

# **TAIDOB COLLEGE**

## **REVISED OPERATIONAL GUIDELINES FOR PARENTS/GUARDIANS AND STUDENTS ©2022 EDITION**

# TAIDOB COLLEGE

*A Citadel of Moral and Academic Excellence*

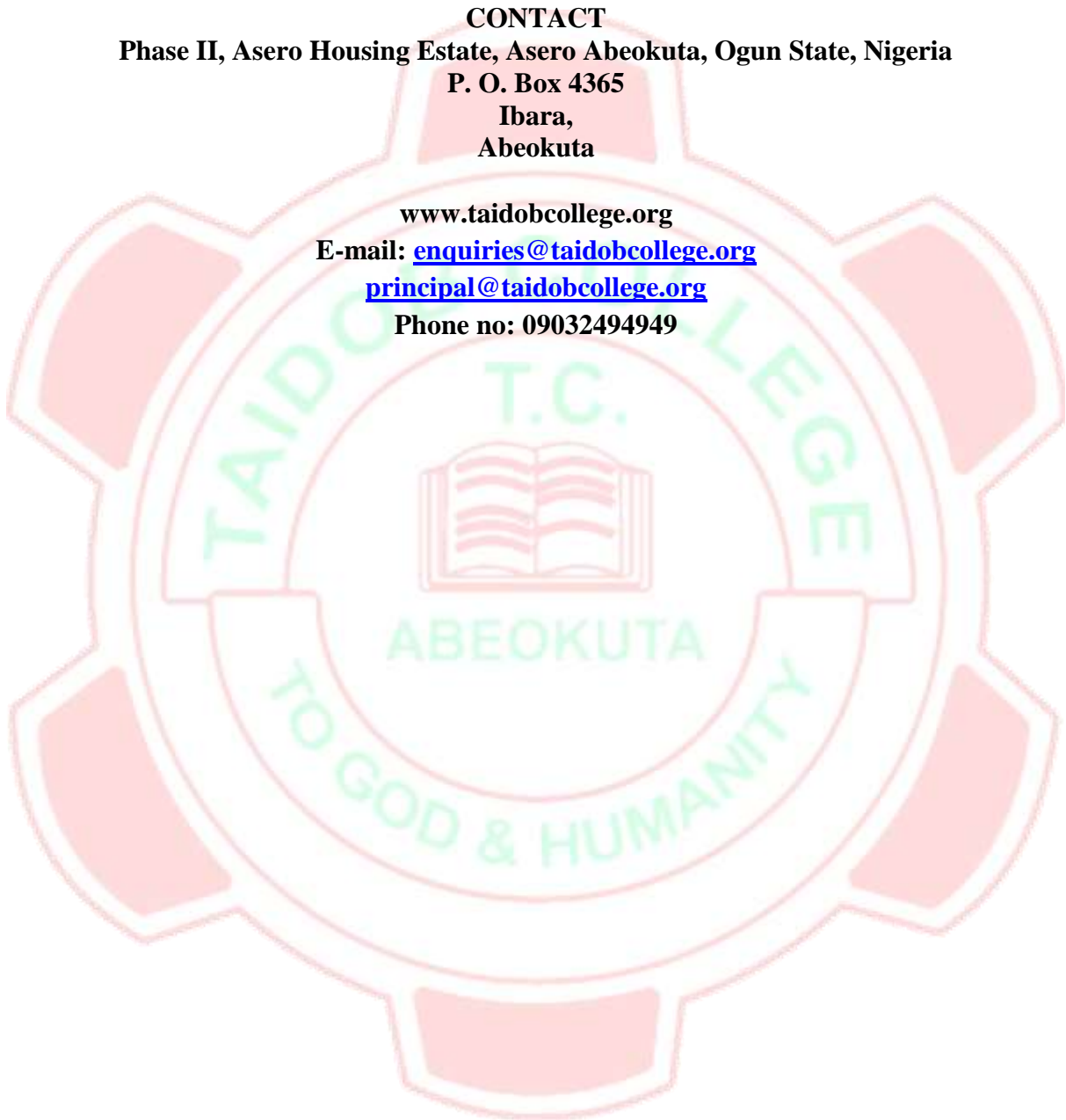
## CONTACT

Phase II, Asero Housing Estate, Asero Abeokuta, Ogun State, Nigeria  
P. O. Box 4365  
Ibara,  
Abeokuta

[www.taidobcollege.org](http://www.taidobcollege.org)

E-mail: [enquiries@taidobcollege.org](mailto:enquiries@taidobcollege.org)  
[principal@taidobcollege.org](mailto:principal@taidobcollege.org)

Phone no: 09032494949



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## **AIMS & OBJECTIVES**

The School was established principally to:

- Provide excellent educational services to all races irrespective of gender, religion, tribe or social status.
- Instill and sustain high moral standard in the students through emphasis on the teaching of religious education.
- Equip the students with necessary intellectual skills for clear rational and logical thinking and expression.
- Make the school a model through attainment of academic standard of international repute
- Encourage physical and health education aimed at producing talents in sports and games locally, nationally and internationally.
- Provide effective and virile guidance and counseling services with a view to producing a total person out of the prospective students.
- Create an opportunity, through participation in co-curricular activities, for interaction among mates and thus show an awareness and commitment to interdependence through group and team experience.
- Instill in the students the attitude of tolerance and respect for other peoples' views and cultures.

## **OUR VISION**

We believe:

1. in pioneering education that will enhance dissemination of effective and functional knowledge in an absolute academically friendly environment.
2. also in total education that includes bringing and nurturing academic and moral disciplines out of every individual, for a manifestation of outstanding leadership qualities nationally and internationally.

## **OUR MISSION**

- To educate Nigerian children irrespective of their gender, ethnic, religious, and economic backgrounds.
- To help students acquire intellectual skills for clear thinking and expression.
- To train students to be tolerant and respect other peoples' points of views and cultures.
- To encourage Physical and Health Education.
- To encourage leadership qualities.

## **SCHOOL ANTHEM 1**

Awake, arise and shine  
Oh! boys awake  
Oh! girls awake  
Awake and face your studies  
Awake and face your duties  
Oh read all the time  
Let your light so shine ) 2ce  
In the presence of men  
Let your light so shine  
That they may all see  
That great God in you  
Awake, arise and shine  
Oh! boys awake  
Oh! girls awake  
Awake and face your studies  
Awake and face your duties  
Oh read all the time

## **SCHOOL ANTHEM 2**

May the Lord Protect ) 2ce  
TAIDOB College  
In TAIDOB College  
Children work and pray  
May the Lord's protection in our lives  
Shall be as forever more /2ce  
Give us success,  
give us, give us  
Give us success  
As we pray unto thee

## **SCHOOL PLEDGE**

I promise to be a worthy ambassador  
Of Taidob College,  
In character and learning  
And promise never to cheat  
In any examination,  
Be it internal or external  
So help me God.

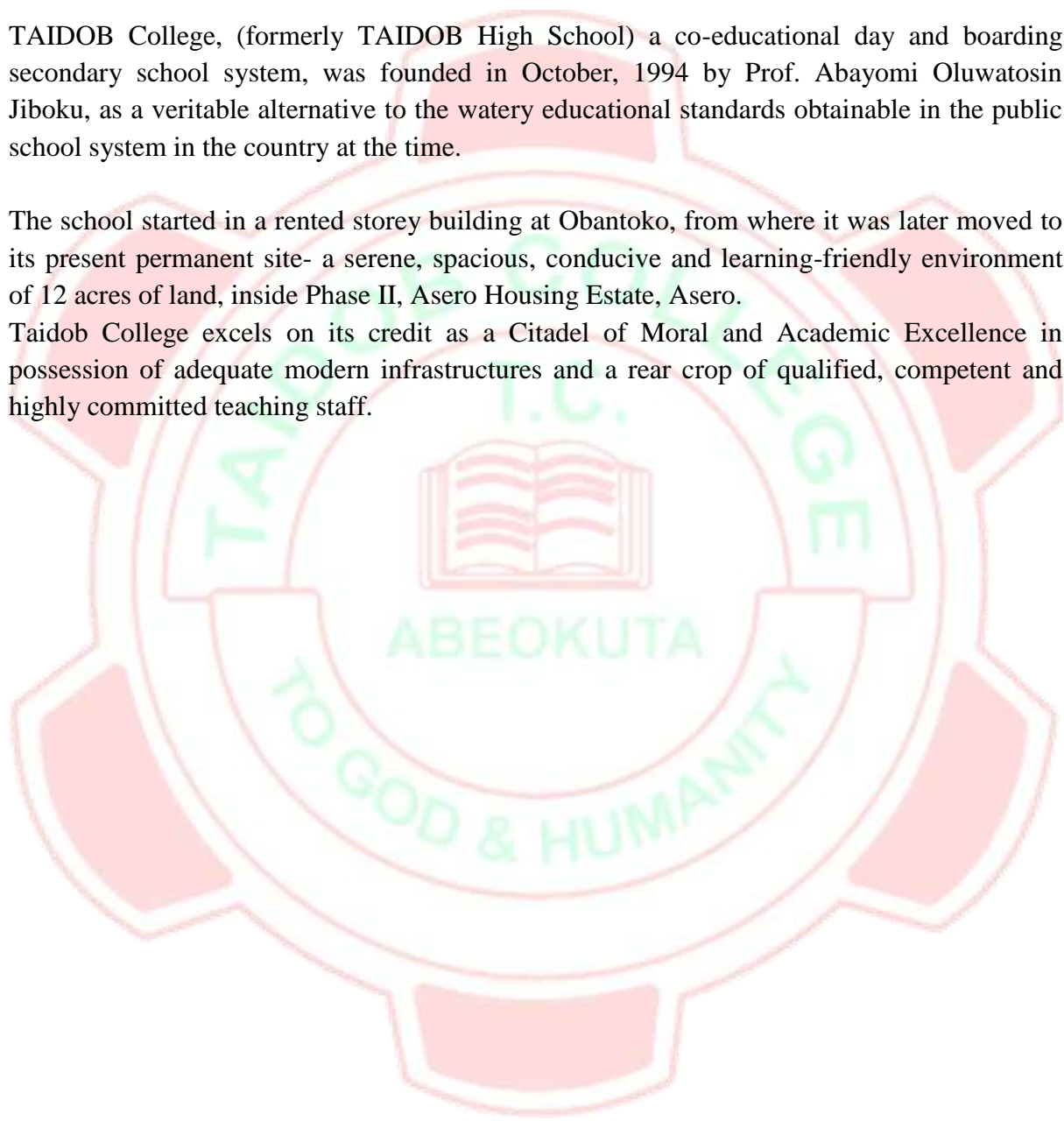


## **ABOUT TAIDOB COLLEGE**

TAIDOB College, (formerly TAIDOB High School) a co-educational day and boarding secondary school system, was founded in October, 1994 by Prof. Abayomi Oluwatosin Jiboku, as a veritable alternative to the watery educational standards obtainable in the public school system in the country at the time.

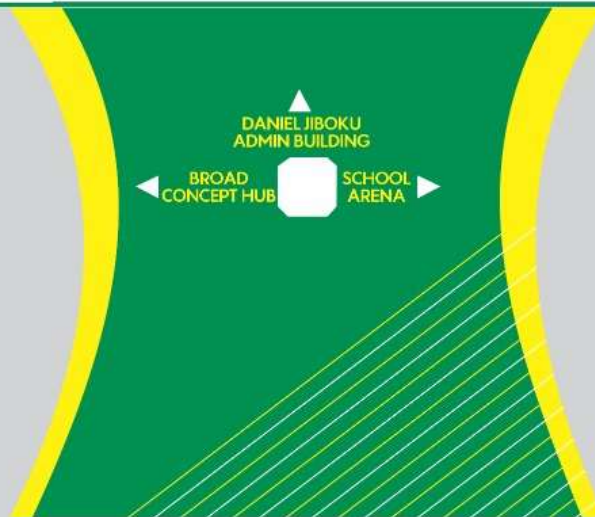
The school started in a rented storey building at Obantoko, from where it was later moved to its present permanent site- a serene, spacious, conducive and learning-friendly environment of 12 acres of land, inside Phase II, Asero Housing Estate, Asero.

Taidob College excels on its credit as a Citadel of Moral and Academic Excellence in possession of adequate modern infrastructures and a rear crop of qualified, competent and highly committed teaching staff.





# COLLEGE MAP



## **FACILITIES**

### **BOARDING FACILITIES**

MALE HOSTEL  
FEMALE HOSTEL  
DINING HALL  
TAIDOB HOSPITAL (Government Approved)  
STUDENT CHAPEL  
MUSLIM PRAYING GROUND

### **LABORATORIES, STUDIOS, ETC.**

AUDIO-VISUAL ROOM (AVR)  
CHEMISTRY LABORATORY  
BIOLOGY LABORATORY  
PHYSICS LABORATORY  
TECHNICAL DRAWING STUDIO  
COMPUTER LABORATORY  
TYPING POOL  
GEOGRAPHICAL GARDEN  
MUSIC LABORATORY  
FINE ART STUDIO  
HUMAN RESOURCE CENTRE (ULTRA MODERN AUDIO VISUAL CLASSROOM)  
RADIO BROADCASTING STUDIO  
1000-SEATER ULTRA MODERN AUDITORIUM (AIRCONDITIONED)

### **ACADEMIC DEPARTMENTS IN THE SCHOOL**

1. Mathematics and Computer
2. Physical Science
3. Biological Science
4. Humanities
5. Languages
6. Vocational Studies
7. Business

### **SPORTS FACILITIES**

- STANDARD BASKET BALL COURT
- VOLLEYBALL COURT
- FOOTBALL PITCH WITH PAVILION
- BADMINTON COURT
- INDOOR GAMES CENTRE/ARCADE



### **EXTRA CURRICULAR GROUPS IN THE SCHOOL**

1. Science Club
2. Mathematics Club
3. Literary and Debate Society
4. School's Football Team
5. School's Relay Team
6. Taidob Press Club
7. Young Farmers' Club
8. Red Cross
9. Creative Hands Club
10. Taidob Geographical Society
11. School's Basketball Team
12. College's Choral Group
13. Taidob Cultural Troupe
14. College's (orchestra) Band
15. Taidob Christian Fellowship
16. Taidob Muslim Fellowship
17. Rotaract Club
18. Students Representative Council

### **TRADE SUBJECTS TAUGHT IN THE SCHOOL**

1. Furniture Making
2. Dyeing and Bleaching
3. Data Processing
4. Animal Husbandry

## **BROAD CONCEPT INTERNATIONAL AND ENTREPRENEURSHIP HUB**

### **Introduction**

Broad Concept International and Entrepreneurship Hub (member TAIDOB COLLEGE) is a government approved institution located at Phase II Asero Estate, Asero, Abeokuta, Ogun state. The institution was established as a separate legal entity with the primary objective of providing opportunities for young minds to actualize their dreams of acquiring world class entrepreneurship skills and foreign degrees.

The current realities of the 21<sup>st</sup> century on the need to provide functional education is what has informed the establishment of Broad Concept International and Entrepreneurship Hub to complement the school curriculum with the acquisition of relevant practical based vocational/entrepreneurship skills which will position every single student of the college on the pedestal of local, national and international relevance in the ever changing world of work.

The institute is poised with the passion to train students (both internal and external) in the acquisition of relevant vocational/entrepreneurial skills under the direct instruction and supervision of seasoned/professional instructors for predominant relevance locally, nationally and internationally.

### **Our vision:**

To discover and build world class entrepreneurs

### **Mission:**

To deliver practical base knowledge and competitive skills in the area of entrepreneurship with predominant relevance nationally and internationally.

### **Core Values:**

- Innovation
- Passion
- Teamwork
- Creativity
- Learning
- Talent discovery

## **Our Entrepreneurship Edifice**

Broad Concept International and Entrepreneurship Hub is an edifice which became fully operational in November, 2020. The edifice which is tastefully furnished and stocked with world class equipment houses, among other things:

- 8 spacious well ventilated and fully air conditioned rooms/units
- Offices
- Restrooms
- A mini hall attached to the building
- A gallery/exhibition room
- Library
- Lecture rooms for international examinations/programmes like IELTS, TOEFL, SAT and IUPF



## **AVAILABLE ENTREPRENEURSHIP COURSES**

The following vocational/entrepreneurship courses are available are offered:

1. Fashion Designing
2. Catering and Confectioneries
3. Cosmetology
4. Graphics and Web Design
5. Robotics and Artificial Intelligence
6. Leather works (Shoe & Bag Making) ; and
7. Photography and Cinematography

## **STUDENTS' REPRESENTATIVE COUNCIL (SRC)**

### **Overview**

The idea of students' representative Council in Taidob College was borne out of the need to have an avenue for the promotion of desirable leadership and representation in our students. In Taidob College, the Students' Representative Council (SRC) serves as a link to ensuring appropriate synergy between the students and the college management.

### **ESTABLISHMENT AND GENERAL PURPOSE**

The students' Representative Council in Taidob College is the umbrella body and platform of leadership for all student leaders with the purpose of sustaining the moral and academic excellence of the college and to address matters bothering on the general welfare of the students' populace. The council comprises of members of the prefect board and the class captains.

The prefect board membership include;

- i. Senior prefect (Boy/Girl)
- ii. Assistant Senior Prefect (Boy/Girl)
- iii. Labour / Maintenance Prefect (Boy/Girl)
- iv. Assistant Labour/Maintenance Prefect (Boy/Girl)
- v. Health Prefect (Boy/Girl)
- vi. Assistant Health Prefect (Boy/Girl)
- vii. Social Prefect (Boy/Girl)
- viii. Assistant Social Prefect (Boy/Girl)
- ix. Games and Sports Prefect (Boy/Girl)
- x. Chapel Prefect (Boy/Girl)
- xi. Library Prefect (Boy/Girl)
- xii. Food Prefect (Boy/Girl)
- xiii. Hostel Prefect (Boy/Girl)
- xiv. Assistant Hostel Prefect (Boy/Girl)

The class captains who are equally members of the Students' Representative Council shall upon appointment as class captains be part of the students' Representative Council.



## **COMPOSITION OF THE STUDENTS` REPRESENTATIVE COUNCIL**

1. Speaker (Head Prefect Boy)
2. Deputy Speaker (Head Prefect Girl)
3. Clerk (A class captain from SS3 elected from among the Students Representative Council members at the first meeting of the council)
4. Chief whip/sergeant at Arms (A class captain from JS3 elected from among the representatives at the first sitting of the council).  
The SRC holds its sittings fortnightly/every two weeks for deliberation on academic progress and the general welfare of the students.

## **INTERACT CLUB OF TAIDOB COLLEGE**

The College Interact club is the students' wing of Rotary activities. The club was chartered on 25th May, 2021 by the sponsoring club, The Rotary club of Oke-Ona Egba.

The membership of the club is opened to all interested students who wish to take up responsibilities, develop their speaking and leadership skills as well as make significant impact in the lives of people from within and outside the college.

## **COMPOSITION OF THE CLUB**

The club activities are carried out by executives elected from among the members under the supervision of a coordinator who is a staff of the college appointed by the college management.

The club matron is the principal of the college while the director of the college serves as the patron.

Executives of the club shall comprise of

- i. President
- ii. Vice President
- iii. Secretary
- iv. Treasurer
- v. Assistant Secretary
- vi. Chairman membership Committee
- vii. Public Image Chairman
- viii. Chairman Service Project
- ix. Club Admin Chairman
- x. Sergeant-at-Arms/Chief Whip

The club holds its meetings every two weeks for deliberation on academic and social welfare of members as well as for project planning.



## THE COLLEGE GRADING SYSTEM

The college holds her academic grading exercise for all students periodically, specifically for week 4, 7 and 10 of every term.

The purpose of the grading system is to improve the academic performance of our students and to appraise their academic commitment from time to time. Through this exercise, the college places the students into grades ranging from A, B, C and D based on the college grading standards.

Currently, the scale used for the grading students' academic performance is stated below;

- i. **85-100            Grade A**
- 70-84            Grade B**
- 50-69            Grade C**
- 0-49             Grade D**

### **Benefits**

#### **Grade A**

- i. Students who fall within the category of Grade A (85-100) are ascribed the status of 'TC Genius' from the day of the announcement till the next grading exercise. In addition, students in this category will have their names published on the college website and all notice boards in the college. Other benefits which accrue to such students include but not limited to:
- ii. Full access to all college sports facilities.
- iii. Free access to see movies in the course of the term as well as after the exam.
- iv. Sustaining the status of 'TC Genius' until the next grading exercise.
- v. Receipt of gift items as may be determined by the college management from time to time.

#### **Grade B**

Students in this category shall enjoy the following benefits:

- i. Publishing of names on the college website and all notice boards in the college.
- ii. Full access to all college sports facilities
- iii. Free access to watch movies in the course of the term as well as after exam.
- iv. However, they will not have special recognition and no gift shall be given to them.

#### **Grade C**

Students in this category shall;

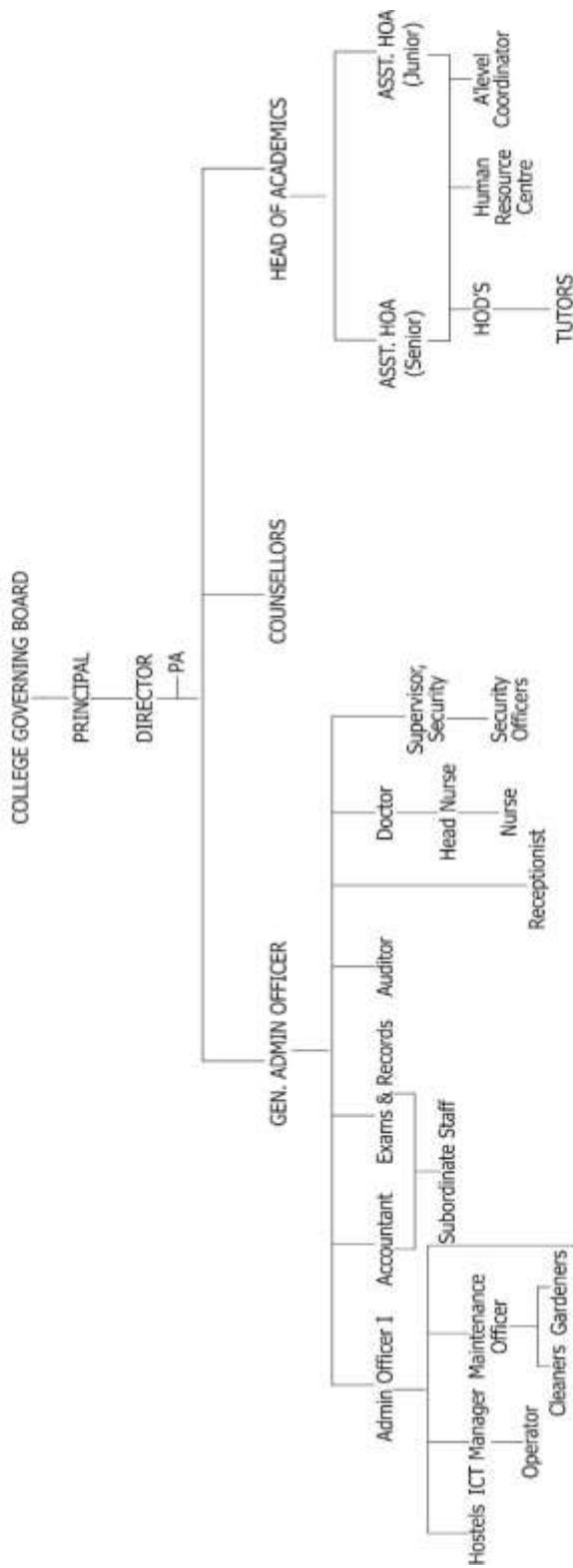
- i. Have access to all college sport facilities
- ii. Be allowed to watch movie during the term and after exam.
- iii. Be required to take part in academic crash programme organised by the College for better academic performance.
- iv. However, they shall have no special recognition, no publishing of names on the college website and will not be entitled to gifts.

#### **Grade D**

- i. Students in this category will be forbidden from having access to all college sport facilities.
- ii. They will not be allowed to watch movies and won't have gift items.
- iii. They will attend a special counseling session and academics C drills

- iv. They will take part in a mandatory remedial programme for a specified number of weeks with a view to improving their academic performance in the examination.

## TAIDOB COLLEGE ORGANIZATION CHART





## OFFICERS IN THE COLLEGE AND THEIR DUTIES

### ACCOUNTANT

i. .

*Students should see the Accountant for the following:*

- ii. *General enquiries on payment matters and fees.*
- iii. *Making payment through the Point Of Sale (POS) machine to all Taidob College Bank Accounts.*
- iv. *Collection of tellers and Account numbers to effect payment at Bank.*
- v. *Student pocket money deposit and collection*
- vi. *Payment of School uniform, sport wear, etc. and collection.*
- vii. *Purchase of Taidob Customized Note-Books and collections and other special text as may be recommended.*
- viii. *Enquiries about and Payment for vocational trainings, excursions, etc.*
- ix. *Exchange of tellers and transfer slips for receipt.*

### COUNSELLORS

- i. *To help individual student assess his/her ability, interest and needs.*
- ii. *To help students become acquainted with resources and facilities in the school.*
- iii. *To help students make the best use of their opportunities and assist them in channeling their energy wisely.*
- iv. *To help students evaluate their experiences, clarify their objectives and make plans for their future.*
- v. *To help to measure student's vocational assets and abilities, prepare them for entry into the career of their choice.*
- vi. *To help management and teachers understand their students as individuals and to create situations in which the student can learn more effectively.*
- vii. *To find solution to students' problems of personal-social adjustment in school and at home.*

viii. *To facilitate students' achievements, improve students' behaviors, and help students develop socially, to achieve all-round success.*

**AUDITOR.**

*Students should visit the Auditor:*

- *To purchase their bus tickets*
- *To report damages of school properties*

**DOCTORS (Resident Doctors)**

1. To attend to any sickness or ailments from students.
2. To attend to all complaints that bothers on health of students for effective diagnosis.
3. To handle any serious/emergency cases that require urgent medical attention.
4. To organize health talk and seminars for students.



## **LIST OF SUBJECTS OFFERED IN THE JUNIOR SCHOOL**

1. Mathematics
2. English Language
  - English Grammar
  - English Comprehension
  - English Composition
  - English Speech
  - Literature-in-English
3. Business Studies
4. Basic Science and Technology
  - Basic Science
  - Basic Technology
  - Information and Communication Technology (ICT)
  - Physical Health Education (PHE)
5. Cultural and Creative Arts (CCA)
  - Fine Art
  - Music
6. Prevocational Studies
  - Home Economics
  - Agricultural Science
7. French Language
8. Yoruba Language
9. Religion and National Values
  - Civic Education
  - Social Studies
  - Security Education
  - History
10. Christian Religious Knowledge /Islamic Religious Knowledge

## **LIST OF SUBJECTS OFFERED IN THE SENIOR SCHOOL**

### **GENERAL SUBJECTS**

1. Mathematics
2. English Language
3. Computer Studies
4. Civic Education
5. Economics

### **SCIENCE SUBJECTS**

1. Biology
2. Physics
3. Chemistry
4. Agricultural Science/ Technical Drawing
5. F/Mathematics
6. Geography

### **HUMANITIES**

1. Islamic Religious Knowledge/ Christian Religious Knowledge
2. Visual Art
3. Government
4. Yoruba/French Language
5. Literature – in – English

### **BUSINESS**

1. Financial Accounting
2. Commerce
3. Government
4. Yoruba/French Language

### **TRADE SUBJECTS (all students offer any one of the following)**

1. Dyeing & Bleaching
2. Furniture Making
3. Data Processing
4. Animal Husbandry

## CONTINUOUS ASSESSMENT SYSTEM/GRADING SYSTEM

1. Weekly class assessment (Class Exercise): 5 marks
2. Weekly take -home (Assignment): 10 marks
3. Triweekly class assessment (Periodic Test): 20 marks
4. Termly project work (Project): 5 marks

CA Total= **30**

End of Term Examination= **70**

The Grading System is as follows:

### **JUNIOR SCHOOL**

0	-	39	FAILURE
40	-	49	PASS
50	-	54	LOWER CREDIT
55	-	64	UPPER CREDIT
65	-	69	GOOD
70	-	74	VERY GOOD
75	-	100	EXCELLENT

### **SENIOR SCHOOL**

0	-	39	F9
40	-	44	E8
45	-	49	D7
50	-	54	C6
55	-	59	C5
60	-	64	C4
65	-	69	B3
70	-	79	B2
80	-	100	A1

## **STUDY HABITS OF HIGHLY EFFECTIVE STUDENTS**

The key to becoming an effective student is learning how to study smarter, not harder. This becomes more realistic as you advance in your education. An hour or two of studying a day is usually sufficient to make it through secondary school with satisfactory grades, but on some days there aren't enough hours to do all your studying, hence the need to know how to study smarter.

### **1. Don't attempt to cram all your studying into one session.**

Successful students typically space their work out over shorter periods of time and rarely try to cram all of their studying into just one or two sessions. If you want to become a successful student then you need to learn to be consistent in your studies and to have regular, yet shorter, study periods.

### **2. Plan when you're going to study.**

Successful students schedule specific times throughout the week when they are going to study and then stick to their schedule. Students who study sporadically and whimsically typically do not perform well like students who have a set study schedule. Even if you're all caught up with your studies, creating a weekly routine where you set aside a period of time a few days a week to review each of your subjects will ensure you develop habits that will enable you to succeed in your education on the long run.

### **3. Study at the same time.**

Not only is it important that you plan what you're going to study, it's important you create a consistent, daily study routine. When you study at the same time each day and each week, studying will become a regular part of your life. You'll be mentally and emotionally more prepared for each study session and each study session will become more productive. If you have to change your schedule from time to time due to unexpected events, that's okay, but get back on your routine as soon as the event has passed.

### **4. Each study time should have a specific goal.**

Simply studying without direction is not effective. You need to know exactly what you need to accomplish during each study session. Before you start studying, set a study session goal that supports your overall academic goal (i.e. memorize 30 vocabulary words in order to ace the vocabulary section on an upcoming test.)

### **5. Never procrastinate your planned study session.**

It's very easy, and common, to put off your study session because of lack of interest in the subject, because you have other things you need to get done, or just because the assignment is hard. Successful students DO NOT procrastinate studying. If you procrastinate your study session, your studying will become much less effective and you may not get everything accomplished that you need to. Procrastination also leads to rushing, and rushing is the number one cause of errors.



## **6. Start with the most difficult subject first.**

As your most difficult assignment or subject will require the most effort and mental energy, you should start with it first. Once you've completed the most difficult work, it will be much easier to complete the rest of your work. Believe it or not, starting with the most difficult subject will greatly improve the effectiveness of your study sessions, and your academic performance.

## **7. Always review your notes before starting an assignment.**

Obviously, before you can review your notes you must first have notes to review. Always make sure to complete your notes in class and jot. Before you start each study session, and before you start a particular assignment, review your notes thoroughly to make sure you know how to complete the assignment correctly. Reviewing your notes and jottings before each study session will help you remember important subject matter learned during the day, and make sure your studying is targeted and effective.

## **8. Make sure you're not distracted while you're studying.**

Everyone gets distracted by something. Maybe it's the TV. Or maybe it's your family. Or maybe it's just too quiet. Some people actually study better with a little background noise. When you're distracted while studying you (1) lose your train of thought and (2) are unable to focus -- both of which will lead to very ineffective studying. Before you start studying, find a place where you won't be disturbed or distracted.

## **9. Use study groups effectively.**

Ever heard the phrase "two heads are better than one"? Well this can be especially true when it comes to studying. Working in groups enables you to (1) get help from others when you're struggling to understand a concept, (2) complete assignments more quickly, and (3) teach others, whereby helping both the other students and yourself to internalize the subject matter. However, study groups can become very ineffective if they're not structured and if group members come unprepared. Effective students use study groups effectively.

## **10. Review your notes, schoolwork and other class materials over the weekend.**

Successful students review what they've learned during the week over the weekend. This way they're well prepared to continue learning new concepts that build upon previous schoolwork and knowledge acquired the previous week.

We're confident that if you'll develop the habits outlined above, you'll see a major improvement in your academic pursuit.



## ACHIEVING ACADEMIC EXCELLENCE THROUGH GOOD STUDY HABIT

Studying and studying productively are two different things. A good student must study to achieve academic success. Continuous studying improves learning and helps to keep vital points fresh in memory. Good methods of study are beneficial while bad habit make study ineffective.

The following are some of the common poor study habits;

1. Lack of study timetable or proper planning
2. Lack of adequate study material e.g. Notes, textbooks, map, etc.
3. Distractions in the study environment e.g. picture, television programme.
4. Bad postures e.g. lying down or standing while studying
5. Poor concentration
7. Inability to identify important points in the study materials.
8. Wrong time schedules
9. Poor jotting and note taking
10. Divided interest and so on.

### Guidelines for effective studying

- Develop a convenient study time table and follow it as much as possible.
- Get adequate and relevant learning materials e.g. textbooks, mathematical set, map, writing materials etc.
- Remove things that can distract you from the study room e.g. pictures, T.V programme including your phones, radio, etc.
- Maintain good posture: Preferably you sit straight on a comfortable reading chair and table.
- Concentrate on the study area if there is a need for you to think of something else, leave your study and get that problem solved quickly before setting on again.
- Engage in studying several times and participate in group discussions in order to sharpen your memory.
- Schedule your study time properly
- Make proper jotting while studying and in your various class inclusively.
- Always do your home works and assignments as at when due
- Prepare ahead for test.

## **PQRST and SQ4R STUDY METHODS**

**PQRST** is an acronym for preview, Question, Read, Summary, and Test.

1. **Preview:** The student looks at the topic to be learned by glancing over the major heading or the points in the syllabus in order to have a gleaned knowledge of the topic.
2. **Question:** The student formulates questions to be answered following a thorough examination of the topic(s).
3. **Read:** The student reads through the related material, focusing on the information that best relates to the question formulated earlier.
4. **Summary:** The student summarizes the topic in a simple and clear term bringing his or her own understanding into the process. This may include written notes, spider diagrams, flow diagram, labeled diagram, mnemonics, or even voice recordings.
5. **Test:** The student answers the questions drafted earlier and avoid adding any question that might distract or change the subject in order to determine the level preparedness.

### **SQ4R STUDY METHOD**

**SQ4R** is an acronym for Survey, Question, Read, Recite, Review, and Reflect.

Following the steps of this method can make your reading more efficient, and help fix the important point of the chapter into your memory.

- **SURVEY:** Look over the chapter. Read the subheadings, picture captions, highlighted vocabulary words, etc.
- **QUESTION:** Turn titles, headings, subheadings into questions. Read chapter or study guide questions.
- **READ:** Answer questions as you read. Slow down when printed materials, notes seem a bit difficult to understand. Re-read important part, etc.
- **RECITE:** Read a section at a time, and then say out loud a few times what has been read. Take notes on important things to remember.
- **RELATE:** Connect information to things you know or meaningful experiences (Video, Science labs, Field trips, real life situations, etc.)
- **REVIEW:** Skim over reading material. Recite and quiz yourself.

## **In conclusion**

Everything in life depends upon the psychological level of thought from which we live in.

Break away from distractions quickly, don't worry if you lose some friends, it will be worth it at the end of the day when the desired result is achieved. You will find friends who have also dared and achieved success; they will be much more valuable to you.

Keep steadily before you the fact that! All TRUE SUCCESS still depends at last upon you.

### **TIPS FOR EXAMINATION SUCCESS**

- ❖ Get a copy of the examination time table before time and adhere strictly to it.
- ❖ Get some past question papers and be acquainted with the pattern of questioning.
- ❖ Know the pattern of filling the objective answer sheets.
- ❖ Prepare well for the examination by making use of good study techniques.
- ❖ Set out early enough to arrive at the examination hall at least 1 hour before the scheduled time. This is to avoid unnecessary rush to the examination hall.
- ❖ Assure yourself of success having prepared well for the examination. Do not entertain any fear or thought of failure.
- ❖ Locate your seat and abide by the directives of the invigilator.
- ❖ Fill in all the required information on the answer sheet. It is the first thing you have to do.
- ❖ Read all the instructions on your question paper very carefully and adhere strictly to them.
- ❖ Read all question carefully and understand it before attempting the question.
- ❖ Answer the questions you know very well first before returning to the difficult ones. This will help you save time.
- ❖ Use good, clear and legible handwriting. Avoid unnecessary design and cancellations.
- ❖ Ensure proper numbering of your answers and begin each major answer on a fresh page.
- ❖ Avoid cheating at all cost. Do not depend on others and do not attempt to aid others.
- ❖ Make good use of your time. Divide the time among the questions and work to time.
- ❖ Go through your work and correct all mistakes.
- ❖ Submit your work to time to avoid unnecessary rush and embarrassment.

## HOSTEL ROUTINE

### MONDAY-FRIDAY

TIME	EVENTS
5:20am	- Wake-up
5:20-5:25am	- Quiet Time
5:25-5:40am	- Morning Prayer
5:40-6:30am	- Bathing and dressing up
6:30-6:40am	- Morning Duty
6:40-6:45am	- General Inspection
6:45 – 6:50am	- Movement out of the hostel
6:50 – 7:10am	- Male breakfast
7:10 – 7:30am	- Female breakfast
7:30 – 7:55pm	- Morning prep at school
7:55 – 8:00am	- Movement to individual classes
8:00 – 12:00pm	- At school
12:00–1:40pm	- Lunch (Junior/Senior)
1:40 – 3:30pm	- At school
3:30 – 4:00pm.	- Pocket Money withdrawal
(Mondays, Wednesdays and Fridays)	
3:30 – 3:40pm	- Moving back to the hostel
3:40 – 3:50pm	- Getting ready for siesta
3:50 – 4:40pm	- Siesta
4:40 – 5:30pm	- Sport/coaching/laundry
5:30 – 5:45pm	- Afternoon duty
5:45 – 6:00pm	- Getting ready for dinner
6:00 – 6:20pm	- Male dinner
6:20 - 6:40pm	- Female dinner
6:40 – 7:00pm	- Movement to class for prep
7:00 – 7:45pm	- Assignment
7:45 - 9:20pm	- Individual reading
9:20 – 9:30pm	- Movement back to the hostel
9:30 – 9:45pm	- Evening devotion
9:45 - 10:00pm	- Getting ready to sleep
10:00pm	- Rest/lights out

#### **N.B**

1. Friday (4:00 – 5:00pm) - Fellowship/Muslim prayer
2. Monday, Wednesday, Friday, Saturday - General Washing



## HOSTEL ROUTINE SATURDAY

<b>Time</b>	<b>Events</b>
6:00am	Wake up
6:05am-6:10am	Quiet Time
6:10am -6:20am	Morning Prayer
6:20am-7:00am	Bathing and dressing
7:05am-7:40am	Morning Duty
7:40am- 8:00am	Laundry
8:00am-8:30am	Breakfast
8:30am-11:30am	Morning prep.
11:30am- 12:50pm	Free time
12:50pm-1:00pm	Getting ready for lunch
1:00pm-1:40pm	Lunch
1:40pm-1:50pm	Getting ready for siesta
1:50pm-2:55pm	Siesta
3:00pm- 4:20pm	Afternoon prep
5:00pm-6:00pm	Games/Sport s
6:10pm-6:40pm	Dinner
6:40pm-7:30pm	Group study
7:30pm-9:30pm	Evening prep / Movie show
9:30pm-9:45pm	Evening prayer
9:45pm—9:55pm	Getting ready to sleep
10:00pm	Rest/Lights out

**HOSTEL ROUTINE  
SUNDAY**

<b>Time</b>	<b>Events</b>
6:00am	Wake up
6:20-6:30am	Quiet Time
6:30 -6:45am	Morning Prayer
6:45-7:15am	Bath and dressing up
7:15-8:20am	Morning duty
8:20- 9:10am	Breakfast
9:10-9:30am	Getting ready for service
9:30-11:30am	Church service
11:30- 12noon	Free time
12:00-1:00pm	Math time
1:00-1:30pm	Male lunch
1:30-2:00pm	Female lunch
2:00- 3:00pm	Siesta
3:00-4:10pm	Afternoon Prep
4:10-5:00pm	Free period/sports
5:00-5:30pm	Afternoon duty
5:30-5:40pm	General inspection
5:40- 5:50pm	Moving out of the dining
5:50-6:20pm	Supper (Male)
6:20-6:45pm	Supper ( Female)
6:45-7:00pm	Moving to class for prep
7:00-7:45pm	Assignment
7:45-8:15pm	Group study
8:15- 9:20pm	Individual reading
9:20 – 9:25pm	Evening devotion

**ITEMS PROHIBITED IN THE SCHOOL/HOSTELS**

1. Candles
2. Rechargeable lanterns (with or without radio)
3. Rechargeable torch
4. Electric pressing iron
5. Portable radio cassette player or MP3
6. Play Station (PS of any type)
7. Electric Immersion heater (Boiling ring)
8. Electric kettle
9. Perfumes
10. Local Soaps (Ose dudu), Herbs
11. Canned drink & foods (e.g Geisha, Sardine, Corn beef, milk, etc.)
12. Candies/Chewing gums.
13. Any sharp/harmful object like knife, razor blade, fork, etc.
14. Glass bottled roll-on
15. Air wicks
16. Baked food items (Cakes, bread, etc.)
17. Cooked food & Snacks
18. Make-ups and hair attachments
19. Mobile phones, tablets, laptops, computerized accessories (phone watches), SD cards, flash drives, etc.
20. Chain wrist watches, necklaces, wrist bands, rings, etc.
21. Sweet Beverages (coke, fanta e.t.c)

## **20 RULES OF RESPECT**

1. I must not laugh or make jest of an elder.
2. I must greet elders every time and everywhere.
3. I must not talk while an elder talks.
4. I must pave way for elders always.
5. I must not look straight into an elder's eyes.
6. I must not sit while an elder talks.
7. I must help elders with bags or luggage.
8. I must not pocket in the presence of elders.
9. I must bow/bend to collect anything from an elder.
10. I must not stretch my hand to an elder if not offered hand sake.
11. I must talk with courtesy to both elder and colleagues.
12. I must not insult an elder or colleague come what may.
13. I must not hiss/ sigh while an elder talks.
14. I must raise my voice at any elder.
15. I must not make any rude / unpleasant facial expression at elders.
16. I must not look down on elders irrespective of their status.
17. I must not use abusive languages to anybody.
18. I must always respect the opposite sex.
19. I must greet my friends that I meet in classroom in the morning.
20. My last word to any elder should be 'SIR ' or 'MA



# **SCHOOL RULES AND REGULATIONS**



## CODE OF CONDUCT

The college is a citadel of knowledge where academic excellence and high moral standard is the watchword and utmost priority. Hence, students are to be well-behaved and academically disciplined.

In view of this, the college's code of conduct shall be a guide for the students. Students are to adhere strictly to these rules and regulations both in and outside the college. However, any erring student shall serve the penalty in measure to his / her offence saddled / discharged by the Disciplinary Committee.

The code of conduct are stated under the articles, sections and sub-sections

### **Article I: General Conduct as Students and Ambassadors**

#### **Section:**

- i. Students shall always dress neatly and modestly in complete uniform.
- ii. Students shall be polite in addressing others and be courteous at all times.
- iii. Students shall show respect to elders and people around; respect is reciprocal.
- iv. Students shall avoid the use of foul, derogatory or vulgar words. It is highly prohibited.
- v. Do not indulge in any derogatory act.
- vi. Do not hold or be found with any implicating, injurious, suspicious or dangerous items.
- vii. Students shall always be honest.
- viii. Students shall not vandalize any school property.
- ix. Students are expected to be punctual to school/class. Boarding students are expected to have been seated in class by 7:30am while day students are to be seated latest by 7:45am.
- x. Identity cards must be worn by students at all times.
- xi. No student can absent himself/herself from school without genuine reason(s). In case of absenteeism, the student in question will be expected to provide written evidence (e.g. doctor's medical report).
- xii. Students are prohibited from being in possession of contraband items i.e. phone, canned food, boiling ring/water heater, non-educative magazine or other printed materials, camera, perfume, etc.
- xiii. Bullying, lying, stealing and other immoral acts are seriously frowned at.
- xiv. Class party or celebration of birthdays in school without proper notification and approval of the College Management is prohibited.
- xv. Once in Taidob school uniform, day students are not allowed to buy edible items on the road while walking to or from the school.
- xvi. Smoking and drinking is prohibited both within and outside the school.
- xvii. No student is allowed to operate or have any social media account such as Facebook, Whatsapp, Instagram, Twitter, etc. It is highly prohibited.

## **Article II: Academic conduct of students**

### **Section:**

- i. Students are expected to write notes in their handwriting only and notes must be endorsed weekly (remind your teacher in case he/she forgets).
- ii. Under no circumstance should your notes appear rough or tattered. Proper handling of notebooks is advised; Top bond should be used where and when necessary.
- iii. Students must write the following assessments as bonafide members of the college:
  - (a) 1 assignment in Mathematics and Further Mathematics per week
  - (b) At least one assignment fortnightly in other subjects
  - (c) 1 class test in all subjects per week
  - (d) Periodic test in all subjects every three weeks
  - (e) Project/Research assignment given at least once in a term
  - (e) For English language, all students must write their essays at least thrice termly
- vii. All assignments must be submitted before 7:45am on your teacher's table the following day except otherwise instructed.
- viii. All class tests, assignments and periodic tests should be written at the back of your notebooks, with students' notebooks turned upside down.
- ix. Under no condition must you tear your notebooks.
- x. You are not to leave your classroom except during break times or when it becomes extremely important.
- xi. A time table is provided in your classroom, use it to bring notebooks of subjects you have to school daily. It is absolutely important to bring all notebooks of subjects you have to school every day.
- xii. Students are to sit upright in the classroom. Sleeping position is not allowed in the classroom.
- xiii. If you must ask questions during classes, your right hand must be raised up.
- xiv. Students are expected to always copy their notes up to date.
- xv. Silence must be maintained in classes always and while filing to the assembly ground.

## **Article III: Assembly code of behaviour**

### **Section:**

- i. Students shall march to and from the assembly ground on a straight file, promptly and smartly.
- ii. You should neither initiate nor participate in talking, or get distracted while coming to or on the assembly
- iii. Students shall maintain a straight line with arm's length distance on the assembly.
- iv. Students shall always participate fully, actively and must be orderly while on the assembly ground.
- v. Students shall report any discomfort or health issue to the nearest teacher, staff or prefect.
- vi. Students shall avoid making undue exclamatory remarks while being addressed on the assembly.
- ii. Students shall always be courteous and respectful.
- iii. Each student is expected to come to the assembly with his/her copy of the Songs of Praise.

## **Article IV: Classroom Code of Behaviour**

### **Section 1:**

- i. Students shall always keep their class and books neat and well arranged.
- ii. Students shall keep to their seats / desks. Avoid moving around or sitting on another's desk.
- iii. Students shall dispose their waste properly in the waste bin. Do not litter or wet the floor.
- iv. Loitering is a grievous offence. Always stay in your class **EXCEPT** during break.
- v. Students should always be careful not to damage any class / school property.
- vi. Students shall rise on their feet anytime they are permitted to ask, answer questions or make other contributions during lessons.
- vii. Students are expected to maintain perfect decorum while in class and library.
- iv. Students are expected to tidy up their classrooms, arrange all tables and chairs symmetrically.
- v. Sleeping in classroom or during prep is not allowed.
- vi. Side-talks during lessons are prohibited.
- vii. Ceiling fans must be switched off when students leave the class for other venues or after the close of work.
- viii. No student shall touch the TV remote control or under any circumstance access the TV affixed to the wall in their classroom.

### **Section 2:**

- i. Students shall ensure they write neatly and legibly.
- ii. Students shall keep their notebooks tidy.
- iii. Students shall always listen, concentrate and participate in class activities / lessons.
- iv. Students shall make sure their notes are duly endorsed.
- v. Students shall always do and submit their class tests, assignments and corrections as expected.
- vi. Students shall always come to class with all they need. Avoid borrowing, be self-contained.
- vii. Students shall avoid borrowing or exchange of blade to sharpen their pencil. Instead, a pencil sharpener is recommended for all students.

## **Article V: Buttery Code of Behaviour**

### **Section 1:**

- i. Do not run to the buttery.
- ii. Students shall be on a straight line / file in accordance to arrival. Boys separate and girls separate.
- iii. Students shall greet and be polite during transaction.
- iv. Do not loiter or stand for discussion, get back to your class immediately after purchase.
- v. Students shall disperse from the buttery at the sound of the warning bell. Suspend any further dealings.
- vi. Do not be fraudulent. It is frowned at.



**Article VI: Code of Behaviour in any of the Laboratory or school farm**

**Section 1:**

- i. Students shall always obey and abide by all instructions given by the instructor.
- ii. Students shall avoid horse play.
- iii. Students shall not play with any apparatus, tool or implement. It is punishable.
- iv. Students shall always keep equipment tidy and return same in an orderly manner to its place after use.
- v. Students shall not run to or from the laboratory or farm. Just be smart.
- vi. Students shall follow the required dress code that fits into the laboratory or school farm.
- vii. Students shall not take or touch anything from a place unauthorized.

**Article VII: Hostel Code of Behaviour**

**Section 1:**

- i. Students shall always keep their rooms, surroundings and personal belongings clean.
- ii. Students should never leave their clothes out on the line over-night after washing.
- iii. Students shall always lay their beds before leaving their rooms.
- iv. Students shall always respect God, His teachings and other people's dignity.
- v. Students should never disrespect their house managers. It is highly punishable.
- vi. Students shall never withhold others' property.
- vii. Students shall always abide by the time rule and be timely.
- viii. Students shall abide by all other rules and instructions given in the hostel.
- ix. Boarding students are not allowed to bring into the hostel, collect or eat any cooked meal other than what is provided by the school. It is a grievous offence.
- x. Scaling of fence within and outside the hostels and school premises is prohibited.
- xi. Students shall adhere strictly to the box room rule.

**Article VIII: Bus Terminal Code of Behaviour**

**Section 1:**

- i. Students shall always arrive at the terminal timely (latest 15 minutes before departure).
- ii. Students shall be dressed neatly and modestly arriving at their bus terminal.
- iii. Students shall acknowledge the presence of all those who arrived before them by greeting everyone within and outside the school.
- iv. Students shall maintain a straight line according to their arrival and have boys and girls separately. This also implies that students join the queue at their arrival.
- v. Noise making is highly prohibited, therefore you shall maintain coordinated atmosphere at your terminals.
- vi. Students shall not disrupt or cause disorderliness or move out of the queue once on it.
- vii. Students shall be of good conduct at the terminal (within and outside).
- viii. Students shall board the bus in an orderly manner maintaining the straight line, and respect must be given to sex; girls in first, then the boys.
- ix. Noise making is prohibited in the bus. You must ensure decorum.
- x. Students shall greet the driver or bus coordinator and address him or her with respect.

**Article IX: Conduct at Convenience**

**Section 1:**

- i. Students shall shut the door when they move in and out.
- ii. Students shall always use the closet only and never urinate somewhere else in the toilet.
- iii. Students shall always flush the closet after use.
- iv. Students shall always keep the floor of the convenience dry by mopping the floor when they wet / pour water on it.
- v. Students shall not talk or be discussing in the toilet.
- vi. Avoid horse play or any misconduct in the toilet.

**Article X: Conduct for Dressing****Section:**

- i. Students shall always be on Taidob uniform or (Taidob sportswear on the specified day), any time they are coming to school or representing the school outside the College.
- ii. Students shall in no way add any non-school attire e.g. cardigan, belt, tie, socks, scarf, bandana, etc. to Taidob school uniform.
- iii. Students shall not wear chain, or chain wrist watch or any other wrist bangle or band other than a leather or rubber wrist watch. Also, female students are not allowed to use attachment of any kind for hairdo (**EXCEPT** rubber) while the use of dropping earrings is equally prohibited.
- iv. Neither shall you wear any accessories e.g. rosary, chaplets, rings, etc. that depict any religious or traditional symbol within or outside the College on the uniform or at any representation as an ambassador of the College.
- v. Students shall not be dressed dirty or to show-off their body but rather dress modestly and morally. Don't sag, put on leggings or outfits that are seductive.
- vi. Students shall not be on make-up or use foundation, mascara, eye shadow, lipstick, gloss, nail painting, etc. in the college or when representing her outside.
- vii. Students shall always be on the authorized hair-style or cut (for boys, low-cut is recommended always).
- viii. Students shall in no way transform or amend any of the college outfit. Slim-fitting any of the wears, belting or not knotting your tie and hang it on your neck is prohibited. Unauthorized designs or flashy shoes are not acceptable. You shall put on the complete uniform, knot your tie; use the college belt (for boys), white socks on only black cover shoes and the college cardigan. Similarly, ankle socks are prohibited.
- ix. Students shall seek permission from the authority beforehand, if for any reason they might not be on the corporate complete authorized outfit.
- x. Students are expected to be well dressed, wear complete uniform with tie, as indecent dressing will not be tolerated.

**Article XI: Interpersonal Code of Relationship**

**Section 1: Student, teachers and staff relationship**

- i. Students shall always approach and address teachers or staff politely and without any gesture of insults.
- ii. Students shall always respect all staff of the college.
- iii. Students shall never disrespect any staff for no reason when being addressed.
- iv. Students shall always pave way for the staff (Elders) at any point / spot of contact.
- v. Students shall acknowledge and greet the staff when you see them either within or outside the college. Polite and cultured pleasantries only are allowed.
- vi. Students shall have no other affairs with any staff outside academics within and outside the college.
- vii. Students shall not touch or take the teacher's material, property or play around his her table.
- viii. Students are not allowed to give items as gifts to teachers (Cash or other materials) without the management's approval.
- ix. Only class captains or subject representatives are allowed to visit staffrooms and this has to be in the morning before devotion or during break.
- x. Students are not allowed to contact their parents through any member of staff. It is highly prohibited.

**Section 2: Student-to-Student Relationship**

- i. Students shall respect and address one another politely on any issue. If insulted, report to the nearest authority (teacher).
- ii. Students shall never engage in fight or physical combat or exchange unpleasant words, within or outside the college.
- iii. Students shall not threaten or intimidate others in words or actions.
- iv. Students shall not participate, collaborate or support any illicit, immoral, unfair, inhuman, or ungodly activities within or outside the college. Immoral acts include:
  - (a) Writing or receiving love letters
  - (b) Exchange of gifts (greeting cards, flowers, frames, jewelry pieces, etc.)
  - (c) Touching of sensitive parts of an opposite or same gender. The idea of homosexuality, lesbianism, dating and any other unwarranted show of feelings are highly prohibited.
  - (d) Being in an isolated area, in compromising position, etc.
  - (e) Asking for requited love in words, actions or gestures from an opposite gender.
- v. Students shall not have other relationships with any student aside academic affairs.
- vi. Students shall always respect their seniors within and outside the college.
- vii. Students shall always respect their seniors and never call them by name but as "Senior" .....
- viii. Students shall always be truthful to each other. Never lie or steal. Be Honest!



### **Section 3: OPERATIONAL GUIDELINES FOR PARENTS**

- i. Parents shall notify the school authority if their ward will be absent for any reason.
- ii. Parents shall only communicate with their wards once they are within the college via the authorities and as such, students should not be given phones to school.
- iii. Parents shall perform their obligations financially to the College promptly.
- iv. Parents shall accord due respect to the teachers and staff of the College once recognized.
- v. Parents shall not encourage / stimulate their wards to violate / disregard any of the codes of conduct or rules of the College.
- vi. Parents shall not engage in a public display (shouting, harassing or any other form of assault on staff) of themselves within and outside the College.
- vii. Parents shall not bring any edible item to the school except during the beginning of the term, visiting day and the mid-term break.
- viii. Parents shall be informed of their ward(s) sickness after two days only if there is no improvement in the health status of such student(s). The college management frowns at arbitrary request for pick-up of ward on health grounds as the college resident Doctor will always give directive in this regard.
- ix. Parents shall not bring cooked food item(s) for their wards on visiting days.
- x. Parents shall not make an arbitrary request for the release of their ward(s) while the school is in session EXCEPT if such request is based on health ground or academic need which must be formally backed up by necessary documents.
- xi. Parents shall ensure they return their ward(s) on the resumption dates specified in the report sheet, newsletter, text message or as announced on the assembly ground after every holiday or mid-term break.
- xii. Parents shall not unnecessarily interact with any member of staff EXCEPT during visiting days.
- xiii. Parents shall agree to the modest application of the cane on their ward(s) as one of the modes of correction for any act of misdemeanor committed.
- xiv. Parents are permitted to visit their children only on visiting days as arbitrary visit would not be entertained.
- xv. In event of obtaining an approved exeat from the College, Parents are to ensure that such student return on the date and time stipulated on the exeat note strictly.
- xvi. Parents shall route any form of gratis through the college's Administrative officer.



- Xvii. **Parents shall not publish or post any uncensored or unauthorized piece of information that is related to their children vis-à-vis the school on any social media handle or the print media.**



# TAIDOB COLLEGE

## STUDENTS' RULES AND REGULATIONS

### 1. PREAMBLE

Taidob College is an institution of learning which is driven to raise persons who are worthy both in learning and character and see to the development of students' general well-being and that of the society. In line with this purpose, the duty lies on the School Management to protect the quality of the atmosphere. The College has certain definitive values, among which are respect to authority, individual and communal safety, dignity of all staff and students within the college.

2. This Students' Rules and Regulations is intended to present a clear statement of students' rights and responsibilities as established by the Board of Directors; thus establishing the types of acts that are not acceptable in the Taidob College community.

### 3. DEFINITIONS

- ✓ **Class representative:** Oversees the affairs of students in the class
- ✓ **Classroom:** A place of learning including but not limited to visual learning, e-learning, skills acquisition centre and any other place where knowledge is being imparted into students.
- ✓ **Hostel:** Residence of students who are boarded by the school.
- ✓ **Legal Counsel:** This shall be a representative of firm of legal Practitioners approached by the school to ensure the compliance with existing laws of the land.
- ✓ **Lights out:** Such time designated to be the last time within which the students are to be in their beds after the activities of a day.
- ✓ **Prefect:** A student representative appointed to oversee the affairs of the students in an area.
- ✓ **School:** Shall refer where appropriate to Taidob College, Asero Estate, Abeokuta, Ogun State, and Broad Concept International and Entrepreneurship Hub of Taidob College, Asero, Abeokuta.
- ✓ **Staff:** Include all employees, teaching and non-teaching, hostel managers, hospital and admin serving as such in the school.
- ✓ **Student(s):** All Students (Regular and Boarding) and learners of Taidob College and its subsidiary, Broad Concept International and Entrepreneurship Hub
- ✓ **Subject representative:** Oversees the affairs of students in a subject.
- ✓ **"May"** is used in the permissive sense.
- ✓ **"Shall"** and **"will"** are used in the imperative sense.

### 4. APPLICATION AND SCOPE OF AUTHORITY

These Rules shall primarily apply within the premises known as TAIDOB COLLEGE and sparingly shall be in effect where appropriate for the duration where a student is regarded as a ward of the School including all such activities and places where School permitted or sponsored events take place or where the students are to be seen as ambassadors of the School.

## 5. HOSTEL RULES AND REGULATIONS

S/N	HOSTEL RULES AND REGULATIONS	PUNISHMENT FOR DEFAULTERS
1.	<b>There should be no visit to other hostels/rooms. Students are expected to keep strictly to their rooms.</b>	(a) 3 strokes of cane. (b) In the event of missing item(s), such student who visits other room(s) shall be deemed and treated as a primary suspect.
2.	<b>No student is allowed to bully or maltreat any other student or engage in physical combat.</b>	a. 4 weeks suspension which shall encompass: I. 1 week out of school suspension II. 1 week out of class suspension to serve laborious punishment (e.g. plates washing, watering of flowers, cutting of grass, etc) III. 1 week long break and 1 hour after close of work denial to serve laborious punishment IV. 1 week visitation to the counselling unit <b><i>Upon the completion of suspension</i></b> b. A letter of undertaking must be signed by the defaulting student and witnessed by the parent in the presence of the College Management Team and Legal Counsel.
3.	<b>No student shall lend, borrow or safe-keep any of his personal belonging /effect with another student.</b>	(a) 4 strokes (b) Cleaning of the hostel facility for 1 day (mopping and sweeping of floor in the dining hall) (c) Denial from seeing movie for 2 weeks (student shall be made to observe study itinerary).
4.	<b>-Cooked meal should not be carried into the hostels from the dining hall.</b>  <b>-No student must under any guise be involved in the wilful or forceful gifting, sale or purchase of food items or meal of any kind in the dining/hostel.</b>	(a) Cleaning of the hostel facility for 1 week (e.g watering of flowers, cutting of grass, etc.) (b) Such student will be de-robed from any leadership position occupied. (c) Denial from seeing movie for 2 weeks (student shall be made to observe study itinerary during movie time).
5.	<b>No form of electrical appliance is allowed in the hostel e.g. rechargeable torch, rechargeable lantern, electric iron, portable radio cassette player, MPS, play station and electric kettle.</b>	(a) Permanent confiscation of such item(s) (b) 4 strokes of cane (c) Midterm break denial <b>or 1 week compulsory stay back</b> during termly holiday for the observance of laborious punishment (e.g.

		<p>plates washing, watering of flowers, cutting of grass, etc.)</p> <p>(d) Parents of such student will pay for hostel accommodation and feeding during the period of staying back.</p> <p>(e) The parent(s) must be contacted and a letter of undertaking must be signed by the defaulting student and witnessed by the parent in the presence of the College Management Team.</p>
6.	<p><b>No student is allowed to use candle, perfumes, roll-on, body spray, local soap and bleaching/lightening cream in the hostels.</b></p> <p><b>* Roll-on in plastic container is allowed.</b></p> <p><b>* Roll-on in bottle or metal case is not allowed.</b></p>	<p>(a) Confiscation of such item(s)</p> <p>(b) 4 strokes of cane.</p> <p>(c) Parents are to be notified</p> <p>(c) 1 week washing of plates at the dining.</p> <p>(d) Denial from seeing movie for 2 weeks (student shall be made to observe study itinerary during movie time).</p>
7.	<p><b>Students are not to vandalize any school property allocated to them.</b></p>	<p>(a) The defaulting shall be surcharged accordingly</p> <p>(b) Out of class Laborious punishment for 3 days (e.g plates washing, watering of flowers, cutting of grass, etc) and washing of toilet and sweeping of corridor in the hostel.</p> <p>(c) The parent(s) must be contacted and a letter of undertaking must be signed by the defaulting student and witnessed by the parent in the presence of the College Management Team and Legal Counsel.</p>
8.	<p><b>No student is allowed to scale the fence or leave the school without permission.</b></p>	<p>Expulsion from school</p>
9.	<p><b>No boarding student is allowed to procure any unapproved item from outside the school premises through the help of day students/staff.</b></p>	<p>(a) 4 strokes of cane.</p> <p>(b) 3 days out of class suspension to serve laborious punishment (e.g plates washing, watering of flowers, cutting of grass, etc)</p> <p>(c) The parent(s) shall be contacted and a letter of undertaking shall be signed by the defaulting student and witnessed by the parent in the presence of the College Management Team.</p> <p>(d) The defaulting student will be made to write an essay of not less than 350 words on <b>“The consequences of disobedience”</b></p>



10.	<b>There should be no writing on the ceilings and walls in the hostels' rooms and toilets</b>	(a) 3 days out of class suspension to serve laborious punishment (e.g plates washing, watering of flowers, cutting of grass, etc.) (b) The parent(s) must be contacted and a letter of undertaking must be signed by the defaulting student and witnessed by the parent in the presence of the College Management Team.
11.	<b>No student is allowed to receive any visitor except during visiting days. However, parents or guardians who wish to drop some items (that are not prohibited by the college) at the request of their children can drop them with the security guards at the gate.</b>	(a) Physical punishment for an hour (forfeiture of the long break time to serve laborious punishment i.e. cleaning the classroom and toilets). (b) The parent(s) must be contacted and a letter of undertaking must be signed by the defaulting student and witnessed by the parent in the presence of the College Management Team.
12.	<b>No student is allowed to eat cooked food brought by his/her parent(s) or guardians(s) on visiting days.</b>	(a) Confiscation of the cooked meal. (b) Cleaning of the hostel facility for 2 days.
13.	<b>The use of SD cards and flash drives inside and outside the hostel by students is totally prohibited.</b>	(a) Permanent confiscation of such item(s) (b) 4 strokes of cane. (c) 3 days out of class suspension to observe laborious punishment (e.g watering of flowers, cutting of grass, etc.) (d) 1 week mandatory visitation to the counselling unit. (f) Such student will be derobed or relieved of any official position occupied.
14.	<b>On no account should any student be found using any staff's phone to reach out to/call his or her parents</b>	(a) 4 strokes of cane. (b) Cleaning of the hostel facility for 3 days. (c) Such student will be derobed or relieved of any official position occupied (d) The parent(s) must be contacted and a letter of undertaking must be signed by the defaulting student and witnessed by the parent in the presence of the College Management Team.

		(e) Denial from seeing movie for 2 weeks (student shall be made to observe study itinerary during movie time).
15.	<b>All personal items should be properly and correctly marked with names of students having them. In view of this, no student must be found with item(s) belonging to another student.</b>	(a) 30 minutes Physical punishment for defaulter. (b) In the event of an item(s) caught in possession of another student, such student shall be held liable and such item(s) must be returned to the rightful owner. (c) The parent(s) of the student found liable must be contacted and a letter of undertaking must be signed by the defaulting student and witnessed by the parent in the presence of the College Management Team.
16.	<b>There should be perfect silence immediately after lights out</b>	(a) 4 strokes of cane. (b) 3 days denial of long break to serve laborious punishment (cleaning the classroom and toilets). (c) If such offence becomes recurrent, the parent(s) of such student should be contacted.
17.	<b>Students should always clean their rooms and tidy up their beds before leaving for school.</b>	(a) 3 strokes (b) The student(s) involved should be compelled to sweep the room for one week. (c) 1 week pocket money withdrawal denial
18.	<b>Being in possession of more than the stipulated amount of money</b>	(a) 3 strokes of cane. (b) Such student should be made to serve physical punishment e.g watering of flowers and mopping of floor for 3 days) (c) The excess amount of money should be withdrawn from the student and placed in such student's school's account.
19.	<b>Slim fitting of the hostel wear</b>	(a) 4 strokes of cane. (b) Physical punishment for 3 days (watering of flowers and mopping of floor). (c) Immediate forfeiture of the hostel wear and purchase of new one.
20.	<b>Engaging a junior student or mate in any form of labour for whatever reason</b>	(a) Physical punishment (cleaning of the hostel facility, disposal of waste etc. for 1

		<p>week.</p> <p>(b) If such act becomes recurrent, the parent(s) of such student must be contacted.</p>
21.	<b>Unruly behaviour towards authorities in the hostels</b>	<p>(a) Physical punishment for 1 week by forfeiting the long break time to serve laborious punishment (cleaning the classroom and toilets).</p> <p>(b) A letter of undertaking must be signed by the defaulting student and witnessed by the parent in the presence of the College Management Team.</p> <p>(d) Midterm break denial <b>or 1 week compulsory stay back</b> during termly holiday for the observance of laborious punishment (e.g. plates washing, watering of flowers, cutting of grass, etc.)</p> <p>(e) The parents will be surcharged for the 1 week <b>compulsory stay back</b>.</p>
22.	<b>Moving round the College premises without permission while the hostel itinerary should be observed</b>	<p>(a) 3 strokes of cane</p> <p>(b) Cleaning of the hostel facility for 2 days. If such act becomes recurrent, parent(s) of such student must be contacted/notified with a view to forestall the administration of more stringent punishment.</p>
23.	<b>Failure to eat food served in the dining without proper notification and approval from the College management</b>	<p>(a) 3 strokes of cane.</p> <p>(b) 1 week pocket money withdrawal denial</p> <p>(c) Place on close monitoring to ensure the student eats the food as at when due.</p> <p>(d) The parent(s) of the student found liable must be contacted and a letter of undertaking must be signed by the defaulting student and witnessed by the parent in the presence of the College Management Team.</p>
24.	<b>Staying or walking outside the hostel naked, half-naked or without the complete hostel wear</b>	<p>(a) 4 strokes of cane.</p> <p>(b) Physical punishment for 2 days (grass cutting and watering of flowers). If such act becomes recurrent the parent(s) of such student shall be contacted.</p> <p>(c) Denial from seeing movie for 1 week (student shall be made to observe study itinerary during movie time).</p>



25.	<b>Wearing torn, dirty or skimpy dresses especially house wear and school uniform without any clear effort to have them fixed</b>	(a) Immediate physical punishment would be administered on the student. (b) Cleaning of the hostel facility for 1 week. (c) Such student shall be mandated to fix the dress. (c) Denial from seeing movie for 1 week (student shall be made to observe study itinerary during movie time).
26.	<b>Any attempt to see what is going on in the opposite gender's hostel via breaking any code, partitioning wall, sending letters or any other form of communication through this channel etc.</b>	(a) 6 strokes of cane. (b) One week suspension out of class to observe cleaning of the hostel facility, <i>cutting of grasses and washing of plates in the college's cafeteria</i> .  (c) 2 weeks mandatory counselling encounter
27.	<b>Bathing, washing or brushing around the tap area or at the back of the hostel</b>	(a) 3 strokes of cane. (b) 30 minutes Physical punishment for 2 days. (c) Denial from seeing movie for 1 week (student shall be made to observe study itinerary during movie time).
28.	<b>Being found in possession of a phone/smart gadgets</b>	(a) Indefinite suspension. <i>Upon resumption from suspension (if at all)</i> (b) Midterm break denial <b>or 1 week compulsory stay back</b> during termly holiday for the observance of laborious punishment (e.g. plates washing, watering of flowers, cutting of grass, etc.)

#### 6. LIST OF OFFENCES WITH CORRESPONDING PUNISHMENTS FOR ALL STUDENTS

S/N	OFFENCES	PUNISHMENT MINOR
1.	<b>Lateness</b> <ul style="list-style-type: none"> <li>• <b>Lateness to school</b></li> <li>• <b>Lateness to class after break time</b></li> <li>• <b>Late resumption after the holiday (without any genuine/medical reason given with proof)</b></li> </ul>	Picking of litters and 2 strokes of cane. If the lateness to school becomes so persistent, parent(s) of such student should be notified.  2 strokes of cane.  -Laborious punishment (watering flowers) for 20 minutes during the long breaks for three days. - 4 strokes of the cane. - The defaulter should be made to write an Essay of not less than 350 words on <b>“The importance of punctuality in a business world.”</b>



2.	<b>Absenteeism</b> <ul style="list-style-type: none"> <li>• <b>Absence from school without notification and approval of the school authority</b></li> </ul>	(a) Parents should be contacted immediately. (b) 4 strokes of cane. (c) Make up assessment shall not be conducted. (d) The student should be physically punished for 30 minutes after school if the reason for absence is not tenable.
3.	<b>Improper dressing</b> <ul style="list-style-type: none"> <li>• <b>Wearing of wrong uniform, sandals belts, socks (coloured and ankle), cardigan, big/dropping earrings, wrist bands, hair/rubber bonds etc.</b></li> <li>• <b>Failure to tuck in shirts or button up. Wearing of wrong haircut style, wearing permed hair and make-ups.</b></li> <li>• <b>Slim fitting of trousers, wearing of pencil trousers and short skirts</b></li> </ul>	<ul style="list-style-type: none"> <li>• 3 strokes of cane.</li> <li>• Permanent seizure of the item(s) and serious warning</li> <li>• The student should also be made to appear at the counsellors' office for a week to ensure compliance.</li> <li>• The hair should be cut (boys) and girls should loosen the hairstyle within 24hours.</li> <li>• Washing off the make-up, permanent seizure of the make-up kit</li> <li>• The slim-fitted trousers, pencil trousers/short skirts should be torn immediately and the student be made to purchase another one.</li> <li>• In the event of non-compliance or a recurrence of such act, such student shall be sent home to do the needful.</li> </ul>
4.	<b>-Noise making/disturbance in the classroom or failure to maintain total decorum in the classroom, laboratory and library</b>	<ul style="list-style-type: none"> <li>• 3 strokes of cane</li> <li>• Any culpable student should be made to <b>write "I will not make noise in the classroom/laboratory/library again"</b> 200 times neatly in a new notebook and submit to the class teacher.</li> <li>• Failure to comply with the above shall attract other severe punishments like <i>cutting of grasses and watering of flowers.</i></li> </ul>
5.	<b>Loitering</b> <ul style="list-style-type: none"> <li>• <b>Along the corridor during lessons.</b></li> <li>• <b>Around the college premises</b></li> <li>• <b>Visiting the buttry during lessons</b></li> </ul>	<ul style="list-style-type: none"> <li>• 3 strokes of cane</li> <li>• 3 strokes of cane</li> <li>• 3 strokes of cane</li> </ul>
6.	<b>Prohibited items/contraband</b> <b>Being found with prohibited/contraband items like perfumes, make-up, expensive/chain wristwatches, camera, canned food item(s), non-educative magazines/journals etc.</b>	<ul style="list-style-type: none"> <li>• 4 strokes of cane.</li> <li>• Permanent seizure of the item(s) and serious warning</li> <li>• Watering of flowers for a period of one week</li> <li>• The parent(s) of the student found liable must be contacted and a letter of undertaking must be signed by the defaulting student and witnessed by the parent in the presence of the College Management Team.</li> </ul>

7.	<b>Failure to sweep the classroom at the specified time</b>	<ul style="list-style-type: none"> <li>• 3 strokes each for students involved.</li> <li>• Forfeiture of 10 minutes out of long break for picking of litters.</li> </ul>
8.	<b>Vernacular speaking/use of vulgar words</b>	<ul style="list-style-type: none"> <li>• 3 strokes of cane and serious warning</li> <li>• Any culpable student should be made to write <b>‘I will not utter vulgar word(s) again’</b> 200 times neatly in a new notebook and submit to the Chairman, Investigative and Disciplinary committee.</li> <li>• In the case of persistent use of vulgar language by a particular student, parent(s) of the student found liable must be contacted and a letter of undertaking must be signed by the defaulting student and witnessed by the parent in the presence of the College Management Team.</li> </ul>
9.	<b>Giving gifts to teachers (cash or other material) without the management’s approval</b>	<ul style="list-style-type: none"> <li>• Cutting of grasses/watering of flowers for a period of one week</li> <li>• 1 week pocket money withdrawal denial</li> <li>• Parent(s) of such student should be contacted immediately.</li> </ul>
10.	<b>Sleeping during regular lesson/classes or while observing preparatory classes</b>	<ul style="list-style-type: none"> <li>• The student would be made to stand at the back of the class.</li> <li>• Any culpable student shall be made to write <b>“I will never sleep during classes again”</b>; 200 times neatly in a new notebook and submit to the chairman, disciplinary committee</li> </ul>
11.	<b>Failure to complete notes or do assignments/projects</b>	<ul style="list-style-type: none"> <li>• 3 strokes of cane and serious warning</li> <li>• Forfeiture of long break to complete the task at the counsellors’ office</li> <li>• 1 week pocket money withdrawal denial in the case of a boarding student.</li> <li>• Any culpable student should be made to write <b>“I will always complete my notes/assignments/projects”</b> 400 times neatly in a new notebook and submit to the chairman Investigative and Disciplinary Committee</li> <li>• Denial from seeing movie for 1 week (student shall be made to observe study itinerary).</li> </ul>
12.	<b>Failure to purchase, misplacement or unavailability of the necessary textbooks, notebooks, workbooks, graph books, Mathematical Set and other educational or writing materials</b>	<p>In the case of unavailability or failure to purchase the material(s), such student should be automatically graded zero in the assessment.</p> <ul style="list-style-type: none"> <li>• Parent(s) of such student shall be notified immediately in case of misplacement.</li> </ul> <p>However, counsellors can assist in searching for the missing material(s) and if not found, the</p>

		parent(s) should be notified to procure a new one.
13.	<b>Illegible handwriting/untidy or tattered notes</b>	<p><u>Illegible handwriting</u></p> <ul style="list-style-type: none"> <li>• 3 strokes of cane</li> <li>• Student(s) should be made to rewrite the note(s) during the extra-curricular activities like Sports period on Thursday, Literary and Debating period in front of the HOD'S staff room under the supervision of the Investigative and Disciplinary Committee Chairman.</li> <li>• If there is no obvious improvement in the handwriting of such student, he/she (if a boarder) should be denied seeing movie for 1 week while using the period to complete notes under the supervision of a house manager.</li> </ul> <p><u>Untidy/tattered notes</u></p> <ul style="list-style-type: none"> <li>• 3 strokes of cane</li> <li>• The College Counselling Unit should assist such student to gum, staple or use paper tape to bind the note(s). However, if the note(s) could not be amended, such student should be made to buy a new note and the Counselling Unit must ensure that he/she completes the note.</li> <li>• Denial from seeing movie for 1 week (student shall be made to observe study itinerary during movie time).</li> </ul>
14.	<b>Bullying (taking advantage of junior/weaker students and instilling fear into them unnecessarily)</b>	<p>a. 4 weeks suspension which shall encompass:</p> <ul style="list-style-type: none"> <li>1 week out of school suspension</li> <li>1 week out of class suspension to serve laborious punishment (e.g plates washing, watering of flowers, cutting of grass, etc.)</li> <li>1 week long break and 1 hour after close of work denial to serve laborious punishment</li> <li>1 week visitation to the counselling unit</li> </ul> <p><b><i>Upon the completion of suspension</i></b> A letter of undertaking must be signed by the defaulting student and witnessed by the parent in the presence of the College Management Team and Legal Counsel.</p>
15.	<b>Lying and stealing</b>	<ul style="list-style-type: none"> <li>• For stealing, culpable student should be given 6 strokes of cane.</li> <li>• 1 week pocket money withdrawal denial (if the student is a boarder)</li> <li>• Serving other punishment e.g (fetching of water and washing of toilet for one week</li> <li>• Parents and ward should also be made to</li> </ul>



		<p>write a letter of undertaking never to allow a recurrence of such act.</p> <ul style="list-style-type: none"> <li>• 1 week spiritual deliverance</li> <li>• 1 week counselling visitation.</li> </ul>
16.	<p><b>Students found in the staff room without proper authorisation (exemption of class captains/subject representatives)</b></p>	<ul style="list-style-type: none"> <li>• 2 strokes of cane and serious warning</li> <li>• Any culpable student should be made to write <b>‘I will not visit any staffroom henceforth’</b> 200 times neatly in a new notebook and submit same to the Chairman Investigative and Disciplinary Committee.</li> </ul>
17.	<p><b>Fighting</b></p> <ul style="list-style-type: none"> <li>• <b>Abusing or exchanging words with school mates/classmate</b></li> <li>• <b>Engaging in any physical fight</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>1 week compulsory stay back</b> during termly holiday for the observance of laborious punishment (e.g. plates washing, watering of flowers, cutting of grass, etc.)</li> <li>• Parents will be surcharged for accommodation and feeding during the 1-week compulsory stay back (if the culprit is a boarder)</li> <li>• 6 strokes of cane</li> <li>• The student(s) should be made to write a letter of undertaking never to allow a recurrence of such act and must be witnessed by the parent(s)</li> <li>• One week visitation at the counselling office</li> </ul>
18.	<p><b>Rudeness and disobedience to prefects</b></p>	<ul style="list-style-type: none"> <li>• Laborious punishment for 2 days (watering of flowers during break-time)</li> <li>• A letter of apology shall be written and submitted to the prefect by the defaulting student.</li> <li>• Any culpable student should be made to write <b>“I will never disrespect or act rudely to my senior/prefect”</b> 400 times neatly in a new notebook and submit same to the chairman, investigative and disciplinary committee.</li> </ul> <p>the student should be made to write an essay of not less than 450 words on the</p>
19.	<p><b>Destroying/damaging school property</b></p> <ul style="list-style-type: none"> <li>• <b>Writing on the wall in classroom or hostel</b></li> <li>• <b>Breaking of tables and chairs in the classroom or bunks in the hostel breaking of louvers blades, etc.</b></li> </ul>	<ul style="list-style-type: none"> <li>• The defaulting student shall be surcharged accordingly</li> <li>• Out of class Laborious punishment for 3 days (e.g plates washing, watering of flowers, cutting of grass, etc) and washing of toilet and sweeping of corridor in the hostel.</li> <li>• Students should be made to write an essay of not less than 450 words on <b>“the effects of damaging school property”</b> and must</li> </ul>



		deliver same as a speech during the literary and debating period
20.	<b>Celebration of birthdays without proper notification and approval and any other inappropriate act that comes with birthday celebration, e.g. beating of the celebrant, etc.</b>	<ul style="list-style-type: none"> <li>• Serious warning should be given to the celebrant.</li> <li>• Forfeiture of birthday items</li> <li>• Physical punishment for 1 hour after close of work (i.e. watering of flowers and cutting of grass) for the celebrant and anyone who aids and abets such crime.</li> </ul>
21.	<b>Day student found buying edible items outside the school in school uniform</b>	<ul style="list-style-type: none"> <li>• 4 strokes of cane.</li> <li>• Physical punishment (watering of flowers &amp; mopping the floor) for 30 minutes for 2 days after close of school.</li> <li>• Serious warning for the defaulter</li> <li>• Parent(s) should be contacted and enlightened on the dangers inherent in this act.</li> </ul>
22.	<b>Buying/eating/bringing/collecting/sharing cooked/fried/baked/grilled meals of any sort for/by any boarding student</b>	<ul style="list-style-type: none"> <li>• Forfeiture of the meal.</li> <li>• Denial of right to withdraw money from the account for one week (if the student is a boarder)</li> <li>• Cutting of grasses/watering of flowers for one week</li> <li>• Any culpable student should be made to write <b>'I will never buy/eat/collect/share any cooked/fried/baked food again'</b> 200 times neatly in a new notebook and submit same to the Chairman Investigative and Disciplinary Committee.</li> <li>• Students should also be made to write a letter of undertaking never to allow a recurrence of such act and must be witnessed by the parent(s)</li> <li>• One week counselling session.</li> </ul>
<b>GREVIOUS OFFENCES</b>		
23.	<b>Smoking and drinking alcoholic drinks</b> <ul style="list-style-type: none"> <li>• Drinking alcoholic drinks either inside or outside the school</li> <li>• Buying or bringing them into the school premises</li> </ul>	<ul style="list-style-type: none"> <li>• Outright expulsion from school.</li> <li>• Parents should be contacted for the collection of ward/expulsion letter.</li> </ul>
24.	<b>Indulging in immoral acts (gay, lesbianism, bisexual, transgender and queer relationship of any kind, standing as an agent/middleman in Boy-girl illicit affair or Student-teacher unhealthy relationship</b>	<ul style="list-style-type: none"> <li>• 6 strokes of cane</li> <li>• Indefinite suspension from the College.</li> <li>• After resumption of suspension, One week spiritual counselling</li> </ul> <p><b>Upon resumption from suspension:</b></p> <ul style="list-style-type: none"> <li>• Denial of terminal holiday with laborious punishment in which the parent of the child must pay for the accommodation and feeding during the period (if the child</li> </ul>

<p>25.</p>	<p><b>Examination Malpractice</b></p> <p><b>Minor offence</b></p> <ul style="list-style-type: none"> <li>• <b>Whispering of answers in the hall</b></li> <li>• <b>Exposing any written answer to another student</b></li> <li>• <b>Showing another student formula to questions.</b></li> </ul> <p><b>Major offence</b></p> <ul style="list-style-type: none"> <li>• <b>Coming into the exam hall with scribbled notes, torn page of note tucked in the student's boxers and any related offences.</b></li> </ul>	<p>is a boarder).</p> <p><b>(The severity of the malpractice will guide management's final decision)</b></p> <ul style="list-style-type: none"> <li>• 6 strokes of cane.</li> <li>• Physical punishment for 3 days (Cutting of grass and watering of flower).</li> <li>• Washing of plates in the College's kitchen, cleaning of the school farm &amp; washing of the pavilion for 1 week</li> <li>• In case of promotion examination, such students should forfeit 2 weeks from the holiday and use it to serve punishment.</li> <li>• Total cancellation of that subject exam such that the student should re write the examination after the completion of the punishment</li> <li>• Such student should be kept under close monitoring in subsequent examinations.</li> <li>• The student would also write a letter of undertaking never to allow a repeat of such act and must be witnessed by the parent(s).</li> <li>• Such student would be made to write an essay of not less than 450 words on the <b>'consequences of engaging in examination malpractice'</b>.</li> <li>• 3 days spiritual deliverance</li> <li>• 3 days counselling</li> </ul> <ul style="list-style-type: none"> <li>• 12 strokes of cane.</li> <li>• Physical punishment for 1 week.</li> <li>• Students would be made to repeat the class in case of promotion examination</li> <li>• In case of other terminal exams and tests, the entire examination result should be cancelled.</li> <li>• Such student would be kept under close monitoring in subsequent examinations.</li> <li>• The student would also write a letter of undertaking never to allow a repeat of such act and must be witnessed by the parent(s).</li> <li>• Such student would be made to write an essay of not less than 450 words on the <b>'consequences of engaging in examination malpractice'</b> and deliver a speech on the aforementioned topic during the Literary and Debating period.</li> <li>• 1 week spiritual deliverance</li> </ul>
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		<ul style="list-style-type: none"> <li>• 1 week counselling</li> </ul>
26.	<b>Using any staff member's phone to call (parents, guardians, e.t.c)</b>	<ul style="list-style-type: none"> <li>• 4 strokes of cane.</li> <li>• Physical punishment for 3 days (Mopping of classes and cutting of grasses).</li> <li>• Washing of toilets for a period of 2 days.</li> <li>• Any culpable student should be made to write <b>'I will never use any staff member's phone to call again'</b> 400 times neatly in a new notebook and submit same to the Chairman, Investigative and Disciplinary Committee.</li> <li>• The parent/ward should write a letter of undertaking promising never to allow a repeat of such act</li> <li>• Such student will be disrobed or relieved of any official position occupied</li> </ul>
27.	<b>Scaling of fence within and outside the hostels and school premises</b>	<p>Expulsion from school</p> <ul style="list-style-type: none"> <li>• Parent should be notified for collection of ward/expulsion letter.</li> </ul>
28.	<b>Being in possession of mobile phones or any other rechargeable items like lamp, game, electric stove, boiling ring, etc.</b>	<ul style="list-style-type: none"> <li>• 6 strokes of cane.</li> <li>• Items would be confiscated permanently.</li> <li>• Parents would be contacted.</li> <li>• Two week suspension from school. The student should also write letter of apology/undertaking</li> </ul> <p><b><i>After resumption from suspension</i></b></p> <ul style="list-style-type: none"> <li>• Denial of midterm/1 week holiday in which the parents are to pay for feeding and accommodation (Cutting of grasses/watering of flowers and washing of plates) during the period.</li> <li>• Carrying the placard indicating the offence for 1 week.</li> <li>• Such student should be made to write an essay of not less than 450 words on the <b>'The story of a disobedient child in the society'</b>. He/she must also deliver a speech on the aforementioned topic during the Literary and Debating period.</li> </ul>
29.	<b>Rudeness and disobedience to staff</b>	<ul style="list-style-type: none"> <li>• 6 strokes of cane.</li> <li>• Carrying the placard indicating the offence for 3 days.</li> <li>• Cutting of grasses/watering of flowers for a period of one week</li> <li>• Such student should be made to write an essay of not less than 450 words on the <b>'roles of teachers (and other personnel) in the society'</b>. He/she must also deliver a speech on the aforementioned topic</li> </ul>



		<ul style="list-style-type: none"> <li>during the Literary and Debating period.</li> <li>The student should also write a letter of apology to the staff concerned</li> <li>The student would be made to write a letter of undertaking promising never to allow a repeat of such act and must be attested to by the parent(s) guardian(s).</li> <li>1 week spiritual counselling</li> <li>1 week counselling</li> </ul>
30.	<b>Fraudulent Act(s); obtaining money under false pretence and any other dubious or fraudulent act(s).</b>	<ul style="list-style-type: none"> <li>6 strokes of cane.</li> <li>1 week suspension from class with laborious punishment i.e. cutting of grasses/watering of flowers for a period of one week</li> <li>Denial of right to withdraw money from the account for one week</li> <li>Carrying placard indicating the offence for 3 days.</li> <li>Student(s) to write letter of apology/undertaking.</li> <li>Student(s) to be placed on surveillance to avoid repetition of such act.</li> <li>Parents would also be contacted for close monitoring at home.</li> <li>1 week spiritual deliverance</li> <li>1 week counselling.</li> </ul>
31.	<b>Students found on social media (Facebook, tiktok, instagram and related social platforms)</b>	<ul style="list-style-type: none"> <li>6 strokes of cane.</li> <li>Carrying of placards indicating the offence for 3 days.</li> <li>Parents would be contacted to prevent repeat of such act.</li> <li>Physical punishment for 3 days i.e. Cutting of grasses/watering of flowers.</li> <li>Students would write letter of apology never to engage in such acts.</li> <li>1 week counselling.</li> </ul>
32.	<b>Cult and cultism related activities</b>	<ul style="list-style-type: none"> <li>Outright Expulsion</li> <li>Handed over to the Police</li> </ul>

## 7. DISCIPLINARY MATTERS

### A. *Rights and duties of Participants to a Disciplinary Hearing*

At any Disciplinary hearing, the participants varying may include the student(s) charged, a complainant, witnesses, support person, parent(s) or guardian(s) and the members of the Disciplinary Committee.

Generally, the Complainant, the alleged victim where available and the student(s) charged shall each have the right to:



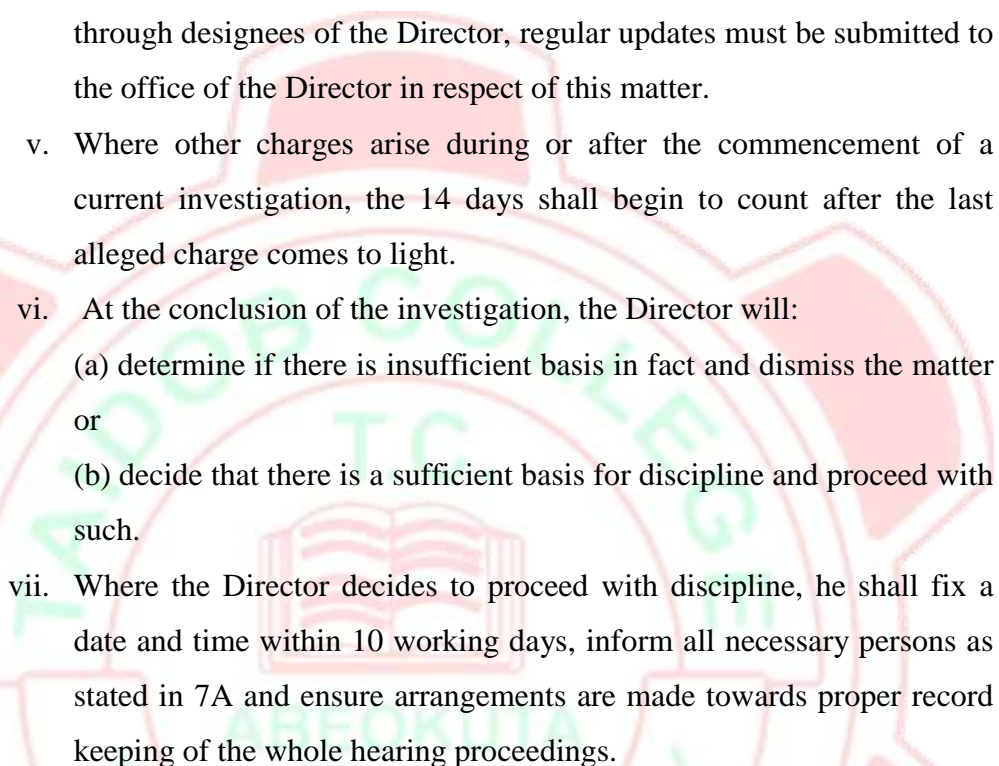
- i. Be notified of all charges
- ii. Review any written reports submitted in support of the charge(s)
- iii. Be informed of the hearing process
- iv. Be present at all stages of the hearing process except where such would affect attendance in examinations and tests.
- v. Submit a personal statement in writing in respect to the charge so made.
- vi. Be informed of the conclusion of the Committee as well as the sanctions imposed.

In addition to the above, the student charged with violation of these rules shall have the right to:

- I. Be notified of the information available against him/her before sitting commences.
- II. Request an alternate hearing panel member when there is reasonable cause to believe that the hearing panel as constituted will be unable to conduct an impartial hearing. (This is to be done by making such request in writing, addressed to the Director, and stating the name of the panel member concerned as well as concrete reason(s) why such is to be excluded).
- III. Be presumed not to be in 'violation' of the Rules and Regulations until the facts presented at the hearing prove otherwise.
- IV. Present defence and testimony in any way appropriate within a single sitting, including presenting proof of character witness(s) if appropriate.
- V. Receive a written notice of sanction(s) imposed.

## **B. DISCIPLINARY PROCEDURES**

- i. All disciplinary actions must be reported within 7 days of the knowledge of the alleged offence.
- ii. Knowledge of offence may be either by petition from staff or student, parent or direct apprehension and referral by someone in authority.
- iii. Where the Director determines that the alleged conduct may violate provisions of this Rules and Regulations, he shall, within 5 working days of such determination inform the Student(s) concerned of the commencement of an investigation into such allegation.

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- iv. The investigation shall be conducted by the Director and/or his designee(s) and may include but not be limited to interviews with witnesses, the complainant(s) and review of any pertinent material and information. The student(s) Charged shall also be interviewed here. These investigations must be completed within a period 14 days. A record of all investigations MUST, always be maintained and where through designees of the Director, regular updates must be submitted to the office of the Director in respect of this matter.
  - v. Where other charges arise during or after the commencement of a current investigation, the 14 days shall begin to count after the last alleged charge comes to light.
  - vi. At the conclusion of the investigation, the Director will:
    - (a) determine if there is insufficient basis in fact and dismiss the matter or
    - (b) decide that there is a sufficient basis for discipline and proceed with such.
  - vii. Where the Director decides to proceed with discipline, he shall fix a date and time within 10 working days, inform all necessary persons as stated in 7A and ensure arrangements are made towards proper record keeping of the whole hearing proceedings.

### **C. GUIDELINES AT HEARINGS**

- i. All hearings must be conducted in private.
- ii. All hearings shall be headed by a Chair (man or woman) appointed by the School Management who may be any of the following: the Principal, the Director, Members of the Board of Directors, Heads of Departments or Administrative Staff.
- iii. The hearing shall also have a Secretary whose primary role shall be to take all records of the hearing and prepare hard and soft copies of these records for use by the Management.
- iv. Other members of the Disciplinary Committee shall either be determined per case basis or from the standing disciplinary committee of the school. Where a special committee is needed for a particular matter, the pool of members shall be from those in (ii) and (iii) above as well as approved members of the Parents Forum, the Legal Counsel

and any other specialized contractor with the school who can give an input into the matter to be resolved.

- v. Where a petition has been received against the fitness of any member of the panel to sit in a matter, the Director shall investigate such allegations and take appropriate steps to ensure sanctity in the School.
  - vi. Admission or non-admission of anyone into the hearing room shall be at the discretion of the Chair of the hearing body. The Chair shall also have the authority to discharge or to remove any person whose presence is deemed unnecessary or obstructive to the proceedings.
  - vii. Except as directed by the Chair, support persons shall limit their role in a hearing to that of a consultant to the charged student(s).
  - viii. The Student(s) charged shall be responsible for presenting their witnesses and any additional information regarding the matter.
  - ix. The hearing panel may question witness presented by the student(s) charged as well as all others involved or witnesses in the matter including any other person who the chair may decide to call in respect of the matter.
  - x. The Chair may device any additional procedural guidelines as he/she deems fit depending on the circumstances of each case.
  - xi. Where the hearing panel finds that the student violates these Rules and Regulations:
8. All Punishments for erring students shall be attended to using the prescribed sanctions and same may be varied only at the instance of the Board of Directors.

#### **NOTE**

- a. **The school shall not be vicariously liable for any act or acts wittingly or unwittingly perpetrated by any student which runs foul of the laws of Nigeria.**
- b. Students who come late to school 3 times within a term will be given 12 strokes of cane while the parent(s) or guardian(s) will be invited to write a letter of undertaking.
- c. 3 minor offences within a term will be regarded as a major offence and will attract suspension or expulsion.
- d. 2 major offences within a term will be regarded as a grievous offence and attract suspension from the school or expulsion.
- e. Grievous offences that carry suspension as punishment, when repeated within the session will attract expulsion.
- f. Prefects caught breaking rules under categories B and C are to be stripped of their Prefectship and punished appropriately but reprimanded under category A.

- g. In cases of expulsion, the principal/director will not allow calls, text messages or honour having any physical contact with the parents of the expelled student.
- h. In conclusion, kindly note that there is no perfect law anywhere. Law is organic; it is subject to amendments in view of new developments in the school and the society at large.**

**TELEPHONE DIRECTORY**

08058244604	General Admin Officer
08105533560	Exams and Records
09034016867	Accounts Department
08118370601	Academics
08133959245	Public Relations Officer
08118400408	General Admin Officer (Broad Concept)

**STUDENTS TELEPHONE PORT (CALL CENTRE)**

09054955806
08183616373
08120011481
08104933854
08104949482



## **PARENT/GUARDIAN ATTESTATION**

I, ..... a Parent/Guardian to .....  
having read and understood the contents, most especially section 3 of the  
College's Operational Guidelines, hereby truthfully declare that I will comply  
with all the rules that are enforced from time to time as long as I remain a  
Parent/Guardian of this College.

So help me God.

.....

**Parent/Guardian Signature and Date**