

# **EVO DIOCESAN SCHOOLS**

## **CODE OF CONDUCT AND SCHOOL RULES**

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## **1. PRINCIPLES AND AIMS**

The aim of *The Evo Diocesan Schools* is to create a harmonious and safe environment where we can work and learn, plan and socialise and develop a sense of pride in our schools, with the minimum conflict and misunderstanding.

The Code of Conduct and School Rules have, therefore, been drawn up to ensure the safety of students and to maintain an effective organisation and good discipline in our schools. They are constantly brought to the attention of our students, as are the channels to follow and who to refer to when the need arises. Their implementation, in turn, will provide each student with the opportunity to work productively and achieve his potential in an environment conducive to learning, growth and development.

It is the wish of our schools and community to be proud of the achievements, appearance and conduct of our students. *The Evo Diocesan Schools* expect all students to conduct themselves, at all times in such a manner that they will be a credit to the Lord Jesus, themselves, their family and the schools. This means the maintenance of a high standard of behaviour and dress at all times, including behaving in a responsible, courteous manner towards all people, both in and out of school.

Discipline, particularly, self-discipline is a pre-requisite for a healthy educational environment and it is expected that every student conforms to the prescribed Code of Conduct and the set of School Rules and School Uniforms Regulations as published and amended regularly.

In a changing world in which we are all re-assessing our values, we at *The Evo Diocesan Schools* nevertheless remain convinced that etiquette and good manners are the cornerstone of good interpersonal relationships.

### **1.1 INFRINGEMENTS**

The rules of *The Evo Diocesan Schools* are there to ensure that each student is given the best possible environment in which to develop to the best of their ability.

It must be remembered that a school is a small part of society, and the rules of society are there to protect the individual.

The management of the schools reserve the right to administer appropriate punishments when infringements of school rules and norms if behaviour occur.

## **1.2 THE GUIDING PRINCIPLE**

*The Evo Diocesan Schools* do not impose rigid, military-style discipline based on fear or corporal punishment. However, we have rules based on Christian norms and socially accepted conventions and common sense, to direct our expectations of students' behaviour at school. The development of social skills and self-discipline is inherent in our approach to discipline. The local community and general public at large also judge the behaviour of our students outside the school, after school hours. We reserve the right therefore, to take action if students, whether in school uniform or not, behave in a manner which brings the schools to disrepute. Students who persistently behave in a manner which disrupts the work of others in the classroom may be temporarily excluded from a class, or even suspended from any of the schools at the principal's discretion. Parents will be asked to bear the costs of replacing, or repairing equipment lost, or damaged, through negligence, wilful destruction to school property, or disobedience of the schools' rules.

**The guiding principle is:**

### **TO SERVE AND TO LEAD**

This encapsulates the qualities which should govern our relationships with one another both in and outside the schools. If these values are included at school and in the home, it should be unnecessary to have to stipulate what the required norms of behaviour are in any given situation.

## **1.3 MINOR INFRINGEMENTS**

These could result in letters of warning, or some form of punishment at the teacher's discretion.

## **1.4 MAJOR INFRINGEMENTS**

This could result in suspension from school, a disciplinary hearing, or expulsion. If a student is suspended for a major offence, he may be deprived of school posts or awards.

## **2. GENERAL SCHOOL RULES**

### **2.1 GUIDELINES TO APPROPRIATE BEHAVIOUR**

#### **2.1.1 PUNCTUALITY**

Students are expected to arrive on time and properly dressed in the correct school uniform. The schools commence at 7:30am and ends at 2:30pm. Late comers may be required to serve a kind of punishment before being allowed to the classroom.

#### **2.1.2 ABSENCE**

A note from the parent/guardian must be produced prior to any planned absence from school, and following any illness. If a student is absent for longer than three days, the parent must produce a doctor's certificate on his return.

#### **2.1.3 TESTS AND EXAMINATION**

If absent during tests or examinations, students are required to provide valid document of excuse or hospital paper to validate such claims.

#### **2.1.4 LEAVING SCHOOL PREMISES**

Parents must notify the school promptly if a child/ward needs to be absent for part of the school day.

#### **2.1.5 BEHAVIOUR AFTER SCHOOL**

The school reserves the right to take action against any student who behaves in public in a manner which reflects adversely on the schools' good name.

### **2.2 RESTRICTED AREAS**

In the interests of safety, privacy or confidentiality, the following areas are out of bounds to students, unless accompanied by a staff member:

- In the staffroom, laboratory and computer room

## **2.3 COURTESY**

Students are expected to be courteous and respect the rights of others at all times and to make a special effort in the case of visitors.

### **GUIDELINES**

2.3.1 Greet staff/parents/visitors properly and extend assistance in a courteous fashion when required.

2.3.2 On occasion when guests or speakers are present, students should show respect by:

- a. Greet and stand in silence when the person enters or leaves the room
- b. Responding courteously to greetings
- c. Remaining silent during the time the guest/speaker is present or speaking.

2.3.3 Hosting visitors to extramural activities:

Students should treat visitors to the school with respect, friendliness and courtesy. This includes meeting them on arrival, and showing them where to go, as well as offering refreshments, etc when these are served.

## **2.4 CLASS**

In class, the students must respect the learning process by being attentive during lessons, and co-operating with the teacher through positive participation, and not talking out of turn. Disruptive behaviour will not be tolerated. If the teacher has not arrived within 5 minutes of the start of the lesson, a class prefect from your class should inform the Principal or the front office.

## **2.5 SCHOOL ENVIRONMENT**

Students must respect the school environment by tidying the laboratory after each lesson, the classroom at the end of each day and make every effort to keep the school and its grounds tidy at all times. The hostels must be kept clean at all times. Students on duty to clean the hostels must be up-

and-doing in performing their duties. To prevent unnecessary mess, there should be no eating or drinking in the school buildings, including the library. The chewing of gum is not permitted on the school premises or elsewhere while students are in school uniform.

## **2.6 THE SCHOOL DAY**

### **2..6.1 ACADEMIC SCHEDULE FOR ALL STUDENTS**

- 2.6.1 The schools' day starts at 7.30am and closes at 2.30pm each day. Students must be punctual to school.
- 2.6.2 Students will attend all classes indicated on their time tables.
- 2.6.3 Students are to come prepared for each of their lessons. Special care must be taken to bring the required equipment for specialist subjects.
- 2.6.4 Students may not leave the school premises during the school day without a signed letter from the Principal or his authorised representative.
- 2.6.5 All absences must be supported by a note signed by the parent.
- 2.6.6 The school must be informed by telephone or otherwise if the absence is for longer than one day.
- 2.6.7 A student who misses an exam, or is absent for 3 days and longer, is required to produce a tangible reason for his/her absence.
- 2.6.8 Homework notebooks/diaries are compulsory for all classes. These must be accurately maintained and monitored by both students and parents. Homework must be conscientiously completed.

## 2.6.2 HOSTEL SCHEDULE FOR BOARDING STUDENTS

The hostel schedule for the boarding students is as follows:

Week Days		Wednesdays		Saturdays		Sundays	
Activities	Time	Activities	Time	Activities	Time	Activities	Time
Rising Bell	4.45 – 5.00am	Rising Bell	4.45 – 5.00am	Rising Bell	5.00am	Rising Bell	5.00am
Devotion	5.00 – 5.15am	Devotion	5.00 – 5.15am	Morning Devotion	5.30 – 6.00am	Morning Devotion	5.00 – 5.30am
Cleaning up/Bathing	5.15 – 6.30am	Cleaning up/Bathing	5.15 – 6.30am	Sports	6.00 – 8.00am	Cleaning up/Bathing	5.30 – 6.00am
Morning Prep	6.30 – 7.00am	Morning Prep	6.30 – 7.00am	Cleaning up/Bathing	8.00 – 9.00am	Morning service	6.00 – 8.00am
Breakfast	7.00 – 7.30am	Breakfast	7.00 – 7.30am	Breakfast	9.00 – 10.00am	Breakfast	8.00 – 9.00am
Assembly	7.30 – 8.00am	Assembly	7.30 – 8.00am	Washing of clothes	10.00 – 11.00am	Labour	9.00 – 11.00am
Classes	8.10 – 2.30pm	Classes	8.10 – 2.30pm	Siesta	11.00 – 1.30pm	Free time	11.00 – 1.30pm
Lunch	2.30 – 3.30pm	Lunch	2.30 – 3.30pm	Lunch	1.30 – 2.00pm	Lunch	1.30 – 2.00pm
Siesta	3.00 – 4.00pm	Siesta	3.00 – 4.00pm	Labour	2.00 – 3.00pm	Siesta	2.00 – 3.00pm
Afternoon Prep	4.00 – 5.00pm	Afternoon Prep	4.00 – 5.00pm	Prep	3.00 – 5.00pm	Prep	3.00 – 4.00pm
Games/Labour	5.00 – 6.00pm	Games/Labour	5.00 – 5.30pm	Choir Practice	5.00 – 6.00pm	Prayer squad	4.00 – 5.00pm
Dinner	6.00 – 6.45pm	Dinner	5.30 – 6.00pm	Dinner	6.00 – 7.00pm	House fellowship	5.00 – 6.00pm
Evening Prep	7.00 – 9.00pm	Mid-Week Service	6.00 – 8.00pm	Social gathering	7.00 – 9.00pm	Dinner	6.00 – 7.00pm
Night Devotion	9.00 – 9.20pm	Evening Prep	8.00 – 9.00pm	Night devotion	9.00 – 9.20pm	Prep	7.00 – 9.00pm
Juniors Light Out	9.20pm	Night devotion	9.00 – 9.20pm	Juniors Light Out	9.20pm	Night devotion	9.00 – 9.20pm
Seniors Light Out	11.00pm	Juniors Light Out	9.20pm	Seniors Light Out	11.00pm	Juniors Light Out	9.20pm
		Seniors Light Out	11.00pm			Seniors Light Out	11.00pm

All boarding students are required to comply strictly with this laid out hostel schedule.

## 2.7 MOVEMENT

Students must try to facilitate ease of movement in the corridors by moving quickly and quietly, in single file, keeping to the left where possible.



## **2.8 SAFETY AND SECURITY**

Students must look after their possessions and respect the possessions of others. No student is to leave money or valuables in any classroom during or after school. Boarders are to submit their pocket monies to the hostel masters/mistresses. The school is not responsible for the loss of money or valuables. All personal effects which include toiletries, clothing, and shoes should be clearly labelled with the student's name. Such items are costly and must be looked after.

## **3. BEHAVIOUR AND RESPONSIBILITIES**

These are constantly brought to the attention of our students, and their interpretation shall rest with the Principals.

- 3.1 Students must attend school during the prescribed school days and school hours and may not leave the school grounds or absent themselves from lessons without the permission of the Principal or the authorized representative.
- 3.2 Correct school uniform is to be worn when the student is at school, going to and from school and home, and when attending any official school function/activity/sport.
- 3.3 Students are required to show the necessary dignity, respect and consideration to all people both in and out of school. They shall conduct themselves in a responsible, courteous and disciplined manner when dealing with members of staff and Student Executive, or anyone in authority and are required to obey their instructions.
- 3.4 Students may not have in their possession nor use cigarette (or allied products), other drugs, alcoholic beverages or objectionable literature or recorded matter or stolen property if they are likely by reason of utterance or conduct, to be identified as students of *The Evo Diocesan Schools*.

- 3.5 Students shall respect the school and other people's property and possessions. They shall not damage, deface, soil or take without permission any other person's property. Such damaged or stolen property will be replaced at the defaulter's expense. All possessions should be clearly marked with the student's full name. The Schools accept no responsibility for loss, damage or theft of student's valuables and possessions.
- 3.6 Students may not harm other people or endanger their physical welfare, nor use abusive language or Pidgin English at school or in public. No weapons, toys, fireworks, inflammable or other materials or potentially dangerous items which can cause bodily harm or other damage may be in the possession of students.
- 3.7 The school shall search the personal effects of boarders at the beginning of each term. It also reserves the right to conduct a search of a student(s) and/or possessions if there are reasonable grounds to believe such student(s) may be in possession of articles or materials prohibited in the school, including stolen goods.
- 3.8 Students may not bring the following to school: cards, dice or other games of chance; walkmans; beepers; MP3 players; mobile phones or any other electronic device. If a student brings any of these items mentioned to school, it will be confiscated.
- 3.9 Students may not use any facilities or equipment of the school, including those for sport without the permission of the Principal or authorised representative.
- 3.10 Students must participate in the full educational curriculum. Homework forms part of the official curriculum.
- 3.11 Students are required to participate in at least one extra-curricular activity each term.
- 3.12 If a student is required to be on prescription medication, to school is to be notified in writing.

3.13 Additional “In-School Rules”: To enable the schools to function effectively and therefore give your child/ward every opportunity to realise his/her potential, there are a number of additional in-school rules. These include the recovery room procedure, behaviour at Assembly and ceremonies within and outside the school, when visiting other schools, in the tuck shop, in the toilets and classrooms, in the school buildings and on the school property, on the school fields, out-of-bounds areas, during excursions, and so on. All students are expected to obey these rules.

#### **4. DRESS AND APPEARANCE**

Students should take pride in their school and their appearance. The students of *The Evo Diocesan Schools* are encouraged to be neat at all times. The following regulations are to be adhered to:

##### **4.1 UNIFORMS**

##### **4.1.1 Archdeacon Crowther Memorial Girls' School (ACMGS) Secondary Section:**

###### School Uniform:

- Sleeveless green school gown with yellow trimming
- White ankle socks with green and yellow trimming at the edge
- Black 'baby doll' shoes or lace-up shoes for school lessons, Sunday services and outings
- Green beret
- Green sweat shirt with yellow trimming during cold weather

###### Hostel/Day Wear:

- Sleeveless green check gown
- Neat flip-flop slippers

###### Ceremonial Wear:

- Green jacket
- Butter yellow shirt
- Plain skirt
- Cream hat with green and yellow trimming

Sunday Wear:

- White knee-length gown
- Green beret

Sports Wear:

- Yellow t-shirt and light green wrap-around skirt and green short under
- White trainers/sneakers

Inter-house sportswear for Nursery/Primary section:

Each of the houses as follows:

- Bishop – purple
- Crowther – green
- Diocesan women – blue
- Eledenwo – red
- PTA – yellow

**4.1.2 Archdeacon Crowther Memorial Nursery and Primary School (ACMNPS)**

School Uniform:

- Boys: Green shorts with check (yellow, green and white) shirt
- Girls: Gown, green down with check (yellow, green and white) top
- White ankle socks with green and yellow trimming at the edge
- Black 'baby doll' shoes or lace-up shoes for school lessons, Sunday services and outings
- Green sweat shirt with yellow trimming during cold weather

Sports Wear:

- Yellow t-shirt and green bottom (skirt for girls and shorts for boys) with yellow trimming)
- White trainers/sneakers

**4.1.3 Bishop Crowther Memorial Secondary School (BCMSS):**

School Uniform:

- Long-sleeved white/blue-check shirt for senior secondary

- Short-sleeved white/blue-check shirt for junior secondary
- Navy blue school shorts for junior students and long trousers for senior students
- Plain navy blue ankle socks
- Black lace-up shoes
- Blue background sweat shirt

Hostel Wear:

- Short-sleeved pink shirt and ox-blood shorts for junior secondary
- Long-sleeved pink shirt and ox-blood trouser for senior secondary
- Neat flip-flop slippers or sandals
- Black/Red Tie

Sunday Wear:

- Long-sleeved white shirt
- White trouser

Sports Wear:

- Blue top
- Navy blue shorts

**4.1.4 Bishop Crowther Memorial Nursery and Primary School (BCMNPS):**

School Uniform:

- Boys: Short-sleeved blue check shirt and blue shorts
- Girls: Gown (blue down with blue check top)
- Plain navy blue ankle socks
- Black lace-up shoes
- Blue background sweat shirt

Sports Wear:

- Boys: Blue shorts with white top/t-shirt
- Girls: Blue rap round skirt with white top/t-shirt

#### **4.1.5 Woji Town Word of Faith Group of Schools (WTWFGS):**

##### **School Uniform:**

- **Boys:** Long-sleeved sky-blue/yellow shirt (senior secondary)
- Short-sleeved sky-blue/yellow shirt (junior secondary)
- Dark blue trouser (senior secondary)
- Dark blue shorts (junior secondary)
- **Girls:** Long-sleeved sky-blue/yellow shirt (senior secondary)
- Short-sleeved sky-blue/yellow shirt (junior secondary)
- Dark blue skirt (junior and senior secondary)
- Black lace-up shoes
- Navy blue tie
- Dark blue customized stockings

##### **Hostel Wear:**

- **Boys:** Plain green trouser (senior secondary)
- Plain green short (junior secondary)
- White shirt
- **Girls:** Plain green skirt (senior and junior secondary)
- White shirt

##### **Ceremonial Wear:**

- **Boys:** Navy blue check trouser
- Long-sleeved white shirt
- **Girls:** Navy blue skirt
- Short-sleeved white shirt
- White hat
- Navy blue blazer
- Navy blue check tie
- Customized navy blue stockings

##### **Sports Wear:**

- **Boys:** White polo shirt with shorts
- **Girls:** White polo shirt with skirt
- White trainers/sneakers and stockings

#### **4.1.6 Woji Town Word of Faith Group of Schools - Nursery/Primary Section:**

##### School Uniform:

- **Boys:** Short-sleeved sky blue shirt
- Dark blue shorts
- **Girls:** Short-sleeved sky blue shirt
- Dark blue gown
- Black shoes
- Customized dark blue stockings

##### Sports Wear:

- **Boys:** White polo shirt shorts
- **Girls:** White polo shirt and skirt
- White stockings
- White trainers/sneakers

Inter-house sportswear should be worn should be worn on the weekly sports days of *The Evo Diocesan Schools*.

#### **4.2 GENERAL APPEARANCE OF GIRLS**

##### **4.2.1 Hair**

Hair should be groomed and styled properly at all times.

Hair must be clean and neatly styled.

Hair shall not be dyed.

Hair extensions and braids shall not be worn.

On graduation ceremonies of SS3 students, hair extensions may be worn, provided it is tied back neatly.

##### **4.2.2 Nails**

Finger nails must be kept clean and may not be extended beyond the fingertips.

Nail polish is strictly prohibited.

##### **4.2.3 Jewellery, Cosmetics and Make-up**

Aside from stud earrings, and a plain wrist watch, any other sort of jewellery is not permitted.

Students must maintain good personal hygiene and cleanliness.  
No form of make-up is allowed within the school premises.  
For health reasons, students may not borrow or share hair combs, razor blades, nail cutters and other personal effects.

### **4.3 GENERAL APPEARANCE OF BOYS**

#### **4.3.1 Hair**

Boys hair must, at all times, be kept short and neat.  
All boys must be clean shaven at all times.  
Combs are not to be seen in pockets or at the back of the ear.

#### **4.3.2 Nails**

All nails must be kept clean and short.

#### **4.3.3 Jewellery**

Only a plain wrist watch may be worn.  
For health reasons, students may not borrow or share hair combs, razor blade, nail cutters and other personal effects.

### **5.0 SPORTS KIT**

The correct clean kit must be worn for PE for practices and for matches.  
Proper sportswear and shoes should be worn for sports day, inter-house sports and external sports competitions.

### **5.1 PARENT/STUDENT – SCHOOL SPORTS “CODE OF BEHAVIOUR”**

#### **THE COACH WILL:**

Teach your child the basic rules of the game.  
Develop team-spirit in each team member, and respect for decisions made by the referee and opposing coaches.  
Develop in players the ability to adapt their techniques under pressure.  
Never condone foul play.  
Ensure that members are properly kitted out for practices and matches.  
Require players to attend regular practice.



**THE PARENTS ARE REQUESTED TO:**

- Encourage their child/ward to play by the rules.
- Encourage their children by applauding good positive play.
- Support all efforts to remove verbal and physical abusive from all games.
- Ensure that their child/ward is correctly dressed.

**THE PLAYER WILL:**

- Play by the rules.
- Never argue within the referee.
- Control his/her temper.
- Be punctual for training, matches and meetings.
- Work equally hard for himself/herself and his/her team.

**6. THE SCHOOL PREFECTS**

The job of the school prefects will be to:

- Assist the teachers in consonance with other prefects.
- Oversee to ensure the general order of the students and entire school.
- Dutifully represent the school during external ceremonies.
- Implement all instructions from the Management through the Principal.

Rights and Privileges of the school prefects:

- Has easy access to school properties than other students.
- Has easy access to the Principal, Vice Principals and teachers to discuss issues about the students.

**7. POLICY AND HANDLING OF MISCONDUCT**

Students who have broken the Code of Conduct, School Rules and Uniform Regulations (as amended from time to time) will be subject to counselling and/or reprimand or punishment – which may include verbal and written warnings, menial work (weeding, etc), temporary suspension and in extreme cases, expulsion. In serious cases of ill-discipline and

misconduct e.g. theft, vandalism, unseemly behaviour, refusal to take punishment, dishonesty and blatant lying, and other acts of gross misbehaviour, the action to be taken is governed by this Code of Conduct. It is important to note that the content of a student's TESTIMONIAL will depend on the student's behaviour, dress, attitude, attendance, participation in school co-curricular activities and so on throughout his/her school career.

8. Misconduct will be documented and parents will be advised in writing when and for what reasons their child is required to remain after school for counselling by the Principal or Chaplain or given any other punishment.

### **8.0 CATEGORIES OF MISCONDUCT AND APPROPRIATE DISCIPLINARY MEASURES**

This document is intended to serve only as a guideline in relation to appropriate disciplinary measures on respect of specific forms of misconduct. It must be borne in mind that the appropriateness of any disciplinary measure must be assessed in the light of the particular circumstances in which the incident if misconduct has occurred taking into account the seriousness of the misconduct and any relevant mitigating factors.

The aim of the punishment is not to degrade or humiliate, but rather to guide and educate students towards appropriate forms of behaviour. The guiding principles must always be that any disciplinary action taken must be fair, reasonable and proportionate to the misconduct. The particular misconduct and the circumstances in which the conduct occurs may justify departures from these guidelines.

Students must understand that action may be taken against them if they contravene the Code of Conduct. The philosophy of the disciplinary system is based on human dignity and on respect and consideration for others and not on fear.

### ACADEMIC MISCONDUCT

Students late for school:

- All late comers must report to their class teachers upon arrival. The student is required to catch up on work missed and complete all homework set. Lateness is no excuse for work not done.

## **CONTRACTUAL AGREEMENT**

1. I will not disrupt any teaching or learning activities, or distract others while they are engaged in these activities.
2. I will be punctual for all activities and classes and in completing assignments and homework.
3. I will strive to improve my personal organisation and time management skills (e.g. having the correct books or equipment for classes and activities) in respect of academics and sporting activities
4. I will make new members of the community and visitors welcome by being polite and helpful towards them.
5. I will display good manners towards all members of the school community.
6. I will avoid uncouth and rowdy behaviour, and in particular avoid foul language.
7. I understand that graffiti of any kind will not be tolerated.
8. I understand that different areas and rooms within the school are governed by their own sets of rules and I will familiarise myself with these and comply with them.
9. I understand that smoking; the use of alcohol; sexual acts; possession and/or use of illegal drugs; bullying; obscenity; theft and vandalism are all serious, punishable offences which could result in expulsion from the school.
10. I will adhere to the dress code at all times.
11. I will remain within bounds at all times unless I have official permission to break bounds.
12. I will not have any weapons or dangerous objects in my possession at any time.
13. I will recognise the authority of the Disciplinary Committee and ultimately the Head to hear and judge cases of misconduct (those which may lead to expulsion) and to assign punishments to offenders.
14. I will not engage in any physical contact which others might regard as sexual in nature.
15. I will not make myself guilty of racial discrimination.



**SO HELPME GOD**

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I have read and understood the information laid out in the Code of Conduct and agree that it is my responsibility as a student of *The Evo Diocesan Schools* to adhere to these rules at all times.

STUDENT'S NAME: -----

DATE: -----

STUDENT'S SIGNATURE: -----

PARENT'S NAME: -----

-----

DATE: -----

PARENT'S SIGNATURE: -----

## APPENDIX

### CATEGORY 1 OFFENCES

#### **Behaviour:**

Unacceptable behaviour during Assembly and whilst leading in or out of the assembly hall.

Littering – either dropping litter, or not picking up litter when walking past it.

Creating excessive noise.

Use of other people's property without consent.

Eating and drinking in class during lessons, in the hall, during a school assembly, or eating and drinking on the corridors.

Misconduct during school assembly.

Arriving late for assembly, class and extramural activities.

Entering: a classroom without permission;  
an out-of-bounds area.

Neglecting to: return library books on time;  
attend a compulsory sports or cultural activity;  
register as a latecomer after the first bell of the day.

Minor forms of behaviour or poor sportsmanship during sport, or a cultural activity.

Throwing chalk, paper or object(s).

Neglecting to do punishment set.

#### **Appearance:**

Infringements of hair regulations in sections 4.2.1 and 4.3.1

Minor uniform infringements: shirt untucked

Hands in pockets

Any violation to dress regulations

Not wearing the correct sports kit  
at a sports practice

#### **Academics:**

Causing a disruption so that the normal teaching and learning cannot take place.

Creating excessive noise in the classroom, assembly hall and dining hall.

Class work not done.

Homework not done.  
Calling out in class.  
Distracting other students.  
Forgetting to bring books and equipment essential to the lessons.  
Homework books not up to date.  
Late for a class without good reason.  
Not handing in work on time.  
Leaving class without permission.

**Punishment:**

Appropriate punishment by teachers.  
Student placed in detention by either the teacher or management for a specific amount of time.

**CATEGORY 2 OFFENCES**

**Behaviour:**

Swearing  
Disrespect/Insolence  
Cheekiness  
Use of abusive language and/or Pidgin English  
Ignoring specific instructions  
Failure to attend a sports or cultural activity practice as a player/participant  
Interfering with another person's possessions/property without his/her knowledge or consent  
Negligent damaging of school property  
Neglecting to:  
    Attend a compulsory school event without prior written excuse from parent/guardian  
    Attend a teacher/management detention  
    Do punishments set  
Deliberate disregard for out-of-bounds areas – section 2.2 general school rules  
Misconduct or poor sportsmanship during sport or cultural activity

Frequent repetition of Category 1 offences  
Deliberately hiding/concealing another person's possessions  
/property

**Appearance:**

Not wearing full school uniform at school or in public place  
Wilfully wearing incorrect uniform  
Leaving the school without wearing the correct school uniform  
Not wearing the correct sports kit for a sports activity

**Academics:**

Frequent repetition of Category 1 offences  
Copying of another student's work  
Defacing text books, note books and files  
Use of offensive pictures/text

**Punishment:**

Different disciplinary measures may be enforced at the discretion of the Principal/Management, which may be dealt with as a Category 1 offence, ensuring fairness and that the punishment fits the offence. Constant repetition of offences may lead to categorisation as a “Category 3 Offence”.

**CATEGORY 3 OFFENCES**

**Behaviour:**

Theft or unlawful borrowing of another person's  
possessions/property  
Vandalism or malicious damage to property  
All forms of discrimination – racism, bullying  
Forgery of notes and/or parent's signature  
Verbal threat or harm to person/property  
Constant repetition of Category 1 and 2 offences  
Swearing and/or use of offensive gestures at a member of  
staff/parent, using obscenities



Neglecting to attend detention  
Fighting with another student  
Gambling  
Attempted assault/attempted indecent assault/punching  
/stabbing/scratching/causing serious physical discomfort to  
another student  
Failure to attend an inter-house/inter-school match/activity as a  
player (team member), or cultural activity as a participant  
Cigarettes and/or smoking material – possession of and/or  
smoking at school, in school uniform or on a school tour/outing  
Inappropriate physical contact en route to school – at school – or  
on a school outing

**Appearance:**

Constant breaches of the Dress and Appearance requirements

**Academics:**

Constant repetition of Category 1 and 2 offences, with no sign of  
abatement  
Playing truant from class  
Writing of external examinations especially General Certificate  
Examination (G.C.E.) whilst still in school  
Cheating, attempting to cheat or intention to cheat in an  
examination or test

**Punishment:**

The Principal at his/her discretion and depending on the severity of the  
misconduct, may punish the misconduct as a Category 2 offence, or  
convene a disciplinary hearing which may:

- a. Refer back to the Principal for punishment as a Category 2 offence
- b. Suspend the teacher for a stipulated period
- c. Expel the student

## **CATEGORY 4 OFFENCES**

### **Behaviour:**

The carrying of a firearm, dangerous or lethal weapon at school or on a school tour or outing

The unlawful use of a firearm and/or carrying of a magazine of a firearm, bullets or ammunition

The consumption or possession of alcohol, chemical substances, drugs when in school uniform, at school or representing the school

Arriving the school environment, intoxicated through the use of any substance such as alcohol, chemical substances, drugs

Theft of any person's property or the school's property

Theft involving violence

Rape, attempted rape, physical or sexual abuse, or any sort of sexual activity, indecent assault, intimidation of or threat to a staff, parent or student

The carrying, copying, distribution of and reading of pornography as well as the showing of pornography to other students

Aggravated assault and/or the intention to cause grievous bodily harm.

Playing truant from school/leaving the school grounds without permission from Senior Management.

### **Punishment:**

Disciplinary hearing by the Schools' management which may impose the following:

- a. Indefinite Suspension
- b. Expulsion
- c. Police intervention (in the case of unlawful act)



