

Discovery Learning Exemplary School Policies



Betty Kajoh, PhD (Proprietress)

Welcome to DLES

It is such a pleasure to welcome you to Discovery Learning Exemplary Schools (DLES). We are so glad that you have given us an opportunity to participate in the development of your little one. Whether your child is twelve weeks old or ten years old, our curriculum experts have designed a rigorous curriculum to support and challenge them to continue learning and growing. We are proud of our practices because everything we do at DLES is informed by research and designed with the singular purpose to facilitate successful learning for all students.

As a parent myself, I know that finding the ideal learning setting for your little one comes with a lot of anxiety. Today's students are unique in so many ways, they were born digital natives and they are preparing for a knowledge-based, tech-centric society that we cannot even conceive. Some of the most lucrative careers today did not even exist ten years ago. Our goal at DLES is to train our children in 21st century skills of problem-solving, innovative thinking, collaboration, communication, self-management and inquiry. We do this through learner-centered instructional practices like problem-based and project-based learning. Unlike most other schools, which rely heavily on single textbooks per subject, lectures and note-taking as the staple learning activities, we have provided a variety of instructional support resources including manipulatives, games, a well-stocked library with a range of authentic non-fiction and fictional texts, digital resources, research tools among others. These materials and instructional practices allow us to create a space of possibilities for every child to construct meaning and we look forward to working with you child. While we are excited to welcome you to our learning community, we would like to encourage you **to take a moment to read through ALL our policies** to determine if they are acceptable to you before completing and submitting this form. Once again, you are heartily welcome to our learning community.

Betty Kajoh, Proprietress

1.1 Our Vision

To produce high achieving and globally adaptable early childhood through 12th grade scholars with a passion for an exemplary life of service to God and Humanity.

1.2 Our Mission

To create a space of possibilities that enables students to excel academically and develop transdisciplinary skills (Social-emotional intelligence, Critical Thinking, Effective Communication, Problem-solving and self-management) and become lifelong learners.

1.3 Our Curriculum

Our curriculum is a hybrid of the complete Nigerian Basic Education Standards & the US Common Core Standards in Science, Math & Reading.

1.4 Our Discipline Policy

We implement a Positive Behaviour Support Discipline policy which has zero tolerance for corporal punishment and emphasis proactively teaching social skills over punitive discipline. While our primary aim is teaching the children how to behave and use offenses as teachable moments, there may be times when there is a need to implement a consequence. When such times arise, we do so by taking away privileges such as (a few minutes of recess, quiet down corner, written warning, parent conference, suspension withdrawal from the school).

Offenses that require withdrawal are those that

endanger the safety and well-being of other

children. Parent- teacher conflict resolution is to be done in a courteous and professional manner.

Parents have an obligation to report any cases of bullying or abuse first to the class teacher, if they are dissatisfied with the resolution of the class teacher then they can report to the headteacher for further investigation and resolution. **Parents may not under any circumstance confront another parent or child before first following the chain of command established within the school for resolving conflicts.**

1.5 School Fees Policy

All school fees are due day 1 of the resumption. Apart from the basic tuition (refer to tuition page) which is assessed termly, other charges assessed during the school year include, annual PTO fee (assessed per family), tardiness fines (refer to attendance policy) costumes for recitals (on as needed basis), School Magazine (one-time annual charge) end of year & graduation fee (to cover the first school certificate and academic gown). All fieldtrips attract a transportation and in some cases admission fee (depends on the location of the fieldtrip).

2.1 WhatsApp Forum

The WhatsApp forum was set up to facilitate home-school communication strictly. You may not make any posts that have nothing to do with DLES, such posts including advertising merchandize, forward videos and flyers about events that have nothing to do with the school. Additionally, when making posts to the forum, avoid derogatory or provocative language. All conversations must use respectful language and be agreeable. Any violation to this rule will result in removal and you will be receiving printed correspondence from the school.

2.2 Uniform Policy

- a. **Regular Uniforms:** The regular uniform is a white short-sleeved polo with a red collar and red sleeve trims on a grey bottom (trousers for boys) and (pleated skirts) for girls. This is to be worn Monday through Wednesday. On Thursdays all children are to wear blue jeans on any polo top of their choice.
- b. **Sports Uniforms:** blue and white jerseys. These are to be worn only on Fridays.

- c. **Shoes:** Only black tennis shoes are allowed, no sandals or any other kind of open toe shoes.
- d. Old students are required to buy at least one set of new uniforms at the beginning of every school year while new students are required to but two sets.

2.3 ICT Policy

- a. Students are expected to abide by the rules of the ICT lab during ICT lessons which include not bringing in any kind of food or liquids into the lab and using the equipment as directed by the ICT teacher.
- b. Parents are liable to pay for school equipment that gets destroyed if their child is found to have violated these expectations.
- c. Parents also have the option to pay for extra ICT classes if they want their child(ren) to master a particular desktop publishing software.

2.4 Our Assessment Policy

At DLES, we implement a narrative rather than comparative report card policy because we believe that assessments should inform students' progress

towards the curriculum expectations rather than ranking them against each other. By removing the comparative element out of report cards, we eliminated the winner-loser mentality where excelling students feel like champions while struggling students' despair and are made to feel like losers. This format of reporting assessments also allows for more accurate representation of what students are able to and informs parents about the exact content and process skills their children have mastered during a term or academic session.

2.5 Extra-Curricular Activities

Enrichment activities allow students to develop social-emotional intelligence and life skills as they work with their mates to complete projects and performances. Some of the enrichment activities we provide at DLES include dance (contemporary, ballet, Hip-hop, Indian), debate, scriptural recitation and drama. Students participating in enrichment activities may sometimes be required to pay for costumes so parents should be aware of that. Parents will receive prior notification of any financial involvement in any performance before the child is approved for the role.

3.1 Library Expectations

Discovery learning library is stocked with a variety of literature including lap books, big books, chapter books and picture books respectively. Some of these books are fragile because they are bound with paper backs and must be treated with care. Students may check out school books from the library to read at home. Additionally, students may be assigned books as part of a reading club. However, it is the responsibility of the student to return all borrowed or assigned books. Any missing or damaged books will attract a stiff fine.

3.2 Media Release Policy

All students enrolled at DLES will be regularly photographed or videotaped for private and public purposes. Private uses of DLES media may include providing feedback to the students on their performance, sending it to parents as evidence of progress or the lack thereof. Public uses of media may include creating promotional materials such as flyers, banners and jingles for the school or posting on social media (FB) and WhatsApp for viewing by other members of the DLES learning community.

Parents or guardians who wish to opt out of this media release due to any religious or personal

reasons should either submit a written request to have their child excluded from all media coverage of at DLES. All requests or inquiries about this may be submitted at the school premises and a copy acknowledged by the school stamp for parents' documentation or emailed to DLES @ dlexemplaryschool@gmail.com. Failure to receive such a request indicates consent as stated in this media release. If you have satisfactorily reviewed these policies, and still wishes to enroll your child at DLES, you may complete and submit this application form. **Signing & submitting your child's application form indicates consent to all the policies of DLES.** Parents are advised to keep a copy of this form for your record.

