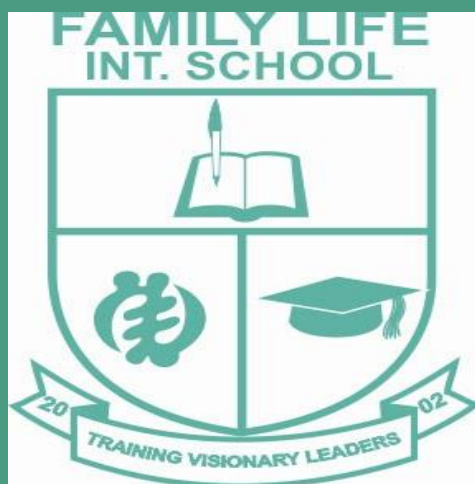


FAMILY LIFE INTERNATIONAL SCHOOL LTD



## **1.0 INTRODUCTION**

Family Life International School has a vision to train young independent individuals who have the vision to transform lives, family, society, the nation and the world. In order to realize this vision, we need to train and raise disciplined and responsible individuals as the societal breakdown in discipline is one the problems of this nation, Africa and the world at large.

The Student Code of Conduct sets out standards and behaviours expected of students. Students shall be held accountable and must always abide by these sets of rules and regulations. Failure to comply with the stipulations enshrined in this code of conduct will attract sanctions or disciplinary action deemed fit by the disciplinary board.

### **1.1 STUDENT RIGHTS**

1. Students have the right to participate in a school that is physically safe from internal and external threats.
2. Students shall have the right to learn in an environment free of harassment, intimidation, and bullying from peers and adults.
3. Students shall have the right to be respected by their teachers and their peers.
4. Students shall have the right to expand their experiences and opportunities through a challenging programme of academic and extracurricular activities
5. Students shall have the right to be educated in an environment that recognizes and supports their cognitive learning styles.
6. Students shall have the right to express their opinions in a responsible manner and to take part in their education as appropriate for their age and maturation.

7. Students shall have the right to know the rules and expectations for their conduct.

## **1.2 STUDENT RESPONSIBILITIES**

1. Students shall be responsible for respecting school property, insuring that safe conditions continue in the school.
2. Students shall be responsible for their conduct and shall refrain from harassing, intimidating or bullying others.
3. Students shall be responsible for demonstrating respect for themselves through their personal hygiene, dressing and conduct.
4. Students should be responsible for demonstrating respect for others through their use of appropriate language, avoiding profanity; racial, ethnic or religious slurs; or any otherwise denigration of others through verbal or nonverbal language or communication.
5. Students shall be responsible for working to their potential in and outside of the classroom.
6. Students shall be responsible to accept the challenges of their classroom work and give their best effort to complete assignments in a timely and meaningful manner.
7. Students shall have the responsibility to speak up for themselves and be their own advocate in the classroom.
8. Students shall have the responsibility to offer their own opinions and participate in their education.

## **1.3 OPENING HOURS AND PUNCTUALITY**

Students are expected to be in school before 7:00am to participate in the morning reading exercise. They are to remain on the school premises until closing time. On no account should any student leave the school premises, before closing hours for any reason, without seeking permission from the appropriate quarters.

#### **1.4 CLOSING HOURS AND PICK-UP**

School closes at 3:30pm each day. Students who go home on their own shall leave the school premises not more than 15 minutes after the closing siren has sounded. Parents/Guardians are expected to pick up their wards by 4:30. Picking your ward after this time would attract a penalty. Parent/Guardians should also ensure that the teachers and school authorities are aware of individuals who they have designated to pick up their wards ahead of time.

#### **1.5 ABSENTEEISM**

Students shall not absent themselves from school without tangible reasons. A written or verbal request shall be sought from the school authorities if the child would be absent from school.

### **2.0 EXPECTED SCHOOL BEHAVIOURS**

#### **2.1 *EXPECTED BUS BEHAVIOUR***

1. Be punctual to meet the bus at the designated point
2. Take a seat as soon as you enter the bus.

3. Be seated when the bus is moving
4. Always share seats with others
5. Speak softly at all times
6. Use only appropriate language
7. Do not speak in a way that teases, hurts or harasses others
8. Keep the bus clean
9. Do not eat or drink on the bus without permission from the driver
10. Follow the bus driver's instructions as soon as they are issued
11. Keep hands, head and feet inside the bus
12. Do not throw anything out of the bus.
13. Do not threaten the safety of others on or off the bus
14. Do not vandalize the bus or anyone's personal property
15. Do not hit, punch, kick or physically assault another student
16. Do not act in a disrespectful or defiant manner towards the bus Driver/Assistant
17. Do not use sexually explicit, inappropriate or derogatory language or obscene gestures

## ***2.2 EXPECTED BEHAVIOUR ON THE COMPOUND***

1. Do not drop litter on the compound or the classroom
2. Pick any litter you see in the classroom, compound or any part of the school

3. Obey the bell promptly
4. Walk briskly to the classroom, dining hall, play ground or wherever your time instructs you go
5. Silence time should be observed as such. Students are supposed to be silent and read their books.

### ***2.3 EXPECTED BEHAVIOUR IN THE WASHROOMS***

1. The washroom is not a playground.
2. The washroom is not a conversation grounds.
3. The washroom is not an eatery.
4. The washroom is not a dressing room.
5. Student should flush the toilet after they are done.
6. Students should take turns to visit the washroom.
7. Two people should not enter one closet
8. Students should not hide in the washroom in an attempt to skip class. Students who are caught in this act will be sanctioned severely.
9. Don't litter the washroom and Don't put rubbish in the water closet.
10. Girls should dispose off sanitary towels properly

### ***2.4 EXPECTED BEHAVIOUR AT P.E AND GAMES***

1. Report on time for P.E and games
2. Be in the prescribed P.E Uniform

3. Wear the appropriate footwear for P.E
4. Obey instructions from the P.E Instructor
5. Wait for your turn if the need be
6. Play the game according to the rules and in a way not to wound others
7. Be graceful in victory and defeat
8. Do not leave the grounds without the permission from P.E Instructor

### ***2.5 EXPECTED CANTEEN BEHAVIOUR***

1. Be at the canteen on time and with your class
2. Do not talk while eating
3. Do not make noise in the canteen
4. Wash your bowl after eating
5. Do not drop food on the floor

### ***1.6 EXPECTED BEHAVIOUR AT THE LIBRARY***

- ❖ No food or drinks allowed in the library
- ❖ Teachers and Students are allowed to borrow books for a maximum of one (1) week

Borrowers who exceed the one (1) week period for returning borrowed books will be banned from borrowing books from the library for two (2) weeks

- ❖ Students can borrow books from the library during their library period or during break after they have eaten their breakfast or lunch
- ❖ No book should be taken out of the library without the permission of the Librarian
- ❖ Borrowed books that are returned damaged/mutilated or in a condition other than it was given or misplaced/lost will be replaced by the borrower by paying two times the cost of the book
- ❖ Only teachers are allowed to use the library during classes hours (i.e. apart from a class that has library period)
- ❖ Students are not allowed to enter the library with their school bags
- ❖ Reference books cannot be borrowed from the library
- ❖ The library is also open to both teachers and students after school from the time of closing (3:30pm/2:30pm) till 5:00pm
- ❖ Be respectful of others
- ❖ Return books to the right shelves or box
- ❖ Read and talk (if you have to) quietly
- ❖ Push chairs under tables after reading
- ❖ Collect all personal items before leaving the library
- ❖ If you need help speak to the Librarian.

### **3.0 APPEARANCE**

#### **3.1 DRESSING**

All students shall wear the prescribed school uniform on their respective days. Uniforms must be neat, well ironed and presentable. Black shoe and white socks shall be worn with the school uniform always. An appropriate sneakers, canvas, boots or spikes may be worn with the P.E



Attire. Wearing any other attire or footwear except under special circumstances where permission has been previously sought from the school authorities will attract sanctions.

### **3.2 HAIR**

Boys shall keep their hair short and neatly trimmed at all times. Stylish haircuts are strictly prohibited.

Girls shall wear their hair short without perming or stretching. Girls in Nursery, Kindergarten and Primary may be allowed to braid their hair into corn rolls without attachments. Fancy hairstyles, colourful and stylish ribbons are not allowed.

### **3.3 NAILS**

All students shall keep their nails well-trimmed and clean. The use of artificial nails and nail polish is not allowed.

## **4.0 CONDUCT**

### **4.1 COMPORTMENT**

Students are expected to comport themselves at all times: in the classroom, within and outside the school premises. Students shall always act respectfully towards fellow students, teachers, parents and any other elderly person. Behaviours which would not be tolerated include (but not limited to) insulting other students, teachers and parents, screaming or shouting, bullying, stealing, fighting, teasing and name-calling, rough or dangerous play, littering etc

#### **4.2 NOISE-MAKING**

The compound must be silent at all times. Noise level shall be kept to an utmost minimal during sporting activities, P.E Class and break time. Students shall not scream or shout when talking to their friends.

#### **4.3 DAMAGE TO SCHOOL PROPERTY**

Students shall not intentionally cause damage or deface school property. Students shall take good care of school property in their possession ensuring that no damage or destruction occurs by either him/her or other students. Students shall not fail to report any damage to school property to the appropriate authorities.

#### **4.4 BANNED ITEMS**

Mobile phones, tablets, headphones, laptops, toys, cameras and other electronic gadgets are not allowed. Except upon the request of a tutor to be used for teaching and learning . Such items if brought to school unknowingly shall be handed over to the school authorities. Serious sanctions will be meted out to any student found bearing any of these devices on his/her person.

#### **5.0 SCHOOL FUNCTIONS AND CLUB ACTIVITIES**

All students shall be present for all school gatherings, shall participate in all school activities and shall only be exempted when they are indisposed and permission has been sought for from the coordinators or have been admitted at the infirmary.

#### **6.0 CLASS EXERCISES AND HOMEWORK**

All students shall copy and complete all class exercises by the end of the class. This includes notes, personal assignments and project works. All homework shall be completed and submitted before lessons commence for the day. Late submission of both class work and homework will attract sanctions as deemed fit by the teacher.

## **7.0 DISCIPLINARY MEASURES THAT MAY BE APPLIED FOR OFFENCES**

<b>OFFENCE</b>	<b>OCCURRENCE</b>	<b>PUNISHMENT</b>
DISRUPTIVE BEHAVIOUR IN THE BUS	1 <sup>ST</sup>	WARNING
	2 <sup>ND</sup>	ASSIGNED SEAT; BEHAVIOUR CONTRACT
	3 <sup>RD</sup>	SCHOOL DETENTION (1-5 DAYS); ADVISE PARENTS TO WITHDRAW CHILD FROM BUS SERVICES
FLOUTING DINING HALL RULES	1 <sup>ST</sup>	WARNING
	2 <sup>ND</sup>	REPORT TO ADMINISTRATION

	3 <sup>RD</sup>	APPROPRIATE PUNISHMENT ; REPORT TO PARENTS
INAPPROPRIATE BEHAVIOUR DURING P.E AND GAMES	1 <sup>ST</sup>  2 <sup>ND</sup>  3 <sup>RD</sup>	WARNING  REPORT TO ADMINISTRATION  REPORT TO PARENTS; GROUNDING
LATENESS	1 <sup>ST</sup>  2 <sup>ND</sup>  3 <sup>RD</sup>	WARNING  INFORM PARENTS  GROUNDING OR DETENTION; APPROPRIATE PUNISHMENT
ABSENTEEISM OR TRUANCY WITHOUT PERMISSION	1 <sup>ST</sup>  2 <sup>ND</sup>	WARNING; INFORM PARENTS; APPROPRIATE PUNISHMENT  INVITE PARENT/GUARDIAN FOR DISCUSSION AND

	3 <sup>RD</sup>	COUNSELLING OF STUDENT  APPROPRIATE PUNISHMENT
UNPRESCRIBED DRESSING	1 <sup>ST</sup>  2 <sup>ND</sup>	WARNING; APPROPRIATE PUNISHMENT  WRITE TO OR VERBALLY INFORM PARENTS
DISRESPECTFULNESS/FLOUTING AUTHORITY	1 <sup>ST</sup>  2 <sup>ND</sup>  3 <sup>RD</sup>	WARNING; APPROPRIATE PUNISHMENT; STUDENT SHOULD APOLOGIZE; COUNSELLING  REBUKE IN FRONT OF CLASS OR ASSEMBLY; SUSPENSION;  REFER TO PARENT/GUARDIAN FOR WITHDRAWAL OF STUDENT
BULLYING AND TEASING	1 <sup>ST</sup>	WARNING; RENDER WRITTEN/VERBAL APOLOGY TO THE OFFENDED;





## **8.0 NOTES TO PARENTS**

### **8.1 PAYMENT OF SCHOOL FEES**

1. For new admissions, all fees must be paid in full during the admission process before your ward will be allowed to commence studies.
2. All school fees must be paid on or before the re-opening of every term.
3. Failure to pay school fees or clear outstanding debt by the second month of the academic term will attract a penalty of 5% of the original fees.
4. Failure to pay school fees by the end of the academic term will attract a penalty of 10% of the original fee.
5. Parents who pay one-year fee in bulk in advance shall be given a discount of 5% on the total fee.
6. The school will not accept postdated cheques.

### **8.2 COMPORTMENT**

1. Parents shall be expected to accord all staff and other parents respect and vice versa. Any parent who has an issue with a staff or school must report to the appropriate administrative personnel in the right manner.
2. Except on open days, no parent shall enter the classroom unless with permission from the administrators.



3. Parents shall be expected to respect parking rules.
4. Parents are encouraged to keep their sick children at home.
5. Parents shall be expected to supervise and sign their ward's home work

### **8.3 DROP OFF AND PICK UP**

1. Parents must make sure that people coming for their wards have been duly introduced to school authorities or teachers concerned.
2. Parents are expected to minimize noise levels in and around the school.
3. Due to our limited parking space, parents shall not be permitted to park for long hours when picking up or dropping off their children.
4. Parents shall be expected to pick up their wards by 4:30 pm after which attracts a penalty.
5. Parents are expected to follow traffic regulations and parking instructions.

## **ACKNOWLEDGEMENT OF STUDENT CODE OF CONDUCT**

### **RECEIPT**

By signing below, I acknowledge that I have read the Student's Code of Conduct. I understand that the code of conduct contains information that my child and I need

during the school year, and I have reviewed all of the information with my child. I fully understand that all the students will be held responsible for their behaviours and shall be subject to the disciplinary consequences as outlined in this code.

Name of Student

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Name of Parent ..... Contact

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Signature of Parent .....Date

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PLEASE NOTE: EACH PARENT SHOULD **RETURN THIS SIGNED RECEIPT TO**  
ADMINISTRATION OF FAMILY LIFE INTERNATIONAL SCHOOL.