

## SCHOOL POLICIES

### 1. **Code of Conduct & Disciplinary Action Framework**

- a. Punctuality: Students must arrive at school before 7:30 AM daily.
- b. Attendance: A written excuse is required for any student absence.
- c. Uniforms: Students must wear the approved, clean school uniform daily.
- d. Footwear: Black polished shoes with white socks are mandatory.
- e. Behavior: Respect toward teachers, staff, and peers is non-negotiable.
- f. Bullying: Zero-tolerance policy for physical, verbal, or cyber bullying.
- g. Property: Damage to school property will be billed to parents.
- h. Devices: Mobile phones and personal electronics are strictly prohibited.

#### ***Disciplinary Measures Matrix***

- Level 1 Offenses: Minor infractions (e.g., uniform violations, lateness, forgotten homework).
  - *Consequences*: Verbal warning, written reflection, or campus beautification duties.
- Level 2 Offenses: Repeated minor infractions or moderate misbehavior (e.g., disrespect, classroom disruption, device possession).
  - *Consequences*: Parent-Teacher conference, confiscation of device for the term, or internal suspension (up to 2 days).
- Level 3 Offenses: Severe infractions (e.g., bullying, fighting, stealing, vandalism).
  - *Consequences*: Immediate external suspension (3–5 days), mandatory counseling, or definitive expulsion upon board review.

### 2. **Fees Payment & Financial Deadlines**

- a. Standard Due Date: All school fees must be paid on or before the first day of each term.
- b. Late Fees: Payments made after the official grace period attract a 5% late administrative charge.
- c. Methods: Payments must be made via bank deposit or official mobile money channels.

- d. Receipts: Proof of payment must be submitted to the administration for an official receipt.
- e. Refunds: All paid tuition and registration fees are strictly non-refundable.

### ***Structured Payment Plan Schedule***

- Installment 1: 50% of total fees must be cleared by the reopening day of the term.
- Installment 2: 25% of total fees must be paid by Week 4 of the academic term.
- Installment 3: The remaining 25% balance must be cleared by Week 8 of the academic term.
- Strict Deadline Grace Period: A maximum grace period of two weeks from reopening is allowed for those not on installment plans. Students with unpaid balances after these respective dates will face temporary exclusion from classes.

### **3. Academic & Grading Policies**

- a. Assessments: Grading consists of 40% continuous assessment and 60% end-of-term exams.
- b. Homework: Parents must monitor and sign off on daily homework logs.
- c. Promotion: Students must achieve a minimum overall average of 50% to advance.
- d. Reports: Academic progress reports are issued directly to parents at term's end.

### **4. Extracurricular Activities Guidelines**

- a. Mandatory Club Enrollment: Every student must register for at least one school club per academic year.
- b. Available Clubs: Options include Cadet Corps, Music & Drama, ICT & Robotics, Debate Club, and Sports.
- c. Participation Standards: Students must maintain a minimum 55% academic average to participate in inter-school competitions.
- d. Excursions: Official field trips require a signed parental consent form and separate payment at least one week before the trip.
- e. Schedules: Club activities run on Wednesdays and Fridays from 2:00 PM to 3:30 PM. Parents must arrange prompt pickup.

## **5. Health, Safety, and Security**

- a. Sickness: Sick children must stay home to prevent spreading illnesses.
- b. Medication: Staff will only administer medication with explicit, written parental consent.
- c. Pick-up: Only designated guardians with valid ID cards may pick up students.
- d. Drills: Mandatory emergency evacuation drills are conducted each term.

## **6. Admissions and Withdrawal**

- a. Age Limit: Children must meet the minimum age requirement for their specific class level.
- b. Testing: Entrance examinations are required for all new upper-class applicants.
- c. Withdrawal: Parents must give a one-month written notice before withdrawing a student.