



STUDENT HANDBOOK

YEAR 7 - 12

Dear HMS JEWEL,

Welcome...

School rules are usually associated with classroom management and school discipline. However, rules also define ways of thinking about oneself and the world. Rules are guidelines for actions and for the evaluation of actions in terms of good and bad, or right and wrong, and therefore a part of morals or values education in school.

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

To coordinate, regulate and organize the individuals and their activities in school, classroom rules and other school rules are constructed and upheld by the school and are to be followed with parental support unconditionally as it is going to be our own moral way of standing out.



Yours sincerely

HMRS

School Day Timing

The school day starts at 07:30 a.m. and ends at 04:30 p.m. Students arriving late to school must pass by the school office and register their names in the late book before going to their classrooms. When it becomes necessary for the students to leave the school early (before 04:30), the guardian needs to send a written permission to the office before the student is allowed to leave the school premises.

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.

Dress Code (Girls)

Everyday Uniform:

- **Mondays and Thursdays:** Off-white short-sleeved shirt and skirt. white socks and black shoes.
- **Tuesday:** Lemon short-sleeved shirt and full-length pinafore. white socks and black shoes.
- **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 and skirt. white socks and black shoes.
- **Tuesday:** Lemon short-sleeved shirt and full-length pinafore. white socks and black shoes.
- **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

Shade Adu



04

One side



02

Shuku and base



05

Cornrows



03

Rice and Beans



06

All Back





Hairstyles



07&08

7UP

10

Evelyn King



09

Two Steps



11&12

African Queen

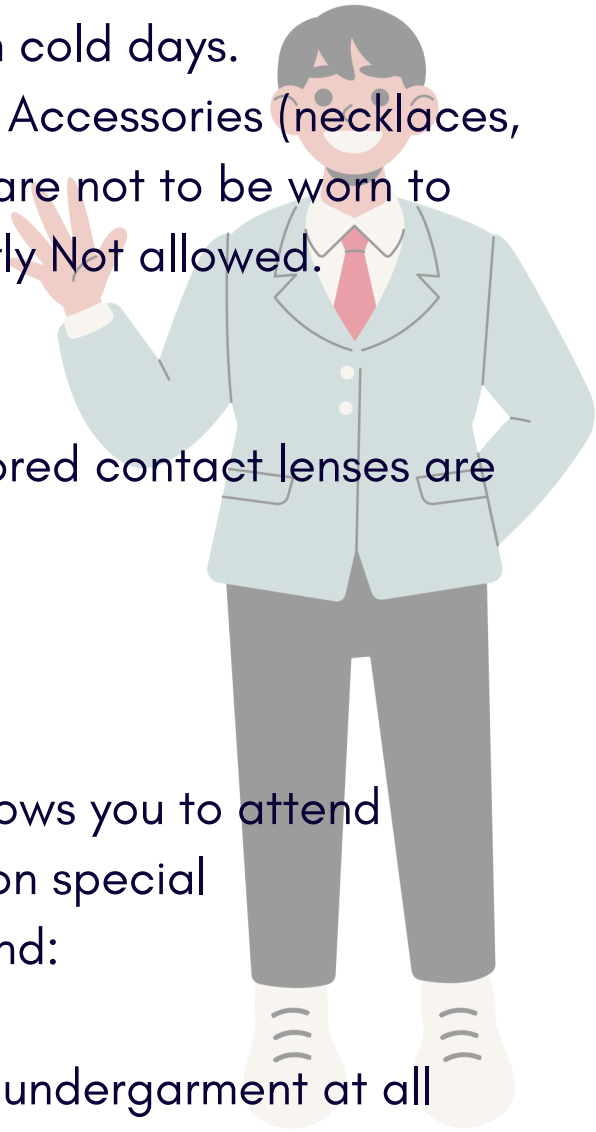


(Boys)

Low cut always

Notes for Appearance

- Only the school cardigan is allowed on cold days.
- Hats & baseball caps are not allowed. Accessories (necklaces, bracelets, earrings, 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 & nail polish and colored 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.

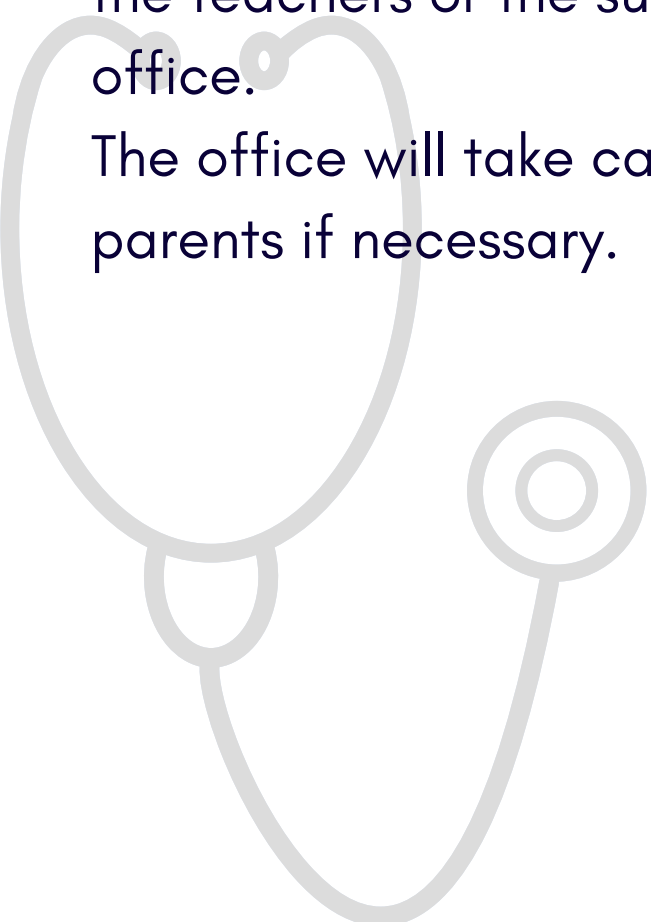
Absences

- Pupils who wish to be absent for any foreseeable reason must 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 care of you and will call your parents if necessary.



Classroom Rules

- Arrive on time.
- Be organized 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 permitted by the teacher.
- 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 written permission from the teacher.
- Treat people the way you would like to be treated.
- Cooperate with your class peers & 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 use of mobile is NOT allowed in the school buildings, on the school grounds, or during school activities.
- 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.

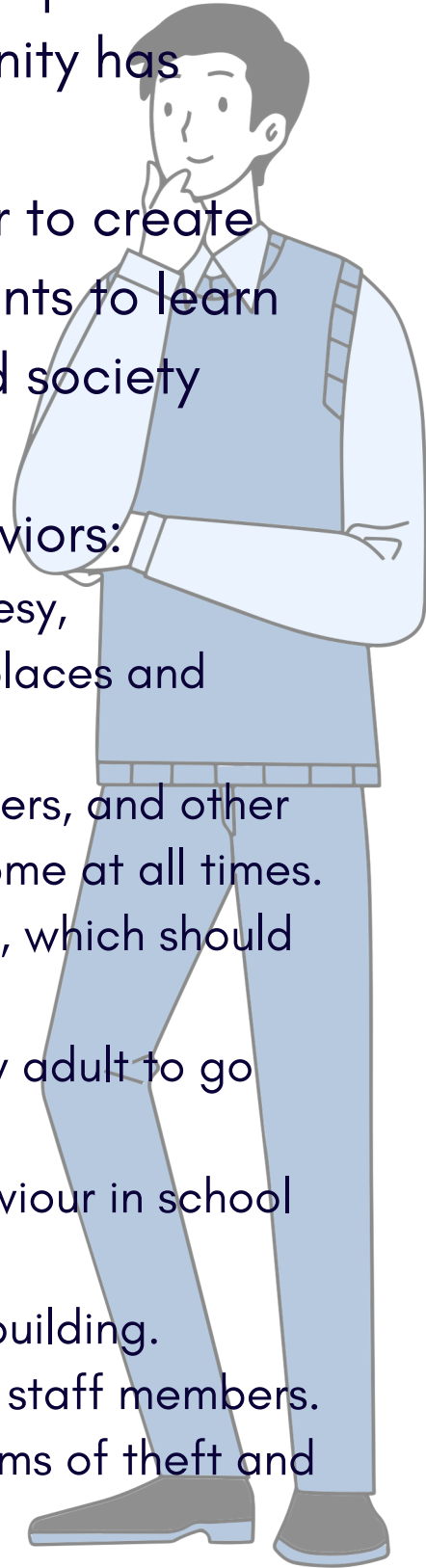
Code of Behavior

The school is a learning community that requires a caring and safe atmosphere; this community has created some rules.

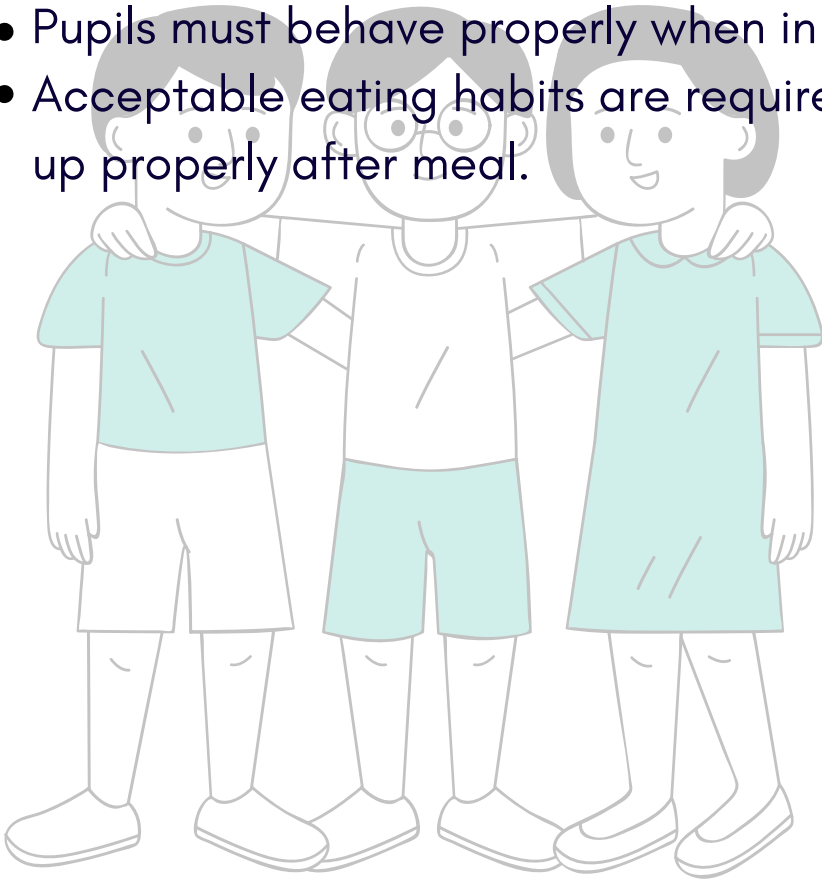
The school rules have been made in order to create the best conditions possible for the students to learn and develop, in order to grow up as good society members.

Here is a list of some unacceptable behaviors:

- Pupils must observe high standards of courtesy, consideration and good manners in public places and school.
- All pupils must show respect to peers, teachers, and other adults and make visitors to the school welcome at all times.
- 'Please and thank you' are simple courtesies, which should be used in and out of school.
- Pupils should open doors for adult and allow adult to go through a door way first.
- Pupils must maintain quiet and orderly behaviour in school corridors.
- Damage to school property, equipment, or building.
- Disrespecting other students and any of the staff members.
- The use of foul or obscene language. All forms of theft and bullying.
- Placing at risk the health and\or safety of another student or a staff member. Ditching classes. Disobedience of school rules

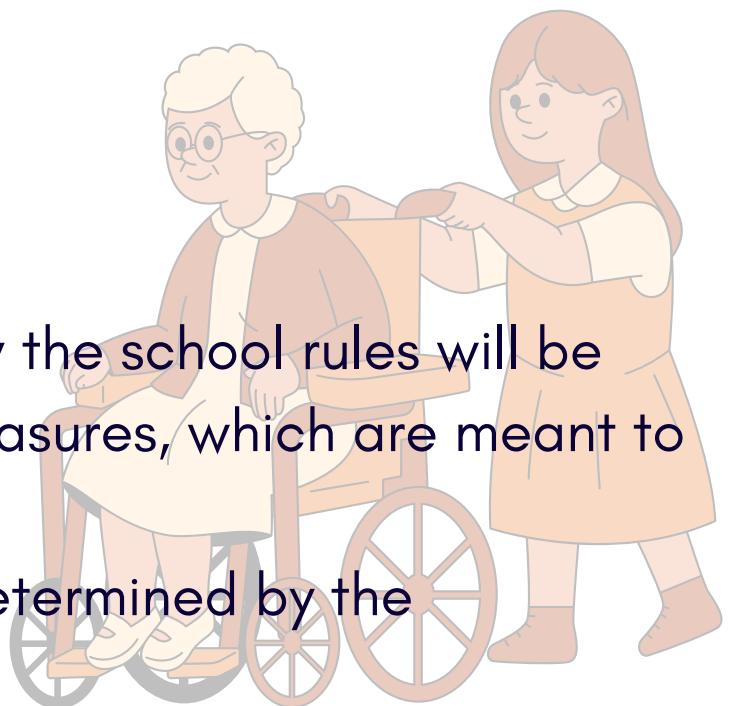


- Pupils must behave properly when in school uniform.
- Acceptable eating habits are required and pupils must clear up properly after meal.

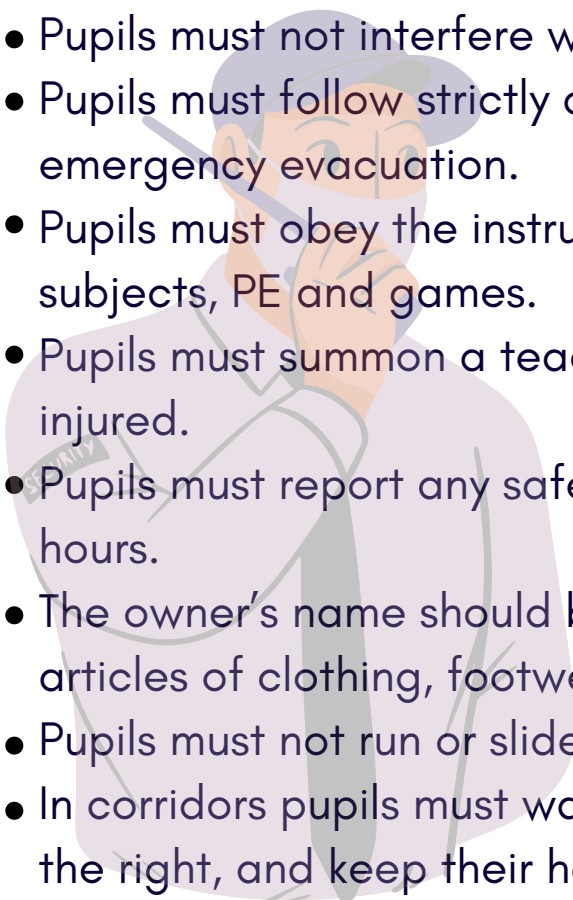


A pupil who fails to follow the school rules will be subject to disciplinary measures, which are meant to educate and train.

These measures will be determined by the administration.



Safety and Security

- 
- Pupils must obey all rules on safety.
 - Pupils must not interfere with fire extinguishers.
 - Pupils must follow strictly and promptly the instructions for emergency evacuation.
 - Pupils must obey the instructions of their teachers 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 marked clearly 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, launch 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.
 - The chewing of 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 at a minimum so other students will not be disturbed.
 - Students will be charged for any damage cause to property of the school, 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 damage and removal of graffiti must be paid for by the perpetrator.
- Pupils are expected to take good care of their textbooks and return them to their teachers at the end of the year. Pupils who fail to do so will be required to compensate the school.

Student Health

Medication that can be administered before or after school is better kept at home. However, if it is necessary, the school nurse or staff will administer oral and topical medications with written parental consent and if 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 medication, 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.

PUPILS ARE ADMITTED INTO THE SCHOOL BASED ON THE UNDERSTANDING THAT THEY KNOW AND WILL OBEY THESE RULES. BREACHES OF THESE RULES WILL BE PUNISHED ON AN ASCENDING SCALE OF PUNISHMENT.

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



HIS MERCY REIGN PRIVATE SCHOOL

24 Shittu Thompson street, Rogo Bustop, Iju Ishaga. Ifako Ijaiye, Lagos state.