

## **Discipline**

Disciplinary actions may include warnings, detentions, suspensions, or expulsion, depending on the severity and frequency of infractions. The school adopts a progressive discipline approach, aiming to educate students on the consequences of their actions and to foster a sense of responsibility. Minor infractions typically result in warnings or detentions, allowing students an opportunity to reflect on their behavior and understand the importance of adhering to school policies.

For repeated or severe violations, such as acts of violence, bullying, or academic dishonesty, the school may impose more serious consequences, including suspension or expulsion. These measures are considered as last resorts and are implemented to protect the school community and maintain a safe and conducive learning environment.

The disciplinary process involves a thorough investigation of the incident, ensuring that all parties involved have an opportunity to be heard. Parents or guardians are notified of any disciplinary actions and are encouraged to work with the school to address and correct the student's behavior.

In addition to punitive measures, the school also focuses on restorative practices that aim to repair harm and rebuild relationships. This may include mediation sessions, counseling, or community service projects, helping students learn from their mistakes and contribute positively to the school community.

The school's discipline policy is designed to be fair, transparent, and consistent, ensuring that all students are aware of the expectations and the consequences of not meeting them. By promoting a culture of respect, responsibility, and accountability, the school strives to prepare students for successful and ethical participation in society.

## Academic Information

### Grading System

Our grading scale for the primary or basic school is as follows:

A: 90 - 100%

B: 80 - 89%

C: 70 - 79%

D: 60 - 69%

F: Below 60%

**1. Understanding Grades:** Grades are a reflection of the student's understanding and mastery of the subject matter. They are used to provide feedback to students and parents about the student's progress and areas that may need improvement.

**2. Report Cards:** Report cards are issued at the end of each term to summarize the student's performance across all subjects. They are an important tool for parent teacher communication regarding a student's academic progress.

**3. Parent Teacher Meetings:** Scheduled conferences after the release of report cards allow parents and teachers to discuss the student's academic performance and strategies for improvement or enrichment.

**4. Homework and Class Participation:** Grades may also reflect the student's effort in terms of homework completion and class participation. These aspects are crucial for reinforcing learning and ensuring students engage actively with the material.

**5. Extra Credit:** Opportunities for extra credit may be provided to encourage students to explore the subject matter more deeply or make up for missed points. However, these opportunities should not replace regular assignment completion and exam preparation.

**6. Support for Struggling Students:** Students who are struggling academically will be offered support through tutoring, extra classes sessions, or modifications to their coursework. The goal is to ensure every student has the opportunity to succeed.

**7. Promotion Criteria:** Promotion to the next grade level is based on the student meeting the academic standards set forth by the school, including achieving passing grades in core subjects.

The grading system and policies are designed to support a positive learning environment that encourages student achievement and growth. By working together, students, parents, and teachers can ensure that every child reaches their full potential.

## Homework and Assignments

Homework is an integral part of the learning process at our primary or J.H.S school. Students are expected to complete all assignments on time. Late work may be penalized. The purpose of homework is to reinforce concepts learned in class, build study habits, and develop time management skills.

**1. Assignment Instructions:** Clear instructions and due dates will be provided for all assignments. Students are encouraged to ask questions if they do not understand the requirements.

**2. Parental Involvement:** Parents are encouraged to take an active role in their child's homework routine by providing a quiet place to work, monitoring assignments to ensure they are completed, and offering support as needed without completing the work for the child.

**3. Time Management:** Students should be taught to manage their time effectively, breaking down larger tasks into smaller, manageable parts and planning their homework around other activities.

**4. Quality of Work:** Emphasis is placed not just on completing assignments but on doing them well. Students should strive for neatness, accuracy, and thoroughness in their work.

**5. Feedback:** Teachers will provide timely feedback on assignments to help students understand their mistakes and learn from them.

**6. Support for Struggling Students:** If a student is consistently struggling with homework, teachers will work with the student and parents to identify the problem and provide additional support or resources.



**7. No Zero Policy:** To encourage effort, students may receive a minimum score rather than a zero for attempted but incomplete or incorrect homework, depending on the teacher's discretion and school policy.

Homework is a valuable part of the educational experience, helping students to consolidate their learning, practice new skills, and develop independence. By working together, students, parents, and teachers can ensure that homework serves its intended purpose effectively..

## Examinations

Major exams are held at the end of each term at our primary or basic school. Students will be provided with exam schedules in advance to allow for proper preparation. These exams are designed to assess the students' understanding and mastery of the material covered during the term.

**1. Exam Preparation:** Teachers will review key concepts and provide study guides to help students prepare for exams. Students are encouraged to begin their study well in advance and to approach teachers with any questions or areas of difficulty.

**2. Exam Format:** Exams may include a variety of question types, such as multiple choice, short answer, and essay questions, to assess different levels of understanding and skills.

**3. Attendance:** Attendance on exam days is mandatory. In the case of illness or emergency, parents must notify the school as soon as possible, and arrangements will be made for the student to take the exam at a later date.

**4. Behavior During Exams:** Students are expected to adhere to strict exam protocols, including remaining silent, not sharing materials, and following all instructions given by the exam proctors. Cheating or disruptive behavior will result in disciplinary action.

**5. Post Exam Feedback:** After exams, teachers will provide feedback to students, highlighting areas of strength and areas for improvement. This feedback is crucial for helping students understand their academic progress.

**6. Parent Teacher Meetings:** Post exam parent teacher meetings may be scheduled to discuss the student's performance and strategies for future success.

Examinations are an important part of the academic process, providing a comprehensive assessment of student learning and progress. By preparing adequately and taking these exams seriously, students demonstrate their knowledge and skills while gaining valuable experience in test taking strategies.

## **Academic Support**

Tutoring and additional academic support are available to all students who may need extra help with their studies. This support is designed to reinforce classroom learning, address areas of difficulty, and help students achieve their academic goals. Students or parents interested in accessing these resources should contact the relevant subject teacher.

Support services may include one-on-one tutoring sessions, group study sessions, afterschool homework help, and access to online resources and materials. These services are provided by qualified teachers, trained tutors, or peer mentors who are committed to helping students succeed.

The school recognizes that every student has unique learning needs and challenges. Therefore, academic support is tailored to meet the individual needs of each student, whether it's catching up on missed work, understanding complex concepts, or preparing for exams.

Parents are encouraged to be involved in their child's learning process and to communicate regularly with teachers and counselors about their child's progress and any additional support they may need.

By taking advantage of the academic support services offered, students can strengthen their knowledge, improve their grades, and build confidence in their abilities. The school is committed to providing a supportive and inclusive learning environment where every student has the opportunity to excel.

## Extracurricular Activities

### Clubs and Organizations

Emmalord Educational Complex offers a variety of clubs and organizations to enrich student life and provide opportunities for learning beyond the traditional classroom setting. Participation in these clubs allows students to explore new interests, develop new skills, and form lasting friendships. A list of current clubs and signup information will be provided at the beginning of each academic year during the club fair day.

Clubs and organizations may include:

**Science & Math Club:** For students interested in exploring the wonders of science beyond the curriculum through experiments, projects, and guest lectures.

**Art Club:** Offers a creative outlet for students to express themselves through various forms of art, including drawing, painting, and sculpture.

**Sports Teams:** Various sports teams represent the school in local competitions, promoting teamwork, physical health, and school spirit.

**Environmental Club:** Focuses on raising awareness about environmental issues and engaging in activities that contribute to a sustainable future.

**Drama Club:** Allows students to participate in theatrical productions, enhancing their acting, public speaking, and teamwork skills.

Students are encouraged to join clubs that align with their interests and passions. Club meetings are typically held on Wednesdays and Fridays, and all clubs are supervised by faculty members or qualified volunteers who provide guidance and support to club members.

We encourage all students to take advantage of these opportunities to enrich their school experience.

## Sports and Athletics

Our school is proud to participate in interscholastic sports competitions, offering students the opportunity to represent their school, develop athletic skills, and learn the values of teamwork, discipline, and sportsmanship. Participation in school sports is open to all students who meet the eligibility criteria, including academic standards and a commitment to team practices and competitions.

### **Sports offered may include:**

**Soccer:** Teams for different age groups compete in local leagues and tournaments.

**Basketball:** Skills development and competitive play in school and regional competitions.

**Volleyball:** Both boys' and girls' teams compete in local and regional matches.

Other sports based on student interest and availability of facilities and coaches.

### **Tryouts and Practice Schedules:**

**Tryouts:** Information about tryouts for various sports will be announced at the beginning of each season. Students interested in participating should listen to announcements and check the school's bulletin boards or website for details.

**Practice Schedules:** Practice schedules will be provided to team members after the tryouts. Practices are mandatory, and students are expected to attend regularly and on time.

### **Eligibility:**

To participate in sports, students must maintain satisfactory academic performance and exhibit good behavior in and out of the classroom. Eligibility requirements are in place to ensure that student-athletes prioritize their education while participating in athletics.

**Physical Examination:** A current physical examination by a healthcare provider is required to participate in sports. This ensures that students are physically fit to engage in athletic activities.

The Physical Education department and our dedicated coaches are committed to providing a positive and enriching athletic experience for all students. We encourage students to try out for sports, not only to enhance their physical fitness but also to build character, foster friendships, and develop life skills that extend beyond the playing field.

## Field Trips

Educational field trips are an integral part of the learning experience at our school, providing students with the opportunity to explore new environments, engage with the community, and apply their learning in real-world settings. These trips may be organized throughout the academic year and are designed to complement the curriculum in various subjects.

### Parental Permission:

- Participation in field trips requires parental permission. A permission slip detailing the trip's purpose, destination, date, transportation arrangements, and any associated costs will be sent home with students well in advance of the trip.
- Parents are asked to read the permission slip carefully, sign it, and return it by the specified deadline to ensure their child's participation.
- For the safety and well-being of all students, those without signed permission slips will not be allowed to participate in the trip.

### Safety and Supervision:

- The safety of our students is our top priority. All field trips are supervised by school staff, and additional parent volunteers may be requested for larger groups.
- Students are expected to follow the school's code of conduct and the instructions of the supervising adults at all times during the trip.
- Transportation to and from the field trip location will be provided by the school or through a contracted service, adhering to all safety regulations.

### Educational Objectives:

- Each field trip is carefully planned to ensure it aligns with educational objectives and enriches the students' learning experience.
- Teachers may prepare students for the trip with pre-visit lessons and follow up with activities that integrate the field trip experience into the classroom learning.

Field trips are a valuable aspect of our educational program, offering students hands-on learning experiences that cannot be replicated in the classroom. We encourage all students to participate and look forward to the enriching experiences these trips provide.

## Student Services

### Counseling Services

Our school is committed to supporting the well-being and success of every student. Our guidance counselors are available to assist students with a wide range of issues, including academic challenges, personal concerns, and career planning. These services are designed to help students navigate their school years successfully and prepare for their future.

#### **Services Offered:**

- Academic Counseling: Assistance with study habits, time management, and strategies for improving academic performance.
- Personal Counseling: Support for students dealing with personal issues such as stress, anxiety, family problems, or peer relationships. Counselors provide a confidential and supportive environment for students to discuss their concerns.

#### **Availability:**

- Counselors are available during school hours and by appointment. Students can request to see a counselor through their teacher, by visiting the counseling office.
- Parents are also encouraged to contact the guidance counselors if they have concerns about their child's academic progress, emotional well-being, or future planning.

#### **Confidentiality:**

- Conversations with guidance counselors are confidential, with the exception of situations where a student's safety is at risk. Counselors are committed to respecting the privacy of students while ensuring their safety and well-being.

Our guidance counselors are dedicated professionals who are here to support students' academic growth, personal development, and preparation for the future. We encourage students to take advantage of these valuable resources.

## **Health Services**

A school nurse is on duty during school hours to address minor health concerns and administer prescribed medications. The health services provided are an essential part of our commitment to ensuring a safe and healthy learning environment for all students.

### **Services Offered:**

- First Aid: Immediate care for minor injuries such as cuts, headaches, and sprains.
- Illness Assessment: Evaluation of symptoms and determination of whether a student should remain in school or be sent home.
- Medication Administration: Administration of prescribed medications as per doctor's orders and parental consent.
- Health Education: Guidance on topics such as hygiene, nutrition, and physical activity to promote overall wellness.
- Emergency Response: Coordination of response in the event of a health emergency, including contacting emergency services and parents/guardians.

### **Requirements for Medication Administration:**

- Parents must provide the school nurse with the medication in its original container, clearly labeled with the student's name, the name of the medication, the dosage, and the times it is to be administered.
- A signed consent form from the parent/guardian authorizing the nurse to administer the medication is required.

### **Confidentiality:**

- Health services maintain strict confidentiality of student health information, in accordance with privacy laws and school policies.

The presence of a school nurse ensures that students receive prompt attention for health-related issues during school hours, minimizing disruptions to their learning and well-being. Parents are encouraged to communicate any health concerns or conditions that may affect their child's day-to-day activities at school to the nurse.

## Library Services

The school library is open from school hours. It serves as a vital resource for students, providing a wide range of materials and services to support study and research. Students are encouraged to utilize the library not only as a place to borrow books but also as a quiet space for reading, studying, and accessing a variety of informational resources.

### Services Offered:

- Book Lending: A vast collection of fiction and non-fiction books available for checkout.
- Research Materials: Access to encyclopedias, journals, and online databases for research purposes.
- Study Areas: Quiet areas designated for individual study and group work.
- Computer Access: Computers available for research, writing, and educational activities.
- Reading Programs: Organized programs to encourage reading and literacy among students.
- Assistance from Librarians: Librarians are available to help students find resources, conduct research, and cite sources correctly.

### Library Rules:

- Students are expected to maintain a quiet environment conducive to study.
- Books and materials must be returned on time and in good condition.
- Food and drinks are not allowed in the library to protect the materials and equipment.

The school library is a cornerstone of the educational experience, offering a wealth of knowledge and a peaceful environment for learning. Students are encouraged to take full advantage of the library services to enhance their academic journey.

## Transportation

School bus services are available for students living far distance from the school. This service is designed to ensure safe and reliable transportation for our students to and from school. Utilizing the school bus service helps reduce traffic congestion around the school and supports our commitment to environmental sustainability.



**Bus Schedules and Routes:**

- Detailed bus schedules and routes will be provided separately to all eligible students and their families at the beginning of the school year or upon enrollment.
- It is important for students to be at their designated bus stop on time. Buses will adhere strictly to the schedule to ensure timely arrival at school and return home.

**Safety and Conduct on the Bus:**

- Students are expected to follow the school's code of conduct while using the bus services. This includes remaining seated, keeping the aisles clear, and respecting the bus driver and fellow passengers.
- Eating, drinking, and loud noises are not permitted on the bus to ensure a safe and pleasant journey for everyone.

**Eligibility and Registration:**

- Eligibility for school bus service is determined based on the student's home address and the distance from the school. This is the general guideline for eligibility.
- Parents wishing to register their child for the bus service should contact the school's transportation coordinator for application forms and further information.

The school is committed to providing a safe, efficient, and convenient transportation option for our students. We encourage families to take advantage of this service, which plays a crucial role in the daily educational experience of our students.

## Parent Involvement

### Parent Teacher Association (PTA)

We encourage all parents to join the Parent Teacher Association (PTA). The PTA plays a crucial role in building strong working relationships among parents, teachers, and schools, ultimately leading to a better educational environment for our children. It provides a platform for parents to collaborate with teachers to enhance the educational experience, address concerns, and work together on solutions.

**Meetings:**

- PTA meetings are held monthly. These meetings are an excellent opportunity for parents to meet with teachers and school administrators to discuss school matters, share ideas, and voice concerns.
- The dates and times of the meetings will be announced in advance through school communications. We strive to accommodate as many schedules as possible to ensure broad participation.

**Activities and Events:**

- The PTA organizes various events throughout the year to support the school, including fundraisers, school fairs, and teacher appreciation events. These activities are vital for fostering community spirit and raising funds for school projects and resources.
- Participation in PTA events is a wonderful way to contribute to the school community and to show support for our students and teachers.

**Benefits of Joining the PTA:**

- Voice: PTA members have a say in decisions that affect the school and their children's education.
- Community: Joining the PTA is a great way to meet other parents and teachers, building a supportive community around our school.
- Involvement: Being part of the PTA allows parents to be actively involved in their child's education and school activities.

We warmly invite all parents to become active members of the PTA. Your involvement can make a significant difference in enhancing the educational experience for all students.

**Parent Communication**

Regular updates will be sent via email SMS and through notices given to students at school. Parent-teacher meetings are held twice a term to discuss students' progress, address any concerns, and plan for future academic success. These meetings are essential for maintaining a strong partnership between the school and families, ensuring that parents are well-informed and actively involved in their child's education.

#### Parent-Teacher Conferences:

- Scheduling: Meetings are twice in each term . Parents will receive a notification to sign up for a convenient time slot.
- Purpose: These meetings are a valuable opportunity to discuss your child's academic performance, social development, and any concerns or questions you may have.
- Preparation: We encourage parents to come prepared with any specific questions or topics they wish to discuss.

Staying informed and engaged with your child's education is crucial for their success. We are committed to providing timely and relevant information to all our families and encourage open and ongoing communication.

### **Parent Volunteer Opportunities**

Parents interested in volunteering should contact the school office for available opportunities. Volunteering is a wonderful way to contribute to the school community, support educational activities, and engage with students and staff. Our school values the involvement of parents and guardians and offers a variety of ways to participate.

#### **Opportunities for Volunteering:**

- Event Planning: Contributing to the organization and execution of school events, such as fairs, sports days, and fundraisers.
- Library Support: Assisting in the school library with book sorting, shelving, and helping students find resources.
- Field Trip Chaperones: Accompanying students on field trips to provide supervision and ensure safety.
- Special Skills: Sharing special skills or knowledge through workshops or presentations, such as art, music, science, or career guidance.

#### **How to Get Involved:**

- Contact the school office to express your interest in volunteering. You will be provided with information on current opportunities and how to apply.
- Some volunteer roles may require a background check or specific skills. The school office can provide details on any requirements.

Volunteering at the school is not only a way to enrich the educational experience for students but also a rewarding experience for parents. It offers the chance to be actively involved in your child's education and to make a positive impact on the school community.

## **7. School Calendar**

Refer to the school's website; <https://emmalordcomplex.vercel.app>

## **Contact Information**

### **School Administration**

Principal: Mr. Kennedy Yeboah, [yeboahk@gmail.com](mailto:yeboahk@gmail.com) , 0204669265.

Vice Principal: Mrs. Mavis, 0200915799

Administrative Office: [info@adminemmalord.com](mailto:info@adminemmalord.com) 0534655641

## **Emergency Contacts**

School Emergency Number: 0508829657

Local Police: 191

Fire Department: 192

We look forward to a productive and enriching academic year. If you have any questions or concerns, please don't hesitate to contact the school administration.

Emmalord Educational Complex

Address: Bono Region, Sunyani Dumasua

Phone: (+233) 508829657

Email: [info@emmalord.edu](mailto:info@emmalord.edu)

Website: <https://emmalordcomplex.vercel.app>

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