



## MICTEC INTERNATIONAL SCHOOLS

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

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### **The core values of Mictec International School, Lagos are:**

- Sincerity
- Efficiency
- Righteousness
- Vision
- Impact
- Creativity
- Excellence

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

- It is vital that the rules and regulations for learners at MICTEC INTERNATIONAL SCHOOL is read, understood and followed by both students and their parents.
- All learners of the School are subject to discipline irrespective of their parent's 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 admission officer.

### **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 learners and staff of the School.

### **GENERAL EXPECTATIONS**

- All legitimate instructions given by members of staff and learners representatives must be carried out willingly and promptly.
- It is unacceptable to use any form of abusive or vulgar language at any other person.
- Property should be well handled at all times, whether it belongs to the school, staff or fellow learners.

- Behaviors towards other learners should be respectful and appropriate.
- Learners must be on time for class attendance registration and lessons
- Entering the classroom/laboratories should be with the permission of the teacher and learners should wait quietly outside until invited to enter.

### **Visiting**

- Learners 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.

### **Pocket Money**

Learners are NOT allowed to bring more than a specified amount to the School.

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

### **Mid-day Meal:**

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

- Mictec learners are not allowed to buy food around the School. Parents should ensure that their child(ren) eat breakfast before leaving for school.

See Lunch Time Guideline.

### **GENERAL OBEDIENCE:**

- Learners must respect both teaching and non-teaching staff. Prefects and class Captains should also be respected.
- Learners of Mictec International School must behave decently at all times in and out of the School.
- Learners are strongly advised to keep off areas marked “Out of Bounds” at all times.
- Learners must ensure that they do that which is right always and obey all the stated rules and regulations.

S/N	CONDUCT	CONSEQUENCES	OTHERS
1	<ul style="list-style-type: none"> <li>•Homework/class work not done.</li> <li>•Unexplained late submission of homework.</li> <li>•Unexplained incomplete homework/class work.</li> </ul>	<ul style="list-style-type: none"> <li>• The learner scores no mark</li> <li>• Learner completes the homework/class work in school during recess or lunch time</li> </ul>	<ul style="list-style-type: none"> <li>• SMS to parents</li> <li>• If homework is not done for two consecutive times, a letter is sent home.</li> <li>• If persistent, report to Group Head.</li> </ul>
2	<ul style="list-style-type: none"> <li>• Vandalism/ Graffiti</li> <li>• Destruction or defacing of school property or any other learner's property.</li> <li>• Libelous writings and publications</li> <li>• Arson and Willful Destruction</li> </ul>	<ul style="list-style-type: none"> <li>• Parents are informed by Principal/ Head of school and will be required to pay for replacement / automatic suspension.</li> <li>• Service labour.</li> <li>• Incident slip</li> <li>• SMS to parent and / or letter.</li> </ul>	
3	Use of inappropriate language and swearing, including verbal abuse.	<ul style="list-style-type: none"> <li>• Incident slip for file,</li> <li>• Detention / service labour.</li> </ul>	SMS to parent and / or letter.
4	Serious acts of indiscipline. (a) Fighting (b) Bullying (c ) Smoking (d) Theft (e) Possession or use of alcohol or other drugs. (f) Assault. (g) Possession of dangerous weapons, sharp knives and the use of any other articles as a weapon or weapons. (h) Gambling	<ul style="list-style-type: none"> <li>• Learner isolated and writes a statement.</li> <li>• Suspension / Expulsion</li> <li>• Parents and student(s) meet with the Group Head, Head of School/Principal</li> </ul>	<ul style="list-style-type: none"> <li>• Persistent offending may lead to expulsion</li> </ul>
5.	Unlawful Gathering and Demonstration	Suspension/Expulsion	
6	<b>Truancy</b> All learners are expected to resume daily at the School premises latest 7:30am prompt. a. Absence from school without permission will not	<ul style="list-style-type: none"> <li>• Learner will be required to complete the work missed during break time and at other periods</li> <li>• Do service labour and an incident slip is filled in</li> </ul>	

	<p>be tolerated</p> <p>b. Latecomers will be punished and may not be allowed into the school premises.</p>	<ul style="list-style-type: none"> <li>Latecomers will be punished and may not be allowed into the classroom until the beginning of a new lesson period</li> </ul>	
7	<p><b>Lateness;</b></p> <p>(a) to lessons</p> <p>(b) to school</p>	<p>Detention</p> <p>Learners will be kept in the classroom during break time and made to make up for the lesson missed</p>	SMS to parent and / or letter
8	<p><b>Dropping litter</b></p> <p>It is a tradition for learners to pick up litter anywhere in the school premises and dispose them in bins.</p> <p>Students (High School only) are made to sweep and clean their classrooms daily after closing hours. This is supervised by class teachers/captains/Prefects.</p> <p>a. Learners are strongly advised to keep off flower pots and wall decorations.</p>	<ul style="list-style-type: none"> <li>The learner will be required to pick up litter around school.</li> <li>Persistent offending will result in service labour.</li> </ul>	
	<p><b>Eating Habit</b></p> <p>Eating and chewing inside the classrooms, Laboratories, workshops, and at assemblies is not allowed.</p> <p>a. It is not the tradition of Mictec International School learners to eat and chew gum in and outside the School, Pupils/Students caught doing so are punished</p>	<ul style="list-style-type: none"> <li>Labour duty</li> <li>Removal/Suspension from the class/ laboratory</li> </ul>	
9	<p><b>Inappropriate display of affection.</b></p>	<ul style="list-style-type: none"> <li>Depending on the nature of the display learner will be given service labour, but in extreme cases may be suspended or expelled</li> </ul>	Parents and learner meet with the GH, Principal /Head of School.

		<ul style="list-style-type: none"> <li>• Learner isolated</li> <li>• Incident slip</li> </ul>	
10	Examination malpractice/ misconduct e.g. cheating	<ul style="list-style-type: none"> <li>• The learner's exam paper will be cancelled.</li> <li>• In case of external exams, the student may be excluded from subsequent or even all Papers/exams.</li> <li>• Incident slip / statement</li> </ul>	
10	Defiant attitude	<ul style="list-style-type: none"> <li>• Removed from class</li> <li>• Service Labour.</li> </ul>	<ul style="list-style-type: none"> <li>• The learner may be suspended or expelled depending on the nature of attitude.</li> </ul>
11	Use of electronic gadgets e.g. mobile phones, mp3 players, portable game consoles, etc.	<ul style="list-style-type: none"> <li>• Item will be confiscated and will only be returned to the Parent at the end of session.</li> <li>• Incident slip</li> </ul>	<ul style="list-style-type: none"> <li>•Confiscated electronic gadgets will be put in a safe place.</li> <li>•SMS to parent.</li> </ul>
12	Homework/class work not done; Late submission of homework; Late or incomplete; homework/class work.	<ul style="list-style-type: none"> <li>• The learner scores no mark</li> <li>• Learner completes the homework/class work in school during lunch time.</li> </ul>	<ul style="list-style-type: none"> <li>• SMS to parents</li> <li>• If homework is not done for two consecutive times, a letter is sent home.</li> </ul> <p>If persistent .report to the Group Head.</p>
13	Drug Use/ Smoking	<ul style="list-style-type: none"> <li>• Expulsion</li> </ul>	
14	Inappropriate uniform presentation, (Blazers, hairstyle, jewelry, dirty uniform, top button undone, school shoes, socks, Sunday / house wear and Sportswear). Excesses of fashion are not acceptable  Learners should be properly dressed and must appear neat and tidy always within and outside the School premises. Only the School recommended shoes may be worn during school	<ul style="list-style-type: none"> <li>• The learner would be isolated.</li> <li>• Learner will be required to present him/ herself in full uniform as often as appropriate to HOS/Principal weekly.</li> </ul>	<ul style="list-style-type: none"> <li>• Parents are contacted and asked to take the learner home depending on the severity.</li> <li>• Isolation of the learner until parent arrives.</li> </ul> <p>SMS to parent and/or letter.</p>

	<p>hours. Slippers are prohibited</p> <ul style="list-style-type: none"> <li>• Girls must adhere to the hair style prescribed for each week. Use of hair attachment is not allowed</li> <li>• Boys must cut their hair short to an even length. Unorthodox haircuts, relaxed hair, straightened hair or any elaborate hairstyles are not permitted.</li> <li>• Learners are not allowed to keep long nails, wear rings or fly the top of their shirts</li> <li>• It is a serious offence for students to have in their bags clothes to change into after school hours</li> </ul>		
15	Cult and Secret Societies- Cultism is prohibited	Expulsion	
16	Working Tools/ Lack of equipment in class, books, sport wear and writing materials	<ul style="list-style-type: none"> <li>• The learner must present the equipment/book to the teacher concerned the next day.</li> <li>• A consistent offender will be detained during recess to update his/her homework.</li> </ul>	<ul style="list-style-type: none"> <li>• Any lost item must be replaced.</li> <li>• In case of lost books, he/ she must buy a new one.</li> <li>• SMS sent to parent</li> <li>• If behaviour persists, report to Group Head</li> </ul>
18	Assembly It is mandatory that all	<ul style="list-style-type: none"> <li>• Labour duty</li> </ul>	

	learners be present at the School Assembly. a. Learners are expected to sing and stand at attention whenever the National Anthem and National pledge are sung or recited.		
19.	Exit	<ul style="list-style-type: none"> <li>• High school learners will not be allowed to leave the school premises without the Clearance cards.</li> <li>• Anyone assigned to pick a learner from the primary school should present a proxy card before they are allowed.</li> </ul>	

**Note:**

- Learners on special medication should hand over prescribed drugs to the school nurse at the health bay for safe keep and proper administration.
- Sick learners need not come to the school but the school authority should be notified.
- Learners on service labour will not be allowed into class for a specified period of time at the discretion of the Principal/HOS
- Learners on suspension will not be allowed into the school compound.
- The period of suspension is determined by the Head of School and Principal of the section which the learner belongs.
- Two suspensions in a session may lead to expulsion.
- The act of indiscipline remains in the learner's file and may be referred to in references.
- Records of Incident slip written by teacher, house master/mistress and learners statements are kept in learners file.

Please refer to the Hostel Guide if your child is a boarder for specifics as it relates to boarding.

Outstanding examples of good behaviour and positive conduct will receive due recognition.

Any breach of the Code of Conduct must be seen as a breaking of the mutual trust and respect existing between us all within our school community. Learners who do not conform to the school's expectations will be subject to disciplinary procedures. This document lays out some examples of negative behaviour and the sanctions that may be expected to follow.