

PREAMBLE

The students' handbook is a compendium of rules and regulations for students and specific policy guidelines for parents with respect to discipline and the encouragement of responsible behaviour. It is intended to create a safe and orderly learning environment where students, teachers and parents would be valued and thrive as a community.

As a general principle, we acknowledge that behaviour is largely a product of its immediate environment and it is strengthened or weakened by its consequences. Therefore, the school considers it a moral responsibility as an institution of learning for young people to stop undesirable behaviour and ensure appropriate behaviour through an informed and a consistent behaviour management policy as herein outlined. It is the sacred duty of every teacher and parent to promote and enforce this policy.

Since human behaviour is varied and complex, it is impossible to produce a document that covers every scenario that would be encountered in the school. Notwithstanding, such challenges will be handled in their individual merits in line with the principle of justice, equity, fairness and the consideration of others.

Finally, although our rules and regulations governing behaviour management are prescriptive and externally oriented, our philosophy of discipline focuses more on developing internal control and motivation for goodness. This is encouraged through rewards, praise, recognition and inspiring in every student the desire to be excellent and exemplary.

Welcome to Graceland Schools.

SECTION ONE

RULES AND REGULATIONS

Aims and Objectives of the School Rules and Regulations

- a. To make the school environment conducive for effective teaching and learning.
- b. To protect life and property within the school environment.
- c. To instill discipline in the students.
- d. To act as a general guide to acceptable behaviour.
- e. To prescribe punishment for misbehaviour.

SCHOOL RESUMPTION

- a. School resumption date(s) will be made known to the parents and students in a newsletter/email and WhatsApp sent out on vacation of each term.
- b. Students are expected to return to school on the stipulated date(s) and if there be any need for a student to fail to resume in time; the school management should be notified, so that boarding and classroom space may be reserved.

CHECKING IN (Boarders)

- a. A checklist of items to bring to school will be issued to students on vacation and all students should come back to school with all items listed on the checklist. No student will be allowed into the hostel without the complete items in the list.
- b. Parents/Guardians should endeavor to be present while students are being checked in.
- c. No student should come to school with any prohibited item. A list of such items include; electronic games, board games, card games, phones, tablets, sim cards, storage devices (flash drives, external hard drives, compact disk drives), power banks, weapons, hard drugs, provisions and any other edible.
- d. All medications should be signed in with the nurses.

Note: The only approved gadget in the school is a laptop which must be signed in at the check-in point with the hostel managers, to be released only when needed.

SCHOOL UNIFORM

- a. It is the exclusive reserve of the school to issue all school wears which include:
 - i. a light blue shirt with badge
 - ii. a pair of ash trousers or skirt
 - iii. a red cardigan
 - iv. a ceremonial wear (blazer)
 - v. sports wears

- vi. hostel wears
- b. Black shoes with black stockings, white trainers with white stockings are part of the school uniforms but not issued by the school. Other coloured shoes and stockings are not allowed. Defaulters will have their items seized.
- c. High heels, slippers or sandals are not permitted. Defaulters will have those items seized.
- d. Our sportswear is a customized T-shirt and shorts with a white socks and a pair of white trainers for both genders
- e. All students should always be smartly dressed with their shirts properly tucked in and their ties properly fitted.

Any student wearing a uniform that is not from the school will be sent home.

APPEARANCE TO SCHOOL

- a. Upon payment, students will be issued two sets of regular school uniforms, a blazer, cardigan and a set of sportswear from the school store. Hostel wears will be added for boarders.
- b. All students are expected to return to school dressed in the proper school uniform except when they are required to put on the sports or ceremonial wear. Black school shoes and black socks are part of the school uniform.
- c. Wearing slippers/sandals are not allowed in the school, except on medical grounds. Such items if found will be confiscated.
- d. No makeups, tattoos and piercings are allowed for boys. Girls may only wear colourless lip balms but no makeups or tattoos.
- e. Only full stop earrings may be worn by girls. All other jewelry is prohibited. Such items will be confiscated immediately.
- f. Boys should wear their hair cut very low with trimmed beards. Haircuts such as **Mohawk, dreadlocks, galaxy, punk** etc. are not allowed.
- g. For the girls, all back cornrows should not be less than fifteen (15) strands, **attachments, kinky and all forms of extensions are not permitted.**
- h. Breach of any of these rules may warrant being sent home, suspended or expelled.

ATTENDANCE

- a. **Regularity:** Students are expected to attend school regularly.
- b. **Punctuality:** Students are expected to be punctual to school and all school events.
 - School starts daily by 7.30 am. Lateness is from 7.45 am.
 - Any student that comes to school as from 8am will serve punishment before being allowed into the school.
 - Students that come to school as from 8:30am will be sent back or not allowed into the classroom throughout the day.
- c. **Classes:** Attendance to classes is compulsory for all students since it is the primary reason for being in school. If for any reason a student will not be able to attend a class,

the teacher should be informed prior to the lesson. Failure to inform the teacher is tantamount to truancy.

- d. **Truancy:** Truancy within the school attracts detention or other punishments at the discretion of the school management. Truancy outside the school attracts severe penalty such as suspension, or any other punishment to be decided by the school management.

ASSESSMENT

- a. Assessment is a critical aspect of teaching and learning as it offers opportunity for the teacher to get a feedback on what students have learnt. Accordingly, it is a tool for the teacher to review and redesign his/her lesson plan.
- b. The Continuous Assessment System is adopted. Therefore, all tests, assignments, projects, class works, presentations and examinations form part of the overall assessment of the student.
- c. No malpractice in any examination or organized test will be condoned. Any incident of malpractice will be investigated by the Exams and Continuous Assessment Committee. Students who are found guilty will score zero in the paper involved. Continued malpractice may warrant the expulsion of the student.

Examination malpractice includes the following:

1. Discussing examination question in the exam hall.
2. Borrowing and lending examination materials in the hall.
3. Passing papers around in the examination hall.
4. Copying on pieces of papers and bringing same into the hall.
5. Looking into and copying from a fellow student's exam script, with or without their consent.
6. Leaving the exam hall without permission.
7. Any other action or violations that negate exams ethics and practices or that confer undue advantage to the student.

BEHAVIOUR/COMPORIMENT

Classroom Behaviour (Physical and Virtual)

- a. The classroom is a work area equipped with e-learning facilities. As such, students are prohibited from playing in the classroom. It should always be kept neat and orderly.
- b. Students are to be attentive and engaged in class so that they can gain maximum benefit from the teaching sessions.
- c. Although discussions and talks facilitate learning, distractive conversations are not encouraged.
- d. Assignments should be neat and handed in on time.
- e. It is inappropriate to engage in a subject other than the one being discussed in class e.g. Mathematics when the teacher is in for English language.
- f. Disruptive behaviour such as quarrelling, throwing of objects, use of abusive words, pranks, etc., are prohibited. General polite and well-mannered behaviour is expected from each student in the classroom.
- g. Eating is not allowed during class time. Chewing gum is unacceptable.
- h. Students are not allowed to leave the classroom during lesson hours without the permission of the teacher.

Behaviour while Traveling in the Bus

- a. Students in the bus should obey the instructions given by the bus driver and the teacher in charge.
- b. Students should be seated orderly and avoid moving from seat to seat while the bus is in motion. No part of a student's body should be out of the window at any time.
- c. No object should be thrown out of the window or inside the bus, use the waste bin.

Behaviour During Special/Social Functions

While attending club activities and other special programmes within the school or outside the school premises, students should observe the following rules:

- a. Students should report to the venue on time and in an orderly manner.
- b. They should always remain in their allocated positions.
- c. They should remain seated and active throughout the function.

- d. Noise making should be avoided. Maintaining silence and following the programme is the expected discipline among students.
- e. Departing from the venue should be orderly and should follow the directions/instructions of the instructor(s) or Usher(s) in charge.
- f. Students must take due permission before leaving the arena.

Play Field Behaviour

- a. Sports and games offer excellent opportunity for socialization, talent-development and recreation. Students should take advantage of this opportunity.
- b. Active participation, fairness and good sportsmanship are expected behaviour.
- c. Obedience and respect to officials, coaches, team members and opponents should be encouraged.
- d. Students should be properly kitted for all games. Under no circumstance should a student be half clad.
- e. Students should maintain a balance between their schoolwork and sports.
- f. In some cases, a benchmark in academic performance may be required for sports participation.

Refectory Behaviour

- a. Students should endeavour to be punctual to the refectory as lateness may result to missed meals or other sanctions.
- b. They should be orderly, avoid noise making and wait for their turn.
- c. Students should, maintain refectory decorum and exhibit proper table etiquette.
- d. They should keep their eating area clean and put away all disposables properly using the garbage bins provided.
- e. Students should take the ration they could finish and avoid wastage.

Table Etiquette

- i. Students should pray before meals.
- ii. Hold and use the proper cutlery correctly.

- iii. Chew with your mouth closed.
- iv. Avoid over stuffing your mouth with food.
- v. Do not talk with food in your mouth.
- vi. Do not blow your food or spill it on others or on the table, wait for it to cool down.

Worship Behaviour

- a. The school maintains a chaplaincy for catholic and another for non-Catholics. Every student is expected to belong to one.
- b. Students should be seated before the minister arrives.
- c. They should not leave the congregation till the end of the service.
- d. The habit of reverence should always be cultivated. Noise making and sleeping is not acceptable
- e. All students are expected to participate in the routine fellowships and devotional exercises of the school.

BULLYING

- a. The school has a zero tolerance for bullying and any form of abuse.
- b. Older students are expected to guide the younger ones rather than take advantage of them.
- c. School father and mother (Fagging) is not allowed.
- d. Sexual abuse will not be tolerated. Offence may result to expulsion.
- e. Verbal abuse, body shaming, cyber/sexual bullying will not be tolerated. Offenders will face dire consequences such as suspension or expulsion.
- f. Students should not get physical with other students. Such offence will attract serious disciplinary actions.
- g. Pranks, Reckless and dangerous plays are highly prohibited. When injuries result from this, the culprit will take full responsibility for their action including legal action and medical bills.

BOUNDS

- a. Students are not allowed to leave the school premises until dismissal time, unless with a written permission from the Principal or his vice in his absence.
- b. All places of silence and areas which are out of bounds should be respected.
- c. Day students are not allowed into the boarding house.
- d. Students are not allowed to enter the cars of visitors and other parents.
- e. Students are to remain in their classes at all times except during break or when moving to special rooms for classes. Any other movement should be with class exeat cards.
- f. Sanctions for offenders will include but not limited to suspension and detention.

VISITORS

- a. All visitors should report at the front desk office and fill the visitors log book only during visiting hours.
- b. Students are not allowed to receive visitors during school hours. In cases of emergency, such visitors should get clearance from the Principal or vice principals.
- c. Boarding students are not allowed to interact, make calls or collect prohibited items from drivers or parents of day students.
- d. A visiting day for boarding students will be held at least once in a term on a second Saturday of the month. This will offer parents the opportunity to interact with their children, look into their progress and supply needed items. Extra visiting will not be encouraged.

HEALTH

- a. Students and staff should report all incidents of ill health to the school clinic.
- b. Student are not allowed to keep, self-medicate or administer drugs to other students.
- c. Parents are not allowed to send drugs to school through a third party without proper communication with the school.
- d. Day students who come to school with their medication/drugs must submit them to the school nurse through their form teacher for proper administration.
- e. Parents and students are not allowed to buy food, drinks or snacks for other students. Also, students are not allowed to accept same from others.

SCHOOL PROPERTY

- a. Students are forbidden to mark/inscribe their names on the school property.
- b. Students are prohibited from using the interactive boards without a teacher's supervision.
- c. Damage to school property which includes interactive boards, projectors, other electronic devices, windows, lightings, etc., should be reported immediately. Such property will be replaced by the student or students responsible.

EXTRA CURRICULAR ACTIVITIES

1. Club Activities

- a. Every student is required to belong to at least one club but not more than two clubs on the basis of interest and ability.
- b. No student should be absent from club activities except with a cogent reason or permission from the patron of the club or the Principal.

2. Club Registration

- a. A student is allowed to register in any club of his choice (as stated in "a" above) provided he pays his club dues of N1000 per term and is present at club meetings.

EXTERNAL FUNCTIONS

- a. Students are expected to embark on excursions organized by the school with the knowledge of their parents. Written consent from parents or guardians will only be for out location excursions or trips.
- b. No student should be absent from an excursion organised by the school except with a written explanation from his parents or guardians.
- c. Students should exhibit good public behaviour such as not spitting out of a moving vehicle, not urinating in public, etc.
- d. Students should never speak loudly in external functions.
- e. Students should not stray from their groups. They must take permission before leaving the group.
- f. Students should not speak to or collect anything from strangers.

- g. At the end of the function, a head count should be taken before leaving.

A GLOSSARY OF OFFENCES AND POSSIBLE SANCTIONS

1. Cultism is a serious offence and attracts instant expulsion for students involved.
2. Possession and use of dangerous weapons are strictly prohibited. Dangerous weapons include; guns, explosives, daggers, pocket knives and the like. Offenders will face dire consequences which may include suspension or expulsion.
3. Possession of hard drugs, alcohol and other substance abuse will attract suspension or expulsion.
4. Sexual misconduct will attract suspension or expulsion.
5. Involvement in pornography attracts suspension, detention or any other punishment as the case may be. Serial offenders will be expelled.
6. Violent aggressive behaviour including fighting, assault, insult or insubordination to a fellow student, prefect or staff is prohibited. Offence will attract punishments such as expulsion, suspension, detention and any other punishment the school deems appropriate with offence.
7. Stealing is an offence that can attract expulsion, suspension or other punishments including restitution.
8. Mishandling or damaging of college property is an offence that attracts restitution and any other appropriate consequence.
9. Other offences include:
 - i. Lateness to school
 - ii. Failure to carry out personal duties
 - iii. Loitering
 - iv. Noise making
 - v. Telling lies
 - vi. Dodging assembly
 - vii. Withholding information from the school authority during investigations.

The above offences are punishable as may be deemed fit by the school authority. Where the offence is habitual, the student may be suspended or expelled.

REDEEMING CONFISCATED ITEMS

Confiscated items may be redeemed with a price as determined by the management.

POCKET MONEY

- a. Day Students should not come to school with money.
- b. Boarders should register their pocket money with hostel managers upon checking in.
- c. Students are not allowed to bring snacks and beverages of any sort to school.

Note: Any of these items found will be confiscated and used for charity.

GENERAL RULES AND POLICIES IN THE HOSTEL

1. Private tutorial will be approved by the school for special cases and monitored by the management.
2. Students are forbidden to contact outsiders or parents without the permission of the hostel managers.
3. Permission to leave the hostel must be granted by the management with the knowledge of the hostel managers.
4. Every student should take part in school sports unless when medically unfit or exempted by authorities.
5. Students are prohibited from keeping money, jewelry or any learning device that is not approved by the school (use of cell phones, mp4, etc., are prohibited).
6. All students will keep their money with the appropriate delegated authority.
7. No student is allowed take another student's property without the express permission of the owner.
8. Younger students are prohibited to act as servants to older students. This is fagging and is not condoned. Offenders will serve punishments assigned by the school authority. Serial offenders may be deboarded, suspended or expelled.

HOSTEL ROUTINE

Daily Routine

Time	Routine
5:00	Rising Bell
5:00 – 6:00	Bathing and preparation for school
6:00 – 6:30	Morning Devotion
6:30 – 7:20	Breakfast
7:20 – 7:30	Going to school
7:45	Closure of the hostel by the hostel managers
7:30 – 8:00	Morning Assembly
8:00 – 2:00	Schooling
2:00 – 2:30	Returning to the hostel
2:30 – 3:30	Siesta

3:45 – 5:00	Prep
5:00 -	Evening Cap
5:00 – 6:00	Games/Laundry
6:00 – 7:00	Bathing/preparation for Dinner and Prep
7:00 – 7:15	Dinner/Global News
7:30 – 9:00	Prep
9:00 – 9:15	General night prayers
9:15 – 10:00	Inspection/ironing (on selected days)
10:00	Lights out.

N/B

- 1. Monday, Wednesday and Friday (Seniors wash and juniors play sports)**
- 2. Saturday, Tuesday and Thursday (Juniors Wash and seniors play sports)**

SATURDAY ROUTINE

Time	Routine
5:30	Rising Bell
5:30 – 6:00	Bathing
6:00 – 6:30	Morning Devotion
6:30 – 8:00	Laundry
8:00 – 8:30	Breakfast
8:30 – 10:00	General cleaning/Hostel inspection
10:00 – 1:00	Prep
1:00 – 1:45	Lunch / Global News
2:00 – 3:30	Siesta
3:30 – 5:00	Ironing/Barbing/Making of hair
5:00 – 6:30	Rehearsals for Sunday services
6:30 – 7:00	Bathing
7:00 – 7:30	Dinner
7:30 – 9:00	Social Event/Night Cap
9:00 – 9:30	General Night Prayers
9:30 – 10:00	Inspection
10:00	Lightout

Sunday Routine

Time	Routine
6:00	Rising Bell
6:00 – 7:30	Bathing and preparation for church
7:45	Sitted for church
8:00 – 9:00	Church service

9:00 – 9:30	Changing into day wear
9:30 – 10:00	Breakfast
10:00 – 11:00	Clean up
11:00 – 1:30	Prep
1:30 – 2:15	Lunch
2:15 – 4:00	siesta
4:00 – 5:00	Fellowship
5:00 – 6:00	Sports
6:00 – 7:00	Bathing
7:00 – 7:30	Dinner
7:30 – 9:00	Prep
9:00 – 9:30	Night prayer
9:30 – 10:00	Inspection/lights out

SECTION TWO

School Parent Policies and Guidelines

Graceland Schools considers her parents as friendly, supportive and valuable members of the school community. Parental involvement and commitment to partnership with the school is vital in our strive for excellence, and is based upon respect and mutual understanding of the conduct we expect within the school.

As responsible members of the school community, parents are obliged to be exemplary to staff and students. In view of this, we expect that

- a. All parents as well as all members of the school community deserve to be treated equally and with respect, irrespective of gender or status.
- b. Parents, as the first teachers and mentors of their children, should model strong character, provide supervision and teach their children discipline.
- c. Parents should encourage their children to obey school rules and regulations through behaviour that show respect, kindness, and responsibility.
- d. Parents should provide their children with the basic necessities of life, security, health and emotional needs to enable them flourish in school.
- e. Parents should not only pay their children’s school fees, but should equally help in their children’s assignments and meaningfully support their learning.
- f. Parents should work collaboratively with teachers and the school management for the benefit of all students.

- g. Parents should provide the school an opportunity to resolve conflicts and issues of concern before public criticism or taking laws into their hands.

In order to foster a peaceful, orderly and safe learning environment, the following behaviours by parents/guardians are prohibited:

- e. Collecting learners from the classroom or meeting with teachers in the classroom
- f. Unscheduled visits to students in the boarding houses
- g. Profane, abusive, threatening or harassing communication, whether verbally, written or electronically, to any member of the school community
- h. Disruptive behaviour that threatens or interferes with school operations
- i. Threatening to harm any member of the school community
- j. Damage or destruction of school property
- k. Offensive, derogatory or defamatory comments about the school or staff made public through the use of social media or any other means

When parents/guardians conduct involves minor infractions of these policies, remediation will be encouraged and a warning will be issued either verbally or in writing from the management. However, depending on the severity of the infraction, parents/guardians may be ejected from the school premises or otherwise lawfully banned from the premises and from participation in the school. Such parents may be required to withdraw their children from the school as a last resort.

For severe infractions involving students, where mediation is viable, parents will be required to countersign an undertaking of good behaviour and promise to show responsibility on behalf of their children. Such documents will only be the last step in a series of processes for remediation, correction and justice.

WITHDRAWAL FROM THE COLLEGE

- a. Parents can apply for withdrawal of their children anytime for whatever reason, provided the student(s) complete and submit the school Clearance Form. **Fees paid are not refundable.**
- b. The Principal may suspend or dismiss a student from the college for a serious or persistent deviant behaviour. If a student is expelled, fees paid are not refunded.