



MICTEC INTERNATIONAL SCHOOLS

**CO-EDUCATIONAL *DAY/BOARDING *EARLY LEARNING (NURSERY) *KEY STAGES (YEAR 1-6)*

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GENERAL RULES AND REGULATIONS FOR STUDENTS

The following contains sanctions for breaking general rules and regulations of the School:

All students of the School are subject to discipline irrespective of their parental background.

Parents who do not wish their Child/Ward disciplined are requested to state it and sign the form on the last page of the general rules and regulations and return the signed form to the School Registrar.

IMPORTANT NOTICE:

The Principal/Head of School has the responsibility for ensuring that the School rules and regulations are maintained within the premises of the School. The Principal and Head of School through their officers may take any action at any time as may deem necessary or expedient to maintain peace, protect properties, promote and protect the safety and welfare of the students and staff of the School.

1. Arson and Willful Destruction:

Careless or willful destruction or damage to School property will attract severe punishment as may be determined by the School disciplinary committee.

a. Nocturnal arson is criminal and students caught or suspected to be involved in the act are expelled.

b. It is a serious offense to manhandle any School materials and equipment. They must be handled with care. In the case of willful destruction of school property, parents are held responsible for the repair or replacement as is necessary.

2. Stealing/Theft:

Theft will attract such disciplinary measures as suspension and expulsion.

3. Fighting:

Fighting is forbidden. Students caught fighting will be punished.

4. Unlawful Meetings and Demonstrations is Forbidden:

Class boycott is not allowed. Absence from School without permission is punishable.

- a. Unlawful gathering and Protest.
- b. Roaming about when lessons are in progress is forbidden.
- c. It is a serious offense for students to exchange classes.

5. Libelous Writings and Publications:

Obscene and libelous publications are not allowed in the School.

- a. Carrying tales (rumour) and using uncultured language is prohibited.
- b. Writing on the School wall, Locker, tables and furniture is forbidden.

6. Visiting

Students/pupils are not allowed to be visited during school hours. Parents and their relations cannot visit their ward during school hours, neither are they allowed to give items to their ward. Loitering is not allowed. Parents must ensure that they book appointment to see the Principal/Head of school beforehand. All visitors are advised to go to the School Registrar.

7. Noise Making

Making noise is not tolerated. It is therefore punishable.

- a. Library: See Library rules.

8. Drug Use:

Drug abuse is criminal and punishable. Students caught with drugs could be suspended or expelled.

- a. Students on special medication should hand over prescribed drugs to the School staff nurse at the medical center for safe keeping and dispensation.
- b. Students who fall sick during School hours should report to the class teacher. Sick students need not come to School, but the School authority should be informed.

9. Gambling

Gambling of any type is forbidden.

- a. Toy machine, radios, Walk-mans, Video tapes, recorders, Computer games, Hard Currencies, Game instrument and gadgets should not be brought into the School. Such items seized will not be returned, they are sent to charity homes.

10. Cult and Secret Societies:

Cultism is prohibited. Students suspected or found to be connected with cultism will be expelled.

a. Practicing strange religious acts is not allowed. Insistence on any strange religious practices will lead to expulsion from the School. The School is a Christian School, therefore only Christian religious practices are allowed.

b. Anti-Social behaviours manifested by students are investigated and punished.

11. Smoking

Smoking is a criminal act in the school, students caught are expelled.

a. Use of drugs by students is forbidden.

12. Drunkenness is forbidden and suspected cases of drunkenness will be punished with expulsion.

13. Examination Conduct:

For examination conduct and malpractices (See Rules and Guidelines on Examination).

14. School Bell

It is mandatory for Pupils/Students to obey School Bell whenever it is sounded. Failure to obey the bell is punishable.

15. Language Use:

The official mode of communication is English Language. The National Languages may be used in class situations. All other forms of Languages are not allowed.

16. Lateness

All pupils/students are expected to resume daily at the School compound latest 7:30am prompt.

a. Latecomers will be punished and may not be allowed into the classroom until the beginning of a new lesson period.

17. Assembly

It is mandatory that all pupils/students be present at the School Assembly.

a. Pupils/Students are expected to sing and stand at attention whenever the National Anthem and National pledge are sung or being recited.

18. Eating Habit

Eating and chewing inside the classrooms, Laboratories, workshops, and at assemblies is not allowed.

a. It is not the tradition of Mictec International School pupils/Students to eat and chew gum in and outside the School, Pupils/Students caught doing so are punished.

19. Cleanness and Tidiness:

It is a tradition for students to pick up litter anywhere on the compound and disposed of them in bins without being told.

a. Students (High School only) are made to sweep and clean their classrooms daily after closing hours. This is supervised by class captains.

b. Pupils/Students are strongly advised to keep off flower pots and wall decorations.

20. School Uniform and Dressing:

All Pupils/Students come and remain in the School Uniform. No other uniform is allowed.

a. Only the School recommended shoes may be worn during school hours. Slippers are prohibited.

b. Pupils/Students should be properly dressed and must appear neat and tidy always within and outside the School premises. Dirty, indecent or irresponsible appearances will attract stern punishment.

c. It is a serious offence for students to have in their bags clothes to change into after school hours.

d. Pupils/Students are not allowed to keep long nails, wear rings or fly the top of their shirts.

e. Boys must cut their hair short to an even length. Unorthodox haircuts, relaxed hair, straightened hair or any elaborate hairstyles are not permitted.

f. Girls must adhere to the hair style prescribed for each week. Use of hair attachment is not allowed.

21. Working Tools:

Recommended text books, chairs, drawing board and one mathematical set are provided to all students. The school authority has the right to demand for students working tools and writing materials.

a. Students without their working tools are punished and ordered to use their cash ticket to buy them from the School tuck shop.

b. Students' notebooks are inspected every fortnight and at randomly.

22. Take Home Assignments:

It is a very serious offence to not do assignments; hence, students who fail to do assignments will be punished.

a. It is mandatory for students to have 20 Mathematical assignments, 20 English Languages assignments and eight assignments in other subjects at the end of every month.

23. Pocket Money:

Students are NOT allowed to bring money to the School.

a. (Exceptions) Parents wishing their ward to come home on public transport should indicate in writing.

b. Parents are expected to open an Account for their child/ward with the Accounts Officer; Students will be able to collect cash if required for public transport or other necessities.

24. Mid-day Meal:

All students eat in the Multipurpose Hall at Lunch time. No student is allowed to remain behind in the classroom.

a. Mictec International High School students are not allowed to buy food around the School. Parents should ensure that their child eats breakfast before leaving for school.

b. See Lunch Time Guideline.

25. School Societies and Clubs:

All students of the School belong to Literary and debating Society and JETS Club. A student may belong to one other re-creation club in addition to the School Clubs.

a. Club meetings are compulsory. Students are expected to formally register in the clubs they belong to.

26. Exit:

No Student should go out of the School Compound without obtaining an Exit permit from the Principal or the Head of school.

a. Students from single parents must always collect a clearance card from the Principal or the Registrar before they can be taken away.

27. General Obedience:

Students must respect both teaching and non-teaching staff. Prefects and class Captain should also be respected.

28. Students of Mictec International High School must behave decently at all times in and outside the School.

29. Students are strongly advised to keep off areas marked "Out of Bounds" at all times.

30. Students must ensure that they do that which is right always and they would have obeyed al the stated rules and regulations.

