



**SOUTH PACIFIC
INTERNATIONAL ACADEMY**

**PARENT
HANDBOOK**

2022 SCHOOL YEAR

V1.6

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INTRODUCTION

Mission

South Pacific International Academy exists to assist parents in the God-given responsibility of educating their children and training them to love God first and to live productive, godly lives of service for His glory.

To accomplish this, we strive for the following goals:

- To maintain a Biblical basis in every subject, procedure, program, and extracurricular activity
- To educate students mentally, physically, socially, and spiritually
- To model godly lives
- To strive for academic excellence
- To provide a structured, protective environment
- To demonstrate Christ-like love and service
- To inspire a heart for Christ

Statement of Faith

A detailed Statement of Faith can be found on our School website: <http://www.spiapng.com/our-faith/>

Philosophy of Education

The educational philosophy of South Pacific International Academy is based on a God-centred view of truth and man as presented in the Bible. Since God created and sustains all things through His Son, Jesus Christ, all life is dynamically dependent on God and has the purpose of glorifying Him.

South Pacific International Academy's following qualities state the knowledge, proficiencies, and appreciation for education students should possess upon graduation from South Pacific International Academy:

1. Spiritually Minded—Do your best for God.
2. Academically Capable—Do your best at school.
3. Physically Sound—Do your best with the body God gave you.
4. Socially Developed—Do your best with people.

Spiritual Instruction

Every student in elementary school attends chapel once a week, and a Bible class on the other four days per week. This instructional and motivational time period filled with Bible-based preaching and teaching is considered a full academic subject at South Pacific International Academy. In addition to this, biblical principles are integrated in every subject studied at SPIA.

Students are required to attend all chapel and Bible sessions. Mandatory attendance is not an infringement of personal liberty, since the student, by registering, voluntarily places himself under this requirement. In other words, no student may be excused from chapel or Bible class at any time unless there is an emergency or other similar extenuating circumstances.

Academic Instruction

The curriculum is made up of the total program of the School, whether it be the academic teaching, physical education, music training, Bible instruction, or special events. All phases of the curriculum are directed to assist in the ultimate development of the child. Emphasis is placed upon student achievement, mastery, and understanding of academic fundamentals.

South Pacific International Academy Parents' Responsibilities

Cooperation between the school and parents is foundational to the best education of the student. We ask all our parents to support SPIA in the following ways so that we can work together to produce the finest education possible for your child.

1. **Pray regularly** for the teachers and administration of South Pacific International Academy.
2. Assist in the academic education of your child by **assisting with study** and communicating freely with teachers regarding questions or concerns.
3. Assist in the Christian education of your child by **training character** with the goal that your child will love and serve Christ.
4. **Pay financial obligations** when due, and, if you are unable to pay on time, notify the office in advance.
5. **Volunteer to help** with SPIA functions.
6. **Attend parent meetings** at the school to discuss your child's academic progress.
7. If you become dissatisfied with SPIA in any area, try to resolve the matter with the person involved rather than spreading criticism or holding a negative attitude in your heart. Faculty and administration welcome parental questions and concerns.
8. Please do not criticise the school in front of your children since this will encourage your child to have a disrespectful attitude toward school authority and eventually all authority in his life, including you as parents.

2022 SCHOOL CALENDAR

Open House	29 January (1:00-4:00pm)
School Starts	1 February
Term 1 Ends	8 April
<i>Good Friday (Public Holiday)</i>	15 April
<i>Easter Monday (Public Holiday)</i>	18 April
Parent Conferences/Teacher Meetings	16 April
Term 2 Begins	19 April
<i>Queen's Birthday (Public Holiday)</i>	13 June
Term 2 Ends	24 June
Parent Conferences/Teacher Meetings	9 July
Term 3 Begins	12 July
<i>Remembrance Day (Public Holiday)</i>	23 July
<i>Repentance Day (Public Holiday)</i>	26 August
Term 3 Ends	14 September
Parent Conferences/Teacher Meetings	1 October
Term 4 Begins	4 October
Graduation Ceremony	2 December
Last Day of School	2 December

ADMISSIONS

Since South Pacific International Academy (the “School”) is interested in enrolling a specific type of student, each student and parent must give complete support and cooperation to the School Administration, faculty, and staff in order for a child to attend the School.

Attendance at South Pacific International Academy is a privilege and not a right, which privilege may be forfeited by any student who does not conform to the standards and regulations of the institution. The School may request the withdrawal of any student at any time, who, in the opinion of the School, does not fit into the spirit of the institution, regardless of whether he conforms to the specific rules and regulations of the School. SPIA does not discriminate in its policies regarding a person’s race, ethnicity, national origin, or religion as long as each student adheres to the School’s policies and procedures.

As more fully set forth in this Handbook, students enrolled in South Pacific International Academy may not at any time smoke, drink, use narcotics, threaten or commit acts of violence, misuse controlled substances, or engage in lewd conduct or any type of behaviour that the Administration of SPIA considers to be immoral or inconsistent with the religious mission and tenets of the School (i.e., premarital sex of any kind). This prohibition applies to acts committed both on and off the School property.

South Pacific International Academy admits students of any race, colour, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. SPIA does not discriminate on the basis of race, colour, national or ethnic origin in administration of its educational policies, admission policies, athletics, and other school-controlled programs.

Enrolment/Re-Enrolment

Beginning on 13 July (Term 3), enrolments for the 2022 year are accepted on a first-come, first-served basis for present and new students.

In order to enrol in Transition Program, students must turn 4 on or before 1 April. Additionally, in order to enrol in Prep Program, students must turn 5 on or before 1 April. Transfer students are accepted throughout the school year, based on their transcripts and entrance testing.

FINANCES

Since SPIA establishes a budget and hires faculty based on registration totals, the registration fee is non-refundable and non-transferable.

Tuition Rates are available on request from the Administration.

If the student's first tuition payment is not made on or before 29 January (the Friday before the start of school), the School will automatically assume that the student will not be attending South Pacific International Academy. The School will attempt to contact you, and if unsuccessful, will then automatically withdraw the student. Unpaid accounts will result in the child not being picked up for school.

Delinquent Accounts

All tuition and fees must be paid up prior to the Friday before the start of each Term. No school records, including report card or graduation diploma, will be released for any student when there is an outstanding balance on the student's account or other indebtedness (after-school care, music lessons, tutoring, etc.).

Unpaid Tuition will result in the student not being picked up for class, and the Administration asks that you not bring your child to school until the invoice has been paid.

Miscellaneous Costs

Extended School Day (ESD): To place your child in ESD, please see the school office. This **must be pre-arranged** and cannot be accommodated at the last minute.

Tutoring is provided during this time **on Wednesdays** at a rate of K30.00 per 2-hour session (3pm to 5pm). We ask that you arrive promptly to pick up your student. A grace period of ten minutes is extended, but a pickup after 5:10pm will result in a late pickup fee of K50.00 per hour.

NOTE: There will be no additional fees for excursions, books, or other sundry items. Your tuition fee is all- inclusive.

Uniforms: Uniforms are available for purchase from Tura/Pacific Uniforms, and will be at the parent's expense. Uniforms are required for all students in Prep and older, however there is no requirement as to the number of uniforms you purchase from Tura. Only SPIA hoodies will be permitted to be worn over the uniform. You do not have to purchase a hoodie, however no other sweater or hoodie will be permitted in the classroom.

General Information

Procedures and Safety

To insure the safety of the students, we will release the students to the following people:

1. A student's parent
2. A person designated on a student's release form
3. A person designated on a note which has been written, signed, and dated by a student's parent

We are sure that you understand that we cannot allow students to leave with other students or with adults who claim to have verbal instructions to pick up a student.

Attendance Policies

Excused Absences: Attendance and punctuality are necessary for good character and good academic progress. Excused absences are given for the following:

- Student illness or medical/dental appointments
- Court requirements
- Family emergencies or death in the immediate family
- Family trips or other reasons*
- Educational-advancement opportunities*
- Church or youth group activities*

*These must be pre-approved by administration and may be based on the student's grades and absence/disciplinary record.

On the day a student returns from an absence, the parent should send a parent-signed note to the teacher explaining the date and reason for the absence.

Note: If a child misses four days of school in a row (excused or unexcused), he must attend Extended School Day tutoring. (see page 19 for details).

Unexcused Absences: Unexcused absences are given for any other reason not listed above, including the following:

- Cosmetic appointments
- Oversleeping
- Unapproved personal activities
- Any absences due to lack of responsibility
- Suspension

A maximum of three days of unexcused absences per term is permitted. Any student who is absent ten days or more in one term may not pass that term's work. No refunds on tuition are made because of absences.

A maximum of 30 days absence over the school year will result in a failure of the School year.

Tardiness

Punctuality is a character trait we strive to instil in each of our students. Habitual tardiness, much like frequent absenteeism, is detrimental to a student's academic progress and their character development.

Because each day at South Pacific International Academy is tightly scheduled to maximise learning opportunities for each child, we begin class immediately and there is no grace period. All students will be considered tardy after 8:30 A.M.

The majority of Tardiness will be seen at the School Bus. Our goal is to arrive for pickup every morning within a 3 minute window. It might take up to two weeks for us to finalise that pickup window, however our goal is to give your family a regular schedule. Once that window is set, we will expect your child to be ready when the bus arrives for pickup. After three minutes, the bus drivers have been instructed to leave the student behind at the house. This will count as a tardy in the student's record.

If a student accumulates six unexcused tardies in a term, the student will be suspended for a day. After the second suspension, the student and one of his parents are required to meet with a School administrator before the student will be able to return to School.

Any work missed or test given on a suspension day will be recorded as a 59% **F** and cannot be made up.

Tardies will only be classified as “excused” based on the absence excuse policy listed below.

For all students, five tardies in a quarter will ruin perfect attendance.

Lunches

While it is the goal of SPIA to eventually provide lunches, at the current time, the School does not have the facilities to make this possible. There are minimal snacks and juices available for purchase; however, it is recommended that parents pack a daily lunch for their student. We are unable to provide microwaves for students to use.

Entering the School During the School Day

For security reasons, no persons will be permitted to enter the school building without first stopping at the front desk. A visitor badge will be supplied, and must be worn at all times during the visit. Please help us create an atmosphere where our students and teachers can interact without fear of outside trouble.

Picking Up/ Dropping Off Students During the School Day

Students who must be picked up early or dropped off late must check in/out through the school office. If one of these situations occurs, the parent should either come to the office personally or send a note with their student indicating the reason for the absence/tardiness.

Illness and Sickness

Students who are enrolled, or seek to enrol at SPIA, and are diagnosed with a communicable disease or potentially lethal disease, will not be permitted to attend until they are no longer carrying the disease or have been medically released by a licensed physician to attend school.

If a student is running a fever or is sick to his stomach, please do not send him to school. If the student starts running a fever while at school, you will be notified. The student will be sent to the school office and the parent should pick up the child ASAP.

Please note that the student cannot remain at school or ride home on the bus while sick.

Please note: If a child has head lice, the School reserves the right to administer a semi-private examination prior to re-entry to the classroom.

Medicine

1. If a child is regularly taking medicine for an ongoing health problem, even if he or she only takes the medicine at home, parents must give a written note to the school employee at the receptionists' desk at the beginning of the school year. Parents must list the medicine being taken, the current amount taken, and the name of the doctor who prescribed it.
2. If a child must take medicine while at school, the school must receive a written note from the parent. The written statement must detail the medication, method, amount and time schedules by which the medication is to be taken.
3. A parent or guardian must supply the school with all medicine the child must take during the school day. A parent or another adult must deliver the medicine to school. Please make a note if the medicine is to be refrigerated.

Lost and Found

Lost and Found is open before school daily at the front office. Lost and Found articles not claimed will be sold at Lost and Found sales. SPIA is not responsible for lost or stolen items.

School – Parent Communication

The app “Class Dojo” will be used for parent/teacher communication. This is a free download and we are available to help you set this up. Please do not text, WhatsApp, or email your child’s teacher. The school sends home regular notification of upcoming events and activities. This messages will be available on Class-Dojo.

School Conferences

During each term break we will have two days available for parent conferences. You will be contacted by the office prior to the term break to set an appointment. We ask that you please be on time as the teacher will have back to back conferences.

School Hours

School begins promptly at 8:30 a.m. Students are dismissed at 3:00 p.m. Students may arrive after 8:15 a.m. and should be picked up by 3:10 p.m. on normal school days. We encourage parents to pick up students promptly after school activities are over.

Telephone Use

Students are not to use the office telephone during school hours except for emergencies with permission from both their classroom teacher and the office. Cell phones must be turned off during school hours.

ACADEMIC INFORMATION

Field Trips and Excursions

Class trips are part of the overall program, and all students are expected to participate. Students not attending field trips will be given academic assignments. Parents may be able to attend with their student as long as space and logistics allow. Student dress for each field trip will be announced along with other pertinent information on the field trip permission forms.

Homework

Believing that homework is an integral part of the school program, each teacher is at liberty to assign homework to students. Therefore, each student is required to complete his homework assignments.

Kindergarten, Transition, and Prep students will have minimal homework, while First to Fifth Grade students will normally have up to 30 minutes of homework per evening.

If your student is spending more time than expected to complete his work, please contact the teacher so that we can work together to help your child.

Incomplete Work

Missed work must be completed within one day more than the number of days absent.

Academic Programs

Transition and Prep: At SPIA, Transition and Prep are not simply daycare. These Programs are a fun academic program in which the students receive an exceptional, phonics-first foundation for future learning. The Transition and Prep Programs include instruction in Bible, phonics-based reading, cursive writing, numbers, and singing.

Grades One to Six: The Primary program is designed for the average student to master skills in the following subject areas: Bible, grammar, history, mathematics, penmanship, phonics, science, spelling, reading, and physical education.

Passing Grades/Courses

Students who fail two or more classes for the year may not be promoted to the next grade. In such cases, special concern is given to arithmetic, reading, and language—courses that build from year to year.

Report Cards

Report cards are distributed after each term. Report cards will be withheld for students who have a past-due account or unpaid fees. If there is an outstanding balance on your account for any reason, the balance must be paid prior to receiving your student's final report card.

Suspension

A student who has been suspended from school will receive zeros for any classes missed and may not be permitted to make up exams missed.

Textbooks

Textbooks are included in the tuition cost for the school year. There are no book fees at SPIA.

CONDUCT

Discipline

The goal of South Pacific International Academy is to provide the best possible learning environment in a Christian atmosphere. Our philosophy of discipline seeks to encourage and develop self-discipline. Students are expected to abide by the Biblical principle, “Do unto others as you would have them do unto you.”

When misconduct occurs, corrective measures will be used to help the student change his/her behaviour and attitude. Examples of typical corrective measures include extra work, loss of recess time, student- teacher conference, student-administrator conference, or parent- teacher conference. Students can be suspended or expelled for excessive failure to comply with classroom instructions.

Actions that threaten or harm another individual’s ability to function rightly and safely will require further corrective measures. Therefore, students may be suspended or expelled for lying, stealing, affectionate physical contact, disrespect, cursing, cheating, vandalism, gang-related items or symbols, or other social misconduct. Although this list of infractions is not exhaustive, it represents behaviour that is not acceptable. The Academy has a “zero tolerance” policy toward violence, bullying, harassment, fighting, or threats of any kind. This includes any harassment done over the internet or cell phones that impairs a student’s ability to function rightly at school. Possession of anything at school that could be used as a weapon is not allowed. Students’ book bags, or other storage areas are subject to search.

Attendance at South Pacific International Academy is a privilege and not a right. Students forfeit this privilege if they do not conform to the standards and ideals of work and life of SPIA.

Kindergarten through Grade 6 Behaviour Policy

In order to maintain a safe environment conducive to educating small children, repeated disobedience and/or loss of self-control will not be tolerated. It is our desire to teach and instruct the children how to properly behave; therefore, a graduated disciplinary policy has been initiated.

The following protocols have been established to ensure that an optimal learning environment is maintained throughout the school year.

Loss of control can be defined as but is not limited to the following:

Being a danger to self, other children, or teachers/staff members

- Any physical aggressiveness
- Throwing anything at someone
- Hitting
- Kicking
- Pushing
- Biting (broken skin—phone parents and immediate suspension)

1st offense: Offense Slip sent home, and either a phone call to the parent or a parent-teacher conference

2nd offense: One-day suspension

3rd offense: Two-day suspension

4th offense: Three-day suspension

5th offense: Four-day suspension

6th offense: Withdrawn from the School. The student may not return to the School for the remainder of the school year. Admittance for the following year will be based upon a good recommendation from their current school and improved behaviour (see “Disciplinary Probation”).

Suspensions

When a student is suspended from South Pacific International Academy, the following consequences occur:

- He is not allowed to attend the School for a designated period of time.
- He will receive an unexcused absence on his attendance record.

Damage of Property

To teach stewardship and respect of other's property, students who damage the school's property or another student's property may be required to reimburse the repair or replacement costs.

Prohibited Items

The following items are not permitted at school or school-sponsored trips and events: electronic music players, music CD's, weapons, guns, knives, matches, lighters, comic books, or magazines not related to class work. These items will be confiscated and may be picked up by the parent from administration.

Dress Code

A casual, "come dressed as you are" school environment produces an unhealthy attitude toward learning. Therefore, SPIA has adopted a student dress code.

All students in the Prep Class or higher are expected to wear the School Uniform.

1. Appearance should not disrupt the learning process.
2. Dress should be clean, modest, and safe; outer clothing must cover underwear.
3. Students must wear shoes or sandals at all times.
4. Skirts, slits in skirts, and shorts may be no higher than the top of the knee.
5. Holes in trousers, shorts or skirts are prohibited.
6. Distracting gloves or other types of clothing are not allowed inside the school.
7. No gang-related attire.
8. Belts may not hang below the waistline.
9. Spiked jewellery or chains used as belts or attached to wallets or to any part of the clothing or body are unacceptable.

10. Clothing which advertise tobacco, alcohol, or drugs, displays or infers offensive, vulgar, or sexual language or behaviour, is prohibited.

The school administration reserves the right to make the final determination if an item of clothing is inappropriate for school.

Your fullest cooperation in seeing that your son and/or daughter abides by these dress standards is expected. Students who do not conform to proper dress code will be asked to change before being allowed in class. Students missing class in order to correct dress problems may receive penalties for the unexcused absence.

Boys' Dress Code: Boys must maintain a haircut that includes a neat trim (fairly close) on the sides and back. Hair must be cut so that it stays off the ears and shirt collar and should be off the forehead in such a manner that it is not touching the eyebrows. Boys must be clean and cannot have artificially coloured or bleached hair. Boys are not to wear earrings.

Girls' Dress Code: Socks are not required; however, girls may wear matching socks that coordinate with the colours of the outfit. Socks with outlandish patterns or that detract from the sharp appearance of the dress code are not allowed. SPIA girls are asked to wear no more than two sets of earrings in the ear lobes only.

Dress Code for School Functions: After-school functions such as Prep graduation, evening programs, or music recitals are special events, and students are encouraged to dress accordingly. To place importance on these events, we ask students to wear school uniforms, other "business casual" attire, or clothes "dressier" than regular school attire.

Shoes: There are no required uniform shoes. Please keep in mind that students will be running in recess. They should wear non-marking athletic shoes or rubber-soled casual shoes. Sandals are also permitted.

Student Electronic Communication Device Policy (Cell Phones, Tablets, etc.)

All communicative devices are to be turned off from the time the student is picked up in the morning until the time they are dropped off at home. Any device found to be in violation of this policy will be taken from the student and returned to the parent at the end of the day.

STUDENT SEXUAL HARASSMENT POLICY

SPIA does not tolerate any sexual harassment, no matter whether between staff, faculty, or students.