



STARVILLE SCHOOL  
**POLICY HANDBOOK**  
**SECONDARY**

## **STARVILLE SCHOOL POLICY (SECONDARY)**

This document defines Starville School rules, regulations, procedures and protocols. All of these are necessary to guide acceptable behavior and ensure that the school environment is safe for students, teachers and other staff in a bid to create a productive learning environment.

You are advised to read through this document carefully before signing the “Acceptance Form” attached to the last page.

### **DISCLAIMER**

STARVILLE SCHOOL takes reasonable steps to ensure that the information contained herein is accurate and up to date.

STARVILLE SCHOOL may amend, add, replace, or remove sections on this document without recourse to the parent but as the need arises.

### **DISCIPLINARY POLICY**

We believe in providing a climate that is conducive to learning and free of disruptive behaviour. Students are responsible for their conduct on campus. A variety of methods are encouraged to ensure the appropriate and desired compliance:

- Time-out in class room as instructed by the Principal
- Booking of behavioral offences. (Recording of offence in the “Black Book”)
- Detention after school
- Writing lines (as a means to forestall further reoccurrence of infractions and/or other punitive measures)
- Students and/or parent conferences
- Out -of -school suspension
- In -school suspension
- Outright expulsion

Behaviour that is inconsistent with Starville School’s disciplinary plan will be corrected as needed. The teacher may inform and/or involve the parents in guiding or changing the child’s behaviour. When appropriate, the teacher may involve other school personnel such as the counselor or an administrator to assist in the correctional or other punitive offences.

### **Suspension/Expulsion**

The above may be resorted to when serious infractions occur, if inappropriate behaviour persists, or students disrupt the teaching/learning process for others. The head teacher or his designee will call the parents to school in order to take home a child who interrupts the teaching and learning environment or attempts to hurt others. If a student is suspended from school, parents are responsible for the child’s supervision and the student is not allowed on school premises for the duration of the suspension.

## **RELIGION**

**Starville School** is a private Christian school open to male and female children of diverse backgrounds and abilities. Starville School exists to provide quality education based on Christian values and principles. We however offer admission without regards to religion, race or nationality.

The school will not provide places of worship for other faiths.

## **ATTENDANCE**

Regular school attendance is essential to student success. Please make every effort to have students at school and on time every day that he/she is well enough to attend. The minimum attendance requirement that qualifies a child to write the term's examination is 90%

### **Tardiness**

A student is tardy when he/she arrives to school after the beginning of the official school day or is not in the assigned class at the beginning of the class period. All students should be in class by 7:40 a.m. each morning. Parents must walk tardy students into the building and sign them in at the front office.

### **Arrival and Closing Routines**

Students are dropped at the gate upon resumption under the watchful eyes of security personnel and are expected to walk down to their classes

Parents that would want to know their children's classes are to please do so on the day of induction and open house.

### **Pick up**

To ease traffic, parents are expected to pick up their children/wards immediately after the close of school.

The school gate will be closed at exactly 8:00am, and children not in at that time will have to be taking back home.

Parents are also encouraged to pick up their children themselves; no third party will be permitted for security reasons.

### **Emergency/Planned Absence**

Parents who are planning to take their children out of school for other than illness and family emergencies should inform the school via a phone call.

School holidays are provided for in our school calendar; family holidays that go beyond these days are highly discouraged.

### **Excused Absences**

A student's absence from school or class will be considered excused when it is due to any of the following circumstances.

- Personal illness of the student or a death in the immediate family.
- Attendance at school would be detrimental to the health of the students or others.
- Observance of recognized religious holidays, necessitating absence from school.
- Other absences may be excused by the school, but only if the absence has been pre-approved by the school.

A student's absence from school or class for any reason other than those listed above will be considered an unexcused absence. Students that have more than five (5) days of unexcused absences during a school calendar year are considered truant.

### **Notification in the Event of Illness or Other Absence**

Please note: Students who are absent must have a written explanation from the parent that they submit to the office or the parent must phone the school. The written excuse must include the date, reason, and parent's signature. Parents should call or message the office between 7:30 and 7:50 a.m. if the child will be absent that day. If the child will be absent because of a prolonged illness, immediate contact should be made with the school. A letter from a doctor or hospital is required upon return to school.

### **Make-Up Work**

When a student has been absent, the following make-up work procedures apply:

- a) It is the responsibility of the student to obtain make-up assignments from the teachers and to see that the completed work is submitted within the allotted number of days.
- b) One school day to complete make-up work to a maximum of five days is allowed for each day that was missed.
- c) If the absence is due to a pre-planned activity, work that is due on the day of departure should be turned in prior to leaving.
- d) Students should be prepared to complete any work scheduled prior to the absence immediately upon their return to school. Essays/papers assigned in advance of the absence are due on the assigned due date, regardless of whether the student is in school on the due date.

e) If work missed as a result of a school-sponsored activity is not made up within the allotted number of days, the student may not be eligible for future school-sponsored activities during the academic year.

## **UNIFORM**

All students are required to appear fully dressed in the appropriate and approved school uniform, which includes black school shoes, a white canvas/sneakers on sports day, starville school branded socks, tie and cardigan, and the rest of the uniform as it applies. No outer jackets are to be worn during school hours. Please note that on special days of activities like the colour/toy day activities notice will be sent home on the prescribed outfit to be worn on the day.

### **Dress Code**

Students should be smartly dressed at all times. Uniform should be worn correctly. Students must tuck their shirts all times; wear a blazer especially Mondays & Fridays; bring a Starville branded sweater if they are cold.

- There should be no “sagging” or “slimming” of trousers/skirts. Student should take pride in their appearance and present themselves appropriately whatever the circumstances.
- It is compulsory that school uniforms be worn on outings and special occasions.
- All clothing, including shoes and other personal possessions should be clearly marked with student’s name.
- Throughout the school day, Mondays to Fridays, students should be in appropriate uniform i.e. full school uniform or particular sports kit (Starville School branded). With permission of the school, student may wear special sports kit/uniform part earned through official recognition and selection.
- Flashy jewellery must not be worn with school uniform. Medic alert bracelets may be worn and female students may wear one pair of earrings and wristwatches may be worn by both male and female students.
- Female students are advised that make-up or nail varnish should not be worn.
- Shoes should be black leather and of standard style, not trainers (except for the days when they have sports).
- Only Starville School branded socks are allowed.

### **Acceptable Dress Code**

Normal uniform, tie, navy blue socks, blazer, sportswear, cardigan, black leather shoes and black LEATHER belt for boys.

NB: Only branded Starville School sport uniforms and Cardigans are allowed. Students must wear uniforms that are neat, clean, and appropriate in size.

*Adherence to the dress code demonstrates respect for self, others and for the school.*

### **Weekend classes and Mufti days**

Only a T-shirt, branded cardigan and a pair of jeans trousers is allowed to be worn to school on mufti days or during the weekend classes.

Please note that Tank tops, sleeveless shirts, three quarters or shorts, sweat pants make up, veils, any form of hoodie clothing, color hair, leggings (jeggings), spaghetti straps, crop tops are not allowed.

### **Hairdo and hair cut**

Hairstyles should be suitable and tidy.

Girls' hair should be neat and long hair tied back off the face. Hair bands should be plain white, blue or black. Boys should be clean shaven and hair cut very low. No patterns or Afro hairstyles. Hair colour should be natural.

The school wishes to project a professional image and so will not allow exotic and attention seeking hairstyles. Therefore unconventional layering, excessive steps and attachments/extensions and dreadlocks are unacceptable.

### **HEALTH CARE**

The school's members of staff administer only first aid to care for minor injuries or mild illnesses of students and to notify parents when pick - up is necessary. Students should not come to school with a fever, cloudy discharge from the nose, goopy red eyes, ear ache, rashes on skin or stomach/intestinal distress. Children must be free of vomiting and/or fever for 24 hours before returning to school.

When returning to school following an absence due to illness, parents must send a written, signed note, explaining the illness or injury that requires immediate medical attention. Please be sure the school has your current number so you can be reached in case of an emergency.

**Illness**

A student should not report to school if he/she has had a fever within 24 hours or if he/she has had vomiting or diarrhea within the past 24 hours.

**ACADEMIC PROBATION**

At the conclusion of each marking period (term), a student will be placed on academic probation who meets any of the following criteria—

- Grades of “F” in 3 or more Subjects
- Any grade below C in the core subject areas.

**Promotion criteria**

Students need to work conscientiously throughout the term to come out in flying colours. A cumulative average of 50% must be attained for promotion to the next class including credit in mathematics and English language and physics and chemistry for the science students in the senior secondary school (SSS).

A letter informing the parents of this status will be mailed /sent home. The following is required for any student on academic probation:

- Attendance to teacher’s office for some hours after school, at least one day per week.
- A bi-weekly meeting with the Counselor to monitor progress.
- Put on detention where necessary
- Progress report sent home to parents every two weeks.

A student who is on academic probation is ineligible for extra-curricular activities until satisfactory improvement is made, as determined by the Principal. Students on academic probation are not automatically removed from academic probation without an improvement of grades. Typically, academic probation is continued until the student shows consistency and an upward trend in performance.

**Guidance**

Guidance counselors are available to help plan an individual course of study, to help resolve conflicts or personal problems, and to explore career opportunities and choices. Students may make appointments to visit with their counselor by stopping by the Guidance Office before or after school, between classes, or during lunch.

### **Academic Honesty**

Cheating, copying another student's work, unauthorized group work on any assignment, project, or test and plagiarism are

### **Textbook Policy**

When a student loses or damages a book he or she is responsible for paying for the replacement.

### **Clubs**

Clubs are compulsory at Starville School for pupils and students. They are aimed at making our students/pupils well-grounded in extra curricula activities. Clubs are divided into sports and non-sports. All pupils must pick one from each group based on their interest. A club selection form will normally be sent home for parents to help with the selection.

### **Noise during Class Time**

Students moving outside classrooms during class sessions should do so quietly, and they must have permission from the teacher.

No student is permitted to leave their club venue without permission.

## **TRANSPORTATION**

### **Bus Guidelines**

Each student is responsible for adhering to the bus guidelines in order to maintain the privilege of riding the bus. Students who ride the bus should follow four basic rules:

- Remain seated and facing the front of the bus at all times
- Keep your hands and feet to yourself
- Talk to your neighbor using an appropriate noise level
- Do not use a cell phone while riding on the bus
- Children may not save places for others on the bus
- Fighting, profane language, name-calling, and destruction of property cannot be tolerated. Such behaviour will result in immediate action and probable loss of the bus privilege
- No food or drink may be consumed on the bus
- Students are to board and depart only at their assigned bus stop and only at the assigned times
- Students, who do not have an adult present at designated stop, may be returned to school, and parent will be called to pick up the child from school.

### **Bus Conduct**



Each parent is responsible for supervising his/her children immediately after drop off

Inappropriate behaviour on the bus will be reported to the parent and school administrators

If bus misconduct is serious and needs immediate action, persists after parent notification, the bus assistant will complete a formal disciplinary referral. A school administrator will investigate the report and take appropriate disciplinary action. Bus privilege, may be lost for serious or persistent cases of inappropriate behaviour without refund. Serious behaviour infractions such as fighting may result in a school suspension.

### **School bus**

Students riding a school bus are expected to follow the instructions of the driver and to conduct themselves in a way that assures their safety and the safety of the other passengers and driver. Students could receive school consequences for their misbehavior on the bus. Only those students assigned to a school bus will be permitted to ride that bus.

### **LOST AND FOUND**

Name-tag should be placed on all clothing, book bags, lunch boxes, and other items that are brought to school. Unlabeled or unclaimed property is given to the local charity several times during the school year. We encourage parents to check the lost and found for clothing, eye glasses and other things that children lose.

### **VALUABLES/CELL PHONES/COMPUTER GAMES, ETC**

Students should not bring **money** or items of value to school. MP3 players, IPODS, Iwatches, electronic game systems, and sport equipment are not permitted. The only time students are permitted to bring a toy or a game to school is at a direct request of the teacher. Students are not allowed to carry cell phones. If cells phones are seen, they will be taken and kept in the main office for the parent to pick up at the end of the session. The school will not take responsibility for lost or stolen items. If you must reach a student, you must call the front office or class teacher.

### **Electronic Devices**

No form or type of electronic device is allowed on campus, except if the student has been instructed to bring it to school for a particular academic activity.

### **Internet policy**

No student is allowed to use the internet without supervision or without having signed the school's internet user policy. This also applies to the use of student's personal laptops in school.

### **PROPERTY DAMAGE**

Students are expected to respect the property of the school, as well as the property of other students and adults. Students are held financially responsible for repair or replacement costs for any breakage, destruction, or defacing of property, whether willful or not, as well as possibly being subject to disciplinary action. This includes vandalism of any type, graffiti and marking or scratching the surface of walls, lockers, doors, etc., or writing inappropriate words anywhere on campus.

#### **Care of Property**

Students should treat all school property with respect— such as textbooks, furniture, walls, sports equipment, computers, and all other school materials and facilities. Students will be required to pay for any lost, stolen or damaged property.

#### **Lockers**

Lockers are available for student use; however they remain the property of the school. Lockers may be searched by school personnel with probable cause or randomly. The school assumes no responsibility for articles lost or stolen from lockers. Lockers are assigned by the year level coordinator. Students are responsible for providing their own locks for security.

#### **Language Use**

English is the official language of the school and the language of instruction. Students are required to speak proper English at all times in class unless teacher instruction (Nigerian language or French) requires otherwise. An exception is made for those students who arrive without English skills so they can communicate while they are learning the language. They are encouraged, however, to use English as much as possible as this will speed their learning of the language.

#### **Leaving Campus:**

Students may not leave school grounds during the regular school day without written permission from the administration. If a parent is taking a child off campus during the school day, he/she must notify the Principal's Office (Principal or Admin.), in advance and get a written note from the Secondary Office to show the security guards.

### **DRUGS**

STARVILLE SCHOOL is a drug-free environment. This means the possession, distribution, or use of cigarettes; alcohol and illegal drugs and substances are prohibited at all times on the premises. All prescription drugs must be registered and monitored by the school.

Serious offenses and will result in disciplinary action.

### **Theft and Vandalism**

Theft is a serious issue and any student who steals from another student or adult will be subject to disciplinary action. The Administration reserves the right to search lockers, school bags, and other personal belongings on campus or at school-sponsored activities if there is reason to believe a student may be involved in a theft.

### **Public Displays of Affection**

As a multicultural educational setting, STARVILLE maintains a high level of cultural sensitivity and we desire to have all members of our community feel comfortable. Excessive public displays of affection are not appropriate on campus or at school sponsored activities. Please refrain from hugging and kissing, THIS could be perceived to be more than a brief greeting. Behaviours such as kissing, holding hands (except as instructed by a teacher for a class activity), and sitting on each other's laps are not acceptable. Students who disregard this guideline will receive one warning and parents will be called in should another situation arise. Continued disregard of this guideline will result in further disciplinary action.

### **Aggressive Behaviour, Bullying and Cyber-Bullying**

Aggressive and abusive behaviours such as stealing, bullying, cyber-bullying, pushing and fighting are not acceptable. The school regards cyber-bullying, through the inappropriate use of electronic communication such as text messages, e-mail or posting on social networking websites like Facebook, unacceptable. Bullying and Cyber-bullying outside of the normal school hours is also not acceptable as it interferes with the safety and well-being of members of the School community.

Such incidents will be treated seriously, investigated thoroughly and appropriate disciplinary measure taken if necessary.

### **After-School Activities if Absent**

Students who do not attend school during the day may not participate in any school activities after school or in the evening.

### **Objectionable literature**

Students are not allowed to bring inappropriate literature to school, including pornography, and religiously or politically charged/fuelled materials.

## **FINANCIAL PAYMENT POLICIES AND PROCEDURES**

### **Payment Schedule**

For tuition payment purposes, the school year is divided into three terms. Each term's payment is due in full, five working days before the start of the term for returning students and 3 weeks to the start of the term for all new intakes. Students enrolling after commencement of the term will pay for the full term.

### **Tuition for New Students**

All newly admitted students must pay at least the first terms fee and all related fees as stipulated in the notification of admission and admission letter. Full payment of the amount must be made before he/she may attend class. If full payment is not made within the agreed period, the offer of admission will be withdrawn.

### **Tuition for Returning Students:**

To guarantee placement for the following academic year, parents of returning students are required to pay for the first term fee for that year. If payment is not made by the first day of resumption the student will be removed from the class list and the space becomes open. However, if space is still available, the returning student will be readmitted once full payment is made. The student will not be allowed to attend class until full payment has been made.

### **Tuition Discount**

- I. A 5% discount on tuition payment will be given to families with three or more children in the same household who pays fee at least five working days before the first day of school for **FIRST TERM ONLY**. This discount is not applicable to second and third term
- II. A 5% discount on tuition (three terms) payment will be given to families who pay **FULL ANNUAL (THREE TERMS) FEE** at least five working days before the first day of school. This discount is applicable on all three terms.

### Guidelines for Fee Payment

1. New students enrolling at any time during a term will pay the full fee for that term before they are allowed to resume for classes.
2. Parents whose fees are paid by an organization must follow through with their organization to ensure that full fees are paid before resumption and proof of payment delivered to the school's account office for proper documentation.
3. All fees are payable in Nigerian currency (Naira) only.
4. For payments made by bank draft, if the amount received by STARVILLE SCHOOL is less than the actual school fees, as a result of bank charges, the parent will be required to pay the balance to STARVILLE SCHOOL as at when stipulated by the accounts office.

### Methods for Fee Payment

1. **BANK DRAFT**; Payable to **STARVILLE SCHOOLS**. It can be purchased and processed at any bank of your choice.
2. **Point of Sale (POS) terminal**; This is available at the school for any other payment apart from the school fee. *Eg. School bus shuttle, After school care, Feeding program, etc.*

### PLEASE NOTE:

- All school fees must be paid on or before resumption and in full for the whole term before any student would be allowed into the school's premises.
- School fees are **NOT TRANSFERABLE**.
- School fees are paid termly, not daily, monthly or half-termly.
- School fees would not be received in installments.

### **SCHOOL FEES ARE NON-REFUNDABLE AFTER PAYMENT.**

*School fees are non-refundable after the student has been offered admission and enrolled/placed in class.*

**SUMMARY OF CODE OF CONDUCT INFRACTIONS AND CONSEQUENCES**

The following summary covers many of the behaviours that are considered conduct infractions and their consequences. The Secondary Principal or the Discipline Committee will assign consequences to other behaviours in violation of THE SCHOOL’S expectations that are not listed in this policy. Please note that repeated offenses may lead to increasingly severe consequences even in cases where each of the offenses is considered minor.

**Acts or behaviours which are deemed disruptive to the general learning environment**

<b>OFFENCE</b>	<b>CONSEQUENCE(S)</b>
Disruption of class Dress Code violations Disruptive and inappropriate behaviour on campus or school-sponsored event Inappropriate/unauthorized use of electronic devices Failure to serve a detention Lying/Dishonesty Obscene/profane language	<b>Warning, Classroom or Office Detention, Suspension, Restitution, Other measures deemed appropriate</b>
Tardy to class	<b>Detention, Conference with student and/or parent Not allowed to attend class. SUSPENSION</b>
Non-compliance / Defiance Possession of printed or audio-visual pornography Unauthorized leaving of school grounds	<b>Suspension/Expulsion, Restitution, Other measures deemed appropriate</b>

**VIOLENT PHYSICAL ASSAULT UPON AN ADULT OR STUDENT, BULLYING, CYBER-BULLYING, HAZING, OR THREAT OF ASSAULT AGAINST AN ADULT OR STUDENT:** Rationale such as “tradition” or “custom” is never a valid excuse for the abuse of individuals under the school’s care. Students shall not threaten younger students, strike younger students, extort from younger students, or in any way create or attempt to create fear from a size or age advantage. Students shall not cause, attempt to cause, or verbally (written or oral) threaten to cause injury or loss of any kind to any student or who have knowledge of such actions or threats and fail to report them at any time while the student is at school in any school building and on any school premises, attending school sponsored activities, on or about any school owned or operated vehicle, off-school property at any school sponsored or school approved activity or function or during any period of time when students are subject to the authority of school personnel and at any time when the student’s behaviour has direct and immediate effect on maintaining a quality school environment.

Students shall not cause or attempt to cause physical or bodily harm to any school employee or other adults at any time.

Students shall not, through written or oral communications, threaten to cause, cause or attempt to cause harm to any school employee or other adult at any time while a student is at school in any school building and on any school premises, attending school-sponsored activities, on or about any school owned or operated vehicle, off-school property at any school-sponsored or school approved activity or function or during any period of time when students are subject to the authority of school personnel and at any time when the student’s behaviour has direct and immediate effect

Up to Indefinite Suspension/ Expulsion.

<p>on maintaining a quality school environment. Bullying and Cyber-bullying outside of the normal school hours is also not acceptable as it interferes with the safety and well-being of members of the School community. Such incidents will be treated seriously, investigated thoroughly and appropriate disciplinary measure taken if necessary.</p>	
<p><b>EXTORTION:</b> Student shall not extort through (verbal, written or physical threats, coercion or intimidation) anything of value (personal property, money, or information) from any other student or school employee.</p>	<p><b>5 Days Suspension to Indefinite Suspension/Expulsion</b></p>
<p><b>INSULTING, ABUSIVE, HARASSING, PROFANE, OBSCENE, OR SERIOUSLY DISRESPECTFUL WORDS, ACTS OF TOUCHING, GESTURES, SIGNS, VERBAL THREATS OR OTHER ACTS:</b> Students shall respect other students, visitors, school employees and other persons by using appropriate language and behaviour at all times. Any action which is insulting, abusive, harassing, profane, obscene or seriously disrespectful and which disrupts the learning process for any student or which demeans or degrades another person is specifically prohibited.</p>	<p><b>Up to 5 days Out of school suspension and labour.</b></p>



<p><b>FIGHTING AMONG STUDENTS:</b>          Students shall not fight or attempt to cause bodily harm to another student through physical contact. If a student is attempting to involve another student in a fight, the other student should walk away and report it to a teacher, counsellor, or administrator. Students who instigate fights will be subject to the same consequences as those who are actually involved in the fighting.</p>	<p><b>5 Days Suspension to Indefinite Suspension/Expulsion/Flogging</b></p>
<p><b>DISRUPTION OF SCHOOL (Inciting or Participating in Student Disorder):</b>          Students shall not lead or participate in any activity that has as its purpose the disruption of school business or the educational process.</p>	<p><b>Up to Indefinite Suspension/Expulsion</b></p>
<p><b>POSSESSION, USE, SALE, DELIVERY OR DISTRIBUTION OF MARIJUANA, NARCOTICS, STIMULANTS, ALCOHOLIC BEVERAGES, AND ANY OTHER UNAUTHORIZED OR ILLEGAL SUBSTANCES OR DRUG PARAPHERNALIA:</b>          Students shall not possess, use, sell, transmit, deliver, or distribute marijuana, narcotics,</p>	<p><b>Up to Indefinite Suspension/Expulsion</b></p>
<p><b>POSSESSION OF A FIREARM, DANGEROUS WEAPON, OR OTHER INSTRUMENT:</b>          Students shall not possess or conceal or transport any gun (weapon capable of firing a projectile of any kind) or any gun facsimile, or incidental items relating to firearms use, such as bullets, magazine clips, or any other weapon or other instrument including laser pointers that could cause or that is intended to cause bodily injury or harm to another or misuse otherwise acceptable objects in a manner intended to cause harm to others at any time while a student is at school in any</p>	<p><b>Up to Indefinite Suspension/Expulsion Possible Reasonable Search Treatment Program may be required for re-entry</b></p>

<p>school building and on any school premises, attending school-sponsored activities, on or about any school owned or operated vehicle, off-school property at any school-sponsored or school approved activity or function or during any period of time when students are subject to the authority of school personnel and at any time when the student's behaviour has direct and immediate effect on maintaining a quality school environment.</p>	
<p><b>UNWARRANTED ACTIVATION OF A FIRE OR OTHER ALARM SYSTEM:</b> Students shall not activate any fire or other alarm system unless authorized to do so by school employees or unless there are reasonable grounds to believe that an actual emergency situation exists.</p>	<p>Up to Indefinite Suspension/Expulsion</p>
<p><b>MAKING OR POSSESSING EXPLOSIVE OR INCENDIARY DEVICES:</b> Students shall not possess or ignite firecrackers, explosives, pyrotechnic, incendiary (capable of producing flame or fire) or smoke-creating devices or materials or facsimiles thereof.</p>	<p>Up to Indefinite Suspension/Expulsion</p>

<p><b>ROBBERY, BURGLARY, TAKING or DESTROYING PROPERTY, USING VIOLENCE OR THREAT OF VIOLENCE:</b> Students shall not steal or attempt to steal, damage or destroy property of others using threats of bodily harm.</p>	<p>Up to Indefinite Suspension/Expulsion Possible Reasonable Search Restitution may be required</p>
<p><b>THEFT OR DESTRUCTION OF SCHOOL OR PERSONAL PROPERTY:</b> Students shall not steal or attempt to steal or knowingly be in possession of stolen property or intentionally damage or attempt to</p>	<p>Up to Indefinite Suspension/Expulsion Possible Reasonable Search Restitution may be required</p>

<p>damage any school or private property while under school jurisdiction. Students shall not vandalize or damage or attempt to damage property belonging to others.</p>	
<p><b>FORGING NOTES / DOCUMENTS:</b> Students shall not provide false information to school officials and or parents or guardians with regard to any report card, attendance matter, grades or progress reports, discipline matters or any other school business.</p>	<p><b>Up to 5 days Suspension</b></p>
<p><b>GAMBLING:</b> Students shall not engage in any form of games of chance or gambling for money and/or things of value.</p>	<p><b>Up to 5 days Suspension</b></p>
<p><b>INAPPROPRIATE INTERPERSONAL BEHAVIOUR:</b> Students shall conduct their personal and social relationships according to acceptable community standards. Inappropriate public displays of affection as determined by the faculty will not be allowed.</p>	<p><b>Up to 5 days Suspension/Expulsion</b></p>
<p><b>POSSESSION OF SEX TOYS, CONDOMS, XRAYED MAGAZINES/MOVIES</b></p>	<p><b>3 Weeks suspension, 2 Weeks at home and one week Out-of-class suspension.</b></p>
<p><b>CHEATING/PLAGIARISM:</b> Students shall not engage in any act of deception or falsification of work product. This includes cheating by receiving any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work, plagiarism by copying the language structure, idea and/or thought of another and representing it as one's own work, and verbal or written statement of untruth.</p>	<p><b>Up to 3 days Suspension Zero on assignment Possible reasonable Search Possible notification of universities</b></p>
<p><b>ATTENDANCE:</b> Students shall follow the school attendance guidelines and attend classes in a timely and regular fashion. <b>Unexcused Tardy to Assigned Classes or Activities:</b> Students shall not be tardy to</p>	<p><b>Detention Up to 3 days Suspension Possible loss of grade or credit for the course</b></p>

<p>homeroom and/or assigned classes or activities.  <b>Excessive absences:</b> More than 10 absences in a term.</p>	
<p><b>EXAMINATION MALPRACTICE</b>  Student shall not be engaged in the following:  Bring in prohibited materials during examination.  Aiding and abetting in cheating.  Copying another students work.  Talking in the course of writing.  Exchanging any materials whether prohibited or otherwise  And other acts capable of bringing the examination to disrepute.</p>	<p>Cancelation of paper and expulsion.</p>
<p><b>LATENESS TO SCHOOL</b>  Lateness up to five minutes past the acceptable time for classes on a regular school day or any school program. Once gate is closed.</p>	<p>Child will not be allowed into the school, will go back with the parents. Persistent lateness will lead to suspension.</p>
<p><b>ASSIGNMENT</b>  a. Late submission  b. Incomplete  c. Not done at all</p>	<p>a. late assignment should be done during break time  b. incomplete assignment should be completed during break time.  c. students should be held back in school for assignment not done at all</p>
<p><b>PROJECT NOT DONE</b></p>	<p>Parent should be called as to that effect to explain the risk of losing 20 marks</p>
<p><b>RUDENESS  DISRUPTING CLASSES  NOISE MAKING</b></p>	<p>Standing at the back of the class.</p>
<p><b>IMPROPER DRESSING</b></p>	<p>Insisting on the right way instantly.  Calling parents to pay more attention to the child</p>
<p><b>DAMAGING OTHER PROPERTY</b></p>	<p>Replacement</p>
<p><b>NO GREETING</b></p>	<p>Immediate correction, insisting the child should greet.</p>
<p><b>USE OF FOUL LANGUAGES</b></p>	<p>Sharp correction by the class teacher demanding for an apology.</p>
<p><b>SWITCHING SEATS IN CLASS / ROCKING CHAIRS</b></p>	<p>Arranging chairs and tables throughout the week.</p>
<p><b>LOITERING</b></p>	<p>Writing of a two page letter on why loitering should be avoided</p>

<b>SKIPPING CLASSES</b>	<b>Contact with the parents, ensuring all notes are updated.</b>
<b>LITTERING</b>	<b>Such student should ensuring neatness in class throughout the week.</b>
<b>POOR ARRANGEMENT OF BOOKS, LUNCH PACKS AND BAGS, AND TABLES.</b>	<b>Teacher should insist on proper arrangement of the class.</b>
<b>MOCKING FUN OF TEACHER</b>	<b>Case should be reported to the school authority through the guidance counselor.</b>

### **ACCEPTANCE FORM**

Kindly Print and sign the Acceptance form at the next page and upload on the school's portal.

Click the link for directions <https://www.starvilleschool.com/upload>



# STARVILLE SCHOOL

## ACCEPTANCE FORM

*(To be read by Parent and Student)*

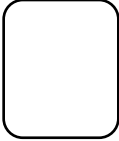
I, \_\_\_\_\_  
*(Students name)*

hereby acknowledge that I have carefully read the School Policy document and understand that the policy contained therein is for my own benefit and improvement. I also understand that if I fail to comply with these terms; I will be liable to suitable action as per Starville School rules.

I promise to strictly abide by the provisions of the School policy.

\_\_\_\_\_  
Signature of Student

or

  
Thumb print

I, \_\_\_\_\_  
*(Parents name)*

hereby acknowledge that I have carefully read the School Policy document and understand that the policy contained therein is for my child/wards benefit and improvement. I also understand that if he/she fails to comply with these terms; he/she would be liable to suitable action as per Starville School rules.

I undertake that he/she would strictly abide by the provisions of the School policy.

\_\_\_\_\_  
Signature of Parent

Phone Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

### OFFICIAL USE ONLY

Signature: \_\_\_\_\_ Date: \_\_\_\_\_