**OUR VISION**

**To be a leading educational institution committed to producing empowered children that will positively change our generation.**

**OUR MISSION**

**To provide an innovative curriculum, conducive environment & a committed work-force for the attainment of our goals.**

**PREAMBLE**

Early Beginners Group of Schools is a primary and secondary established by seasoned educationist engulfed with passion for complete education. The school was created out of the need for a functional education that will not only secure the future of the children (pupils and students) but also make them instrumental to the positive change needed for a befitting society globally.

This handbook is therefore conceived to institute discipline and orderliness in the schools. It stipulates sanctions/punishments for breaking general rules and regulations governing the schools.

Defaulters shall be made to face the School Disciplinary Committee (SDC) for necessary sanction.

|  |  |  |  |
| --- | --- | --- | --- |
| **SN** | **RULE/REGULATION** | **DESCRIPTION** | **PUNISHMENT/SANCTION** |
| 1 | ABSENTEEISM | No pupil/student should be absent from the school without the knowledge of the school authority. | Such a student/pupil shall be interrogated by the school counselor/ principal. |
| 2 | ASSEMBLY | All pupils and students must be on the assembly ground at the appointed time.  No noise making or any form of distraction on the assembly ground.  All college/students must come with their Songs of Praise (S.O.P) to the assembly with full participation. | - Offender of any of these shall be made to face the wall throughout the assembly period. |
| 3 | LATENESS | Students are to resume on or before 7.45am and are not allowed to go out of the school compound until the close of the day. | Community service |
| 4 | CLOSING | All students ( day students) should vacate the School premises latest 4:30pm except permitted by the Principal or teachers-on-duty. | Community service i.e mopping,sweeping arranging of books in library,arranging of chairs etc |
| 5 | SCHOOL BELL | The ringing of School bell is a clarion call that must be obeyed by all students at any point in time. | Community service  (As above) |
| 6 | SCHOOL BUS | Students who subscribed to school bus are to adhere strictly to these:  Must not delay the school bus(both in the morning and afternoon).  Must not litter the bus.  Must not cause any commotion in the bus.  No use of vulgar words/foul language.  No buying of things on the road.  Must not cause any damage to the bus. | Defaulters of the listed offences will face the following:  Find his/her way to school for the day.  Clean-up the bus for the day.  Shall be made to REPLACE whatever has been damaged. |
| 7 | DRESSING | Students/pupils should always dress properly and neatly, wearing only approved school uniform at all times. No use of necklace, ring or bangles. No sagging of trousers is allowed. | Wearing of dirty uniform to the school, will lead to the student washing such clothes in the school.  Necklace, rings and other accessories will be sized till the end of the term |
| 8 | HAIR – DO | Female students/pupils should cut or plait their hair and are not allowed to make use of any form of attachment, wig or ornaments.  The male students/pupils should have a low-cut decent hair style. | Defaulters will be sent home until the hair-do is corrected. |
| 9 | USE OF PHONE | Students/Pupils are not allowed to come to the school premises with mobile phones.  **N.B:** In the case of emergency, the School Authority should be contacted. | The phone will be seized until the end of the term. |
| 10 | NOISE MAKING | Noise making in the school premises is prohibited as it serves as distraction to learning. | Offenders shall be made to sweep the School compound for the day. |
| 11 | USE OF ABUSIVE WORDS | The use of vulgar words or assault of any kind is not allowed in the school premises. | Use of vulgar words is a serious offense.  Offender shall be made to face the SDC( School Disciplinary Committee) and punishment such as community service. |
| 12 | LIBELLOUS WRITING | No students/pupil is allowed to write on desk, wall and furniture. It is forbidden. | Offenders shall be punished accordingly and effect necessary repairs /renovation. |
| 13 | RESPECT FOR TEACHERS | Students are to accord respect to their teachers.  Students should on no account insult their teachers both in and outside the school premises. | Offenders shall be made to publicly (at the assembly) apologize and will also carry out community service. |
| 14 | EATING HABIT | All students must take their breakfast before 7:45am.  Eating and chewing in the classroom during lesson period and on the assembly ground is a serious offense. | The food will be seized from such a child and will not be given back until break time . |
| 15 | FOOD ITEMS AND DRINKS | Food items and drinks should be purchased only during break time and after school hours or as prescribed by the School Authority.  Wrappers /containers of food items should be deposited in dustbin.  No eating or chewing in the classroom (during lesson) or on the assembly.  Permission should be obtained from the principal when there is an occasion that may warrant celebration in the school. | Any students/pupils who violates this rule will perform community services such as picking of liters, cleaning of the school premises or the school bus. |
|  | EXAMINATION MALPRACTICES  Cheating or any form of examination malpractice  Absent from Examination including Mid-Term Test | EBGS views this seriously students/pupil should not participate in any form of examination malpractice.  No students/pupils must miss either the mid-term test or examination | -Offenders shall be referred to the SDC for appropriate punishment ranging from corporal punishment to repetition in class.  There shall be no reschedule of such test or examination. No exercise will be condoned or entertained. |
|  | Fighting | Students/pupils are not allowed to engage in physical combat within or outside the school premises. | Community service |
|  | Unlawful gathering /Protest | Students/pupils should not be found outside the classroom during lesson. | Same as above |
|  | Crime | Criminal offences such as stealing, assault, murder, possession and /or use of fire arms, taking of illicit drugs, rape, cultism, burglary, fraud, impersonation, arson. | The SDC will take strict measure to eradicate all forms of criminal offence in the school.  Any student(s)/pupil(s) caught with a criminal shall face community service while the case is under investigation.  The offender shall be seriously dealt with and shall be handed over to the police depending on the gravity of the crime. |
|  | Health Issues | Any case of ill-health or sickness should be communicated to the school Counsellor.  No student should treat or diagnose other student.  Use of drugs/medicine – No student is allowed to handle drugs/medicine without express permission from the School Health Supervisor. | Any student found in such act shall be sent home for one week. |
|  | Identity Card | Every student must always have his/her identity card on while in the school.  N.B: Only students with school ID card will be allowed to borrow books from the library. | Violation shall attract a fine of N50 subject to review from time to time. |
|  | Use of School facilities | No school properties/materials should be found in the custody of any student without due permission from the Liberian/ the subject teacher.  All school’s properties (such as books, materials/equipment and furniture) should be handled with care. No student should be found in any of these facilities in the absence of the subject teacher in charge.  All students are expected to use toilets decently.  Strictly using allotted toilets (Male/Female/Teachers). | Defaulters shall be withdrawn from using the facility for one week.  Students shall be made to replace/repair/renovate any damages incurred during the use of any of the facilities provided by the school.  All repairs must be done within 48 hours |
|  | Clubs and societies | Generally, all clubs and societies come under the supervision of teachers. In a situation where students take the initiative to form an association, such must undergo due registration process by the School Authority. All unregistered associations are illegal. It is compulsory that every student belongs to at least a registered, recognized school club or society. | An unregistered association shall be barred and members of such association will be punished as may be deemed fit by the School Authority.  Associations with clandestine activities shall be banned and members will face community service. |
|  | General conduct  Early Beginners Group of Schools places high premium on good character and conduct.  All students are expected to maintain good and peaceful relationship. | Students should behave properly in the school, at school functions and outside the school.  Students should respect and obey the School Authority.  Juniors should respect seniors.  Seniors should protect juniors and be courteous to them. Under no circumstance should a senior beat a junior/fellow student  Seniors must not send juniors on errands  Students must not extort money or any other items from fellow students.  There should be no bullying, fighting or flogging.  There shall be no smoking or drinking of alcohol or usage of illicit drugs or self-medication  Bringing instrument(s) of violence is prohibited. | Offenders shall be punished by the school authority as deemed fit.  Community service  Offenders shall be punished by the school authority as deemed fit.  Community service  Offenders shall be made to carry out community service for two weeks and items refunded. Parents shall be informed.  Violation shall attract two weeks community service.  Violation shall attract one term community service  Instruments of violence or similar objects brought to school shall be seized and handed over to the principal. The offender shall face community service.  Pilfering of other student’s property (held in trust) shall attract community service depending on the gravity and reoccurrences of the offence. The erring student shall also return/replace such item(s). |
|  | Visitors/parents/guardians | Visitors/parents/guardians are encouraged to visit the school during Open House to discuss the progress of their children/wards with teachers.  Visitors/parents/guardians are not allowed in the or near classrooms during school hours.  In urgent cases, the parent/guardian should ask permission from the Principal or Vice Principal who may send for the student. | Parents and guardians who violate this rule shall be warned in the first instance and further violation shall attract the withdrawal of such privilege from the parent/guardian. |
|  | Boarding house | Boarders will be checked into the hostel a day before resumption on their arrival between 10am and 6pm.  Parents/Guardians should wait to sign the check-in register.  Boarders will be checked out of the hostel between 1pm to 4pm on the last day of the term. It is compulsory that a parent/guardian be present for checking out of boarders (wards).  Seniors and juniors are expected to live in harmony.  Juniors are expected to relate with the seniors with respect.  Seniors are expected to take care of juniors and show them love and affection.  Seniors should not send juniors on errands like fetching water, washing and ironing of clothes, carrying food etc.  There shall be no bullying, fagging, fighting, smoking and drinking of any type of alcohol or the use of any ‘hard’ drugs in the hostel.  Weekend-off shall be twice per term and parents /guardians should write to obtain permission from the Hostel Supervisor and exit form must be filled. Boarders must not be seen outside the hostel without permission and after light out.  Boarders who goes out must report back to hostel latest by 6pm. | Students not accompanied by parents/guardian will not be checked in.  Any student reporting late without prior notification will be sent back home for one week.  Students who persistently come late with sick certificates may be asked to withdraw from boarding house on the ground of ill health.  Late check-out of boarders will attract a fine to be paid by parents/guardians.  Offenders shall be punished by the school authority as deemed fit.  Offenders shall be punished by the school authority as deemed fit.  Violation shall attract one week community service.  Failure to observe these shall attract punishment as deemed fit by the School Authority. |

**ACKNOWLEDGMENT**

Dear Parent/Guardian,

This is the Early Beginners Group of Schools Handbook containing Rules and Regulations to ensure discipline and orderliness in the school.

Kindly read through and give your consent to the content on behalf of your child/ward by signing below.

Thank you

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby agree to adhere to the content of the handbook, on behalf of my child/ward

Child/Ward’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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