

TIMEBELL ACADEMY ENUGU STUDENTS/PARENTS GUIDE

FIRST EDITION, 2020



Timely choice for achievers

Motto: Timely Choice For Achievers

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NATIONAL ANTHEM

Arise, o compatriots
Nigeria's call obey
To serve our father land
With love and strength and faith,
The labour of our heroes past
Shall never be in vain
To serve with heart and might
One nation bound in freedom,
Peace and unity.

Oh God of creation,
Direct our noble cause
Guide leader right,
Help our youths the truth to know
In love and honesty to grow;
And living just and true
Great lofty heights attain
To build a nation where peace
And justice shall reign.

THE NATIONAL PLEDGE

I pledge to Nigeria my country,
To be faithful, loyal and honest,
To serve Nigeria with all my strength,
To defend her unity,
And uphold her honor and glory
So help me God.





SCHOOL ANTHEM

Great achievers of our generation
Welcome to the great Timebell School
We are molded, guided by great values
Great teachers and great students

We are the hope of our nation
We must uphold the vision of our school
It's a place conducive for learning
learning without distress

We can't afford to lose our focus
We can't afford to lose our heritage
We are on a journey to better our tomorrow
Timebell our only hope
We are great
We are great
Timebell fellows we are great.

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SCHOOL MANDATE

To provide a conducive environment that is necessary for learning effective teaching and learning

To hope all children to be happy, confident and enthusiastic learners

To foster the self esteem and a achievement of each child in order to enable then reach full potential

To provide high quality teaching and learning epicenes to help all children achieve highest possible standards in all areas of the curriculum

To ensure equal opportunity for all pupils

To subdue bad habits that tend to affect adversely the ability of student to achieve the educational objective of the school via various correctional measures

To from a workable relationship between school and home by pushing teachers parent communication towards making every child a desired member of the larger society.

ATTENDANCE TO SCHOOL

REGULARITY: Pupils/Students are expected to attend school regularly and participate in all school activities. If for any cogent reason a Pupil/Student has a need to absent him/her from school or any school activity, the Pupil/Student must inform the school in writing through the form teacher.

PUNCTUALITY: Pupils and Students are expected to be punctual to school (at or before 7:45a.m) and other school activities.

LESSONS: Attendance to lessons is mandatory. Every Pupil/Student should be present at the lesson at the right time and at the right place. Loitering during classes is prohibited.



MORNING ASSEMBLY

Every Pupil/Student must attend morning assembly on assembly days and must bring along with him/her the approved morning assembly manual.

Pupils/Students must comport themselves at assembly ground and avoid noise making.

CLASSROOM BEHAVIOUR

Private radio sets, recorders, video tapes, manuals and electronic toys, computer games, noisy or programmable electronic calculators, telephone gadgets, handset, mobile phones, cell phones and other electronic communication device are not allowed and therefore should not be brought to school. Such materials shall be confiscated and forfeited when discovered. Pupils/students caught in possession of the above mentioned items shall be punished severely, in addition to confiscating the items.

When no teacher is in the class, pupils/students are expected to be in their seat to do their private studies.

Pupils/Students should comport themselves when a teacher is in class by avoiding such act as might be termed rudeness or affront to the teacher.

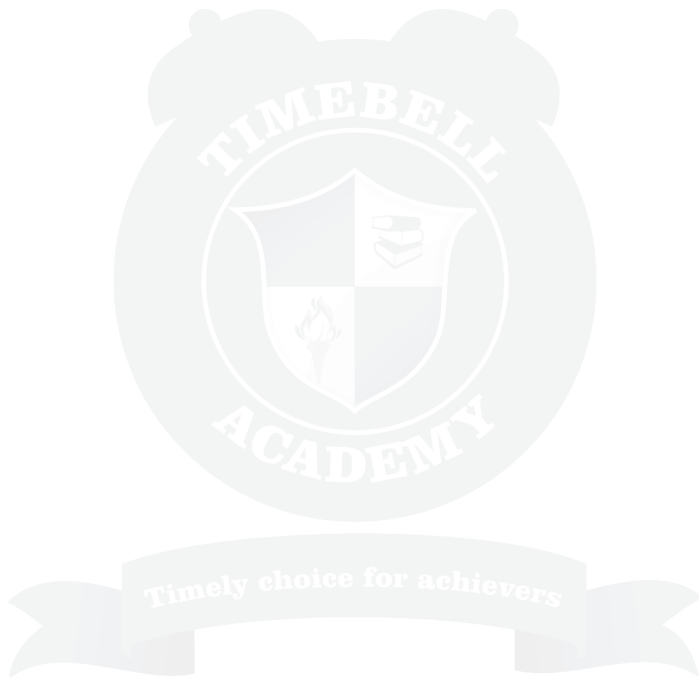
It is an offence to engage in a subject other than the one being taught or discussed in class e.g. doing Mathematics when the teacher for English language is in class.

Pupils/Students are not allowed to leave the classroom during lesson without permit card except during break period. Only one pupil/student is allowed to go out at a time for not more than 5 minutes at a time. Loiterers will be severely punished.



Noise making is prohibited.

Pupils/students should have the learning materials such as textbooks, exercise books and other approved materials for effective learning. Students who fail to provide the materials as described above will be sent out of class.





SCHOOL PROPERTY

It is prohibited for any pupil/student to mark or inscribe their names on school property

In case of damage to any school property, pupils/student responsible will get it replaced

It is an offence to write or draw on walls; notice boards etc or express them through any other means.

PERSONAL CLEANLINESS

All students must appear neat in the appropriate uniform with nails well cut and filed.

Girls should wear their hair cut, plaited or braided. No permanent waves, curls, hair attachment or hair bands allowed.

Boys should cut their hair low and should not wear beards. Stylish hair cuts are prohibited.

HEALTH

All cases of illness during class should be reported to the form teacher first before reporting to the first aid unit of the school, from where transportation to medical centre or home will be arranged if need be.

BULLYING

Older students are expected to help in guiding the younger ones rather than take advantage of their tender age by bullying and maltreating them. Flagging is not allowed.



RESTRICTED AREAS

The administrative offices and staff rooms are out of bounds to students during school hours except

During break periods

On emergency situation or

With express permission of a teacher.

RECEIVING VISITORS

Pupils/Students are not allowed to receive visitors during school hours. In case of emergency, such visitors should get clearance from

- Headmaster, Principal or
- Any of their deputies

WITHDRAWAL FROM THE SCHOOL

- Parents/Guardians can apply for the withdrawal of their children/wards any time, for whatever reason, provided such pupil/student complete and submit school clearance form. No school fees paid will be refunded.
- The headmaster/headmistress/principal may suspend or dismiss a pupil/student from the school for a serious or persistent, deviant behavior. If a student is expelled, no fee is refunded.
- A pupil/student, who fails a particular class a second time, automatically withdraws from the school.



EXAMINATION MALPRACTICE

- Malpractice in any examination or test is punishable by suspension for a period not exceeding two weeks. Repeat attracts expulsion.
- The pupil/student will in addition score a zero percent in the examination or test where he/she is found cheating.

SCHOOL UNIFORM

School uniforms are purchased from the school.

NB: wearing of trousers and shirts at ass-level is disallowed.

- Students who wish to put on cardigans should purchase the school cardigans if it is available. As an interim measure where the school is not able to provide the navy-blue cardigans readily, students are allowed to have them made outside the school provided the colour is same as that of the school. No other colour is allowed.
- Girls should wear their hair cut, plaited or in braids. Permanent waves, curls or hair attachments are not allowed. Brown and white hair bands are allowed.
- Earrings, bracelets, rings and bangles are prohibited for all students of the school.
- Boys should wear their hair low. They are not allowed to wear beards, stylish hair cuts are disallowed.
- Any student in wrong uniform will be sent home. A second breach of this law attracts severe punishment: e.g. suspension.
- All wrong stockings, earrings, shoes or sandals etc. confiscated are forfeited by the owners.



POCKET MONEY

Students should come to school with no more than ₦500 (five hundred naira) pocket money at any point in time, including additional money for public transportation.

NB: any student caught with more than five hundred naira (₦500.00) at a time except the big amount is for payment of school fees, will be apprehended and sent home to bring his/her parents for necessary explanations.

MISCELLANEOUS RULES AND REGULATION

Possession and/or use of dangerous weapons are strictly prohibited.

- Note well: dangerous weapons includes guns, knock-out, or gun powder etc.) Knives, daggers, broken bottles, broken glass/louvers blades, clubs etc or any object capable of inflicting injuries. Playing prank with broken biro or ruler could constitute dangerous weapons
- No Pupil/Student is allowed to possess and/or consumes alcohol, unperceived drugs, cigarettes, marijuana, cocaine etc. in school.
No Pupil/Student is allowed to possess and/or consumes alcohol, unperceived drugs, cigarettes, marijuana, cocaine etc. in school.
- Pupils/Students are not allowed to form cliques, belong to secret societies, or any group that suggests such.



- No student should assault or insult a teacher or prefect. Insubordination to a teacher or a prefect is strictly disallowed. An aggrieved student is advised to seek redress with the school authority and wring.
- On no account should a student refuse to go on suspension. A suspended student should not be found anywhere around/in the school compound, except on invitation by the school authority.
- Students are not allowed to fight. Any misunderstanding between/among students should be reported to the form teacher, teachers-duty or head of year of the students in question.
- Throwing of water from sachet/pure water containers at any student in a bid to celebrate birthday within and outside the school is highly prohibited.
- Stealing is strictly disallowed, If caught the student will be expelled.

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OFFENCES AND SANCTIONS

SECTION A

- Lateness to school activities.
- Failure to carry out one's functions.
- Leaving the class with the official exit card.
- Doing other subjects when the teacher is teaching.
- Walking about or chatting in class.
- Habitual noise-making.
- Telling lies.
- Writing or drawing on the chalk board without the teacher's permission.
- Truancy.
- Receiving visitors without official permission.
- Shooting rubber slings in class or throwing of sachet water.
- Dodging assembly.

PUNISHMENTS/SANCTIONS

These offences are punishable by manual labour, or as may be deemed fit by the school authority. Where the offence is habitual, the student may be suspended.

SANCTIONS

- Damaged/mishandled school property should be replaced by the individuals
- Defaced walls should be repainted by the student or students involved.





SECTION B

- Breaking bounds
- Rudeness or impertinence to a teacher or prefect
- Bulling
- Fighting
- Cheating in examinations, test, assignment or project
- Stealing
- Any deviant behavior that borders on or suggested immorality between/among the sexes
- Withholding information from the school authority during investigations.

SANCTION

These offences attract suspension from school for a period not exceeding two weeks or as may be deemed fit by the school authority.

Repeat attracts expulsion. (These could occur on the same examination or the same subject).

SECTION C

- Forming of cliques or belonging to secret society.
- Involvement in alcohol, drug or smoking.
- Possession and/or use of dangerous weapons.
- Assault/insult to teachers/prefects.
- Refusal of going on suspension.



- Taking the General Certificate of Education examination, or any external Certificate Examination while still in school and before the Senior School Certificate Examination.

SANCTION

These offenses attract expulsion.

Notes; Any student registered for external examination (JSCE & SSCE) is advised to be of excellent behavior. If, however any student is expelled, he/she may, at the discretion of the school authority, write the examination only on one condition:

- Either both parents will accompany him/her to school only on the days he/she has papers to write. Stay in the school compound until the student finishes writing the examination. Thereupon, the parent(s) will take him/her away and ensure he/she does not cause disturbance in the school. Where the parent(s) is unable to control the student, he/she will be disallowed from continuing with the examination.
- Any student expelled twice for an offence will be expelled if he commits any offence punishable by suspension.
- Canning as a form of punishment should only be administered by:
The Headmaster



The Headmistress

The Principal

The vice-principal

The Disciplinarian

The form teacher

- Or any other person authorized by the Headmaster, Headmistress or Principal
 - Actions taken by the school authority based on this document or the decisions of the Disciplinary committee are final and binding on all concerned.
 - Students who are recalled from suspension will pay a sub-charge of three thousand naira (N3, 000) only to cover for the cost of stationary and services involved.
 - Students (male and female) who refuse to wear their hair properly will be sent home instantly. They will only report back to school with the proper hair style. A second offence will attract suspension not exceeding two weeks.
- Any student who is caught in any misconduct or the other outside the school compound while in school uniform will be punished in the same way as if he/she committed it within the school premises.

Contact us at timebellsacademy2020@gmail.com