



VIVA COLLEGE SCHOOL

“ Great Minds Shape the World ”

SCHOOL RULES AND REGULATIONS

January 2024

SCHOOL RULES AND REGULATIONS

- 1. Discipline:** Discipline is the foundation of education. Students must abide by all rules and regulations of the school as laid down from time to time.

Every student should show a high degree of obedience and respect to the school administration, staff, student leaders, and the public at large.

Immediate obedience is required to an order from anyone in school authority.

All students must endeavor to do the right thing in the right place and at the right time.

- 2. Punctuality/Time Management:** students must report to school on the set date and time and must attend school until the last day of the term.

All students must manage and plan their time accordingly. They must be punctual for all lessons and all school functions.

Absenteeism, late coming and failure to respond to the bell are serious offences and are punishable. Ringing the bell is restricted only to the time keeper. In the absence of the time keeper, a student only authorized by an administrator or teacher on duty will ring the bell. Students must attend roll calls as may be required at any time of the day or night.

- 3. Language:** English is the only language to be spoken at the school. It must be used at all times in and outside the school except during lessons of any other language on the syllabus.

Use of vulgar, humiliating, foul or abusive language is unacceptable whether in or outside school or if communicated electronically.

- 4. Studies:** All students must work hard in their studies. They must attend all the lessons and preps, participate actively and constructively in class and must do all the assignments, homework, tests, and exams as and when given by the teacher(s).

Dodging class, preps, homework/ assignments, missing notes, tests and examinations is tantamount to academic indiscipline and shall not be tolerated.

Promotion to the next class is by progressive performance. Failure to achieve the desired pass mark in all tests and examinations as determined by the academic committee may lead to discontinuation or being advised to repeat.

- 5. Malpractice in Tests/Examinations:**

5.1. Smuggling of Written materials in the examinations room:

- i) Taking into examinations written information with the intention to cheat.
- ii) Smuggling of notes, textbooks etc ... to use in examination room.

5.2. Collusion and Copying:

- i) Two or more learners/candidates in an examination room secretly agree to "assist each other" to answer any part of an examination question.

- ii) Learners/candidates whispering or talking to each other about an examination question.
- iii) Learners/candidates exchanging examination scripts.
- iv) Learners/candidates passing notes to each other to copy from.
- v) Exposing written work in such a position that another learner can read or copy from it.
- vi) Using unique codes or symbols in an examination with the intention of sharing answers between/among learners/candidates.
- vii) Submitting an answer booklet with more than one handwriting.

5.3. Any learner/candidate caught doing any of the above:

- i). Leaves the examination room immediately.
- ii). Acquires an automatic award of score zero.
- iii). Writes a statement and faces the school disciplinary committee.
- iv) Is indefinitely suspended and leaves school immediately.

6. Co-curricular activities: These are compulsory every week day from 4.50pm to 5.50 pm and every student must participate in at least one organized club or society activity for which a Patron has been approved by the Principal. On Saturdays from 2 pm to 5 pm.

Games and sports are compulsory. Every student not exempted by the Principal on medical grounds or on account of disability shall participate in at least one organized game or sport.

Every student (in an organized group) shall undertake a project from which he/she has to acquire and exhibit practical life skills, every Wednesday from 3pm to 5pm.

7. School Uniform/ Dress Code/ Smartness: School uniform must be respected, washed, ironed and kept clean all the times and shoes properly polished. Full school uniform must be tidily worn, by the students during class time, when returning to school, when going out of school and at any other school function or trip designated as requiring uniform. Shirts must be tucked in.

Students must not wear unauthorized jackets, cardigans sweaters, etc on top of the uniform. The punishment is confiscation. Tampering with uniform without authorization of school administration is punishable by replacement at the cost of the student with a new uniform by culpable student/parent. Appropriate sportswear shall be worn during sports activities. Non-school sports jerseys are prohibited and punishment for bringing them into school is confiscation. Fancy accessories eg ear rings, necklaces, are not allowed during school time whether in school or not. Girls may use ear studs but not more than one pair at a go. Girls may maintain long or short neat hair or simple plaited hair. Hair extensions should not go beyond the shoulder blade.

All students going out of school for games and sports, seminars etc, must be in full uniform and must carry with them their identity cards for security purposes. Accessories for girls may include plain clips, pins or ear studs but nothing gaudy. Fancy earrings, make up, nail polish, hair styles, bangles or other jewelry are not allowed. Girls may maintain long neat hair with a puff, short hair or simple plaited hair. Boys are not permitted to braid, perm hair or wear dreadlocks. Boys' hair must be conservative, well kept; with at least less than a centimetre long.

All students shall keep short clean nails. Use of nail polish is strictly prohibited. All students must dress appropriately, decently, smartly and neatly at all times. Dress required for informal activities must be decent, appropriate to the occasion, neatly and tidily worn.

8. Leaving School/ Permission:

Students shall seek the written permission of the Principal to go outside the school premises, for whatever reason.

Leaving the school compound without written permission (Escaping) is at the escapees' risk. Whatever happens to him/her, the school shall not be responsible in any way. Escaping from school is self-dismissal.

Where permission has been granted, the following must be observed;

- (i) The Principal and the student will enter applicable particulars on the permission form which they will both sign.
- (ii) A signed and stamped permission form/movement authorization chit will be issued to the student.
- (iii) Particulars on the form as well as the time of exit will be entered into the record book at the gate.
- (iv) Students going out for any educational, sporting, religious or social activity must be in the company of a teacher (s).
- (v) The student (s) must not exceed the time given to stay away from school.
- (vi) On return, the student(s) shall show the permission form to the security personnel at the gate, ensure that his/her arrival date and time are properly recorded at the gate and finally report his/her return to the issuing authority where the form shall be surrendered.

9. Property: Students must respect, safeguard and take care of property, whether it belongs to the school, someone else or the student.

Students are expected to use school property responsibly and to avoid deliberate /malicious, neglect or reckless damage e.g. writing on desks, walls, toilets, breaking desks and window panes/glasses, defacing school property, tampering with fire extinguishers, electricity or any other installations. Offenders shall be asked to meet the cost of repair or replacement of the damaged item before being accepted back into the school.

No desks, chairs or stools shall be taken by any student to the dormitories or compound. Any movement of furniture shall be authorized by a teacher who shall ensure its return to the rightful place after use.

- 10. Stealing:** Any student, who takes, attempts to take or knowingly receives stolen school or personal property without permission of the owner shall be held liable for the act(s).

Stealing and forgeries or acts of dishonesty of any nature are strongly prohibited and may lead to an automatic expulsion from school after compensation or being referred to police depending on the gravity of the offence.

- 11. Fighting/ Bullying:** No students shall fight, bully, tease, molest young ones, use abusive language or insult another. Bullying and teasing are understood to include physical and/or verbal attacks, stealing or forcefully taking the property of the victim, forcing the victim to engage in unlawful acts and forcing the victim to do things he/she would not wish to do even if those acts are generally permissible or in order.

Physical violence or harm of another student is a very serious offence and may lead to criminal prosecution. A student must never involve him/herself in strikes or protests of any kind and shall never incite others to go on strike; otherwise he/she faces expulsion.

- 12. Visitors/Visitation (Academic) Day:** Students are not allowed to meet or speak to visitors without permission from the principal, deputy principal or teacher on duty.

Visitors/ parents shall not go to the dormitory areas and into the dormitories, except when they are on official guided tours. Girls' dormitories are out of bounds to boys/men and vice versa.

Every parent is expected to visit his/her son/daughter on the official visitation / academic day as shall be announced /communicated well in advance for purpose of checking on the students' academic progress and well-being. The parents will meet and interact with teachers to discuss the academic and social progress of their children on academic consultation days.

Visitors shall not be escorted by students beyond the school gate and shall leave by 5:30pm after Visitation Day.

No visitor(s) shall be allowed to see/talk to a student(s) during class time and /without permission from the principal.

Dormitories are out of bounds to all students during class time and prep time.

- 13. School Meals:** All students must partake of school meals. No private cooking is allowed. Food must not be taken to the dormitories or class. All meals shall be taken in the dining hall and dining etiquette (table manners) must be observed.

Ferrying in or receiving cooked food of any nature from outside school on non-visiting days; is strictly forbidden to students and the items shall be confiscated and the offending party shall be subjected to disciplinary proceedings.

Storing any form of cooked food in the school is highly punishable. Students who cannot take school meals due to their health shall be advised to do day schooling.

A list of the sick must be handed over to the Estates Manager for their food to be taken to the sick bay. If one cannot eat school food, he/she must get treated then come back and take school meals.

14. School Canteen/Supermarket:

Students should buy their day to day necessities from the school super market during the stipulated time i.e. break-time, lunch –time, and after classes. The canteen management must strictly abide by this.

Accordingly, students shall not engage in any form of trade or commercial transactions in school and with outsiders.

15. Sickbay:

All pre-existing health related problems must be reported to the Deputy Principal (Administration) at the start each term together with the supporting diagnosis and prescriptions; for their management during the term. School admission reserves the right of admission for cases of students that need special care and management (eg need for hot water, special diet etc ...).

All personal medication must be reported to the school nurse for proper administration. Possession of personal drugs or medication is forbidden. If that must happen, written permission must be secured from the Deputy Principal (Administration's) office. The school sickbay provides first and simple diagnostic services

and treatment for common ailments like flu, cold, cough, malaria, and the like. More complicated cases will be managed from home. It is only the school Principal, on the advice of the school nurse who grants permission and communicates to parents about serious cases of sickness and not individual students. Violation of this rule will attract a penalty.

Students who shall be admitted to the sickbay during class hours must have written permission from a member of the Senior Management Team

Misuse of the sickbay and its equipment is strictly forbidden and highly punishable. Anyone In need of medical attention should report to the nurse at the stipulated times displayed at the sickbay except in cases of emergency. Arrangements to see a private doctor shall not be authorized unless a parent has notified the Deputy Principal (Administration) in writing and has presented proper documentation.

Medical examination is compulsory for all students at medical facilities designated by the school at the start of each term and before a student is admitted in school.

16. Hygiene/Sanitation/ Environment:

Students must observe good hygiene and a clean environment and should only use the appropriate ablution facilities for bathing and toilet needs, and dispose of other wastes as provided for. Slippers may be used within the dormitory only.

Borrowing and sharing of clothes, beddings, shoes etc is prohibited.

All students must ensure proper hygiene and care for the safety of all. Any student who does anything that endangers the safety of self or others or is unhygienic commits an offence and is punishable by indefinite suspension.

- 17. Security and Safety:** Students shall value life and property and know how to protect them through being cautious and security sensitive to any possible danger and loss.

Every student shall cooperate and respond to any emergency by following the guidelines and instructions from those in authority.

- 18. Prohibited items:** Students come to school to study and acquire knowledge, skills and positive attitudes. Items such as pornographic materials, electrical appliances, mobile phones, smart watches etc... radios, media playing devices, cameras, pads, laptops, other digital gadgets etc are not allowed and culprit shall subject to disciplinary which could result to expulsion.

Possession and use of lighters, combustible materials eg petrol, paraffin etc ... is highly prohibited.

Use of laboratory chemicals outside of the laboratory without the strict supervision of a teacher/lab attendant and culprit shall subject to disciplinary which could result to expulsion.

Possession and use of firearms, ammunition and other dangerous weapons like knives, sharp/pointed objects etc ..., possession of military uniforms and equipment is strictly prohibited and culprit shall subject to disciplinary which could

result to expulsion. **19. Alcohol and drugs/ Intoxicating substances:** Taking /smoking, possession of or distribution of alcohol, tobacco, drugs such as narcotics, marijuana, or any intoxicating substance is strictly forbidden and punishable by expulsion.

- 20. Anti-social and immoral behavior:** Students must be morally upright and must conduct themselves with integrity and in a way that is socially and ethically acceptable..

Girls must conduct themselves as ladies and boys must conduct themselves as gentlemen.

Students of the opposite sex should not be together in seclusion or at inappropriate times. Hugging among students especially of the opposite sex is prohibited and culprit shall subject to disciplinary which could result to expulsion.

Romantic and sexual relationships of any nature are strictly forbidden and lead to expulsion. A girl student falling pregnant or having an abortion, culpability being shared with the boy concerned shall be instantly expelled.

- 21. Library use:** Library services are open to all students and maximum silence must be observed. Un- authorized borrowing; stealing, mishandling and destruction of any library materials are prohibited acts. All students shall observe library rules and guidelines given from time to time. Any student responsible for the loss or damage of school/library books will replace them before the release of the academic report for that term.

- 22. Computer and internet use:** Computer and internet resources are provided to support the educational activities of the school and should be used for that purpose. Students shall seek the help of the teacher or laboratory technician whenever they encounter problems with the computer hardware and/or software and are strictly prohibited from attempting to reset computers on their own. Misuse of internet by indulging in profanity, pornography, receiving and sending pornographic messages is prohibited. Every student shall sign and abide by the computer policy of the school.
- 23. Laboratory use:** All laboratories shall be under the supervision of a qualified and authorized person at all times, that students are expected to be there.
- No student shall use laboratory chemicals and apparatus other than for instructional purposes for which they are intended. All students shall strictly observe laboratory rules and guidelines given from time to time.
- 24. Departmental rules:** Students shall observe rules and guidelines given from time to time by various departments in the school.
- 25. Staff quarters/staff room:** Staff quarters are strictly out of bounds to all students except in cases of emergency where any student leader may access any staff members' residence for purposes of reporting the emergency.
- Students are not allowed in and around the staffroom. For any genuine reason, permission must be sought and the teacher concerned comes and meets the student outside the staffroom door.
- 26. Student Leaders:** All students must respect and comply with the expectations of prefects, counselors and other student leaders at all times. Disrespect and/or defiance of a Student Leader is equivalent to disrespect and/or defiance of a member of the School administration and will lead to serious consequences according to the level of disrespect/defiance.
- 27. General class rules:** In class, general school rules and class rules apply to all students. Students should;
- Show readiness by:-
 - Arriving in class in time
 - Having assignments /home work completed
 - Having all required equipment e.g. pens, pencils, note books, set, graph book, etc as required for a particular lesson.
 - Respect themselves by;
 - Being smart in appearance and in attitude
 - Taking the most of every learning opportunity
 - Positively participating in class activities
 - Doing their best
 - Respect others by;
 - Using proper language
 - Being positive to their peers
 - Staying on task and not distracting others

- Actively listening to the teacher when the teacher is speaking
 - Raising hand to ask permission to speak
 - Respecting different opinions
- d) Respect and follow the following class rules;
- Not leaving class without permission
 - Not bringing food or any beverages into classrooms
 - Not using chewing gum on school premises
 - Keeping the furniture neat and in good condition
 - Keeping the classroom clean and free of litter and unnecessary writings.
 - Making use of the dustbins
 - Pushing chairs under desks when leaving the classrooms
- e) Preps (preparations)
- In addition to all the above mentioned rules, the following should be observed during prep time;
- Prep is time for individual /private reading /preparation not for discussion unless permission has been sought from the teacher on duty.
 - Total silence must be observed during prep time.
 - Unnecessary movement or any disruptive behavior is prohibited.
- f) Class/subject discussion time
- All students must respect this time and shall participate actively
 - The discussants shall prepare well and in advance on the subject, topic, and question (s) they are to present in class.
 - Discussions should be conducted in a civilized and mature manner without making unnecessary noise.
 - All students shall have equal opportunities to prepare and present work for discussion in class.
 - Any issue that becomes contentious shall be deferred for further research and consultations with the subject teacher(s).
- g) Conduct of online lessons - Rules and regulations
- Viva College School shall conduct online lessons whenever necessary and such lessons will be regulated by a set of rules and guidelines as may be issued from time to time. The following rules
- Students shall be expected to keep time and log into each lesson at least five minutes before the start of the lesson. Late comers shall be denied entry the lesson.
 - Each student shall be required to register with the school a user name and related email address that clearly correspond to his/her official school names. None registered addresses will be denied access to the online sessions.

- Students are expected to be well behaved and avoid acts that can cause disruption of the class. A student shall not type, say/post obscene, immoral or abusive information; onto any Viva College School class fora.
 - All students are entitled to their privacy and no one shall take advantage of their connection with other students in their online classes to share passwords, emails, addresses and links without their permission as this could put the latter's privacy, safety or security at risk.
 - While in and out of class, students shall not post irrelevant comments, political, religious opinions, links, thoughts, pictures or videos onto any Viva College School fora without the consent of Viva College School Administration.
 - While in class, students shall respect the opinions of their classmates. If they feel the need to disagree, they shall do so respectfully. Any form of online bullying is prohibited.
 - Students shall mute their speakers during the lessons and only unmute when called upon to speak. In case they need to their call teacher to attention, they shall do so politely by using the chat room or relevant emoticons.
 - Students shall use noise-free study spaces to avoid disruptive noise in their online classes and must start online lessons with adequate data (MBs) to avoid disruption due to data outage.
 - Students shall complete and hand in their assignments on time as stipulated by their teachers.
 - Students shall participate in classroom discussions and politely respond whenever called upon by their teacher/colleagues.
- The above school rules and regulations are subject to amendment. The school reserves the right to introduce new or modified rules and All regulations from time to time in future, which will apply to all existing students.
- h) The school administration and the staff will give an interpretation of each code to students at all times
 - i) All students and parents /guardians must read and understand the rules before paying the school fees or reporting to school. Whoever pays or reports to school will be deemed to have accepted to abide by the set school rules and regulations.
 - j) Any breach of the code of conduct will result into punishment determined by the school authority depending on the gravity of the offence, history of the offender, or degree of inconvenience of the offence.
 - k) There will always be continuous reminder on notice boards and at the school assembly. All students must attend school assemblies and should regularly check and read what is on the notice boards.

28. PENALTIES:

Any student found committing or having committed any offence shall have the offence committed recorded in the discipline book, kept by the administration.

Penalties for contravening school rules and regulations, as varied from time to time by the school authority will depend on the gravity of the offence, history of the offender or the degree of inconvenience of the offence.

The penalties may include, but are not limited to the following:

- (i) Writing a statement explaining him/her in regard to the offence.
- (ii) The offender(s) may be talked to by the relevant authority and given a word of caution.
- (iii) The offender(s) may be asked to write apology letter(s) to the relevant authorities.
- (iv) Working on the school compound or farm e.g. slashing, mopping, scrubbing floors, high dusting, digging, clearing ant hills, etc.
- (v) Sending the offender(s) back home to return with or summoning a parent/guardian.
- (vi) Suspension ranging from one week to three weeks usually for purposes of further professional counseling.
- (vii) An internal suspension for not more than one week.
- (viii) Physical replacement of damaged or lost property.

- (ix) Monetary compensation for the damaged or lost property.
- (x) Indefinite suspension pending a decision of the board of governors.
- (xi) Police action and prosecution.
- (xii) Expulsion

29. GRIEVANCES:

In case of a common problem affecting a group of students, they shall select three to five representative students' leaders to air their grievances and not approach the relevant authority in a confrontational manner as a mob. The Student Council leadership will be responsible for coordinating the engagement between the students and the School Administration.

Students are also free to air their grievances in an organized manner through the established channels such as the house meetings, class meetings, suggestion boxes and other civilized and recognized avenues within the school.

Students may seek to see the principal or any administrator directly to air their grievances or problem /issues affecting them.



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