



STUDENT HANDBOOK

YEAR 7 - 12

ADMISSION POLICY & PROCEDURES

Registration & Documents:

The entrance examination form is available on the school's website, at the school's premises, or at designated centres.

Upon admission, parents must submit, along with the form, the following documents:

1. Testimonial from primary school.
2. Birth Certificate (National Population Commission/LGA).
3. Passport photographs
4. Primary School Leaving Certificate. (If available)
5. Receipts of all payments.
6. Previous Class Result (Students aiming to get admitted to JSS 2 and above).

All of which is to be uploaded on the online form.

Entrance Requirements:

- The entrance examination is open to all who have completed or are about to complete their Basic 6 Education in July and are aspiring to join the College in the new academic session beginning September every year.
- The candidate must not be less than 10 years old or more than 12 years old as at the proposed date of resumption.
- Entrance into other classes aside from JSS 1 is determined by assessment, along with the previous requirements.

PARENTAL PARTNERSHIP

The College views parents as partners in progress. To ensure the smooth running of the school, we request the following:

1. **Cooperation:** Parents should cooperate with teachers and management to ensure the smooth running of the College.
2. **Performance Tracking:** Parents are encouraged to actively monitor their child's academic performance and behavioural patterns.
3. **Active Participation:** We encourage parents to participate in College activities (PTA, Inter-house sports, etc.) to support their children.
4. **Assignments:** Parents should ensure their children have complete notes and that their assignments are submitted promptly.
5. **Financial Obligations:** Prompt payment of school fees and other levies is essential for the school's operations. Please settle Bills on or before the fourth week of resumption to avoid discrepancies.
6. **Students' ID cards:** Parents are to ensure their children always have their student ID cards with them, as this is the only mode of entry. It serves as both their identity and their gate clearance.
7. **Open Days and PTF:** Parents are expected to attend to discuss their children's progress or concerns with teachers and the school management. Absence from open days and PTFs will result in the forfeiture of their right to make or bring any complaints to the school's attention for the remainder of the term.
8. **Verification:** Parents are advised to cross-check any report their children provide regarding the management to avoid misinformation.
9. **Mutual Respect:** Parents should be courteous, friendly, and considerate when handling issues with teachers and management. Aggressive behaviour or verbal abuse towards staff will not be tolerated.
10. **Conflict Resolution:** Rudeness, fighting, or indecorous conduct by any parent is strictly prohibited on school grounds.
11. **Monitoring at Home:** Parents should investigate the ownership of any unfamiliar item their children bring home within 24 hours.
12. **Grievance Procedure:** Complaints against any staff member should be directed to the College Management, not the staff member directly.
13. **Celebrations:** To maintain equity and focus, parents are not allowed to bring cakes, cooked food, or party packs to school for birthdays. Prayers will be offered for the celebrant during the assembly.

Dear HMC JEWEL,

Welcome...

Having read most of this handbook already, we want you to know that School rules also define ways of thinking about oneself and the world. These rules are not meant to be a scare but guidelines for action and for evaluating them as good or bad, right or wrong, and therefore very important morals and values of this school.

The perception of reasonable meaning in a rule seems, not surprisingly, to be significant to students' acceptance of the rule. According to students worldwide, relational rules are the most important in schools. Students also value 'protecting and structuring rules' as important because of the meaning given to them. Students value etiquette rules as the least important or even unnecessary. But here at HMC, they are all important.

To coordinate, regulate, and organise students and their activities in school, classroom rules and other school rules are established and upheld by the school and are to be followed unconditionally with parental support, as this is our own moral way of standing out.



Yours sincerely
HMC

GENERAL SCHOOL STANDARDS (DISCIPLINE)

We need first to emphasise that at HIS MERCY COLLEGE, Discipline is non-negotiable.

In our aim to eliminate corporal punishment and other punitive measures without forfeiting discipline, the College focuses on corrective measures and restorative justice to build character.

The following terminology will serve as the code for understanding our aim for the correctional measures on the next pages of this handbook.

- **Dismissal:** The student will not be allowed into the school premises. They will be required to go home and address the reason for their dismissal immediately, after which they will then be allowed in
- **Internal Suspension:** The student attends school but is isolated from peers in a designated room. They must continue their studies silently under supervision. They lose all break times and social privileges.
- **Community Service:** Tasks performed within the school to give back to the community, such as cleaning the classes, school compound or weeding the garden.
- **Detention:** The student is required to stay back after school hours (e.g., 4:00 PM – 5:30 PM) to complete work or reflect on their behaviour.
- **Restitution:** The act of compensating for loss or damage (e.g., paying for a broken window or medical bill).
- **Full Suspension:** In a case where a student has received several warnings and numerous correctional measures but the indiscipline persists, they may face suspension away from the school premises over a period of time to reflect on their behaviour. This could also be in form of a **permanent suspension** if perceived as the only solution.

OFFENSE	CORRECTIONAL MEASURE
<p>Wrong or dirty Uniforms, missing buttons, zip or accessories/ Wrong or rough hairstyles or haircuts/Inappropriate dressing(on days you are allowed to dress casually)</p>	<p>Dismissal. Please see page 15 for acceptable casual wear.</p>
<p>Coming to school late (with no cogent reason or forenotice) or after clock ins are concluded for each day, or without ID card</p>	<p>Dismissal. If ID card is misplaced, you would be required to pay for another immediately, a temporary card will then be issued to gain access into the school premises until the original is ready.</p>
<p>Disrespect toward staff members</p>	<p>2 Days Internal Suspension + Written Letter of Apology read to the staff member.</p>
<p>Refusing to complete assignments.</p>	<p>Mandatory Detention (Stay back after school) until the assignment is completed.</p>
<p>Unexcused absence from school</p>	<p>Parent Summon + 2 Days Internal Suspension (Isolation room).</p>
<p>Lurking during classes or club meetings</p>	<p>2 Days Detention (Post-school).</p>
<p>Cheating on tests and exams</p>	<p>Automatic Zero in the subject + Parents Summoned + 3 Days Internal Suspension. (Repeated: Permanent suspension).</p>

Hitting another student or causing injury.	Suspension (External) for 1 week + Payment of Medical Bills + Mandatory Anger Management Counselling.
Stealing	Restitution (Return/Replace item) + 1 Week Suspension(Internal) + Counselling.
Disrespect Towards classmates, Seniors and Prefects.	1 Hour Post-School Detention + Written Letter of Apology.
Use of vulgar languages	2 Days detention and Community Service (post school).
Abuse of School Uniforms (wearing them unnecessarily outside the school premises)	3 Days detention (Post school).
Sexual harassment involving students or staff	Indefinite Suspension pending Disciplinary Committee Review (Likely permanent suspension).
Use of Contraband (Phones or unauthorised gadgets)	Seizure of the item until the end of the term + 3 Days Community Service.
Vandalism / Graffiti on Walls	Payment for repairs/repainting + Supervised labour to clean/fix the damage.
Other offences not listed here.	Will be treated as the school deems appropriate.

Daily Schedule

To ensure students are rested, fed, and ready to learn, the College operates a structured daily schedule.

- 07:30 AM – 08:00 AM: Assembly
- 08:00 AM – 10:40 AM: Morning Lessons (Periods 1–4)
- 10:40 AM – 11:00 AM: Mid-Day Break (Snack Time)
- 11:00 AM – 01:00 PM: Mid-Day Lessons (Periods 5–7)
- 01:00 PM – 01:40 PM: Lunch Break (Extended for proper digestion & rest)
- 01:40 PM – 02:20 PM: Afternoon Lessons (Period 8)
- 02:20 PM - 03:00 PM: D.E.A.R.
- 03:00 PM – 03:30 PM: Lesson Break
- 03:30 PM – 04:30 PM: Extra classes and co-curriculars

Morning Assembly

All students must line up quietly as the morning bell rings. When the assembly is over, each line of students must follow their teacher to their classes quietly in single files.

Attendance

All students are expected to participate in all College activities.

Academic Information

School Curriculum (Junior Secondary School)

Subjects are grouped according to the NERDC Basic Education Curriculum.

A. Science & Technology

- BST
- Physical & Health Education (PHE)
- Information Technology (ICT)
- Mathematics

B. Pre-Vocational Studies

- PVS

C. Religion & National Values

- Christian Religious Studies
- NVE

D. Languages & Arts

- English Language
- French Language
- Yoruba / Igbo Language
- Creative and Cultural Arts (Fine Art / Music)
- History

E. Business Studies

- Business Studies

School Curriculum (Senior Secondary School)

The Senior School curriculum is designed to prepare students for the West African Senior School Certificate Examination (WASSCE), NECO and international exams. Students are placed in departments based on their third-term results and JSS 3 Basic Education Certificate Examination (BECE) results. Our compulsory subjects are designed to give our students endless opportunities for future professional selection.

A. General Core Subjects (Compulsory for All Students)

- English Language
- Mathematics
- Civic Education
- Data Processing
- Yoruba
- Economics
- Biology
- Further Mathematics

B. Science Department

- Physics
- Chemistry

C. Humanities (Arts) Department

- Literature-in-English
- Government
- Christian Religious Studies (CRS)

D. Businesses (Commercial) Department

- Financial Accounting
- Commerce

E. Trade Subjects (Select One)

- Marketing
- Bookkeeping
- Agricultural Science
- Technical Drawing
- Geography (Optional for Science)
- History
- Visual Arts

The Grading System

Our grading system aligns with both West African (WAEC/NECO) and International examination standards to ensure parents have a realistic view of their child's standing.

SCORE %	GRADE	REMARK
91 - 100	A1	EXCELLENT
81 - 90	B2	VERY GOOD
76 - 80	B3	GOOD
60 - 75	C6 - C4	CREDIT
40 - 59	E8 - D7	PASS
0 - 39	F9	FAIL

Please note that students are not entitled to automatic promotion. Therefore, failure to reach the overall pass percentage (70%) after a session could lead to the student repeating the same class.

Co-Curricular Activities

- MATHS CLUB
- ART CLUB
- TECH CLUB
- MUSIC CLUB

Dress Code (Girls)

Everyday Uniform:

- **Mondays and Thursdays:** Off-white short-sleeved shirt, skirt and blazer. white socks and black shoes only.
- **Tuesday:** Lemon short-sleeved shirt, skirt and blazer. white socks and black shoes only.
- **Wednesdays:** White and Green track. white socks and white or black sneakers.
- **Fridays:** P.E uniform. white socks and white or black trainers.

Dress Code (Boys)

Everyday Uniform:

- **Mondays and Thursdays:** Off-white short-sleeved shirt, short(juniors)/trousers(seniors) and blazer. white socks and black shoes only.
- **Tuesday:** Lemon short-sleeved shirt, short(juniors)/trousers(seniors) and blazer. white socks and black shoes only.
- **Wednesdays:** White and Green track. white socks and white or black sneakers.
- **Fridays:** P.E uniform. white socks and white or black trainers.



Hairstyles



01 *Stylish All-back*



05 *Patewo and Base*



02 *One-side*



06&07 *Scissors Patewo*



03&04 *Stylish Threading* **08** *Stylish Shuku*





Hairstyles



09&10 *Zigzag*

11&12 *Sean Paul*



(Boys)

Low cut always (no parting)



Notes for Appearance

- Only the school cardigan is allowed on cold days.
- Hats & baseball caps are not allowed. Accessories (necklaces, bracelets, nose rings, etc.) are not to be worn to school. Jeans & tight trousers are strictly not allowed.
- Hair is to be tidy all day long.
- Nails must be cut short all the time.
- Wearing makeup or lipstick & nail polish and contact lenses are not allowed.



Non Uniform Days

Dear students: when the administration allows you to attend school wearing casual (non-formal dress) on special occasions, please keep the following in mind:

- Clothing should be descent.
- Clothing shall be sufficient to conceal undergarment at all times.
- Clothing such as see-through or fish-net fabrics, halter tops, tank tops, low-cut tops, bare midriffs, short skirts, or shorts are prohibited.

Clothing, jewelry, or accessories which:

- Depict bias symbols
- Display hate messages
- Are intended to harass, threaten, intimidate or demean an individual or group of individuals
- Display drugs, alcoholic beverages, obscene, profane, vulgar or lewd words, pictures, messages, design or double-meaning slogans are all prohibited.

Absences

- Pupils who wish to be absent for any foreseeable reason must inform the office or bring, well in advance, a written request from their parents giving the specific reason for the anticipated absence.
- Parents/guardians are required to send an absence excuse note to justify the absence of the student who was without prior notice.
- This note should be submitted to the school office upon the student's return to school.

Illnesses/Emergencies

If you become ill or injured during the school day, tell the teachers or the supervisor, who will take you to the office.

The office will take the necessary steps.



Classroom Rules

- Arrive on time.
- Be organised and prepared to learn.
- Bring all necessary equipment & materials to class.
- Remain in your assigned seat, unless you get permission to get up.
- Talk only when the teacher permits.
- Do not use any spoken language other than English (except during Yoruba & French classes).
- Do not eat, drink, chew, or sleep in class.
- Follow the teacher's directions.
- Respect personal space, property & rights of others.
- Use polite speech & body language.
- Always keep the classroom clean & tidy.
- Respect the school property.
- Never leave the classroom without the teacher's written permission.
- Treat people the way you would like to be treated.
- Cooperate with your classmates and teachers.
- Respect others' points of view.
- Contribute to a positive educational atmosphere in the classroom
- Always keep in mind, class finishes only when the teacher dismisses the class.

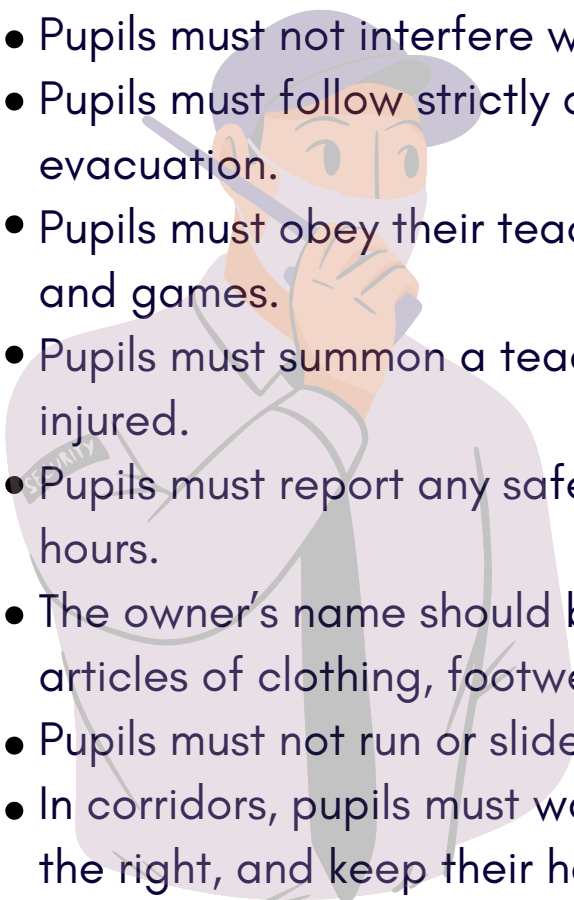
Mobile Phones

Mobile phones are NOT allowed in the school unless the guardian sends a written request to the office. In this case:

- Mobile phones that have cameras & all kinds of smartphones are strictly NOT allowed in any case.
- The mobile must be switched off upon arrival to school, and submitted to the supervisor, who will keep it till the end of the day.
- If a student needs to contact home in an emergency during the school day, this contact must be made through the office or the class supervisor.
- Mobiles will be confiscated from students who are in breach of the above rules.

P.S: The school will NOT take responsibility for mobile phones that are stolen or disappear on school premises.

Safety and Security

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- Pupils must obey all safety rules.
 - Pupils must not interfere with fire extinguishers.
 - Pupils must follow strictly and promptly the instructions for emergency evacuation.
 - Pupils must obey their teachers' instructions in practical subjects, PE, and games.
 - Pupils must summon a teacher immediately when another pupil is injured.
 - Pupils must report any safety hazard to their teacher during school hours.
 - The owner's name should be clearly marked on books, bags, all articles of clothing, footwear, and sports equipment.
 - Pupils must not run or slide in the corridors.
 - In corridors, pupils must walk on the left, carry their school bags on the right, and keep their hands off the walls.
 - Pupils must not loiter in the corridors.
 - Pupils must not interfere with electrical appliances.
 - Pupils must not play around in classrooms (during break, lunch time) in such a way as to cause damage to furniture, windows or equipment or to cause injury to themselves or other pupils.
 - Pupils must not push or shove.
 - Chewing gum is forbidden in school.
 - Pass quietly through the halls and on the stairs. Do not run up and down the stairs, skip steps or jump on landings.
 - Help keep noise and confusion to a minimum so that other students are not disturbed.
 - Students will be charged for any damage to the school's property, staff, or other individuals.
 - No one is to play in the street.

School property, personal and the property of others

- Damage to school property should be reported to the class teacher.
- Repair to damage and removal of graffiti must be paid for by the perpetrator.

Student Health

Medication that can be administered before or after school is better kept at home. However, if necessary, the school nurse or staff will administer oral and topical medications with written parental consent, provided the medication is in the original container and properly labelled. (Label and parental consents must include date, child's name, name of the medication, amount of drugs, and the time that it is to be taken). Your Pharmacy can provide a duplicate "school" bottle. All medication will be kept in the office except for inhalers which are sometimes kept with the student with parental permission.

The medication will be administered under the direction of the school nurse or the designated school personnel, with the parent or guardian accepting ultimate responsibility for monitoring the effect of this medication.

Teachers will explain these rules to their classes annually and display the rules in the classroom.

Final Note

STUDENTS ARE ADMITTED INTO THE SCHOOL BASED ON THE UNDERSTANDING THAT THEY KNOW AND WILL OBEY THESE RULES. BREACHES OF THESE RULES WILL BE PUNISHED AS ALREADY DECLARED.

PARENTS ARE EXPECTED TO GIVE THEIR CO-OPERATION AND SUPPORT IN THE ENFORCEMENT OF THE RULES AND OF DISCIPLINE IN GENERAL.



HIS MERCY PRIVATE SCHOOL